# INTERNATIONAL BUSINESS COLLEGE
## COMPENDIUM OF CATALOG COURSE DESCRIPTIONS
## ACADEMIC YEARS 1990-91 TO 2018-19

**Definition of Academic Credit:** A clock hour is equal to a minimum of 50 minutes of instruction. Credit for academic and financial aid purposes is measured in semester credit hours. A semester credit hour is equivalent to a minimum of 15 clock hours of lecture, 30 clock hours of laboratory where classroom theory is applied and explored or manipulative skills are enhanced, 45 clock hours of externship/practicum, or a combination of these three.

**AC100 ACCOUNTING PRINCIPLES I** (80 Clock Hours--4 Credits)
This course provides students with an introduction to the fundamental principles and concepts of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business.

**AC101 ACCOUNTING PRINCIPLES I** (120 Clock Hours--6 Credits)
This course provides students with an introduction to the fundamental principles and concepts of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business. Discussed also are such specific topics as accounts receivable, accounts payable, special journals, payroll procedures, and the voucher system.

**AC101 ACCOUNTING PRINCIPLES II** (80 Clock Hours--4 Credits)
This course is a continuation of Accounting Principles I with special emphasis on internal control, accounting for cash, short-term investments, and receivables. Inventories, plant asset accounting, and intangible assets are included.

**AC102 ACCOUNTING PRINCIPLES II** (120 Clock Hours--6 Credits)
This course is a continuation of Accounting Principles I with special emphasis on accounts receivable, promissory notes, inventory valuations, tangible and intangible assets, and partnership and corporate accounting. Partnership accounting deals with formation and admission of partners, division of income and losses, and the dissolution and liquidation of a partnership. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, long-term liabilities, and short-term investments. Also covered is the statement of changes in financial position on a cash basis.

**AC102 ACCOUNTING PRINCIPLES III** (80 Clock Hours--4 Credits)
This course is a continuation of Accounting Principles II and includes the study of partnership and corporate accounting. Partnership accounting deals with division of income and losses. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, current and long-term liabilities, and long-term investments. Also covered is the statement of cash flow.

**AC103 MATHEMATICS FOR ACCOUNTING I** (38 Clock Hours--2 Credits)
This course covers basic mathematical principles as they relate to business and accounting. Students review basic operations including decimals, fractions, equations, and percentages. This course also includes instruction in the calculation of base, rate, and percentage; markup and markdown; and trade and cash discounts. Basic statistical concepts are also introduced.

**AC104 COST ACCOUNTING I** (48 Clock Hours--3 Credits)
This course is concerned with job order cost accounting systems with emphasis placed on the cost cycle, raw materials, labor, factory overhead, and financial statements for the business that operates as a manufacturing concern.

**AC104 MATHEMATICS FOR ACCOUNTING II** (38 Clock Hours--2 Credits)
This course is a continuation of Mathematics for Accounting I. The course is divided into two 4-week modules. During one module, the students receive instruction in the mathematics of simple and compound interest, annuities, and consumer credit. During the second module, the students develop speed and accuracy in the use of a 10-key pad.

**AC105 PAYROLL ACCOUNTING** (38 Clock Hours--2 Credits)
This course is a presentation of the theoretical and practical applications of payroll procedures. It emphasizes the methods of computing wages and salaries, keeping records, and the preparation of various federal and state government reports. Students are required to complete a comprehensive payroll project to show proof of mastery of subject content.

**AC106 COMPUTERIZED GENERAL LEDGER** (40 Clock Hours--2 Credits)
This course is a hands-on approach to learning how automated accounting systems function. The students operate a computerized general ledger system, accounts receivable system, accounts payable system, and payroll system. Students perform financial statement analysis and depreciation comparisons using the computer.

**AC106 ESSENTIALS OF ACCOUNTING** (38 Clock Hours--2 Credits)
This course presents an introduction to the fundamental principles of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Also discussed are such specific topics as payroll procedures and bank statement reconciliations. A review of fundamental math principles is included as well.

**AC107 ESSENTIALS OF ACCOUNTING** (40 Clock Hours--2 Credits)
This course provides an introduction to the fundamental principles of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Banking procedures, special journals, subsidiary ledgers, and payroll computations are also discussed.

**AC108 COMPUTERIZED GENERAL LEDGER** (40 Clock Hours--2 Credits)
This course is a hands-on approach to learning how automated accounting systems function. Students operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll.

**AC108 ESSENTIALS OF ACCOUNTING I** (20 Clock Hours--1 Credit)
This course provides an introduction to the fundamental principles of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures.

**AC108 MEDICAL BOOKKEEPING** (1 Credit)
This course provides an introduction to the basic principles of accounting including the fundamentals of debits, credits, payables, and receivables.

**AC109 ESSENTIALS OF ACCOUNTING II** (20 Clock Hours--1 Credit)
This course continues the study of the fundamental principles of accounting. Special emphasis is given to banking procedures, special journals, subsidiary ledgers, and payroll computations.

**AC110 COMPUTERIZED GENERAL LEDGER** (40 Clock Hours--2 Credits)
This course is a hands-on approach to learning how automated accounting systems function. The student will operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll. The student will conduct financial statement analysis using the computer.

**AC110 FUNDAMENTALS OF ACCOUNTING I** (45 Clock Hours--3 Credits)
**AC110 PRINCIPLES OF ACCOUNTING I** (45 Clock Hours--3 Credits)
This course provides a preliminary survey of accounting. It introduces the principles of accounting used as the basis for modern practice. Financial statements are considered as related to the business world. Adjusting entries as influencing the measurement of income are studied along with working papers and accounting systems and controls. Data processing is considered with emphasis placed on the flow of cash, accounts receivable, and inventories affecting accounting situations.

**AC110 PRINCIPLES OF ACCOUNTING I** (1990-1991)
(4 Credits)
This course provides a preliminary survey of accounting. It introduces the principles of accounting used as the basis for modern practice. Financial statements are considered as related to the business world. Adjusting entries, as influencing the measurement of income, are studied along with working papers and accounting systems and controls. Data processing is considered with emphasis placed on the flow of cash, accounts receivable, and inventories affecting accounting situations.

**AC111 FUNDAMENTALS OF ACCOUNTING II** (45 Clock Hours--3 Credits)
**AC111 PRINCIPLES OF ACCOUNTING II** (45 Clock Hours--3 Credits)
This course is a continuation of Fundamentals of Accounting I [Principles of Accounting I] with emphasis on the voucher system of expenditures, depreciation, depletion, and partnerships. Corporation accounting is introduced, stressing the various net worth accounts, bonds, and investments along with the computation of book values. Treasury stock transactions are viewed in proper perspective as related to the corporate structure. The flow of production methods in manufacturing with additional peculiar accounts required to ascertain cost is introduced.

**AC111 PRINCIPLES OF ACCOUNTING II** (1990-1991)
(4 Credits)
This course is a continuation of Principles of Accounting I with emphasis on the voucher system of expenditures, depreciation, depletion, and partnerships. Corporation accounting is introduced, stressing the various net worth accounts, bonds, and investments along with the computation of book values. Treasury stock transactions are viewed in proper perspective as related to the corporate structure. The flow of production methods in manufacturing with additional peculiar accounts required to ascertain cost is introduced.

**AC112 ACCOUNTING SIMULATIONS** (1991-1994)
(4 Credits)
This is a computer simulation course that enables the students to complete a practice set using computer equipment. A retail business using the voucher system is the environment in which the students open the accounts, maintain them, process transactions for them, and print reports from them.

**AC112 ACCOUNTING SIMULATIONS** (60 Clock Hours--3 Credits)
This is a computer simulation course that enables the students to complete a practice set using computer equipment. A retail business using the voucher system is the environment in which the students open the accounts, maintain them, process transactions for them, and print reports from them.

**AC113 INTRODUCTION TO MANAGERIAL BUDGETING AND CONTROL** (1991-1994)
(4 Credits)
This course introduces basic accounting practices to acquaint students with the relationship between budgeting and decision-making processes. Emphasis is placed on theory and practical application of the budgeting process. Areas to be covered include accounting systems, corporations, partnerships, and accounting for manufacturing operations.

**AC113 INTRODUCTION TO MANAGERIAL BUDGETING AND CONTROL**
**AC113 INTRODUCTION TO MANAGERIAL BUDGETING AND ACCOUNTING**
(45 Clock Hours--3 Credits)
This course introduces basic accounting practices to acquaint students with the relationship between budgeting and decision-making processes. Emphasis is placed on theory and practical application of the budgeting process. Areas to be covered include accounting systems, corporations, partnerships, and accounting for manufacturing operations.

**AC114 ACCOUNTING PRINCIPLES I** (76 Clock Hours--3 Credits)
This course provides students with an introduction to the fundamental principles and concepts of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business.

**AC114 AUDITING** (48 Clock Hours--3 Credits)
This course is a study of auditing theory, practices, and procedures used in audits by public accountants and internal auditors.  The course includes the completion of working papers, audit reports, and supporting schedules.

**AC115 ACCOUNTING PRINCIPLES II** (76 Clock Hours--3 Credits)
This course is a continuation of Accounting Principles I with special emphasis on internal control, accounting for cash, short-term investments, and receivables.  Inventories, plant asset accounting, and intangible assets are included.

**AC116 ACCOUNTING PRINCIPLES III** (76 Clock Hours--3 Credits)
This course is a continuation of Accounting Principles II and includes the study of partnership and corporate accounting.  Partnership accounting deals with division of income and losses.  Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, current and long-term liabilities, and long-term investments.  Also covered is the statement of cash flow.

**AC117 COMPUTERIZED ACCOUNTING** (38 Clock Hours--1 Credit)
This course is a hands-on approach to learning how automated accounting systems function.  Students operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll.

**AC200 INTRODUCTION TO COST ACCOUNTING** (45 Clock Hours--3 Credits)
This course is concerned with job order cost accounting systems with emphasis placed on the cost cycle, raw materials, labor, factory overhead, and financial statements for the business that operates as a manufacturing concern.

**AC201 INTERMEDIATE ACCOUNTING** (1990-91)
(130 Clock Hours--8 Credits)
This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I and II.  Topics discussed include a review of the accounting cycle, specific issues relating to financial statements, specific issues concerning current liabilities, the accounting of fixed assets and intangible assets, the accounting of long-term investments, and a more thorough study of corporate accounting including contributed capital and retained earnings.  Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals.

**AC201 INTERMEDIATE ACCOUNTING I** (80 Clock Hours--4 Credits)
This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III.  Topics discussed include a review of the accounting cycle, preparation of financial statements, analysis of cash, receivables, and inventories.

**AC202 COMPUTERIZED ACCOUNTING SIMULATION** (30 Clock Hours--2 Credits)
Using the computer as a tool, this course reinforces Intermediate Accounting.  The students review accounting procedures for stock issuance, stock subscriptions, bond issuance, redemption of stocks and bonds, and other generally accepted accounting principles.  Students enter transactions, post entries, and print appropriate interim and end-of-period statements.

**AC202 INTERMEDIATE ACCOUNTING II** (80 Clock Hours--4 Credits)
This course continues the in-depth analysis of specific accounting topics such as fixed assets, intangible assets, long-term investments, and a thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals. This course contains a required lab.

**AC203 COST ACCOUNTING I** (38 Clock Hours--2 Credits)
This course is concerned with job order and process cost accounting systems with emphasis on the cost cycle, raw materials, labor, factory overhead, and financial statements for the business that operates as a manufacturing concern.

**AC203 COST ACCOUNTING I** (1990-1992)
(65 Clock Hours--4 Credits)
This course is concerned with job order and process cost accounting systems with emphasis on the cost cycle, raw materials, labor, factory overhead, and financial statements for the business that operates as a manufacturing concern.

**AC204 COST ACCOUNTING II** (40 Clock Hours--2 Credits)
This course is a continuation of accounting for a manufacturing concern with special emphasis on budgeting factory overhead and determining and applying materials, labor, and factory overhead to work in process. A job order cost practice set is required to show mastery of subject matter.

**AC205 ADVANCED COST ACCOUNTING** (48 Clock Hours--3 Credits)
**AC205 COST ACCOUNTING II** (48 Clock Hours--3 Credits)
This course provides exposure to the process cost accounting system and the setting and applying of standard cost for a manufacturing concern. Emphasis is placed on the cost of production reports, budgeting of sales and production, flexible budgeting, and budget analysis.

**AC205 ELECTRONIC SPREADSHEETS** (40 Clock Hours--2 Credits)
Using Lotus 1-2-3, this course instructs the students on the concepts and uses of electronic spreadsheets. Through hands-on activities, students learn to use a spreadsheet program as an accounting tool.

**AC205 INTERMEDIATE ACCOUNTING I** (76 Clock Hours--3 Credits)
This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III. Topics discussed include a review of the accounting cycle, preparation of financial statements, analysis of cash, receivables, and inventories.

**AC208 ADVANCED ACCOUNTING** (40 Clock Hours--2 Credits)
A variety of topics is given special in-depth attention. These topics include partnership formation, operation, dissolution, and liquidation. In addition, home office and branch accounting and the purchase and pooling of interests methods of consolidation are covered.

**AC208 ADVANCED ACCOUNTING** (1990-1993)
(50 Clock Hours--3 Credits)
A variety of topics is given special in-depth attention.  These topics include partnership formation, operation, dissolution, and liquidation; installment and consignment sales; accounting for bonds, pension costs, and capital leases; and the statement of changes in financial position.

**AC208 ADVANCED ACCOUNTING** (1993-1996)
(48 Clock Hours--3 Credits)
A variety of topics is given special in-depth attention in this course.  These topics include partnership formation, operation, dissolution, and liquidation.  In addition, installment sales, consignment sales, bonds, and leases are also covered.

**AC209 INCOME TAX** (1990-1992)
(50 Clock Hours--3 Credits)
This annually updated tax course offers students a thorough explanation of the federal tax structure, while training them to apply tax principles to specific problems.  Emphasis is placed on the 1040 individual income tax return with supplementary schedules, along with a brief introduction to the partnership and corporation tax returns.

**AC209 INCOME TAX** (40 Clock Hours--2 Credits)
This annually updated tax course offers students a thorough explanation of the federal tax structure, while training them to apply tax principles to specific problems.  Emphasis is placed on the 1040 individual income tax return with supplementary schedules, along with a brief introduction to the partnership and corporation tax returns.

**AC210 COST ACCOUNTING III** (1990-1992)
(50 Clock Hours--3 Credits)
A continuation of cost accounting procedures, this course covers the fundamentals of cost procedures as used in job order cost and process cost.  The course proceeds to more advanced cost work and deals with budgeting and standard cost.  The course discusses how modern companies are using their cost and analysis records as a tool, leading to better management practices.

**AC210 COST ACCOUNTING III** (40 Clock Hours--2 Credits)
A continuation of cost accounting procedures, this course covers the fundamentals of cost procedures as used in job order cost and process cost.  The course proceeds to more advanced cost work and deals with budgeting and standard cost.  The course discusses how modern companies are using their cost and analysis records as a tool, leading to better management practices.

**AC211 CONSOLIDATED ACCOUNTING** (1990-1992)
(50 Clock Hours--3 Credits)
This course provides exposure to a variety of business combinations and the accounting effect on those combinations.  Particular attention is given to the study of home office and branch relationships, consolidation investments at equity, consolidation investments at cost, mergers, acquisitions, and pooling of interests.

**AC211 CONSOLIDATED ACCOUNTING** (40 Clock Hours--2 Credits)
This course provides exposure to a variety of business combinations and the accounting effect on those combinations. Particular attention is given to the study of home office and branch relationships, consolidation investments at equity, consolidation investments at cost, mergers, acquisitions, and pooling of interests.

**AC215 FINANCIAL ACCOUNTING** (80 Clock Hours--4 Credits)
This course emphasizes the theory and problems of accounting and the accounting cycle. The purpose, form, and content of the balance sheet, income statement, and statement of cash flows are discussed.

**AC216 FINANCIAL ACCOUNTING** (76 Clock Hours--3 Credits)
This course emphasizes the theory and problems of accounting and the accounting cycle. The purpose, form, and content of the balance sheet, income statement, and statement of cash flows are discussed.

**AC216 INTERMEDIATE ACCOUNTING I** (1990-1991)
(4 Credits)
This course reviews the fundamental principles of the accounting cycle, financial statement preparation and presentation, and year-end procedures. In-depth study follows in the areas of cash, marketable securities, receivables, inventories, and plant and intangible assets.

**AC216 INTERMEDIATE ACCOUNTING I** (45 Clock Hours--3 Credits)
This course reviews the fundamental principles of the accounting cycle, financial statement preparation and presentation, and year-end procedures. In-depth study follows in the areas of cash, marketable securities, receivables, inventories, and plant and intangible assets.

**AC217 FINANCIAL ACCOUNTING** (45 Clock Hours--3 Credits)
This course emphasizes the theory and problems of accounting and the accounting cycle. The purpose, form, and content of the balance sheet, income statement, and statement of cash flows are discussed.

**AC217 INTERMEDIATE ACCOUNTING II** (1990-1992)
(4 Credits)
This course is a continuation of in-depth study of such topics as current and long-term liabilities, investments, stockholders' equity, and retained earnings.

**AC217 INTERMEDIATE ACCOUNTING II** (45 Clock Hours--3 Credits)
This course is a continuation of in-depth study of such topics as current and long-term liabilities, investments, stockholders' equity, and retained earnings.

**AC220 AUDITING PRINCIPLES AND PRACTICES** (40 Clock Hours--2 Credits)
This course provides students with knowledge of the purpose and goals of the audit, information on the duties and responsibilities of the auditor, and familiarity with auditing standards and procedures.

**AC220 FINANCIAL ANALYSIS AND REPORTING** (40 Clock Hours--2 Credits)
This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques. These techniques include vertical, horizontal, and ratio analysis and industry comparisons. This information is then compiled in a student portfolio.

**AC221 FINANCIAL ANALYSIS AND REPORTING** (38 Clock Hours--1 Credit)
This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques. These techniques include vertical, horizontal, and ratio analysis and industry comparisons. This information is then compiled in a student portfolio.

**AC222 AUDITING** (45 Clock Hours--3 Credits)
This course is a study of auditing theory, practices, and procedures used in audits by public accountants and internal auditors. The course includes the completion of working papers, audit reports, and supporting schedules.

**AC230 ADVANCED ACCOUNTING THEORY AND APPLICATIONS**
(48 Clock Hours--3 Credits)
A variety of topics is given special, in-depth attention in this course. These topics include partnership formation, operation, dissolution, and liquidation; installment and consignment sales; accounting for bonds, pension costs, and capital leases; and the statement of changes in financial position.

**AC300 MANAGERIAL ACCOUNTING** (80 Clock Hours--4 Credits)
In this course, students focus on the use of accounting in managerial decision making and in the control and evaluation of the decisions made within business organizations.

**AC301 MANAGERIAL ACCOUNTING** (45 Clock Hours--3 Credits)
In this course, students focus on the use of accounting in managerial decision making and in the control and evaluation of the decisions made within business organizations.

**AC302 INTERMEDIATE ACCOUNTING II** (80 Clock Hours--4 Credits)
This course continues the in-depth analysis of specific accounting topics such as fixed assets, intangible assets, leases, investments, and a thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals.

**AC303 MANAGERIAL ACCOUNTING** (76 Clock Hours--3 Credits)
In this course, students focus on the use of accounting in managerial decision making and in the control and evaluation of the decisions made within business organizations.

**AC304 COST ACCOUNTING II** (38 Clock Hours--2 Credits)
This course is a continuation of accounting for a manufacturing concern with special emphasis on budgeting factory overhead and determining and applying materials, labor, and factory

overhead to work in process.  A job order cost practice set is required to show mastery of subject matter.

**AC305 ADVANCED COST ACCOUNTING** (45 Clock Hours--3 Credits)
This course provides exposure to the process cost accounting system and the setting and applying of standard cost for a manufacturing concern.  Emphasis is placed on the cost of production reports, budgeting of sales and production, flexible budgeting, and budget analysis.

**AC308 ADVANCED ACCOUNTING** (2001-2017)
**AC308 ADVANCED APPLICATION OF ACCOUNTING**
(38 Clock Hours--2 Credits)
A variety of topics is given special in-depth attention.  These topics include partnership formation, operation, dissolution, and liquidation.  In addition, home office and branch accounting and the purchase and pooling of interest methods of consolidation are covered.

**AC309 INCOME TAX** (2001-2017)
**AC309 FEDERAL INCOME TAX**
(38 Clock Hours--2 Credits)
This annually updated tax course offers students a thorough explanation of the federal tax structure, while training them to apply tax principles to specific problems.  Emphasis is placed on the 1040 individual income tax return with supplementary schedules.

**AC310 INTERMEDIATE ACCOUNTING II** (76 Clock Hours--3 Credits)
This course continues the in-depth analysis of specific accounting topics such as fixed assets, intangible assets, leases, investments, and a thorough study of corporate accounting including contributed capital and retained earnings.  Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals.

**AC317 INTERMEDIATE ACCOUNTING II** (45 Clock Hours--3 Credits)
This course is a continuation of in-depth study of such topics as current and long-term liabilities, investments, stockholders' equity, and retained earnings.

**AC330 ADVANCED ACCOUNTING THEORY AND APPLICATIONS**
(45 Clock Hours--3 Credits)
A variety of topics is given special, in-depth attention in this course.  These topics include partnership formation, operation, dissolution, and liquidation; installment and consignment sales; accounting for bonds, pension costs, and capital leases; and the statement of changes in financial position.

**BA101 BUSINESS MATHEMATICS** (45 Clock Hours--3 Credits)
This course provides the background needed for successful study of finance, accounting, and statistics.  Problems consist of inventory adjustments, capital investments, and fire losses.

**BA103 BUSINESS LAW** (48 Clock Hours--3 Credits)
**BA103 LEGAL ENVIRONMENT OF BUSINESS** (45 Clock Hours--3 Credits)

In this course students study the basic principles applicable to business, including legal rights and remedies, contract, agency, sales, property, bailment, negotiable instruments, and relationships to partnerships and corporations.

**BA208 PRINCIPLES OF MANAGEMENT** (1990-1991)
(4 Credits)
This course includes a study of the principles of human behavior, group and individual behavior, problems of working, and personnel policies as they are used in many job areas. The course presents corporations as integrated units whose differences depend upon the people who work in them and the project and product efficiency of each unit.

**BA208 PRINCIPLES OF MANAGEMENT** (45 Clock Hours--3 Credits)
This course includes a study of the principles of human behavior, group and individual behavior, problems of working, and personnel policies as they are used in many job areas. The course presents corporations as integrated units whose differences depend upon the people who work in them and the project and product efficiency of each unit.

**BA213 PRINCIPLES OF SALES** (45 Clock Hours--3 Credits)
In this course the history and current status of personal selling, the various types of salesmanship and their requirements, sales, personality development, product analysis, psychology of selling, and sales strategy are discussed.

**BA215 BUSINESS PRINCIPLES** (45 Clock Hours--3 Credits)
This course is a comprehensive survey of business institutions, such as the organization and management of the business, managerial control, personnel, finance, pricing, production, location, and layout.

**BA216 SMALL BUSINESS MANAGEMENT** (48 Clock Hours--3 Credits)
The focus of this course is on effective management of small firms. The management process includes not only strategy determination but also the varied activities necessary in planning, organizing, directing, and controlling small business operations. In each area the emphasis is placed upon those aspects of management that are uniquely important to small firms.

**BA275 INCOME TAX THEORY AND APPLICATION** (64 Clock Hours--4 Credits)
This course stresses the professional procedures in the preparation of personal income tax returns. The methods of filing are studied in considerable detail along with the determination of taxable income, gross income, exclusions, and business and personal deductions.

**BA308 PRINCIPLES OF MANAGEMENT** (45 Clock Hours--3 Credits)
This course includes a study of the principles of human behavior, group and individual behavior, problems of working, and personnel policies as they are used in many job areas. The course presents corporations as integrated units whose differences depend upon the people who work in them and the project and product efficiency of each unit.

**BA309 PRINCIPLES OF MARKETING AND ADVERTISING** (48 Clock Hours--3 Credits)
This course is a study of marketing principles including the planning, pricing, promotion, and distribution of consumer and industrial products or services.  In addition, the later part of the course is devoted to advertising techniques such as media selection, campaigns, and building ads.

**BA313 PRINCIPLES OF SALES** (48 Clock Hours--3 Credits)
In this course the history and current status of personal selling, the various types of salesmanship and their requirements, sales, personality development, product analysis, psychology of selling, and sales strategy are discussed.

**BA316 SMALL BUSINESS MANAGEMENT** (45 Clock Hours--3 Credits)
The focus of this course is on effective management of small firms.  The management process includes not only strategy determination but also the varied activities necessary in planning, organizing, directing, and controlling small business operations.  In each area the emphasis is placed upon those aspects of management that are uniquely important to small firms.

**BA375 INCOME TAX** (1991-1994)
(3 Credits)
This course stresses the professional procedures in the preparation of personal income tax returns.  The methods of filing are studied in considerable detail along with the determination of taxable income, gross income, exclusions, business, and personal deductions.

**BA375 INCOME TAX** (64 Clock Hours--4 Credits)
**BA375 INCOME TAX THEORY AND APPLICATION** (60 Clock Hours--4 Credits)
This course stresses the professional procedures in the preparation of personal income tax returns.  The methods of filing are studied in considerable detail along with the determination of taxable income, gross income, exclusions, and business and personal deductions.

**CA100 COMPUTER APPLICATIONS** (0 Credits)
The purpose of this course is to introduce students to the personal computer.  Students gain "hands on" experience with disk operating systems and are introduced to word processing, file management, and electronic spreadsheets.

**CA100 INTRODUCTION TO COMPUTERS** (20 Clock Hours--1 Credit)
The objective of this course is to introduce students in the Microsoft Office Specialist Program to the personal computer and how its various components operate.  Students are introduced to computer software packages such as Windows and electronic spreadsheets.  The course prepares the students for the Word Processing and Computer Applications Management classes.

**CA101 COMPUTER APPLICATIONS** (60 Clock Hours--3 Credits)
In this course students are introduced to the microcomputer and its uses in the business office.  The course reviews the basic components of the computer's hardware.  Students receive hands-on experience in the basic operation of the Microsoft Office integrated software package.  The software package consists of a word processor application, a spreadsheet application, a database application, a presentation application, and a schedule/organization application.

**CA102 COMPUTER APPLICATIONS MANAGEMENT** (32 Clock Hours--1 Credit)
The objective of this course is to integrate computer applications with medical office management techniques. Students learn how to enter information and build database files. The course reviews record charges and payments, end-of-period reports, and patient records. Other areas of study include the concepts of billings, collections, and general bookkeeping entries. Instruction consists of lecture and the use of step-by-step computer simulations to enhance the learning process. Students receive CPR training and certification during this period.

**CA102 MICROSOFT OPERATING SYSTEMS** (40 Clock Hours--2 Credits)
This course focuses on legacy and popular Microsoft operating systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties.

**CA103 MICROSOFT OPERATING SYSTEMS** (38 Clock Hours--1 Credit)
This course focuses on Microsoft operating systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties.

**CA104 INTRODUCTION TO WINDOWS** (40 Clock Hours--2 Credits)
This course begins with an overview of the basics of the Windows environment including mouse usage, terminology, and types of windows. Students also learn more advanced topics such as setting up and managing the system, printing, and object linking and embedding (OLE).

**CA105 DATABASE CONCEPTS** (38 Clock Hours--1 Credit)
This course introduces the students to relational databases. The important design concepts and the common standards to which all database packages adhere are discussed. Students also learn to query for information and generate reports using a popular database package.

**CA106 NETWORKS** (40 Clock Hours--2 Credits)
In this course students learn networking fundamentals and become familiar with the components of a LAN network as well as the major features and functions of network software. Students walk through the steps for installing network software on a server and activating workstations as well as organizing the server and adding users. Topics covered include network topologies, protocol, and the seven layers of the OSI Model.

**CA107 NETWORK ADMINISTRATION** (38 Clock Hours--1 Credit)
This course teaches the students to administer the server. Students learn to configure server roles and features, including domain directory services. Students will also learn to set up security, to audit using event logs, and to configure NICs and backup storage.

**CA110 COMPUTER CONCEPTS** (38 Clock Hours--2 Credits)
This course is designed to provide the students with a conceptual understanding of computer hardware and operating system software. The range of computer types from clients to servers is covered with emphasis on explaining the types of applications. Job skills that are common to all

computer career environments as well as those that are unique to each type of system are discussed. Students also develop Internet search strategies and examine Internet ethics and responsibilities.

**CA110 COMPUTER CONCEPTS** (1992-1995)
(80 Clock Hours--4 Credits)
This course is designed to provide the students with a conceptual understanding of computer hardware and operating system software. The range of computer types from mainframes to micros (PCs) is covered with an emphasis on explaining the types of applications and job skills that are common to all computer career environments as well as those that are unique to each type of system.

**CA111 COMPUTER APPLICATIONS—DOS** (40 Clock Hours--2 Credits)
This course teaches the students how to communicate with the PC operating system using DOS commands. The students learn shell and batch programming as applied to DOS systems. The students apply these skills in their laboratory assignments where they learn to write complete functions needed in the daily administration of business systems.

**CA112 COMPUTER APPLICATIONS—UNIX** (40 Clock Hours--2 Credits)
This course teaches the students how to become a UNIX systems administrator. The students learn system administration functions that allow them to add new users and establish system-level defaults and user privileges. Students also learn how to log in as a regular user and use the standard set of commands. Additionally, the students learn to use X-Windows.

**CA113 PC HARDWARE AND DIAGNOSTICS** (40 Clock Hours--2 Credits)
This course teaches computer hardware concepts. The students learn how to detect problems and install add-on equipment, such as monitors and printers. Additionally, the students learn how to format hard drives, install add-on memory boards, run cabling, and complete other hardware-related activities. Students learn to use software diagnostic utility packages.

**CA114 DATABASE CONCEPTS** (38 Clock Hours--2 Credits)
This course introduces the students to relational databases. The important design concepts and the common standards to which all database packages adhere are discussed. Students also learn to query for information and generate reports using a popular database package.

**CA115 DATABASE APPLICATIONS** (38 Clock Hours--2 Credits)
In this course students learn advanced theories of database design. Students design, critique, optimize, and implement database solutions to business applications.

**CA116 NETWORKS** (80 Clock Hours--4 Credits)
This course introduces the students to the Novell, Windows NT, and UNIX TCP/IP networks and explores the interoperability of these networks. Students learn networking fundamentals, the components of a LAN network, and the major features and functions of the network software. Students walk through the steps for installing the network software on a server and organizing the server. Additional topics include network topologies, protocols, and the layers of the OSI Model.

**CA116 SOFTWARE DOCUMENTATION DEVELOPMENT** (80 Clock Hours--4 Credits)
This course teaches the students how to use popular text editors, such as DOS's Edlin, UNIX's vi, and other line and screen editors. The students also learn how to use the UNIX text formatting tools, such as nroff, troff, and eroff to produce printed output. Students learn to create effective documentation, which is crucial in software development projects.

**CA117 BASIC PROGRAMMING** (40 Clock Hours--2 Credits)
**CA117 VISUAL BASIC PROGRAMMING** (40 Clock Hours--2 Credits)
This course introduces the students to the Microsoft Visual BASIC package. The first half of the course teaches programming rules and syntax, and the second half is dedicated to computer assignments where the students enter, debug, test, and document their programs.

**CA118 NETWORKS** (76 Clock Hours--3 Credits)
This course introduces the students to the networks and explores the interoperability of these networks. Students learn networking fundamentals, the components of a LAN, and the major features and functions of the network software. Students walk through the steps for installing the network software on a server and organizing the server. Additional topics include network topologies, protocols, and the layers of the OSI Model.

**CA119 COMPUTER APPLICATIONS—*NIX** (38 Clock Hours--1 Credit)
This course introduces the students to the *NIX operating and file systems. The students learn shells, command line syntax, and basic scripting. Students learn to use X-Windows.

**CA120 PC HARDWARE AND DIAGNOSTICS** (80 Clock Hours--4 Credits)
This course teaches computer hardware concepts related to installation, configuration, and upgrading of motherboards, processors, and memory. Additional topics covered include diagnosing, troubleshooting, and preventive maintenance.

**CA121 PC HARDWARE AND DIAGNOSTICS** (76 Clock Hours--3 Credits)
This course teaches computer hardware concepts related to installation, configuration, and upgrading of motherboards, processors, and memory. Additional topics covered include diagnosing, troubleshooting, and preventive maintenance.

**CA122 NETWORK ADMINISTRATION** (38 Clock Hours--2 Credits)
This course teaches the students to administer the server. Students learn to configure server roles and features, including domain directory services. Students will also learn to set up security, to audit using event logs, and to configure NICs and backup storage.

**CA123 .NET PROGRAMMING** (76 Clock Hours--3 Credits)
This course introduces the students to the Microsoft Visual Studio packages. The course teaches programming rules and syntax and includes computer assignments where the students create, debug, test, and document their programs.

**CA124 WEB DEVELOPMENT** (38 Clock Hours--2 Credits)
In this course students learn to use HTML, CSS, and JavaScript to develop well-designed Web

pages.  Students learn to apply appropriate techniques and to include forms, images, and tables.

**CA130 WEB AUTHORING TOOLS** (38 Clock Hours--2 Credits)
In this course students learn how to automate the developmental process of their Web pages using Web authoring tools including integrated development environments.  Emphasis is placed on proper design elements and enhanced through the use of practical exercises.

**CA200 INTRODUCTION TO C PROGRAMMING** (80 Clock Hours--4 Credits)
This introductory course explains the language features and syntax of C.  This is followed by a variety of coding examples that start with the most basic functions and progress to the more complex programs.  A step-by-step approach is taken to be sure that the students master the fundamentals and learn to appreciate the intricacies of this apparently simple set of commands.

**CA201 ADVANCED C PROGRAMMING** (80 Clock Hours--4 Credits)
This advanced C programming course stresses the wider use of "pointer" addressing, complex C structures, and the endless opportunities provided by mastering the use of functions and custom-developed library routines.

**CA202 INTRODUCTION TO COBOL PROGRAMMING** (40 Clock Hours--2 Credits)
This course is an introduction to the COBOL language.  The language rules and syntax are presented with sample applications.  The students learn to apply these concepts to typical business applications.  The students enter, test, and debug their own programs.

**CA202 INTRODUCTION TO COBOL PROGRAMMING** (1992-1996)
(80 Clock Hours--4 Credits)
This course is an introduction to the newest versions of the COBOL language.  The language rules and syntax are presented with sample applications.  The students learn to code simple programs and advance to more complex business applications.  The students enter, test, and debug their own programs.

**CA203 ADVANCED COBOL PROGRAMMING** (80 Clock Hours--4 Credits)
This course teaches advanced COBOL programming concepts using a variety of indexing and problem-solving software tools.  These concepts are supported with explained examples.  The students learn to apply these concepts to typical business applications.

**CA204 ASSEMBLY PROGRAMMING** (40 Clock Hours--2 Credits)
This course introduces the students to the Microsoft Macro Assembler language.  This course strengthens the students' knowledge of the interrelations of hardware and software.  The students enter, compile, link, test, and debug their program assignments.

**CA204 MICROSOFT INTEGRATION** (38 Clock Hours--2 Credits)
In this course students learn to work efficiently with multiple applications using the automation and integration capabilities of Microsoft Office.  PowerPoint, advanced features of Word, and the Microsoft mini-applications are also covered.

**CA205 ADVANCED BASIC PROGRAMMING** (40 Clock Hours--2 Credits)

This course requires that the students apply BASIC to solve a set of advanced business application problems using microcomputers. The instructor provides examples of various coding options.

**CA206 ADVANCED OPERATING SYSTEMS** (40 Clock Hours--2 Credits)
This course is a continuation of the study of popular Microsoft operating systems with further development of skills in installation, configuration, and troubleshooting techniques.

**CA207 PROGRAMMING LOGIC** (38 Clock Hours--2 Credits)
This course introduces the students to computer programming and problem solving in structured and procedural environments. Students will also learn syntax, algorithms, program design, and logic controls.

**CA208 IT CUSTOMER SUPPORT** (38 Clock Hours--1 Credit)
This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry.

**CA209 MICROSOFT INTEGRATION** (38 Clock Hours--1 Credit)
In this course students learn to work efficiently with multiple applications using the automation and integration capabilities of Microsoft Office. PowerPoint, advanced features of Word, and the Microsoft mini-applications are also covered.

**CA210 IT CUSTOMER SUPPORT** (38 Clock Hours--2 Credits)
This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry.

**CA210 PROJECT DEVELOPMENT** (80 Clock Hours--2 Credits)
This course takes the students into their final academic efforts where they must tackle real-world challenges directly involved with software development. These challenges take the form of two software projects of chosen types that represent what they will likely face in their career pursuits. The students are required to design, document, and program their solutions. Students learn to use standard text processing tools to document programming projects.

**CA211 C++ PROGRAMMING** (80 Clock Hours--4 Credits)
In this course students learn the C++ object-oriented programming language beginning with concepts and the coding syntax. Students document and write C++ programs using object-oriented data classes and supporting libraries.

**CA212 ADVANCED VISUAL BASIC PROGRAMMING** (80 Clock Hours--4 Credits)
This course develops the Visual BASIC skills and knowledge required to complete complex business applications. Topics include creating network applications, using the Windows API calls, and utilizing OLE to incorporate database functions inside Visual BASIC code.

**CA213 ADVANCED .NET PROGRAMMING** (38 Clock Hours--2 Credits)

This course develops the .NET skills and knowledge required to complete complex business applications. Topics include advanced GUI design skills and incorporation of database connectivity, object-oriented programming, and graphics within .NET applications.

**CA214 ADVANCED .NET PROGRAMMING** (38 Clock Hours--1 Credit)
This course develops the .NET skills and knowledge required to complete complex business applications. Topics include advanced GUI design skills and incorporation of database connectivity, object-oriented programming, and graphics within .NET applications.

**CA215 PROJECT DEVELOPMENT** (40 Clock Hours--1 Credit)
In this course students complete multiweek projects that require application of previously learned skills in one or more of the following areas: networking, database application, web development, and Visual BASIC programming. Students are required to design, document, and program their solutions.

**CA216 C PROGRAMMING** (40 Clock Hours--2 Credits)
This course introduces the students to the syntax and rules of C coding. Students master the fundamentals and create basic applications using the C programming language.

**CA220 INTRODUCTION TO VISUAL C++ PROGRAMMING** (80 Clock Hours--4 Credits)
This introductory course explores the relationship between C and Visual C++. Students are introduced to object-oriented programming concepts. Students develop Windows applications using the object-oriented techniques available through Visual C++.

**CA220 VISUAL BASIC PROGRAMMING** (80 Clock Hours--4 Credits)
This course introduces the students to the Microsoft Visual Basic package. The first half of the course teaches programming rules and syntax, and the second half is dedicated to computer assignments where the students enter, debug, test, and document their programs.

**CA222 ADVANCED COBOL PROGRAMMING** (40 Clock Hours--2 Credits)
This course teaches advanced COBOL programming concepts using a variety of problem-solving software tools. Special emphasis is placed on techniques for finding and correcting date fields related to the Year 2000 conversion.

**CA225 INTRODUCTION TO C++** (80 Clock Hours--4 Credits)
This course introduces the students to the syntax and rules of C++ coding. Students master the fundamentals and create basic applications using the C++ programming language.

**CA226 ADVANCED C++** (80 Clock Hours--4 Credits)
In this course students continue to develop their knowledge of the structure and syntax of C++. Students are introduced to object-oriented programming (OOP) concepts and apply principles of OOP design to write programs to solve business problems. Additionally, students learn to respond to keyboard and mouse events in Visual C++.

**CA230 ADVANCED VISUAL C++ PROGRAMMING** (40 Clock Hours--2 Credits)

This course teaches the students the programming skills needed to build complete Windows applications. The students learn to enhance their applications, to create Dynamic Link Libraries (DLLs), and to use the Object Linking and Embedding (OLE) features of Visual C++.

**CA230 LINUX ADMINISTRATION** (38 Clock Hours--2 Credits)
In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, Internet services, and system hardware.

**CA231 LINUX ADMINISTRATION** (38 Clock Hours--1 Credit)
In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, Internet services, and system hardware.

**CA235 VISUAL C++** (40 Clock Hours--2 Credits)
This course teaches the students the programming skills needed to build complete Windows applications. The students learn to enhance their applications, to create Dynamic Link Libraries (DLLs), and to use the Object Linking and Embedding (OLE) features of Visual C++.

**CA238 JAVA** (80 Clock Hours--4 Credits)
This course instructs students to use the Java language to design and implement applications using object-oriented topics of classes and objects, inheritance, and polymorphism. Special emphasis is placed on designing applets for Web pages. Students work in a visual Integrated Development Environment (IDE).

**CA240 ADVANCED PROJECT DEVELOPMENT** (80 Clock Hours--2 Credits)
This course takes the students into their final academic efforts where they must tackle real-world challenges directly involved with software development. These challenges take the form of software projects of chosen types that represent what they will likely face in their career pursuits. The students are required to design, document, and program their solutions.

**CA240 OBJECT-ORIENTED PROGRAMMING** (80 Clock Hours--4 Credits)
This course introduces the students to the syntax and rules of object-oriented programming. Students master the fundamentals and apply the principles of object-oriented design to write programs to solve business problems.

**CA241 OBJECT-ORIENTED PROGRAMMING** (57 Clock Hours--2 Credits)
This course introduces the students to the syntax and rules of object-oriented programming. Students master the fundamentals and apply the principles of object-oriented design to write programs to solve business problems.

**CA245 ADVANCED PROJECT DEVELOPMENT** (40 Clock Hours--1 Credit)
This course takes the students into their final academic efforts where they must tackle real-world challenges directly involved with software development. These challenges take the form of software projects of chosen types that represent what they will likely face in their career pursuits. The students are required to design, document, and program their solutions.

**CA250 ADVANCED VISUAL BASIC PROGRAMMING** (40 Clock Hours--2 Credits)

This course develops the Visual Basic skills and knowledge required to complete complex business applications. Topics include creating network applications, using the Windows API calls, and utilizing OLE to incorporate database functions inside Visual Basic code.

## CA310 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS
(80 Clock Hours--4 Credits)
In this course students learn to implement, administer, and troubleshoot information systems that incorporate Microsoft operating systems. Topics include installing, configuring, monitoring, and securing resources.

## CA311 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS
(57 Clock Hours--2 Credits)
In this course students learn to implement, administer, and troubleshoot information systems that incorporate Active Directory Domain Controllers, member servers, and workstations. Topics include installing, configuring, monitoring, and securing resources.

## CA315 IMPLEMENTING AND ADMINISTERING SQL SERVERS
(80 Clock Hours--4 Credits)
In this course students learn to implement, administer, and troubleshoot SQL servers. Topics include optimizing database performance, extracting and transforming data, and creating and managing database users.

## CA316 IMPLEMENTING AND ADMINISTERING SQL SERVERS
(38 Clock Hours--1 Credit)
In this course students learn to implement, administer, and troubleshoot SQL servers. Topics include optimizing database performance, extracting and transforming data, and creating and managing database users.

## CA320 MANAGING A MICROSOFT NETWORK ENVIRONMENT
(76 Clock Hours--4 Credits)
In this course students learn to administer, support, and troubleshoot enterprise network environments. Topics include managing permissions for resources such as printer shares, file shares, and remote access.

## CA321 MANAGING A MICROSOFT NETWORK ENVIRONMENT
(76 Clock Hours--2 Credits)
In this course students learn to administer, support, and troubleshoot enterprise network environments. Topics include managing permissions for resources such as printer shares, file shares, and remote access.

## CA325 DESIGNING SECURITY FOR A MICROSOFT NETWORK
(38 Clock Hours--2 Credits)
This course teaches students the skills required to analyze the business requirements for security and to design a security solution. Topics include audit policies, encryption, authentication, and controlling access to resources. Students will create disaster recovery documents to replace a network.

**CA326 ADVANCED C++** (80 Clock Hours--4 Credits)
In this course students continue to develop their knowledge of the structure and syntax of C++. Students are introduced to object-oriented programming (OOP) concepts and apply principles of OOP design to write programs to solve business problems. Additionally, students learn to respond to keyboard and mouse events in Visual C++.

**CA327 DESIGNING SECURITY FOR A MICROSOFT NETWORK**
(38 Clock Hours--1 Credit)
This course teaches students the skills required to analyze the business requirements for security and to design a security solution. Topics include audit policies, encryption, authentication, and controlling access to resources. Students will create disaster recovery documents to replace a network.

**CA335 VISUAL C++** (40 Clock Hours--2 Credits)
This course teaches the students the programming skills needed to build complete Windows applications. The students learn to enhance their applications, to create Dynamic Link Libraries (DLLs), and to use the Object Linking and Embedding (OLE) features of Visual C++.

**CA338 JAVA** (76 Clock Hours--4 Credits)
This course instructs students to use the Java language to design and implement applications using object-oriented topics of classes and objects, inheritance, and polymorphism. Students work in a visual Integrated Development Environment (IDE).

**CA339 JAVA** (76 Clock Hours--2 Credits)
This course instructs students to use the Java language to design and implement applications using object-oriented topics of classes and objects, inheritance, and polymorphism. Students work in a visual Integrated Development Environment (IDE).

**CA345 ADVANCED PROJECT DEVELOPMENT** (38 Clock Hours--1 Credit)
This capstone course takes the students into their final academic effort. The students are required to design, document, and program their solutions to problems they will likely face in their career pursuits.

**EN101 BUSINESS COMMUNICATIONS I** (40 Clock Hours--2 Credits)
This course provides the students with a review of grammar and sentence structure. The students gain an understanding of the structural relationships between words and phrases as they apply fundamental rules of grammar to sentence composition.

**EN102 BUSINESS COMMUNICATIONS II** (40 Clock Hours--2 Credits)
This course is a continuation of Business Communications I with emphasis on the writing process. Students learn to integrate sentences into effective, well-organized, properly punctuated paragraphs. Upon completion of this course, students should be able to evaluate and review their own writing.

**EN103 BUSINESS COMMUNICATIONS III**
**EN103 EDITING BUSINESS CORRESPONDENCE**
**EN103 EDITING WRITTEN COMMUNICATIONS**
(38 Clock Hours--2 Credits)
The practical application of more advanced uses of punctuation is the emphasis of this course. Studies also include application of capitalization, number expression, and abbreviation rules. Upon completion of this course, students should be able to apply these rules to their own written documents as well as those produced by others.

**EN104 ORAL COMMUNICATIONS** (38 Clock Hours--2 Credits)
This course is a presentation of the fundamental principles of the oral communication process. The components of the process, the importance of the skill of active listening, and the importance of verbal and nonverbal communication are emphasized. Students then apply these skills as they learn proper techniques for telephone and interpersonal office communications.

**EN105 BUSINESS CORRESPONDENCE** (20 Clock Hours--1 Credit)
This course is designed to develop student writing skills. The students learn to write good sentences and to combine them to form effective paragraphs. They then apply these skills to the planning and writing of basic business communications.

**EN105 COMPOSITION I** (38 Clock Hours--2 Credits)
This course provides students with a review of grammar and sentence structure. Students gain an understanding of the structural relationship between words and phrases as they apply fundamental rules of grammar to sentence composition.

**EN106 COMPOSITION II** (38 Clock Hours--2 Credits)
This course is a continuation of Composition I. Students complete an extensive review of grammar principles and are introduced to punctuation. Students learn to integrate sentences into effective, well-organized, properly punctuated paragraphs. Upon completion of this course, students should be able to evaluate and revise their own writing.

**EN108 COMPOSITION AND RHETORIC** (45 Clock Hours--3 Credits)
This course focuses on the relationship of sentence structure and the development of paragraphs in the organization of two- to three-page expository essays. In the finished paper, emphasis is placed on correctness of grammar, punctuation, usage, spelling, and mechanics as well as on the unity, organization, and support of the ideas expressed.

**EN108 ENGLISH GRAMMAR** (1990-1991)
(4 Credits)
This course is a review of the mechanics of English, stressing punctuation, capitalization, vocabulary, and sentence structure. These mechanics are applied to written expression through paragraph development and paraphrase.

**EN108 ENGLISH GRAMMAR** (45 Clock Hours--3 Credits)
This course is a review of the mechanics of English, stressing punctuation, capitalization, vocabulary, and sentence structure. These mechanics are applied to written expression through paragraph development and paraphrase.

**EN109 TECHNICAL REPORT WRITING** (4 Credits)
In this course emphasis is placed on the research, the organization, and the preparation of formal reports. Students are assigned a technical report in their field. In addition, an overview of shorter written communication forms such as memorandums, evaluations, and performance reports is included.

**EN110 BUSINESS COMMUNICATIONS** (1990-1991)
(4 Credits)
The differentiation of the various methods of written presentation of material by form, content, mechanics, and attitude is stressed in this course. This study includes all types of written business communications including business letters, inquiries, sales letters, and memorandums.

**EN110 BUSINESS COMMUNICATIONS** (45 Clock Hours--3 Credits)
The differentiation of the various methods of written presentation of material by form, content, mechanics, and attitude is stressed in this course. This study includes all types of written business communications, including business letters, inquiries, sales letters, and memorandums.

**EN110 BUSINESS COMMUNICATIONS II—COOPERATIVE** (20 Clock Hours--1 Credit)
This course covers the study of punctuation including instruction in the use of end marks and commas. Students apply the rules learned by editing sentences, paragraphs, and business letters.

**EN111 BUSINESS COMMUNICATIONS I** (32 Clock Hours--2 Credits)
A comprehensive review and reinforcement of language arts skills, grammar principles, and punctuation are the objectives of this course. Students review such topics as language structure, verbs, plurals, and subject-verb agreement.

**EN111 BUSINESS COMMUNICATIONS III—COOPERATIVE** (20 Clock Hours--1 Credit)
This course is a continuation of Business Communications II. Students conclude an extensive study of punctuation and also receive instruction in capitalization and number usage. They have an opportunity to apply the principles learned by editing sentences, paragraphs, and business correspondence.

**EN112 BUSINESS COMMUNICATIONS II** (32 Clock Hours--2 Credits)
This course is a continuation of Business Communications I. Emphasis is placed on written presentations such as business letters, inquiries, and memorandums. In addition, the course introduces various medical correspondence and report material. Students also study resumes, cover letters, and thank-you letters.

**EN113 BUSINESS COMMUNICATIONS III** (1991-1994)
(1 Credit)
The focus of this course is the study of the fundamental principles of oral communication and its process. Students receive instruction on the importance of active listening and the proper techniques for telephone and interpersonal communications.

**EN113 BUSINESS COMMUNICATIONS III** (32 Clock Hours--2 Credits)
The focus of Business Communications III is the study of the fundamental principles of oral communication and its process. Students receive instruction on the importance of active listening and the proper techniques for telephone and interpersonal communications. Students also review proper interviewing techniques and participate in mock interviews.

**EN114 BUSINESS COMMUNICATIONS**
**EN114 WORKPLACE COMMUNICATION SKILLS**
(57 Clock Hours--3 Credits)
The differentiation of the various methods of written presentation of material by form, content, mechanics, and attitude is stressed in this course. This study includes all types of written business communications, including business letters, inquiries, sales letters, and memorandums.

**EN121 BUSINESS COMMUNICATIONS I** (38 Clock Hours--2 Credits)
This course will provide an introduction to business writing. Assignments support the writing demands that students will face in a business environment with a particular emphasis on language skills.

**EN122 BUSINESS COMMUNICATIONS II** (38 Clock Hours--2 Credits)
This course continues the development of the student's ability to produce clear and effective business documents. Assignments support the writing demands that students will face in a business environment and will focus on proper utilization of writing mechanics.

**EN200 PUBLIC SPEAKING** (60 Clock Hours--4 Credits)
This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative, persuasive, and special occasion speeches.

**EN201 WRITTEN COMMUNICATIONS**
**EN201 WRITTEN BUSINESS COMMUNICATIONS**
(38 Clock Hours--2 Credits)
This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence, including request letters, claim and adjustment letters, and memorandums.

**EN202 PUBLIC SPEAKING** (57 Clock Hours--3 Credits)
This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative, persuasive, and special occasion speeches.

**EN206 SPECIALIZED BUSINESS COMMUNICATION TOPICS**
**EN206 BUSINESS COMMUNICATIONS IV**
**EN206 SPECIALIZED COMMUNICATION TOPICS**
(38 Clock Hours--2 Credits)
This course provides in-depth attention to a variety of specialized communication topics. Students complete an assortment of projects that require them to apply previously learned material and that develop the higher-order skills of analysis, synthesis, and evaluation.

**EN210 WRITTEN BUSINESS COMMUNICATIONS I—COOPERATIVE**
(20 Clock Hours--1 Credit)
This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence including request letters, claim and adjustment letters, and memorandums.

**EN211 WRITTEN BUSINESS COMMUNICATIONS II—COOPERATIVE**
(20 Clock Hours--1 Credit)
This course is a continuation of Written Communications I. Various forms of business correspondence are covered including sales letters, public relations letters, and social business letters.

**EN215 RESEARCH AND REPORT WRITING** (40 Clock Hours--2 Credits)
This course develops the students' knowledge of the fundamental requirements for effective communication and the role of reports in communication. Students develop general research skills and produce simple and complex reports.

**EN220 AMERICAN LITERATURE** (40 Clock Hours--2 Credits)
In this course students read and critically examine modern American Literature from the turn of the century to the present.

**EN221 AMERICAN LITERATURE** (45 Clock Hours--3 Credits)
In this course, students read and critically examine modern American literature from the turn of the century to the present.

**EN222 AMERICAN LITERATURE** (76 Clock Hours--3 Credits)
In this course students read and critically examine modern American literature from the turn of the century to the present.

**EN315 RESEARCH AND BUSINESS REPORT WRITING**
**EN315 RESEARCH AND REPORT WRITING**
(38 Clock Hours--2 Credits)
This course further develops the students' knowledge of the fundamental requirements for effective business communication and addresses the role of reports in business. Students will work through the processes of planning, researching, drafting, revising, editing, and producing a variety of business-related reports.

**FI101 PRINCIPLES OF FINANCE** (48 Clock Hours--3 Credits)
This is an introductory course that presents the framework in which financial decisions are made. The course surveys the different areas of finance such as financial institutions, financial markets, and financial practices. The course also complements the accounting curriculum to prepare students for advanced finance classes.

**FI105 MONEY AND BANKING** (45 Clock Hours--3 Credits)
This course provides a conceptual framework of the monetary system including its organization and operation. Some topics include monetary theories, the Federal Reserve System, monetary and fiscal policies, and money supply.

**FI200 PERSONAL FINANCE** (38 Clock Hours--2 Credits)
This course is designed to equip students with personal money management skills. Topics include how to budget and save, use consumer credit responsibly, make purchasing decisions, and manage risk with insurance. Students develop knowledge and skills needed to make sensible financial decisions on a day-to-day basis.

**FI201 PERSONAL FINANCE** (38 Clock Hours--1 Credit)
This course is designed to equip students with personal money management skills. Topics include how to budget and save, use consumer credit responsibly, make purchasing decisions, and manage risk with insurance. Students develop knowledge and skills needed to make sensible financial decisions on a day-to-day basis.

**FI201 SECURITY INVESTMENTS** (45 Clock Hours--3 Credits)
In this course, the students study the investment market including the principles of investments, investment instruments, preparation and analysis of portfolios, and Wall Street and its terminology.

**FI225 CORPORATE FINANCE** (48 Clock Hours--3 Credits)
This course acquaints students with corporate financial structures and principles. Methods are examined for planning and managing assets, investments, and turnovers. Students also learn techniques of administering income and expenses, mergers, and contractions.

**FI227 FINANCIAL MANAGEMENT** (1990-1991)
(4 Credits)
This course combines the aggregate knowledge of financial analysis and management learned from previous courses to simulate business decision making processes. Financial statement analysis and interpretation, ratio analysis, budget enforcement, and operating efficiency are some topics reviewed. Case study methods are used throughout the semester.

**FI227 FINANCIAL MANAGEMENT** (48 Clock Hours--3 Credits)
This course combines the aggregate knowledge of financial analysis and management learned from previous courses to simulate business decision making processes. Financial statement analysis and interpretation, ratio analysis, budget enforcement, and operating efficiency are some topics reviewed. Case study methods are used throughout the semester.

**FI300 FUNDAMENTALS OF FINANCE** (38 Clock Hours--2 Credits)
This course emphasizes the modern fundamentals of the theory of finance. Topics include the principles and techniques of financial analysis, long-term financial planning and growth, time value of money, discounted cash flow valuation, capital budgeting, risk and return, short-term financial planning, and working capital management.

**FI301 FUNDAMENTALS OF FINANCE** (45 Clock Hours--3 Credits)
This course emphasizes the modern fundamentals of the theory of finance. Topics include the principles and techniques of financial analysis, long-term financial planning and growth, time value of money, discounted cash flow valuation, capital budgeting, risk and return, short-term financial planning, and working capital management.

**FI325 CORPORATE FINANCE** (45 Clock Hours--3 Credits)
This course acquaints students with corporate financial structures and principles. Methods are examined for planning and managing assets, investments, and turnovers. Students also learn techniques of administering income and expenses, mergers, and contractions.

**FI327 FINANCIAL MANAGEMENT** (45 Clock Hours--3 Credits)
This course combines the aggregate knowledge of financial analysis and management learned from previous courses to simulate business decision making processes. Financial statement analysis and interpretation, ratio analysis, budget enforcement, and operating efficiency are some topics reviewed. Case study methods are used throughout the semester.

**GD100 DRAWING** (38 Clock Hours--1 Credit)
This course is an introduction to the art of drawing. Students learn to use a variety of media and techniques as they explore the relationship of drawing to graphic design and illustration.

**GD100 DRAWING I** (1992-1994)
(80 Clock Hours--3 Credits)
This course is an introduction to the art of drawing. Students learn to use a variety of media and techniques as they explore the relationship of drawing to perception.

**GD101 DRAWING** (80 Clock Hours--3 Credits)
This course is an introduction to the art of drawing. Students learn to use a variety of media and techniques as they explore the relationship of drawing to graphic design and illustration.

**GD105 DRAWING II** (40 Clock Hours--1 Credit)
This course emphasizes mastery of the traditional drawing skills. Students study the principles of good composition and continue their study of perspective while developing their technical competence.

**GD106 DRAWING III** (40 Clock Hours--1 Credit)
This course emphasizes the mastery of perspective drawing. Students work with one-, two-, and three-point perspective.

**GD110 DESIGN AND COLOR** (76 Clock Hours--3 Credits)
**GD110 DESIGN AND COLOR I** (80 Clock Hours--3 Credits)
In this course students explore the basic principles and elements of two-dimensional design techniques. Students learn to identify these elements in successful designs and also learn to use these elements to solve their own design problems.

**GD111 DESIGN AND COLOR II** (40 Clock Hours--1 Credit)
This course continues the study of the principles and elements of two-dimensional design while emphasizing the study of color. Students learn not only the objective principles and rules of color but also explore the subjective predicament as it pertains to critical taste in the realm of color.

**GD112 GRAPHIC DESIGN DEVELOPMENT AND PRACTICE**
(40 Clock Hours--2 Credits)
This course includes a survey of graphic design styles, including its history and contemporary practices. The role of the graphic designer is examined through theoretical discussions and practical applications.

**GD112 HISTORY OF GRAPHIC DESIGN** (40 Clock Hours--2 Credits)
This course includes a survey of graphic design styles, including its history and contemporary practices. The role of the graphic designer is examined through theoretical discussions and practical applications.

**GD113 HISTORY OF GRAPHIC DESIGN** (38 Clock Hours--2 Credits)
This course includes a survey of graphic design styles, including its history and contemporary practices. The role of the graphic designer is examined through theoretical discussions and practical applications.

**GD115 TYPOGRAPHY** (40 Clock Hours--2 Credits)
**GD115 TYPOGRAPHY I** (38 Clock Hours--2 Credits)
This course introduces the students to the fundamentals of typography. The students learn to distinguish between various typefaces. They also learn formatting, specifying typestyles and sizes, leading, readability requirements, basic typesetting, and the history of type.

**GD116 ADVERTISING PRODUCTION** (40 Clock Hours--2 Credits)
This course fully and clearly explains the production of printed matter. Upon completion of the course, the students will possess the necessary knowledge to make informed production decisions from the rough comp stage to the finished printed piece.

**GD116 ELECTRONIC DRAWING I** (76 Clock Hours--3 Credits)
This course focuses on intermediate to advanced techniques, terminology, tools, and commands for creating graphics in a vector-based drawing program. Students are also introduced to raster-based graphics.

**GD117 GRAPHIC DESIGN** (60 Clock Hours--2 Credits)

This course analyzes and explains the elements that combine to form a graphic design—signs, symbols, words, pictures, and supporting forms.  Students discuss the innovative ways in which designers combine words and pictures and apply this knowledge as they solve graphic design problems.

**GD118 GRAPHIC DESIGN** (40 Clock Hours--2 Credits)
This course analyzes and explains the elements that combine to form a graphic design—signs, symbols, words, pictures, and supporting forms.  Students discuss the innovative ways in which designers combine words and pictures and apply this knowledge as they solve graphic design problems.

**GD118 TYPOGRAPHY II** (38 Clock Hours--2 Credits)
In this course students continue to develop their typographic skills.  Students design letterforms, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software.

**GD119 TYPOGRAPHY II** (38 Clock Hours--1 Credit)
In this course students continue to develop their typographic skills.  Students design letterforms, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software.

**GD120 STUDIO PROCEDURES** (80 Clock Hours--3 Credits)
**GD120 STUDIO PROCEDURES I** (80 Clock Hours--3 Credits)
This course uses a problem-solving approach to prepare the students to produce all forms of paste-ups and mechanicals used in the advertising industry.

**GD121 ELECTRONIC DRAWING I** (40 Clock Hours--2 Credits)
This course focuses on fundamental techniques, terminology, tools, and commands for creating graphics in a drawing program.  Students learn to apply this knowledge in basic hands-on projects that create free-form computer art.

**GD122 ILLUSTRATION** (80 Clock Hours--3 Credits)
**GD122 ILLUSTRATION I** (80 Clock Hours--3 Credits)
This course builds and develops drawing and painting skills used by the student to visually define subject matter accurately for commercial purposes.  Students explore the use of a variety of materials and techniques.

**GD123 ELECTRONIC DRAWING II** (40 Clock Hours--1 Credit)
In this course students learn to use an image-editing program to generate raster-based images and to prepare photographic files for print production.

**GD124 INTRODUCTION TO PRODUCTION** (38 Clock Hours--2 Credits)
This course explains the production of professional quality printed materials.  Upon completion of the course, the students possess the basic knowledge to make informed production decisions from the rough comp stage to the finished printed piece.

**GD125 ADVERTISING** (40 Clock Hours--2 Credits)
This course enables the students to gain knowledge of the basic principles of advertising. Emphasis is placed on the advantages and disadvantages of each advertising medium.

**GD126 ELECTRONIC DRAWING II** (76 Clock Hours--3 Credits)
In this course students learn to use an image-editing program to manipulate and edit raster-based images and to prepare photographic files for print production and optimization for web design.

**GD130 COMPREHENSIVE ILLUSTRATION** (38 Clock Hours--1 Credit)
This course builds and develops illustration skills used by the student to visually define subject matter accurately for commercial purposes. Students explore the use of a variety of materials and techniques.

**GD200 STUDIO PROCEDURES II** (80 Clock Hours--3 Credits)
In this course students continue to develop their skills in producing paste-ups and mechanicals. This course emphasizes industry standards and industry-standard time frames.

**GD201 ADVERTISING ART PORTFOLIO** (80 Clock Hours--4 Credits)
In this course, students prepare a professional portfolio of graphic design pieces and also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills.

**GD201 ADVERTISING ART PORTFOLIO** (1994-1995)
(40 Clock Hours--1 Credit)
In this course, students prepare a professional portfolio and also examine comprehensive methods and techniques that will enable them to best present their resumes and portfolios.

**GD201 ADVERTISING ART PORTFOLIO** (1992-1994)
(80 Clock Hours--3 Credits)
In this course, students prepare a professional portfolio and also examine comprehensive methods and techniques that will enable them to best present their resumes and portfolios.

**GD203 DESIGN AND PRESENTATION DEVELOPMENT** (80 Clock Hours--2 Credits)
This course is designed to integrate the knowledge and skills previously learned in the program. The students develop, manage, and execute various projects from the initial design stage through prepress completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product.

**GD203 DESIGN AND PRESENTATION DEVELOPMENT** (1994-1996)
(120 Clock Hours--4 Credits)
This course is designed to integrate the knowledge and skills previously learned in the program. The students develop and execute various projects from the initial design stage through prepress completion. Emphasis is also placed on the skills associated with verbal presentation of the finished product.

**GD206 ILLUSTRATION II** (80 Clock Hours--3 Credits)
In this course students create original illustrations appropriate for use in magazines, books, brochures, or other visual communications. Students continue to develop draftsmanship and painting techniques learned in Illustration I.

**GD210 WEB DEVELOPMENT WITH HTML** (40 Clock Hours--2 Credits)
This course is designed to teach the fundamentals of Hypertext Markup Language (HTML). Students learn to develop well-designed Web pages using HTML tags to format text and to include links, tables, images, frames, and forms.

**GD211 WEB DEVELOPMENT WITH HTML** (38 Clock Hours--1 Credit)
This course is designed to teach the fundamentals of Hypertext Markup Language (HTML). Students learn to develop well-designed Web pages using HTML and CSS to format text and to include links, tables, images, and forms.

**GD215 MULTIMEDIA AND ANIMATION** (38 Clock Hours--2 Credits)
In this course, students apply design principles and utilize a popular authoring tool to create multimedia applications that include animation.

**GD220 WEB DESIGN FOR GRAPHIC DESIGNERS** (38 Clock Hours--2 Credits)
This course provides instruction and experience in the use of a popular web authoring package to create, edit, and manage well-designed Web sites. Students utilize the software package to quickly build user-friendly, interactive Web sites that employ image maps and forms. Students also learn how to add interactivity to their HTML pages while being able to preview it at the design stage.

**GD301 ADVERTISING ART PORTFOLIO** (76 Clock Hours--4 Credits)
In this course, students prepare a professional portfolio of graphic design pieces and also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills.

**GD302 ADVERTISING ART PORTFOLIO** (76 Clock Hours--3 Credits)
In this course, students prepare a professional portfolio of graphic design pieces and also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills.

**GD303 DESIGN AND PRESENTATION DEVELOPMENT** (76 Clock Hours--2 Credits)
This course is designed to integrate the knowledge and skills previously learned in the program. The students develop, manage, and execute various projects from the initial design stage through prepress completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product.

**GD335 ADVANCED MULTIMEDIA AND ANIMATION** (38 Clock Hours--2 Credits)
This course is a continuation of Multimedia and Animation. Students design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, and animation.

**GD336 ADVANCED MULTIMEDIA AND ANIMATION** (38 Clock Hours--1 Credit)
This course is a continuation of Multimedia and Animation. Students design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, and animation.

**GE101 PSYCHOLOGY** (45 Clock Hours--3 Credits)
In this course, the students gain a general understanding of psychology as a science of human behavior and survey psychological principles. Particular emphasis is given to the personality and social processes.

**GE104 COLLEGE READING** (45 Clock Hours--3 Credits)
Students work on improving their reading skills, rate, and comprehension; ability to work under pressure; vocabulary; critical reading; study skills; and appreciation of reading. Students study the various literary genres of novels, short stories, and plays and are required to complete a paper.

**GE104 COLLEGE READING** (1990-1992)
(4 Credits)
Students work on improving their reading skills, rate, and comprehension; ability to work under pressure; vocabulary; critical reading; study skills; and appreciation of reading. Students study the various literary genres of novels, short stories, and plays and are required to complete a paper.

**GE104 COMPOSITION AND READING** (45 Clock Hours--3 Credits)
In this course students study various literary genres including novels, short stories, poetry, and drama. Emphasis is placed on analyzing texts, formulating theses, and writing effective expository essays, which are well-organized and logically coherent. Emphasis is also placed on longer papers leading to a research paper of significant length.

**GE107 SPEECH** (45 Clock Hours--3 Credits)
This course introduces in depth the main forms of discourse in the areas of argument, exposition, narration, and description. From class readings, students are requested to prepare and deliver various presentations for class discussion and evaluation. Critical analysis of logic, form, clarity of style, and credibility of contents is emphasized.

**GE115 AMERICAN SOCIETY** (45 Clock Hours--3 Credits)
**GE115 SOCIOLOGY** (48 Clock Hours--3 Credits)
This is an introductory course in the study of man's behavior as it is affected by group situations and relationships. Included is a brief study of the scientific method, an examination of culture, an investigation into the nature of social groups and societal structures, and an introduction into functioning of some social situations. Throughout the course, principles that are basic for the understanding of society are stressed.

**GE201 ECONOMICS** (48 Clock Hours--3 Credits)
**GE201 INTRODUCTION TO ECONOMICS** (45 Clock Hours--3 Credits)

**GE201 MACRO ECONOMICS** (3 Credits)
This course covers historical economics, basic economic terms and laws, capitalism and the free enterprise system, and specialization in large-scale business operations. A survey study is made of marketing, competitive monopoly, government-controlled prices, money and banking, and the Federal Reserve System.

**GE203 MICROECONOMICS** (45 Clock Hours--3 Credits)
This course provides an introduction to microeconomic theory and application. Students explore the role of individuals in economic decision making; the determination of relative prices and output; and problems associated with resource allocation, monopoly, government regulation, and international trade.

**GE205 INTRODUCTION TO LOGIC** (45 Clock Hours--3 Credits)
This course introduces students to the fundamentals of logical theory and its application in the development and evaluation of arguments.

**GE210 AMERICAN GOVERNMENT AND POLITICS** (45 Clock Hours--3 Credits)
This course describes the organization and structure of American federalism, political parties, interest groups, Congress, the Presidency, and the federal courts. Students examine the many forces that affect how the political system runs--from public opinion, the media, personality, and culture to tradition.

**GE220 PHYSICAL GEOGRAPHY** (45 Clock Hours--3 Credits)
This course, aimed at developing an understanding of the physical environment, presents a study of the development and spatial distribution of landforms, climates, soils, minerals, and water resources. Interrelationships among the elements of the physical environment and regional patterns formed by these elements are analyzed against the background of man's utilization of them.

**GE301 ETHICS** (45 Clock Hours--3 Credits)
This course provides an introduction to the philosophy of morality as it applies to practical and moral needs. Moral character is explored in all its dimensions: virtues, vices, attitudes, emotions, commitments, and personal relationships, in addition to right and wrong conduct. An objective of this course is to stimulate personal reflection and group dialogue.

**GE302 INTERPERSONAL COMMUNICATION** (45 Clock Hours--3 Credits)
In this course, students discuss the theory and practice of face-to-face human communication. The course focus is on communication in interpersonal, group, and public context and explores such current communication issues as impression management, culture and language, communication competency, and critical thinking.

**GE310 STATISTICS** (45 Clock Hours--3 Credits)
This course is a presentation of the basic principles of statistics. The integral topics include probability, normal distribution, sampling techniques, and hypothesis testing. Students learn the nature of statistics and the fundamentals of descriptive statistics.

**GS106 CHEMISTRY OF LIFE** (38 Clock Hours--2 Credits)
This course introduces the student to the relationships between chemistry, biology, anatomy, and physiology. Included are the chemical basis for life, anatomy and physiology of the mammalian cell, cellular components of blood and lymph, the immune system, nutrients, and metabolism.

**GS200 ECONOMICS** (60 Clock Hours--4 Credits)
**GS200 MACROECONOMICS** (60 Clock Hours--4 Credits)
In this course students study macroeconomic concepts. Topics considered include the method of economics, supply and demand, the price mechanism, money and the American banking system, national output and national income, monetary and fiscal policies, specialization and trade, and the various market structures.

**GS201 PSYCHOLOGY** (1990-1992)
(45 Clock Hours--3 Credits)
This course provides a study of the basic topics in psychology. It also discusses their application across a broad range of everyday experiences, including but not limited to work, education, consumer concerns, community and civic programs, social and environmental interests, mental health, and human relations.

**GS201 PSYCHOLOGY** (60 Clock Hours--4 Credits)
This course provides a study of the basic topics in psychology. It also discusses their application across a broad range of everyday experiences, including but not limited to work, education, consumer concerns, community and civic programs, social and environmental interests, mental health, and human relations.

**GS202 SOCIOLOGY** (60 Clock Hours--4 Credits)
In addition to the basic sociological concepts and methodology, in this course students study modern social problems in areas such as the family, religion, crime, economics, politics, industry, ethnic groups, and the social process operating within those areas. Theories and perspectives are used eclectically to analyze all problems as they relate to the structure and values of a larger society.

**GS203 MICROECONOMICS** (60 Clock Hours--4 Credits)
This course provides an introduction to microeconomic theory and application. Students explore the role of individuals in economic decision making; the determination of relative prices and output; and problems associated with resource allocation, monopoly, government regulation, and international trade.

**GS204 GROUP INTERACTION** (40 Clock Hours--2 Credits)
This course provides the students with a basic understanding of group dynamics and explores leadership and dispute resolution in a group setting. The students develop a knowledge of the skills necessary for functioning and working effectively in a group context.

**GS205 INTRODUCTION TO LOGIC** (40 Clock Hours--2 Credits)
This course introduces students to the fundamentals of logical theory and its application in the development and evaluation of arguments.

**GS206 PSYCHOLOGY** (57 Clock Hours--3 Credits)
This course provides a study of the basic topics in psychology. It also discusses their application across a broad range of everyday experiences, including but not limited to work, education, consumer concerns, community and civic programs, social and environmental interests, mental health, and human relations.

**GS207 MACROECONOMICS** (57 Clock Hours--3 Credits)
In this course, students study macroeconomic concepts. Topics considered include the method of economics, supply and demand, the price mechanism, money and the American banking system, national output and national income, monetary and fiscal policies, specialization and trade, and the various market structures.

**GS208 SOCIOLOGY** (57 Clock Hours--3 Credits)
In addition to the basic sociological concepts and methodology, in this course students study modern social problems in areas such as the family, religion, crime, economics, politics, industry, ethnic groups, and the social process operating within those areas. Theories and perspectives are used eclectically to analyze all problems as they relate to the structure and values of a larger society.

**GS209 INTRODUCTION TO LOGIC** (76 Clock Hours--3 Credits)
This course introduces students to the fundamentals of logical theory and its application in the development and evaluation of arguments.

**GS210 AMERICAN GOVERNMENT AND POLITICS** (40 Clock Hours--2 Credits)
This course describes the organization and structure of American Federalism, political parties, interest groups, Congress, the Presidency, and the federal courts. Students examine the many forces that affect how the political system runs--from public opinion, the media, personality, and culture to tradition.

**GS211 AMERICAN GOVERNMENT AND POLITICS** (76 Clock Hours--3 Credits)
This course describes the organization and structure of American Federalism, political parties, interest groups, Congress, the Presidency, and the federal courts. Students examine the many forces that affect how the political system runs--from public opinion, the media, personality, and culture to tradition.

**GS212 MICROECONOMICS** (76 Clock Hours--3 Credits)
This course provides an introduction to microeconomic theory and application. Students explore the role of individuals in economic decision making; the determination of relative prices and output; and problems associated with resource allocation, monopoly, government regulation, and international trade.

**GS213 ECONOMICS** (57 Clock Hours--3 Credits)
In this course students study macroeconomic and microeconomic concepts. Topics considered include the method of economics, supply and demand, the price mechanism, money and the American banking system, national output and national income, monetary and fiscal policies, the problems resulting from economic progress, and today's economic systems.

**GS220 PHYSICAL GEOGRAPHY** (60 Clock Hours--4 Credits)
This course, aimed at developing an understanding of the physical environment, presents a study of the development and spatial distribution of landforms, climates, soils, minerals, and water resources. Interrelationships among the elements of the physical environment and regional patterns formed by these elements are analyzed against the background of man's utilization of them.

**GS221 QUANTITATIVE LITERACY** (57 Clock Hours--3 Credits)
This course is designed to develop mathematical reasoning skills through interpreting formulas, graphs, and schematics; displaying real-world situations symbolically, numerically, and verbally; and utilizing algebraic, geometric, and statistical models to solve problems.

**GS300 AMERICAN GOVERNMENT AND POLITICS** (40 Clock Hours--2 Credits)
This course describes the organization and structure of American Federalism, political parties, interest groups, Congress, the Presidency, and the federal courts. Students examine the many forces that affect how the political system runs--from public opinion, the media, personality, and culture to tradition.

**GS301 ETHICS** (60 Clock Hours--4 Credits)
This course provides an introduction to the philosophy of morality as it applies to practical moral needs. Moral character is explored in all its dimensions: virtues, vices, attitudes, emotions, commitments, and personal relationships, in addition to right and wrong conduct. An objective of the course is to stimulate personal reflection and group dialogue.

**GS302 INTERPERSONAL COMMUNICATION** (60 Clock Hours--4 Credits)
In this course students discuss the theory and practice of face-to-face human communication. The course focus is on communication in interpersonal, group, and public contexts and explores such current communication issues as impression management, culture and language, communication competency, and critical thinking.

**GS303 PHYSICAL GEOGRAPHY** (60 Clock Hours--4 Credits)
This course, aimed at developing an understanding of the physical environment, presents a study of the development and spatial distribution of landforms, climates, soils, minerals, and water resources. Interrelationships among the elements of the physical environment and regional patterns formed by these elements are analyzed against the background of man's utilization of them.

**GS304 GROUP INTERACTION** (38 Clock Hours--2 Credits)
This course provides the students with a basic understanding of group dynamics and explores leadership and dispute resolution in a group setting. The students develop knowledge of the skills necessary for functioning and working effectively in a group context.

**GS305 INTRODUCTION TO LOGIC** (40 Clock Hours--2 Credits)
This course introduces students to the fundamentals of logical theory and its application in the development and evaluation of arguments.

**GS306 INTERPERSONAL COMMUNICATION** (76 Clock Hours--3 Credits)
In this course students discuss the theory and practice of face-to-face human communication. The course focus is on communication in interpersonal, group, and public contexts and explores such current communication issues as impression management, culture and language, communication competency, and critical thinking.

**GS307 ETHICS** (76 Clock Hours--3 Credits)
This course provides an introduction to the philosophy of morality as it applies to practical moral needs. Moral character is explored in all its dimensions: virtues, vices, attitudes, emotions, commitments, and personal relationships, in addition to right and wrong conduct. An objective of the course is to stimulate personal reflection and group dialogue.

**GS308 PHYSICAL GEOGRAPHY** (76 Clock Hours--3 Credits)
This course, aimed at developing an understanding of the physical environment, presents a study of the development and spatial distribution of landforms, climates, soils, minerals, and water resources. Interrelationships among the elements of the physical environment and regional patterns formed by these elements are analyzed against the background of man's utilization of them.

**GS309 PHYSICAL GEOGRAPHY** (57 Clock Hours--3 Credits)
This course, aimed at developing an understanding of the physical environment, presents a study of the development and spatial distribution of landforms, climates, soils, minerals, and water resources. Interrelationships among the elements of the physical environment and regional patterns formed by these elements are analyzed against the background of man's utilization of them.

**GS310 STATISTICS** (80 Clock Hours--4 Credits)
This course is a presentation of the basic principles of statistics. The integral topics include probability, normal distribution, sampling techniques, and hypothesis testing. Students learn the nature of statistics and the fundamentals of descriptive statistics.

**GS311 STATISTICS** (76 Clock Hours--3 Credits)
This course is a presentation of the basic principles of statistics. The integral topics include probability, normal distribution, sampling techniques, and hypothesis testing. Students learn the nature of statistics and the fundamentals of descriptive statistics.

**HP100 HOSPITALITY AND TOURISM MARKETING** (38 Clock Hours--2 Credits)
This course applies the general principles of marketing to the hospitality and tourism industries and stresses the importance of marketing to the success of these operations. Marketing research, consumer behavior, targeting and positioning, and the product-service mix are covered in depth. The course culminates with the development of a marketing plan, preparing the learner for an effective role in marketing management.

**HP101 HOTEL OPERATIONS AND ADMINISTRATION** (40 Clock Hours--2 Credits)
This course provides the students with insight into the workings of a hotel/motel and tourism as a whole in the accommodations industry. The course provides the students with the knowledge to discuss hotel reference guides, factors that affect the price of a room, and meal plans. The course specifically details the duties and job descriptions of individual departments.

**HP101 INTRODUCTION TO THE HOTEL INDUSTRY** (40 Clock Hours--2 Credits)
This course gives students an overview of the lodging industry yesterday and today. Career opportunities in the hospitality field are highlighted, and students study hospitality terminology, front office operations, and customer service.

**HP101 WORLDWIDE TOURISM** (38 Clock Hours--2 Credits)
In this course students explore the diverse areas of the hospitality and tourism industries. Special emphasis is placed on the functional areas of hotels, cruises, and resorts.

**HP102 SCHEDULING RESERVATIONS, TRIP PLANNING, TERMINOLOGY**
(40 Clock Hours--2 Credits)
This is a continued study of the hotel industry in which the students learn to use five of the most widely used reference manuals to find information about major hotels throughout the world. Research techniques for finding ratings, locations, and room prices for major hotels worldwide are studied, along with sales and catering and hotel vocabulary.

**HP103 FRONT AND BACK OFFICE MANAGEMENT** (40 Clock Hours--2 Credits)
**HP103 FRONT AND BACK OFFICE OPERATIONS** (40 Clock Hours--2 Credits)
This course teaches the principles of effective front and back office management. Emphasis is placed on the reservation, check in/check out procedures, and customer service. Accounting functions and administrative procedures are also reviewed.

**HP103 FRONT OFFICE MANAGEMENT** (40 Clock Hours--2 Credits)
This course teaches principles of effective hotel front office management. Emphasis is placed on the reservation process, registration, room assignment, room rates, constructing the room rack, communications systems, and accounting for accounts receivable.

**HP104 FRONT AND BACK OFFICE OPERATIONS** (38 Clock Hours--1 Credit)
This course teaches the principles of effective front and back office management. Emphasis is placed on the reservation, check in/check out procedures, and customer service. Accounting functions and administrative procedures are also reviewed.

**HP105 SALES AND CUSTOMER SERVICE** (40 Clock Hours--2 Credits)
In this course students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints.

**HP105 SALES AND MARKETING FOR TRAVEL AND HOSPITALITY**
(40 Clock Hours--2 Credits)
In this course, students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints.

**HP105 SALES AND MARKETING FOR THE HOSPITALITY INDUSTRY**
(40 Clock Hours--2 Credits)
This course teaches the theory of marketing and sales in the hospitality industry. It includes the study of defining the tourism product; psychology of the traveler; market research; corporate image development; and effective advertising, publicity, and promotion.

**HP105 SALES AND MARKETING FOR THE TRAVEL AND HOSPITALITY INDUSTRY** (40 Clock Hours--2 Credits)
This course teaches the theory of marketing and sales in the hospitality industry. It includes the study of defining the tourism product; psychology of the traveler; market research; corporate image development; and effective advertising, publicity, and promotion.

**HP106 SALES AND CUSTOMER SERVICE** (38 Clock Hours--1 Credit)
In this course students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints.

**HP111 CONVENTION MANAGEMENT** (20 Clock Hours--1 Credit)
This course is designed to provide students with an overview of the meeting planning/convention management industry. The course explores marketing meetings and conventions, selling conventions, and anticipating the needs of meeting planners.

**HP112 FOOD AND BEVERAGE OPERATIONS** (20 Clock Hours--1 Credit)
This course introduces students to the role of food and beverage services in the hospitality industry. The course concentrates on such departments as food production, food service, beverage operations, and banquet/catering operations.

**HP200 HOTEL COMPUTER AUTOMATION** (40 Clock Hours--2 Credits)
In this course students learn the fundamentals of hotel computer automation using a simulated reservation/registration computer system to gain hands-on experience with front desk administration and operations. Emphasis is placed on accessing client information, determining room availability, entering reservations, posting room charges, and generating final billing.

**HP201 HOTEL COMPUTER AUTOMATION** (60 Clock Hours--4 Credits)
In this course students learn the fundamentals of hotel computer automation using a simulated reservation/registration computer system to gain hands-on experience with front desk administration and operations. Emphasis is placed on accessing client information, determining room availability, entering reservations, posting room charges, and generating final billing.

**HP202 FOOD SERVICE MANAGEMENT** (20 Clock Hours--1 Credit)
This course is designed to familiarize students with food and beverage operations in the hospitality industry. Students are introduced to the various facets of food and beverage management including coffee shops, room service, dining rooms, banquets, and catering.

**HP203 BACK OFFICE MANAGEMENT** (20 Clock Hours--1 Credit)
This course continues the study of office management in the hospitality industry, focusing on back office activities. Topics include debit and credit procedures, the city ledger, audit procedures and reports, and hotel statistics.

**HP205 GUEST RELATIONS MANAGEMENT** (40 Clock Hours--2 Credits)
This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations.

**HP206 GUEST RELATIONS MANAGEMENT** (38 Clock Hours--1 Credit)
This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations.

**HP260 TRAVEL AND HOSPITALITY EXTERNSHIP** (320 Clock Hours--7 Credits)
This externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in hotels, travel agencies, and other businesses in the travel and hospitality fields. Externship experiences are supervised and evaluated by personnel at the extern site and by college faculty.

**HP260 TRAVEL AND HOSPITALITY EXTERNSHIP** (1993-1996)
(270 Clock Hours--6 Credits)
This externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in hotels, travel agencies, and other businesses in the travel and hospitality fields. Externship experiences are supervised and evaluated by personnel at the extern site and by college faculty.

**HP260 TRAVEL AND HOSPITALITY EXTERNSHIP** (1992-1993)
(200 Clock Hours--4 Credits)
The externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industry. Students are placed in local hotels, travel agencies, or other businesses in the travel and hospitality field.

**HP260-W TRAVEL AND HOSPITALITY EXTERNSHIP WORK/STUDY**
(160 Clock Hours--3 Credits)
The externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industry. Students are placed in local hotels, travel agencies, or other businesses in the travel and hospitality field.

**HP360 TRAVEL AND HOSPITALITY EXTERNSHIP** (320 Clock Hours--7 Credits)
This externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in hotels, travel agencies, and other businesses in the travel and hospitality fields. Externship experiences are supervised and evaluated by personnel at the extern site and by college faculty.

**HP365 TRAVEL AND HOSPITALITY EXTERNSHIP** (270 Clock Hours--6 Credits)
This externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in hotels, travel agencies, and other businesses in the travel and hospitality fields. Externship experiences are supervised and evaluated by personnel at the extern site and by college faculty.

**IM101 INDUSTRIAL MANAGEMENT AND SUPERVISION** (1990-1991)
(4 Credits)
This course provides a conceptual framework for management principles unique to the industrial sector. Topics include organizing, staffing, job analysis and design, training, OSHA, and problem solving.

**IM101 INDUSTRIAL MANAGEMENT AND SUPERVISION** (45 Clock Hours--3 Credits)
This course provides a conceptual framework for management principles unique to the industrial sector. Topics include organizing, staffing, job analysis and design, training, OSHA, and problem solving.

**IM102 STATISTICS AND QUALITY CONTROL** (45 Clock Hours--3 Credits)
This course presents a working knowledge of the growing importance of quality control in the industrial sector and its impact upon competing organizations. Different quality control systems are discussed along with statistical analysis and quality improvement programs. Some specific topics include statistical process control, process flow charts, and audits.

**IM201 PRODUCTION PLANNING AND CONTROL** (1990-1991)
(4 Credits)
This course manifests the theory and applications of operations management. Emphasis is placed on the decisions faced by management in the areas of system design, resource allocations, work scheduling, inventory, purchasing, transportation, and other areas of control. Practical implementation of management decision in an organization of "real people" is stressed.

**IM201 PRODUCTION PLANNING AND CONTROL** (45 Clock Hours--3 Credits)
This course manifests the theory and applications of operations management. Emphasis is placed on the decisions faced by management in the areas of system design, resource allocations,

work scheduling, inventory, purchasing, transportation, and other areas of control. Practical implementation of management decision in an organization of "real people" is stressed.

**IM203 INDUSTRIAL SAFETY** (48 Clock Hours--3 Credits)
This course acquaints the students with industrial safety as it relates to loss control and the prevention of occupational injury and illness. Topics covered include the Occupational Safety and Health Act (OSHA), personal protective equipment, fire prevention, plant safety, and industrial hygiene.

**IM205 LABOR RELATIONS** (48 Clock Hours--3 Credits)
This course provides the students with an understanding of labor-management relations with extensive analysis of the National Labor Relations Act. In addition, an overview of collective bargaining agreements and their negotiation, grievance resolution, and the history of the American labor movement are studied. Particular attention is given to arbitration exercises.

**IM301 PRODUCTION PLANNING AND CONTROL** (45 Clock Hours--3 Credits)
This course manifests the theory and applications of operations management. Emphasis is placed on the decisions faced by management in the areas of system design, resource allocations, work scheduling, inventory, purchasing, transportation, and other areas of control. Practical implementation of management decisions in an organization of "real people" is stressed.

**IM303 INDUSTRIAL SAFETY** (45 Clock Hours--3 Credits)
This course acquaints the students with industrial safety as it relates to loss control and the prevention of occupational injury and illness. Topics covered include the Occupational Safety and Health Act (OSHA), personal protective equipment, fire prevention, plant safety, and industrial hygiene.

**IM305 LABOR RELATIONS** (45 Clock Hours--3 Credits)
This course provides the students with an understanding of labor-management relations with extensive analysis of the National Labor Relations Act. In addition, an overview of collective bargaining agreements and their negotiation, grievance resolution, and the history of the American labor movement are studied. Particular attention is given to arbitration exercises.

**MD100 CLINICAL I** (80 Clock Hours--4 Credits)
**MD100 MEDICAL CLINICAL PROCEDURES I** (80 Clock Hours--4 Credits)
This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, vital signs, administration of medications, and the preparation of the patient for examination.

**MD100-L MEDICAL CLINICAL PROCEDURES I** (80 Clock Hours--4 Credits)
This course is designed to instruct the medical assisting students how to assist the physician, nurse, and technologist in the office with procedures such as preparing the patient, gathering information about the patient, and aseptic and sterile technique.

**MD101 CLINICAL II** (80 Clock Hours--4 Credits)
**MD101 MEDICAL CLINICAL PROCEDURES II** (80 Clock Hours--4 Credits)
This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or technologist with the following procedures: EKGs, minor surgery and instrumentation, medical/surgical asepsis, and the preparation of specialty examinations in areas such as OB/GYN and pediatrics.

**MD101-L MEDICAL CLINICAL PROCEDURES** (1990-1991)
(140 Clock Hours--6 Credits)
This subject is designed to teach the medical assisting students how to assist the physician, nurse, and technologist in the office with procedures such as preparing the patient, gathering information about the patient, aseptic and sterile technique, eye and ear instillations and irrigations, and the use of the autoclave. The students are introduced to the principles of pharmacology and learn how to perform entry-level drug administration.

**MD101-L MEDICAL CLINICAL PROCEDURES II** (80 Clock Hours--4 Credits)
This course is a continuation of Medical Clinical Procedures I. Students learn how to assist with procedures such as eye and ear instillations and irrigations, electrocardiography tasks, and the use of the autoclave. The students are introduced to the principles of pharmacology and learn how to perform entry-level drug administration.

**MD102 MEDICAL TERMINOLOGY** (1990-1991)
(60 Clock Hours--4 Credits)
The language of medicine is studied through an investigation of the structure and formation of medical terms. The students develop a basic knowledge of how complex medical terms are formed from Latin and Greek word parts. Emphasis is placed on achieving a spoken and written command of medical terminology.

**MD102 MEDICAL TERMINOLOGY** (38 Clock Hours--2 Credits)
This course is designed for the medical assistant students to develop a basic knowledge of how complex medical terms are formed from Latin and Greek word parts utilizing root words, prefixes, and suffixes. Emphasis is placed on spelling and pronunciation of medical terms.

**MD102 MEDICAL TERMINOLOGY I** (40 Clock Hours--2 Credits)
The language of medicine is studied through an investigation of the structure and formation of medical terms. The students develop a basic knowledge of how complex medical terms are formed from Latin and Greek word parts. Emphasis is placed on achieving a spoken and written command of medical terminology.

**MD103 ANATOMY AND PHYSIOLOGY** (60 Clock Hours--4 Credits)
In this course, the study of the gross and microscopic structures of the human body are undertaken. The students are introduced to the principles of the biological and physical sciences that contribute to an understanding of human body processes in normal and abnormal conditions. Efforts are continually made to offer current medical concepts according to recent research findings and methods of treatment in the content of the subject.

**MD103 ANATOMY AND PHYSIOLOGY I** (38 Clock Hours--2 Credits)
This course is designed to introduce the medical assistant students to basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions.

**MD103 MEDICAL TERMINOLOGY II** (40 Clock Hours--2 Credits)
This course is a continuation of Medical Terminology I. Emphasis is placed upon learning the definitions of medical terms and pathological conditions.

**MD104 ANATOMY AND PHYSIOLOGY** (40 Clock Hours--2 Credits)
In this course, the study of the gross and microscopic structures of the human body are undertaken. The students are introduced to the principles of the biological and physical sciences that contribute to an understanding of human body processes in normal and abnormal conditions. Efforts are continually made to offer current medical concepts according to recent research findings and methods of treatment in the content of the subject.

**MD105 CLINICAL PROCEDURES I** (38 Clock Hours--2 Credits)
This course is designed to instruct the medical assistant students in assisting the physician, nurse, and/or licensed technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, documentation and charting, vital signs, and the preparation of the patient for examination.

**MD105 MEDICAL OFFICE INSURANCE** (1990-1992)
(20 Clock Hours--1 Credit)
This course teaches the students how to fill out various insurance forms, what information is required, and how to check on inquiries. Emphasis is placed on Medicaid, Medicare, Blue Cross, Blue Shield, and HIC forms. Students learn the basic procedures of ICD-9 and CPT coding.

**MD105 MEDICAL OFFICE INSURANCE** (40 Clock Hours--2 Credits)
This course teaches the students how to fill out various insurance forms, what information is required, and how to check on inquiries. Emphasis is placed on Medicaid, Medicare, Blue Cross, Blue Shield, and HIC forms. Students learn the basic procedures of ICD-9 and CPT coding.

**MD106 PHARMACOLOGY, DOSAGE, AND CALCULATIONS**
(40 Clock Hours--2 Credits)
This course introduces students to the principles of pharmacology and prepares them to perform basic math and drug dosage calculations. Students will become competent in meeting the requirements of calculating and administering the proper medication.

**MD108 MEDICAL ADMINISTRATIVE PROCEDURES I** (40 Clock Hours--2 Credits)
In this course the students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics.

**MD109 MEDICAL ADMINISTRATIVE PROCEDURES I** (38 Clock Hours--1 Credit)
In this course the students are introduced to a competency-based approach to the medical assistant profession. Topics include interpersonal human relations and medical law and ethics.

**MD110 ANATOMY AND PHYSIOLOGY II** (38 Clock Hours--2 Credits)
This course is a continuation of the study of the body structures. The principles of biological and physical sciences that contribute to an understanding of the human body processes are studied.

**MD111 MEDICAL ADMINISTRATIVE PROCEDURES II** (38 Clock Hours--1 Credit)
This course is designed to continue the development of student competency in medical assistant administrative functions.

**MD115 MEDICAL INSURANCE** (20 Clock Hours--1 Credit)
This course provides the students with knowledge of the basic fundamentals of ICD-9 and CPT coding, managed care contracts, reimbursement procedures, and insurance referrals for the health care industry.

**MD120 MEDICAL ADMINISTRATIVE PROCEDURES** (40 Clock Hours--2 Credits)
In this course the students are introduced to a competency-based approach to learning the principles of management applied in a modern medical facility. Competencies include appointment scheduling, telephone triage, medical records management, and pegboard concepts.

**MD130 CLINICAL PROCEDURES II** (80 Clock Hours--4 Credits)
This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and preparation for specialty examinations.

**MD131 CLINICAL PROCEDURES II** (76 Clock Hours--3 Credits)
This course is designed to instruct the medical assistant students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and preparation for specialty examinations.

**MD135 MEDICAL INSURANCE** (38 Clock Hours--2 Credits)
This course provides the students with knowledge of the basic fundamentals of ICD-9 and CPT coding, managed-care contracts, reimbursement procedures, and insurance referrals for the health care industry.

**MD140 MEDICAL ADMINISTRATIVE PROCEDURES II** (40 Clock Hours--2 Credits)
This course is designed to continue the development of student competency in medical assisting administrative functions.

**MD200 MEDICAL LABORATORY PROCEDURES** (1992-1993)
**MD200-L MEDICAL LABORATORY PROCEDURES I** (1991-1992)
(80 Clock Hours--4 Credits)
This course is designed to teach the procedures necessary to assist the physician, nurse, and technologist in the laboratory area of the office in a clinical practice. The laboratory and radiography tasks are competency-based.

**MD200 MEDICAL LABORATORY PROCEDURES** (40 Clock Hours--2 Credits)
This course is designed to introduce the students to the basics of laboratory procedures. Topics covered include OSHA requirements, lab specimen collection, urinalysis, hematology, and phlebotomy.

**MD201-L MEDICAL LABORATORY PROCEDURES** (1990-1991)
(140 Clock Hours--6 Credits)
This course is designed to teach the procedures necessary to assist the physician, nurse, and technologist in the laboratory area of the office in a clinical practice. The laboratory, radiography, and electrocardiography tasks are competency-based.

**MD201-L MEDICAL LABORATORY PROCEDURES II** (1991-1992)
(40 Clock Hours--2 Credits)
This course is a continuation of Medical Laboratory Procedures I. Students continue learning competency-based procedures including cardiopulmonary resuscitation and venipuncture.

**MD201 MEDICAL OFFICE SYSTEMS** (80 Clock Hours--4 Credits)
This course is a competency-based approach to learning the principles of management of a physician's office. Through the use of a computerized simulation, students learn the concepts of billing and collections, appointment scheduling, insurance, gathering medical information, and other administrative skills.

**MD202 MEDICAL OFFICE PROCEDURES** (40 Clock Hours--2 Credits)
In this course, students learn the functions and practices of a modern medical office along with the communication skills necessary to be efficient within these offices. Topics include scheduling appointments, preparing medical records, preparing insurance claims forms, financial responsibilities, professional activities, and introductory clinical training in the field of medicine.

**MD203 MEDICAL LABORATORY PROCEDURES** (76 Clock Hours--3 Credits)
This course is designed to introduce the medical assistant students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA 88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy.

**MD204 MEDICAL LAW AND ETHICS** (20 Clock Hours--1 Credit)
This course is designed to give the students a working knowledge of medical ethics and of federal and state laws regulating medical practices today. Information covered includes laws pertinent to the medical facility and major ethical issues and their impact on society.

**MD205 DISEASE CONDITIONS** (40 Clock Hours--2 Credits)
This course provides students with basic information about common medical conditions. Discussions will consider the nature of the disease, diagnosis, treatment, and prevention.

**MD205 HUMAN RELATIONS** (20 Clock Hours--1 Credit)

This course is an introduction to the fundamental aspects of mental health. Topics include normal growth and development, individual differences, human emotions, motivation, and frustrations.

**MD206 MEDICAL OFFICE BOOKKEEPING** (20 Clock Hours--1 Credit)
This course is designed to teach the basic concepts of bookkeeping for a medical office. The students are exposed to billing and collection procedures, ledger cards, day sheets, and attending physician's statements.

**MD208 MEDICAL OFFICE SYSTEMS** (38 Clock Hours--1 Credit)
This course continues building on the student's knowledge of administrative and clinical procedures through computerized simulations.

**MD210 MEDICAL LABORATORY PROCEDURES** (80 Clock Hours--4 Credits)
This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA 88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy.

**MD214 PSYCHOLOGY FOR HEALTH CARE PROFESSIONALS**
(20 Clock Hours--1 Credit)
This course is designed for the medical assisting students to learn the basic principles of psychology in order to provide an understanding of patient behavior and management as it relates to the medical facility. Areas discussed include therapeutic communication, theories of hierarchy, time management, cultural diversity, and professionalism.

**MD215 PHARMACOLOGY** (38 Clock Hours--2 Credits)
This course is designed to provide the medical assistant students with knowledge of the principles of pharmacology utilizing a body systems approach.

**MD220 MEDICAL OFFICE SYSTEMS** (40 Clock Hours--2 Credits)
This course continues building on the student's knowledge of administrative and clinical procedures through computerized simulations.

**MD224 CMA REVIEW** (38 Clock Hours--1 Credit)
This course is a comprehensive review of both administrative and clinical competencies. It is designed to prepare the student to sit for the Certified Medical Assistant national exam. Classroom discussions will be followed by practice exams similar to the actual test.

**MD230 CLINICAL PROCEDURES III** (80 Clock Hours--4 Credits)
In this course the medical assisting student continues the development of skills learned in Clinical Procedures I and Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations.

**MD231 CLINICAL PROCEDURES III** (76 Clock Hours--3 Credits)

In this course the medical assistant student continues the development of skills learned in Clinical Procedures I and Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations.

**MD265 MEDICAL EXTERNSHIP** (320 Clock Hours--7 Credits)
This externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas.

**MD265 MEDICAL EXTERNSHIP** (1993-1996)
(270 Clock Hours--6 Credits)
This externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas.

**MD265 MEDICAL EXTERNSHIP** (1992-1993)
(200 Clock Hours--4 Credits)
This practicum provides the students with medical assisting experience in physicians' private offices or clinics. The students are supervised and evaluated for work performed in both the administrative and clinical areas.

**MD265-W MEDICAL EXTERNSHIP**
(240 Clock Hours--5 Credits)
This practicum provides the students with medical assisting experience in physicians' private offices or clinics. The students are supervised and evaluated for work performed in both the administrative and clinical areas.

**MD365 MEDICAL EXTERNSHIP** (320 Clock Hours--7 Credits)
This externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas.

**MD370 MEDICAL EXTERNSHIP** (270 Clock Hours--6 Credits)
This unpaid externship provides the students with practical on-the-job medical assistant experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas.

**MK300 MARKETING PRINCIPLES** (38 Clock Hours--2 Credits)
This course provides the students with a theoretical and practical understanding of marketing decision making. Students examine the tasks of marketing: product development, methods of pricing, means of distribution, advertising, promotion, selling, and methods of business management.

**MK301 MARKETING PRINCIPLES** (45 Clock Hours--3 Credits)
This course provides the students with a theoretical and practical understanding of marketing decision making. Students examine the tasks of marketing: product development, methods of pricing, means of distribution, advertising, promotion, selling, and methods of business management.

**MK310 MARKETING PRINCIPLES** (45 Clock Hours--3 Credits)
This course provides the students with a theoretical and practical understanding of marketing decision making. Students examine the tasks of marketing: product development, methods of pricing, means of distribution, advertising, promotion, selling, and methods of business management.

**MO120 MEDICAL TERMINOLOGY** (1991-1992)
(2 Credits)
This course addresses the basic terminology required of allied health professionals. Latin and Greek prefixes are presented as well as suffixes, word roots, and combining forms. Emphasis is placed on forming a solid foundation for a medical vocabulary including meaning, spelling, and pronunciation. Medical signs, abbreviations, and symbols are included.

**MO120 MEDICAL TERMINOLOGY** (1992-1994)
(3 Credits)
This course addresses the basic terminology required of allied health professionals. Latin and Greek prefixes are presented as well as suffixes, word roots, and combining forms. Emphasis is placed on forming a solid foundation for a medical vocabulary including meaning, spelling, and pronunciation. Medical signs, abbreviations, and symbols are included.

**M0120 MEDICAL TERMINOLOGY** (64 Clock Hours--4 Credits)
This course addresses basic terminology required of allied health professionals. Latin and Greek prefixes and suffixes are presented and studied. Next, the program enters into the introduction of root and combining words. Emphasis is placed on forming a solid foundation for a medical vocabulary including meaning, spelling, and pronunciation. Also studied are medical abbreviations.

**MO121 ANATOMY AND PHYSIOLOGY** (1991-1994)
 (1 Credit)
Students are introduced to the basic structure and function of the human body.

**MO121 ANATOMY AND PHYSIOLOGY** (32 Clock Hours--2 Credits)
This course is a systematic review of basic anatomy and physiology. Emphasis is placed on systems of the human body and how they function independently and with one another. The objective is to permit students to receive a basic understanding of system functions and their relationship to office procedures such as insurance coding.

**MO125 MEDICAL INSURANCE CODING** (1992-1994)
(2 Credits)

Students learn the important skill of insurance coding.  Emphasis is placed on understanding CPT-4 and ICD-9-CM codes and how these codes translate services, procedures, and patient conditions into numeric designations.

**MO125 MEDICAL INSURANCE FORMS**
(1 Credit)
Students learn the vital skill of insurance form filing.  The course reviews the varied insurance forms and health codes and demonstrates the proper methods to complete and submit the forms.

**MO125 MEDICAL INSURANCE I** (32 Clock Hours--2 Credits)
This course provides an intense introduction to insurance coding.  Basic insurance terminology is studied with particular focus given to understanding CPT and ICD-9 codes and how these codes translate services, procedures, and patient conditions into numeric designations.

**MO126 MEDICAL INSURANCE II** (32 Clock Hours--2 Credits)
This course is a continuation of Medical Insurance I.  Students continue their study of CPT and ICD-9 codes with the inclusion of insurance forms that are necessary for the proper filing, authorization, and paper tracing of medical claims.

**MO130 MEDICAL OFFICE PROCEDURES** (32 Clock Hours--2 Credits)
The goal of this subject is to teach students the practice of modern-day medical office practices.  Such tasks as receptionists' duties, files management, and the use of office equipment are studied.

**MT200 PRINCIPLES OF MANAGEMENT AND ORGANIZATIONAL BEHAVIOR**
(57 Clock Hours--3 Credits)
This course explores the fundamentals of management while incorporating the behavioral science concepts of motivation and leadership.  Emphasis will be placed on planning, organizing, controlling, directing, and communicating.  Upon completion, students should be able to work as a contributing member of a team.

**MT213 LEGAL ENVIRONMENT OF BUSINESS** (76 Clock Hour--3 Credits)
This course provides the students with knowledge of the legal system as it applies to business; business ethics and social responsibility; principal/agent relationships; business torts and crimes; contracts; warranty and liability; real, personal, and intellectual property; antitrust; consumer rights; and employer/employee issues.  This course prepares the student to recognize and avoid legal problems, to address legal problems when they do arise, to know when to contact a lawyer and what to discuss, and to initiate and participate in the necessary actions that need to be taken in a business environment.

**MT300 MANAGEMENT AND ORGANIZATION** (80 Clock Hours--4 Credits)
In this course students explore the fundamentals of the management process:  planning, organizing, staffing, leading, coordinating, and controlling organizational activities.

**MT301 MANAGEMENT AND ORGANIZATION** (76 Clock Hours--3 Credits)

In this course students explore the fundamentals of the management process: planning, organizing, staffing, leading, coordinating, and controlling organizational activities.

**MT302 HUMAN RESOURCE MANAGEMENT** (38 Clock Hours--2 Credits)
The problems, policies, and procedures associated with the management of personnel are addressed in this course. Particular attention is directed to the topics of staffing, performance appraisal, training, compensation, benefits and services, safety and health, and equal employment.

**MT303 ORGANIZATIONAL BEHAVIOR** (38 Clock Hours--2 Credits)
In this course students study the dynamics of human behavior in business organizations with an emphasis on problems of motivation and leadership. The students examine the behavior of the organization as a function of individual and interpersonal behavior and group processes within organizations.

**MT304 ORGANIZATIONAL BEHAVIOR** (45 Clock Hours--3 Credits)
In this course, students study the dynamics of human behavior in business organizations with an emphasis on problems of motivation and leadership. The students examine the behavior of the organization as a function of individual and interpersonal behavior and group processes within organizations.

**MT305 OPERATIONS MANAGEMENT** (38 Clock Hours--2 Credits)
This course explores the production and operations components of manufacturing and nonmanufacturing organizations. Topics include forecasting of demand, product design and process selection, job design and work measurement, inventory management, and quality assurance and control.

**MT306 OPERATIONS MANAGEMENT** (45 Clock Hours--3 Credits)
This course explores the production and operations components of manufacturing and nonmanufacturing organizations. Topics include forecasting of demand, product design and process selection, job design and work measurement, inventory management, and quality assurance and control.

**MT307 HUMAN RESOURCE MANAGEMENT** (45 Clock Hours--3 Credits)
This course addresses the problems, policies, and procedures associated with the management of personnel. Particular attention is directed to the topics of staffing, performance appraisal, training, compensation, benefits and services, safety and health, and equal employment.

**MT310 ADMINISTRATIVE POLICY** (40 Clock Hours--2 Credits)
This course is designed to develop the students' analytical, communicative, and evaluative skills in both individual and group problem-solving situations. Through case analysis, students apply concepts previously learned in accounting, economics, marketing, finance, management science, and statistics to conceive and define elements of strategy and to use these elements in strategic design.

**MT311 ADMINISTRATIVE POLICY** (45 Clock Hours--3 Credits)

This course is designed to develop the students' analytical, communicative, and evaluative skills in both individual and group problem-solving situations. Through case analysis, students apply concepts previously learned in accounting, economics, marketing, finance, management science, and statistics to conceive and define elements of strategy and to use these elements in strategic design.

**MT312 ADMINISTRATIVE POLICY** (76 Clock Hours--3 Credits)
This course is designed to develop the students' analytical, communicative, and evaluative skills in both individual and group problem-solving situations. Through case analysis, students apply concepts previously learned in accounting, economics, marketing, finance, management science, and statistics to conceive and define elements of strategy and to use these elements in strategic design.

**MT313 BUSINESS PRINCIPLES** (76 Clock Hour--3 Credits)
This course is a comprehensive survey of business institutions, including such topics as the organization and management of the business, managerial control, personnel, finance, pricing, production, location, and layout.

**OT101 RECORDS MANAGEMENT** (20 Clock Hours--1 Credit)
This course is designed to provide instruction in the alphabetic system of filing. An introduction to numeric, subject, and geographic systems of filing is also provided. Students learn about the information processing cycle and the important role filing plays within this cycle.

**OT102 MICROCOMPUTER OPERATIONS** (40 Clock Hours--2 Credits)
This course is an introduction to information processing applications. It provides the students with "hands-on" experience in utilizing the microcomputer disk operating system and word processing, spreadsheet, and database management application software.

**OT103 MICROCOMPUTER APPLICATIONS I** (20 Clock Hours--1 Credit)
This course is an introduction to information processing applications. It provides the students with "hands-on" experience in utilizing the microcomputer disk operating system and word processing software.

**OT104 MICROCOMPUTER APPLICATIONS II** (20 Clock Hours--1 Credit)
This course continues the introduction to information processing applications. Students receive "hands-on" experience utilizing spreadsheet and database management application software.

**OT105 WORD PROCESSING I—COOPERATIVE** (20 Clock Hours--1 Credit)
This course is designed to provide an introduction to the concepts of word processing. Students use the WordPerfect software package to produce a variety of documents.

**OT106 WORD PROCESSING II—COOPERATIVE** (20 Clock Hours--1 Credit)
This course continues the study of word processing concepts using the WordPerfect software package. Students create, edit, and print a variety of documents.

**OT110 WORD PROCESSING** (40 Clock Hours--2 Credits)
**OT110 WORD PROCESSING—CORE** (40 Clock Hours--2 Credits)
This course provides information and training on the use of microcomputer software for word processing. Students will use a word processing software package to produce a variety of documents from various application exercises.

**OT111 INTRODUCTION TO WORD PROCESSING** (20 Clock Hours--1 Credit)
This course is designed to provide an understanding of the concepts of word processing. The students use the WordPerfect software package to produce a variety of documents from various application exercises.

**OT111 WORD PROCESSING** (20 Clock Hours--1 Credit)
This course provides information and training on the use of microcomputer software for word processing. The students produce a variety of documents from various application exercises.

**OT112 WORD PROCESSING—CORE** (38 Clock Hours--1 Credit)
This course provides information and training on the use of microcomputer software for word processing. Students will use a word processing software package to produce a variety of documents from various application exercises.

**OT115 ELECTRONIC SPREADSHEETS** (40 Clock Hours--2 Credits)
This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets.

**OT116 ELECTRONIC SPREADSHEETS** (38 Clock Hours--1 Credit)
This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets.

**OT120 BUSINESS ORGANIZATION** (38 Clock Hours--2 Credits)
In this course the students are introduced to the basic functions of business, the legal forms of business ownership, and the internal organization and structure of business. Government regulation of business, labor-management relations, and business strategies are also discussed.

**OT121 INTRODUCTION TO DATABASE MANAGEMENT** (40 Clock Hours--2 Credits)
In this course students learn the basic principles of filing using the ARMA-recommended unit-by-unit method and are introduced to a relational database management system. They learn to use database commands to build and modify tables and forms and to create reports.

**OT122 DATABASE MANAGEMENT** (40 Clock Hours--2 Credits)
Using database management software, students continue to learn to use the microcomputer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats.

**OT123 COMPUTER GRAPHICS** (40 Clock Hours--2 Credits)
This course focuses on the design techniques that can make full use of computer software. Students learn computer graphics terminology and procedures common to computer graphics applications and create graphic designs for a variety of visual communications.

**OT124 INTRODUCTION TO MACINTOSH** (40 Clock Hours--2 Credits)
This survey course covers the basics of Macintosh computer operations.  Students are also introduced to the fundamental techniques of vector-based illustration.

**OT125 COMPUTER GRAPHICS** (80 Clock Hours--3 Credits)
This course focuses on the design techniques that can make full use of computer software. Students learn computer graphics terminology and procedures common to computer graphics applications and create graphic designs for a variety of visual communications.

**OT126 INTRODUCTION TO DATABASE MANAGEMENT** (38 Clock Hours--1 Credit)
In this course students learn the basic principles of filing using the ARMA-recommended unit-by-unit method and are introduced to a relational database management system.  They learn to use database commands to build and modify tables and forms and to create reports.

**OT127 DATABASE MANAGEMENT** (38 Clock Hours--1 Credit)
Using database management software, students continue to learn to use the microcomputer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats.

**OT128 INTRODUCTION TO MACINTOSH** (38 Clock Hours--1 Credit)
This survey course covers the basics of Macintosh computer operations, including file management and lab hardware.  Students are also introduced to the fundamental techniques of graphic software interface.

**OT200 WORD PROCESSING APPLICATIONS** (50 Clock Hours--3 Credits)
This course is designed to provide the students with the ability to use a microcomputer to perform word processing.  The students acquire the necessary skills to utilize WordPerfect word processing software.

**OT202 DATABASE MANAGEMENT** (50 Clock Hours--3 Credits)
Using the dBASE III database software package, students learn to use the microcomputer to create and maintain files, make inquiries regarding data contained in files, and prepare reports that present information derived from file contents.

**OT204 SPREADSHEET APPLICATIONS** (50 Clock Hours--3 Credits)
Students are introduced to basic spreadsheet operations and perform functions such as formatting, copying, and creating formulas.

**OT205 ADVANCED SPREADSHEET APPLICATIONS** (50 Clock Hours--3 Credits)
Using personal computers, students create and manipulate complex spreadsheet designs. Utilizing Lotus 1-2-3 software, the students learn to use advanced functions and commands.

**OT208 BUSINESS COMPUTER GRAPHICS** (40 Clock Hours--2 Credits)
This course introduces the students to business graphics as demonstrated through the use of the Harvard Graphics package and others. The students learn to use graphics software packages to produce charts and graphs.

**OT209 ADVANCED ELECTRONIC SPREADSHEETS** (1992-2000)
(40 Clock Hours--2 Credits)
This course provides instruction in advanced spreadsheet operations and the 10-key numeric keypad. Designing spreadsheets, writing formulas, creating macros, graphing, and using database applications are covered.

**OT209 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS**
(40 Clock Hours--2 Credits)
This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic communications are covered.

**OT210 DATA ANALYSIS** (40 Clock Hours--2 Credits)
This course provides a clear, step-by-step introduction to applied business statistics. The foundation of statistics and the need to extract useful decision-making information from data collections are emphasized through computerized activities. Charting and graphing are introduced as students learn to arrange, present, and interpret data.

**OT211 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS**
(38 Clock Hours--1 Credit)
This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic communications are covered.

**OT211 COMPUTER PROGRAMMING** (50 Clock Hours--3 Credits)
This course is an introduction to computer programming using Microsoft BASIC. Emphasis is on essential DOS commands, problem solving, and programming techniques. The IBM PC will be utilized for hands-on experience.

**OT213 CONCEPTS OF DESKTOP PUBLISHING** (40 Clock Hours--2 Credits)
In this course students are introduced to desktop publishing. Students learn terminology and formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy.

**OT213 WORD PROCESSING—EXPERT** (40 Clock Hours--2 Credits)
In this course students are introduced to desktop publishing. Students learn terminology and formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy.

**OT214 ADVANCED WORD PROCESSING** (50 Clock Hours--3 Credits)
This course provides students with advanced techniques in word processing. The students acquire additional experience and skill using WordPerfect software.

**OT214 DESKTOP PUBLISHING** (80 Clock Hours--4 Credits)
In this course students are introduced to desktop publishing concepts and techniques with specific instruction in digital page composition.

**OT215 DESKTOP PUBLISHING AND ELECTRONIC DESIGN** (80 Clock Hours--3 Credits)
In this course, students master electronic page layout by completing advanced desktop publishing applications. Projects require the students to use graphics and/or text imported from other application programs to create original pieces.

**OT216 ELECTRONIC OFFICE SYSTEMS** (40 Clock Hours--2 Credits)
This course is an overview of computer information systems. The students learn about computer hardware and software concepts, procedures, and systems. Applications in business and other segments of society are explored.

**OT217 SUPERVISION** (40 Clock Hours--2 Credits)
This course provides an introduction to the basic responsibilities of a supervisor including problem solving and decision making; planning, organizing, and controlling work; appraising employee performance; and training and developing employees.

**OT218 WORD PROCESSING—EXPERT** (38 Clock Hours--1 Credit)
In this course students are introduced to desktop publishing concepts and advanced word processing features. Students learn terminology and advanced formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy.

**OT219 DESKTOP PUBLISHING** (38 Clock Hours--1 Credit)
In this course students are introduced to desktop publishing concepts and techniques with specific instruction in digital page composition.

**OT220 ADMINISTRATIVE OFFICE MANAGEMENT** (80 Clock Hours--4 Credits)
This course explores the basic principles of management, problem solving, system thinking, productivity evaluation, and technology applications in an office environment. Specific topics that are covered include space management, ergonomic office design, selection of office furnishings and equipment, and distribution of information.

**OT221 SOCIAL MEDIA MANAGEMENT** (19 Clock Hours--1 Credit)

In this class, students will learn to plan and execute a professional social media campaign using several online outlets.

**OT222 ADMINISTRATIVE OFFICE MANAGEMENT** (76 Clock Hours--3 Credits)
This course explores the basic principles of management, problem solving, system thinking, productivity evaluation, and technology applications in an office environment. Specific topics that are covered include space management, ergonomic office design, selection of office furnishings and equipment, and distribution of information.

**OT223 ELECTRONIC OFFICE SYSTEMS** (38 Clock Hours--2 Credits)
This course is an overview of computer information systems. The students learn about computer hardware and software concepts, procedures, and systems. Applications in business and other segments of society are explored.

**OT225 PRESENTATION DESIGN AND DEVELOPMENT** (40 Clock Hours--2 Credits)
In this course students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation.

**OT226 PRESENTATION DESIGN AND DEVELOPMENT** (38 Clock Hours--1 Credit)
In this course students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation.

**OT227 PRESENTATION DESIGN AND DEVELOPMENT** (38 Clock Hours--2 Credits)
In this course students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation.

**OT230 BASIC WEB PAGE DEVELOPMENT** (40 Clock Hours--2 Credits)
In this course students learn basic design principles and learn to use web authoring software to create and enhance Web pages with links, graphics, tables, frames, and "form applications."

**OT300 MANAGEMENT INFORMATION SYSTEMS** (38 Clock hours--2 Credits)
This course provides the students with an introduction to information systems with an emphasis on strategic and managerial issues. It covers concepts, technology, and system development. Students examine how organizations, decision making, information needs, and technology are all interrelated.

**OT301 MANAGEMENT INFORMATION SYSTEMS** (45 Clock Hours--3 Credits)
This course provides the students with an introduction to information systems with an emphasis on strategic and managerial issues. It covers concepts, technology, and systems development. Students examine how organizations, decision makers, information makers, and technology are all interrelated.

**OT310 DATA ANALYSIS** (40 Clock Hours--2 Credits)

This course provides clear, step-by-step instruction in the integration of various computer software applications. The need to extract useful decision-making information from data collections is emphasized through computerized activities. The students learn to arrange, present, and interpret data in a realistic business context.

**OT311 DATA ANALYSIS** (38 Clock Hours--1 Credit)
This course provides clear, step-by-step instruction in the integration of various computer software applications. The need to extract useful decision-making information from data collections is emphasized through computerized activities. The students learn to arrange, present, and interpret data in a realistic business context.

**OT317 SUPERVISION** (38 Clock Hours--2 Credits)
This course provides an introduction to the basic responsibilities of a supervisor including problem solving and decision making; planning, organizing, and controlling work; appraising employee performance; and training and developing employees.

**OT325 ELECTRONIC LAYOUT AND DESIGN** (120 Clock Hours--5 Credits)
In this course, students master electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications programs to create original pieces.

**OT330 ELECTRONIC LAYOUT AND DESIGN** (76 Clock Hours--4 Credits)
In this course, students continue to develop strengths in electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications to create original layouts.

**OT331 ELECTRONIC LAYOUT AND DESIGN** (76 Clock Hours--3 Credits)
In this course, students continue to develop strengths in electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications to create original layouts.

**PD101 PROFESSIONAL DEVELOPMENT** (20 Clock Hours--1 Credit)
This course is designed to prepare the students for making the transition from student to employee. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for making job applications and participating in job interviews and presents suggestions for starting a new job. Students learn to analyze their job skills and needs and to market and present those skills and needs to a prospective employer in a professional manner. The students also learn to manage time effectively and develop an awareness of stress management techniques.

**PD102 PROFESSIONAL DEVELOPMENT** (38 Clock Hours--2 Credits)
This course is designed to prepare the students for making the transition from student to employee. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for making job applications and participating in job interviews and presents suggestions for starting a new job. Students learn to analyze their job skills and needs and how to market and present those skills and needs to prospective

employers in a professional manner.  Students also learn to manage their time effectively and develop an awareness of stress management techniques.

**PD104 HUMAN RELATIONS** (20 Clock Hours--1 Credit)
This course provides a study in the interactions of medical personnel with ill patients.  Emphasis is placed on learning how to deal with co-workers and ill patients under stressful conditions.

**PD105 PROFESSIONAL DEVELOPMENT FOR DESIGNERS** (38 Clock Hours--2 Credits)
This course explores the appropriate techniques for making job applications and participating in job interviews.  Additional topics for discussion include types of jobs, agencies, hiring practices, portfolios, resumes, salaries, networking, freelancing, and ethics.

**PD108 HUMAN RELATIONS IN THE WORKPLACE** (38 Clock Hours--2 Credits)
This course emphasizes the importance of the development of proper attitude in the workplace. The course also covers self-image, motivation, conflict management, team building, and improvement of interpersonal skills.

**PL100 INTRODUCTION TO LAW AND THE LEGAL SYSTEM**
(80 Clock Hours--5 Credits)
This course provides a detailed overview of the American legal system:  its structures, its substance, and its terminology.  The nature and function of the legal process as well as the roles of the paralegal and legal secretary are also examined.  Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association.

**PL100 INTRODUCTION TO LAW AND THE LEGAL SYSTEM** (1992-1994)
(40 Clock Hours--2 Credits)
This course provides a general perspective of the legal system and exposes the students to the operating structures and terminology of law.  The students are introduced to the variety of functions and roles of the paralegal within the legal system.  Discussion also focuses on the ethics of the profession in accordance with principles of the American Bar Association.

**PL101 BUSINESS LAW I** (40 Clock Hours--2 Credits)
This course is designed to teach students the legal concepts dealing with all aspects of substantive business law; it is meant to expand their awareness of legal rights in business transactions.  Students learn the meaning and proper usage of legal terminology as applied to business transactions.

**PL102 BUSINESS LAW II** (40 Clock Hours--2 Credits)
This course is a continuation of Business Law I.  It is designed to teach students the legal concepts dealing with substantive business law.  Students learn the laws dealing with commercial paper, agency and employment, and property—real and personal.

**PL103 LEGAL RESEARCH AND LEGAL WRITING I** (80 Clock Hours--4 Credits)
This course provides the students with a working knowledge of the major resource books available in a law library.  Students are taught the practical approach to finding and interpreting

administrative regulations and statutes and to researching and analyzing case law. This course lays the foundation for the intensive case analysis and research that are to follow in Legal Research and Legal Writing II.

**PL104 LEGAL RESEARCH AND LEGAL WRITING II** (80 Clock Hours--4 Credits)
This course is designed to familiarize students with the legal system and the sources of law generated by each branch of government. The course should enable students to undertake, with the supervision of an attorney, research assignments in which they research and write memorandums, briefs, and other legal documents, while accurately citing research sources.

**PL105 CIVIL PROCEDURE** (38 Clock Hours--2 Credits)
This course provides the students with detailed overviews of the major forms for the process of dispute resolution: civil procedure, administrative procedure, and criminal procedure, as well as the process of constitutional adjudication. The focus is on (1) the evolution and development of procedural rules; (2) broader jurisprudential questions concerning the nature of litigation, due process, and constitutional adjudication of public values; and (3) detailed exploration of actual cases to provide vivid litigation experience. The emphasis in this course is on the legal procedures to which substantive legal rules are applied.

**PL106 INTRODUCTION TO LAW AND THE LEGAL SYSTEM**
(76 Clock Hours--3 Credits)
This course provides a detailed overview of the American legal system: its structures, its substance, and its terminology. The nature and function of the legal process as well as the roles of the paralegal and legal secretary are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association.

**PL107 LEGAL RESEARCH AND LEGAL WRITING I** (76 Clock Hours--3 Credits)
This course provides the students with a working knowledge of the major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and to researching and analyzing case law. This course lays the foundation for the intensive case analysis and research that are to follow in Legal Research and Legal Writing II.

**PL108 LEGAL RESEARCH AND LEGAL WRITING II** (76 Clock Hours--3 Credits)
This course is designed to familiarize students with the legal system and the sources of law generated by each branch of government. The course should enable students to undertake, with the supervision of an attorney, research assignments in which they research and write memorandums, briefs, and other legal documents, while accurately citing research sources.

**PL110 BUSINESS ORGANIZATIONS** (38 Clock Hours--2 Credits)
This course provides the students with an understanding of the various forms of business ownership, such as sole proprietorships, partnerships, limited partnerships, corporations, and S corporations. Students study the laws and concepts relating to these entities and draft documents and forms utilized by the various entities.

**PL111 LITIGATION** (38 Clock Hours--2 Credits)
This course offers a basic understanding of civil litigation and the functions and operations of the state and federal court systems. Students learn the basic principles of pleading, discovery, motions, court orders, and judgments. Drafting of the necessary litigation documents is emphasized.

**PL112 LEGAL COMPUTER APPLICATIONS** (38 Clock Hours--2 Credits)
This course provides the students with the essential background and knowledge they need to understand computer technology and applications. The course examines how computers are utilized in law offices, as well as hardware and software. Special attention is given to time-management software and billing software.

**PL120 LEGAL RESEARCH** (55 Clock Hours--3 Credits)
This course provides students with a working knowledge of the major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and researching and analyzing case law. The importance of finding documentation for these areas of law, such as digests, treatises, and related material, is emphasized.

**PL121 CLIENT INTERVIEW AND COMMUNICATION SKILLS**
(19 Clock Hours--1 Credit)
The focus of this course is on learning techniques that can be used to become an effective interviewer and communicator when dealing with clients. Students have the opportunity to practice the techniques and give and receive constructive feedback.

**PL124 ETHICS** (20 Clock Hours--1 Credit)
**PL124 LEGAL ETHICS** (19 Clock Hours--1 Credit)
This course provides the students with a clear understanding of the concepts and rules that govern the practice of legal ethics. Topics include the unauthorized practice of law, advocacy, the duty of confidentiality, conflicts of interest, advertising and solicitation, and competency. The four major ethical codes applicable to legal assistants are analyzed. A conscious quest for professionalism is emphasized.

**PL130 TORT LAW** (38 Clock Hours--2 Credits)
In this course, students become familiar with all aspects of tort law and the handling of civil cases. Topics include negligence, strict liability, product liability, intentional torts, and the various forms of damages.

**PL131 BUSINESS LAW** (40 Clock Hours--2 Credits)
This course is a study of the business environment on a global scale. Topics include international law, the Uniform Commercial Code, creditor's rights and bankruptcy, and an introduction to business organizations.

**PL140 REAL ESTATE LAW** (40 Clock Hours--2 Credits)

In this course students study the law of real property and of common types of real estate transactions and conveyances, such as deeds, leases, mortgages, and contracts of sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures.

**PL141 CONTRACTS** (38 Clock Hours--2 Credits)
This course is designed to teach students the legal concepts of contract law. Students learn the basic requirements, performance, and remedies of a contract.

**PL142 REAL ESTATE LAW** (38 Clock Hours--1 Credit)
In this course students study the law of real property and of common types of real estate transactions and conveyances, such as deeds, leases, mortgages, and contracts of sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures.

**PL200 ESTATE PLANNING AND ADMINISTRATION** (40 Clock Hours--2 Credits)
This course provides a general overview of the basic laws relating to probate, wills, and estates. Students analyze estate, administrative, and fiduciary accounting principles and study the organizational and jurisdictional laws of the probate courts.

**PL201 DOMESTIC RELATIONS/FAMILY LAW** (38 Clock Hours--2 Credits)
In this course students gain an understanding of the legal aspects of marriage, divorce, annulment, custody and support, adoption, guardianship, and paternity. Students learn to handle client interviews and to draft necessary pleadings and other supporting documents.

**PL202 ADMINISTRATIVE LAW** (40 Clock Hours--2 Credits)
This course provides students with information about administrative law and the function of administrative agencies on the state and federal levels. The focus is on the practical and theoretical approach to the rulemaking and adjudicatory powers of administrative agencies.

**PL210 LEGAL WRITING** (40 Clock Hours--2 Credits)
This course is designed to provide the students with a working knowledge of the major techniques of legal writing. Emphasis is given to preparation of trial and appellate briefs, pleadings, leases, wills, interoffice memoranda, and other formal documents.

**PL211 LAW OFFICE MANAGEMENT** (40 Clock Hours--2 Credits)
This course introduces the students to some of the basic concepts of managing a law office as a business. Students learn about how the various types of legal environments are organized, how to bill clients, set up client filing systems, keep accounting and timekeeping records for the business, and deal with personnel administration.

**PL212 COMMERCIAL LAW** (40 Clock Hours--2 Credits)
This course is designed to teach students the legal concepts pertaining to substantive business law. A primary objective of the course is to expand student awareness of legal rights in business transactions. Students learn the laws dealing with commercial paper, sales, agency, personal property, secured transactions, and proper usage of legal terminology as applied to business transactions.

**PL220 CRIMINAL LAW** (40 Clock Hours--2 Credits)
This course provides an understanding of the criminal justice system. It explores substantive and procedural aspects of criminal law and provides a working knowledge of the nature of various crimes, potential charges, and penalties. The students learn to prepare the necessary pleadings and other documents in order to assist and participate with the attorney in the administration of the criminal justice system.

**PL221 CRIMINAL LAW** (38 Clock Hours--1 Credit)
This course provides an understanding of the criminal justice system. It explores substantive and procedural aspects of criminal law and provides a working knowledge of the nature of various crimes, potential charges, and penalties. The students learn to prepare the necessary pleadings and other documents in order to assist and participate with the attorney in the administration of the criminal justice system.

**PL222 BANKRUPTCY** (40 Clock Hours--2 Credits)
This course is designed to teach students the two main goals of bankruptcy law: to provide relief and protection to debtors and to provide a fair means of distributing a debtor's assets among all creditors. Discussion will, therefore, include the protection of rights for both debtor and creditor.

**PL230 LEGAL EXTERNSHIP** (1993-1994)
**PL230 PARALEGAL EXTERNSHIP** (1992-1993)
(135 Clock Hours--3 Credits)
This course provides the students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 135 hours of actual work experience. The students must submit written reports describing their experiences. The students are evaluated by their supervisor at the conclusion of the externship. The students are also required to compile and maintain a notebook of legal documents drafted by the student throughout their work experience.

**PL230 LEGAL EXTERNSHIP** (270 Clock Hours--6 Credits)
This course provides the students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 270 hours of actual work experience. The students must submit written reports describing their experiences. The students are evaluated by their supervisor at the conclusion of the externship. The students are also required to compile and maintain a notebook of legal documents they have drafted throughout their work experience.

**PL300 ESTATE PLANNING AND ADMINISTRATION** (38 Clock Hours--2 Credits)
This course provides a general overview of the basic laws relating to probate, wills, and estates. Students analyze estate, administrative, and fiduciary accounting principles and study the organizational and jurisdictional laws of the probate courts.

**PL304 LEGAL RESEARCH AND LEGAL WRITING II** (80 Clock Hours--4 Credits)
This course is designed to familiarize students with the legal system and the sources of law generated by each branch of government. The course should enable students to undertake, with

the supervision of an attorney, research assignments in which they research and write memorandums, briefs, and other legal documents, while accurately citing research sources.

**PL312 COMMERCIAL LAW** (40 Clock Hours--2 Credits)
This course is designed to teach students the legal concepts pertaining to substantive business law. A primary objective of the course is to expand student awareness of legal rights in business transactions. Students learn the laws dealing with commercial paper, sales, agency, personal property, secured transactions, and proper usage of legal terminology as applied to business transactions.

**PL313 COMMERCIAL LAW** (38 Clock Hours--1 Credit)
This course is designed to teach students the legal concepts pertaining to substantive business law. A primary objective of the course is to expand student awareness of legal rights in business transactions. Students learn the laws dealing with commercial paper, sales, agency, personal property, secured transactions, and proper usage of legal terminology as applied to business transactions.

**PL330 LEGAL EXTERNSHIP** (270 Clock Hours--6 Credits)
This course provides the students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 270 hours of actual work experience. The students must submit written reports describing their experiences. The students are evaluated by their supervisor at the conclusion of the externship. The students are also required to compile and maintain a notebook of legal documents they have drafted throughout their work experience.

**RT100 PERSONAL SELLING** (38 Clock Hours--2 Credits)
The psychology of selling and consumer behavior is analyzed and studied. Emphasis is placed on defining the roles of sales in the economy, investigating opportunities in the sales field, understanding the buying process, identifying buying motives, and understanding consumer buying behavior.

**RT101 RETAIL BUSINESS MANAGEMENT** (40 Clock Hours--2 Credits)
This course provides a foundation upon which the students build an understanding of general management, marketing, merchandising, and operations functions within a retail business organization. A management and marketing analysis of department, specialty, discount, and chain stores is included. The students conduct planning and research for the opening of a simulated retail business.

**RT102 RETAIL BUSINESS MANAGEMENT** (38 Clock Hours--1 Credit)
This course provides a foundation upon which the students build an understanding of general management, marketing, merchandising, and operations functions within a retail business organization. A management and marketing analysis of department, specialty, discount, and chain stores is included. The students conduct planning and research for the opening of a simulated retail business.

**RT103 INVENTORY MAINTENANCE AND CONTROL** (38 Clock Hours--2 Credits)

This course places emphasis on problem areas in controlling inventory and systematic methods to overcome them. The students learn proper inventory procedures from planning to reconciliation, the order sequence from receipt of goods to the selling floor, and the shrinkage control factor of both external and internal theft, while developing an actual inventory plan.

**RT104 TECHNIQUES OF SELLING** (80 Clock Hours--5 Credits)
The students learn and apply the steps involved in an effective sales presentation. Included in the techniques are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through the sales talk and demonstration, handling customer objections, closing the sale, and demonstrating creative sales methods. The students apply material discussed to a simulated classroom sales presentation.

**RT105 VISUAL MERCHANDISING** (40 Clock Hours--2 Credits)
This course presents the most up-to-date principles and techniques on interior and exterior displays, store layouts, and creative visual merchandising to reach various target markets, build a desired store image, and generate sales volume. The students apply this theory to coordinated field studies and in-class products.

**RT106 PERSONNEL MANAGEMENT** (38 Clock Hours--2 Credits)
This course enables the students to understand the human resources and personnel functions of management. Emphasis is placed on recruitment, hiring, placement, training, scheduling, job descriptions, compensation, performance appraisals, labor relations, equal opportunity, and the development of policies and procedures. The class conducts a simulation that involves the development of a human resources department for a retail organization.

**RT107 SUPERVISORY SKILLS MANAGEMENT** (40 Clock Hours--2 Credits)
This course is designed to provide a practical approach to the fundamental skills and techniques necessary to become a successful supervisor. Role playing and case studies are used in the classroom to allow for insightful learning to take place.

**RT108 RETAIL MATHEMATICS I** (38 Clock Hours--2 Credits)
Basic mathematical computation skills required for retailing applications are reviewed and developed. The students learn basic retailing mathematics such as markup, markdown, retail methods of inventory, profit and loss statements, and inventory planning.

**RT109 RETAIL MATHEMATICS II** (38 Clock Hours--2 Credits)
More advanced skills needed in practical merchandising situations are developed in this course. The students apply and build upon the basic retailing computation skills learned in Retail Mathematics I by learning more advanced skills such as merchandise plans, stock sales planning, discount rates, ratios, turnovers, and open-to-buy.

**RT110 TECHNIQUES OF SELLING** (40 Clock Hours--2 Credits)
The students learn and apply the steps involved in an effective sales presentation. Included in the techniques are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through the sales talk and demonstration, handling customer objections, closing the sale, and demonstrating creative sales methods.

**RT111 VISUAL MERCHANDISING** (38 Clock Hours--1 Credit)
This course presents the most up-to-date principles and techniques on interior and exterior displays, store layouts, and creative visual merchandising to reach various target markets, build a desired store image, and generate sales volume.  The students apply this theory to coordinated field studies and in-class products.

**RT112 TECHNIQUES OF SELLING** (38 Clock Hours--1 Credit)
The students learn and apply the steps involved in an effective sales presentation.  Included in the techniques are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through the sales talk and demonstration, handling customer objections, closing the sale, and demonstrating creative sales methods.

**RT113 SUPERVISORY SKILLS MANAGEMENT** (38 Clock Hours--1 Credit)
This course is designed to provide a practical approach to the fundamental skills and techniques necessary to become a successful supervisor.  Role playing and case studies are used in the classroom to allow for insightful learning to take place.

**RT207 MERCHANDISING MANAGEMENT** (38 Clock Hours--2 Credits)
This course is designed to give the students insight into the range of duties, activities, and responsibilities of a buyer, department manager, and store manager.  Emphasis is placed on maintaining and developing merchandise assortments, the mathematical development of budgets and plans, and the overall development of a department.

**RT209 SALES MANAGEMENT** (38 Clock Hours--2 Credits)
This course is concerned with the proper management and organization of an outside sales force. The students learn to select, train, organize, motivate, and evaluate outside sales people.

**RT210 RETAIL EXTERNSHIP** (1992-1993)
(200 Clock Hours--4 Credits)
The students apply the classroom studies while gaining school-supervised, on-the-job experience in a merchandising or sales-supporting position with a department, specialty, or discount store. On-the-job hours and work performance are supervised and evaluated by the school with input from the employer.

**RT210 RETAIL EXTERNSHIP** (1993-1996)
(270 Clock Hours--6 Credits)
The students apply the classroom studies while gaining school-supervised, on-the-job experience in a merchandising or sales-supporting position with a department, specialty, or discount store. On-the-job hours and work performance are supervised and evaluated by the school with input from the employer.

**RT210 RETAIL EXTERNSHIP** (320 Clock Hours--7 Credits)
The students apply the classroom studies while gaining school-supervised, on-the-job experience in a merchandising or sales-supporting position with a department, specialty, or discount store.

On-the-job hours and work performance are supervised and evaluated by the school with input from the employer.

**RT310 RETAIL EXTERNSHIP** (320 Clock Hours--7 Credits)
The students apply the classroom studies while gaining school-supervised, on-the-job experience in a merchandising or sales-supporting position with a department, specialty, or discount store. On-the-job hours and work performance are supervised and evaluated by the school with input from the employer.

**RT320 RETAIL EXTERNSHIP** (270 Clock Hours--6 Credits)
The students apply the classroom studies while gaining school-supervised, on-the-job experience in a merchandising or sales-supporting position with a department, specialty, or discount store. On-the-job hours and work performance are supervised and evaluated by the school with input from the employer.

**SS100 SHORTHAND TAPE LAB** (30 Clock Hours--1 Credit)
This course requires one and one-half hours weekly of lab time. The students participate in shorthand labs to develop speed.

**SS101 SPEEDWRITING THEORY** (80 Clock Hours--5 Credits)
Speedwriting is a system of shorthand based on the alphabet. The students learn the Speedwriting theory principles and transcribe accurately from shorthand notes. Simultaneously, students build speed in recording dictation.

**SS102 TRANSCRIPTION TECHNIQUES** (80 Clock Hours--5 Credits)
This course is designed to teach the proper techniques of transcribing from shorthand notes into mailable form, which includes error correction, letter setup, letter styles, word division, and reference material usage. The students also review principles of theory, increase shorthand vocabulary, and continue to build shorthand speed.

**SS103 TRANSCRIPTION I** (1990-1991)
(40 Clock Hours--2 Credits)
This course is designed to teach and review principles of punctuation. The students apply these rules when transcribing shorthand notes into mailable short business letters. The students continue to develop shorthand recording speed. This course has a required lab.

**SS103 TRANSCRIPTION I** (40 Clock Hours--2 Credits)
This course is designed to teach and review principles of punctuation. The students apply these rules when transcribing shorthand notes into mailable short business letters. The students continue to develop shorthand recording speed. This course has a required lab.

**SS104 TRANSCRIPTION II** (1990-1991)
(40 Clock Hours--2 Credits)
This course is designed to teach and review capitalization and number rules. The students apply these rules when transcribing shorthand notes into mailable average-length business letters that

contain special notations. The students continue to develop shorthand recording speed. This course has a required lab.

**SS104 TRANSCRIPTION II** (40 Classroom/12 Lab Clock Hours--3 Credits)
This course is designed to teach and review capitalization and number rules. The students apply these rules when transcribing shorthand notes into mailable average-length business letters that contain special notations. The students continue to develop shorthand recording speed. This course has a required lab.

**SS105 MACHINE TRANSCRIPTION** (40 Clock Hours--2 Credits)
In this course students learn how to operate dictation equipment and apply language-usage and other skills to produce various kinds of written communications. The development of correct spelling and proper proofreading and editing techniques receives special emphasis. The students apply these skills and techniques while proofreading a variety of documents.

**SS106 BUSINESS MATHEMATICS** (20 Clock Hours--1 Credit)
This course is designed to reinforce the basic mathematical processes of addition, subtraction, multiplication, and division. Additionally, sales records, decimals, and percentages are covered. Students also develop speed and accuracy in the use of the electronic calculator.

**SS106 MEDICAL MACHINE TRANSCRIPTION** (20 Clock Hours--1 Credit)
This course is designed for the medical assisting students to learn how to operate dictation equipment and apply medical terminology and formatting techniques in the production of various kinds of documents such as mailable letters, histories and physicals, and x-ray and operative reports. Emphasis is placed on spelling and proofreading skills.

**SS109 MEDICAL MACHINE TRANSCRIPTION** (40 Clock Hours--2 Credits)
In this course, the students learn how to operate dictation equipment and apply language-usage and other skills to produce various kinds of written communications. The development of correct spelling, proper proofreading, and precise editing techniques receives special emphasis. The students apply these skills and techniques while proofreading a variety of documents.

**SS110 OFFICE PROCEDURES I** (38 Clock Hours--2 Credits)
This course is designed to include instruction in general office practices and procedures. Topics include time and task management, computer hardware and software systems, reprographics, and mail procedures and regulations.

**SS110 TRANSCRIPTION TECHNIQUES** (20 Classroom/8 Lab Clock Hours--1 Credit)
This course is designed to refine the proper techniques of transcribing from shorthand notes into mailable form, which includes error correction, letter setup, letter styles, word division, and reference material usage. The students also review principles of theory, increase shorthand vocabulary, and continue to build shorthand speed. This course has a required lab.

**SS111 TRANSCRIPTION I** (20 Classroom/8 Lab Clock Hours--1 Credit)

This course is designed to teach and review principles of punctuation. The students apply these rules when transcribing shorthand notes into mailable, short business letters. The students continue to develop shorthand recording speed. This course has a required shorthand lab.

**SS112 TRANSCRIPTION II** (20 Classroom/8 Lab Clock Hours--1 Credit)
This course is designed to teach and review capitalization and number rules. The students apply these rules when transcribing shorthand notes into mailable, average-length business letters that contain special notations. The students continue to develop shorthand recording speed. This course has a required shorthand lab.

**SS113 MACHINE TRANSCRIPTION** (20 Clock Hours--1 Credit)
In this course students learn how to operate dictation equipment and apply language-usage and other skills to produce various kinds of written communications. The development of correct spelling and proper proofreading and editing techniques receives special emphasis. The students apply these skills and techniques while proofreading a variety of documents.

**SS116 MATH AND ACCOUNTING CONCEPTS** (40 Clock Hours--2 Credits)
This course is designed to reinforce basic mathematical processes. Students also develop an understanding of basic accounting concepts and their relevance in business.

**SS128-W COOPERATIVE WORK STUDY** (1990-1991)
(800 Clock Hours--17 Credits)
Secretarial cooperative students are graded on their on-the-job performance by their respective employers. Areas evaluated include attendance and punctuality, equipment skills, quality of work, quantity of work, degree of supervision, and ability to follow standard office procedures.

**SS128-W COOPERATIVE WORK STUDY** (320 Clock Hour--7 Credits)
**SS129-W COOPERATIVE WORK STUDY** (320 Clock Hour--7 Credits)
**SS200-W COOPERATIVE WORK STUDY** (160 Clock Hours--3 Credits)
Secretarial cooperative students are graded on their on-the-job performance by their respective employers. Areas evaluated include attendance and punctuality, equipment skills, quality of work, quantity of work, degree of supervision, and ability to follow standard office procedures.

**SS201 TRANSCRIPTION III** (40 Clock Hours--2 Credits)
This course is designed to teach abbreviation rules as well as specialized vocabulary for eight different types of offices. The students apply these rules and use the vocabulary when transcribing shorthand notes into mailable average-length business letters and memorandums that contain special notations. Students continue to develop shorthand speed.

**SS202 SECRETARIAL PROCEDURES** (80 Clock Hours--5 Credits)
This course integrates the knowledge and skills previously learned in the students' program. The course provides the students with practical applications in standard secretarial office responsibilities and emphasizes time-management skill development.

**SS210 TRANSCRIPTION III** (20 Classroom/6 Lab Clock Hours--1 Credit)

This course is designed to teach and review abbreviation rules as well as specialized vocabulary for different types of offices. The students apply these rules and use the vocabulary when transcribing shorthand notes into mailable, average-length business letters and memorandums that contain special notations. Students continue to develop shorthand speed. This course has a required lab.

**SS212 SECRETARIAL PROCEDURES** (40 Clock Hours--2 Credits)
This course integrates the knowledge and skills previously learned in the students' program. The course provides the students with practical applications in standard secretarial office responsibilities and emphasizes time-management skill development.

**SS213 OFFICE PROCEDURES** (80 Clock Hours--4 Credits)
This course is designed to integrate the knowledge and skills previously learned in the program. Through office simulations students develop time-management skills as well as skills in handling various office tasks.

**SS214 OFFICE PROCEDURES II** (38 Clock Hours--2 Credits)
This course is designed to provide thorough coverage of the administrative assistant's role in providing research and in organizing data for written reports, speeches, procedures, and publications; in assisting executives with travel arrangements and conference planning; and in handling financial duties. Through office simulations students develop time-management skills as well as skills in handling various office tasks.

**SS230 LEGAL TRANSCRIPTION** (1995-1996)
(40 Clock Hours--2 Credits)
Through the use of specially prepared text and tape materials, students are exposed to the technicalities of legal terminology, collocations, Latin and French phrases, legal correspondence, and formatting and preparing court and non-court documents. Heavy emphasis is placed on machine transcription.

**SS230 LEGAL TRANSCRIPTION** (38 Clock Hours--1 Credit)
Through the use of specially prepared text and tape materials, students are exposed to the technicalities of legal terminology, collocations, Latin and French phrases, legal correspondence, and formatting, and preparing court and non-court documents. Heavy emphasis is placed on machine transcription.

**SS230 LEGAL TRANSCRIPTION I** (40 Clock Hours--2 Credits)
In this course, the students learn how to operate dictation equipment and apply legal language-usage, proofreading, and editing skills to produce legal documents from specially prepared text and tape materials.

**SS240 LEGAL TRANSCRIPTION II** (40 Clock Hours--2 Credits)
This course is continuation and elaboration of Legal Transcription I. Through the use of specially prepared text and tape materials, the students will continue preparing legal documents to give them practical experience with the format and terminology as it is used daily in a law office. Transcription accuracy is of major importance in this specialized course.

**SS241 LEGAL TERMINOLOGY AND TRANSCRIPTION** (80 Clock Hours--5 Credits)
Through the use of specially prepared text and tape materials, the students are exposed to the technicalities of legal vocabularies. Various types of legal documents are used as classroom dictation to give the students practical experience with the format and terminology as it is used daily in a law office. Vocabulary development and transcription accuracy are of major importance in this specialized course.

**SS242 LEGAL KEYBOARDING** (40 Clock Hours--2 Credits)
Students are required to prepare legal documents. Format and content of the required documents have been gathered and established as authentic by continual contact with contemporary law offices. The students complete specific assignments and accumulate a portfolio of completed documents.

**SS243 LEGAL OFFICE PROCEDURES** (1990-1992)
(40 Clock Hours--2 Credits)
This course is designed to present an overview of office procedures in the legal field. Application and exposure is given to legal documents, terms, and special duties involved in legal procedures.

**SS243 LEGAL OFFICE PROCEDURES** (80 Clock Hours--4 Credits)
This course prepares the students to handle legal secretarial procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. Students transcribe from rough drafts; type legal documents, forms, and case reports; keep court and office calendars up to date; handle telephone situations; prepare clients' ledger cards for fees and expenses; write checks for filing and recording fees; and file and record legal documents.

**SS244 BUSINESS LAW** (38 Clock Hours--2 Credits)
In this course, students develop an understanding of contracts, negotiable instruments, wills, trusts, insurance, real and personal property, bailments, and court procedures. Students are also introduced to occupational safety and health topics, such as the Health Insurance Portability and Accountability Act (HIPAA) and the Occupational Safety and Health Administration (OSHA).

**SS343 LEGAL OFFICE PROCEDURES** (80 Clock Hours--4 Credits)
This course prepares the students to handle legal secretarial procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. Students transcribe from rough drafts; type legal documents, forms, and case reports; keep court and office calendars up to date; handle telephone situations; prepare clients' ledger cards for fees and expenses; write checks for filing and recording fees; and file and record legal documents.

**SS344 LEGAL OFFICE PROCEDURES** (76 Clock Hours--3 Credits)
This course prepares the students to handle legal secretarial procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. Students transcribe from rough drafts; type legal documents, forms, and case reports; keep court and office calendars up to date; handle telephone situations; prepare clients' ledger cards for fees and expenses; write checks for filing and recording fees; and file and record legal documents.

**ST100 KEYBOARDING I** (32 Clock Hours--1 Credit)
**ST100 TYPING I** (1 Credit)
Students learn the proper use of the computer keyboard.  Emphasis is centered on the techniques and procedures for acquiring and improving stroking accuracy and speed.  Students' goals are established according to their ability entering the class.

**ST102 KEYBOARDING II** (32 Clock Hours--1 Credit)
**ST102 TYPING II** (1 Credit)
This class continues to stress improvement of computer keyboarding through the use of methods and drills such as production units.  The focus of the course is to produce medical letters, medical memorandums, medical report forms, and other basic business and medical correspondence.

**ST104 MEDICAL INSURANCE FORMS** (1 Credit)
Students learn the vital skill of insurance form filing through the use of medical forms and practice.  Various insurance forms are reviewed and emphasis is placed on the need for accuracy.  Students learn how to incorporate insurance codes in forms and understand their importance.

**ST106 WORD PROCESSING** (1991-1994)
(2 Credits)
This course conveys the concepts of word processing.  Students learn WordPerfect Version 5.1 software on computers and produce a variety of documents from application exercises.

**ST106 WORD PROCESSING** (44 Clock Hours--1 Credit)
This subject conveys the concepts of word processing.  Students learn Microsoft Word software and produce numerous documents.

**ST118 MEDICAL MACHINE TRANSCRIPTION** (1991-1994)
(2 Credits)
Students learn the mechanics of using dictation equipment and learn how to transcribe using word processing software.  Emphasis is placed on applying language skills by using case studies on medical forms and other documents.

**ST118 MEDICAL MACHINE TRANSCRIPTION** (32 Clock Hours--1 Credit)
This course is the finale of several previous classes.  After learning medical terminology, word processing, keyboarding, and business communications skills, students learn how to transcribe medical cases.  Emphasis is placed on applying language skills by using case studies on medical forms and other documents.  Students continue to review medical terms.

**TR100 OVERVIEW OF THE TRAVEL INDUSTRY** (20 Clock Hours--1 Credit)
This course gives students an overview of the major components of the travel industry including history, growth, and government regulation of travel.  Marketing techniques for identifying and meeting travelers' motivations, needs, and expectations are also studied, as well as career opportunities throughout the travel industry and travel terminology.

**TR101 INTRODUCTION TO TRAVEL** (38 Clock Hours--2 Credits)
This course covers the history, scope, and functions of the travel industry. Students gain knowledge of domestic and international air travel, tours, ground transportation, and the technical and personal skills needed for a career in the travel field in the twenty-first century.

**TR101 INTRODUCTION TO TRAVEL AND HOSPITALITY** (40 Clock Hours--2 Credits)
This course covers the history, scope, and functions of the travel and hospitality industries. It provides students with an understanding of and skills in constructing itineraries utilizing the Official Airlines Guide (OAG) reference material; handling hotel, motel, and resort reservations; arranging cruises; and booking tours and car rentals. Students learn about geographic destinations, sales techniques, and the technical and personal skills needed in the travel and hospitality fields.

**TR101 OVERVIEW OF THE TRAVEL INDUSTRY** (1990-1991)
(40 Clock Hours--2 Credits)
This course gives students an overview of the major components of the travel industry including history, growth, and government regulation of travel. Marketing techniques for identifying and meeting travelers' motivations, needs, and expectations are also studied, as well as career opportunities throughout the travel industry and travel terminology.

**TR101 OVERVIEW OF THE TRAVEL INDUSTRY** (20 Clock Hours--1 Credit)
This course gives the students an overview of the major components of the travel industry including history, growth, and government regulation of travel. Marketing techniques for identifying and meeting travelers' motivations, needs, and expectations are also studied, as well as career opportunities throughout the travel industry and travel terminology.

**TR102 SALES AND MARKETING FOR TRAVEL AND TOURISM**
(40 Clock Hours--2 Credits)
In this course students discuss basic direct sales and telemarketing techniques with special application to the travel industry. Communication and listening skills and techniques for identifying customer needs, closing the sale, service, and handling complaints are also stressed.

**TR103 PRINCIPLES AND METHODS OF SCHEDULING AIRLINE RESERVATIONS**
(40 Clock Hours--2 Credits)
In this course emphasis is placed on how to schedule and reserve airline travel. Tools and references used in scheduling give students a knowledge of "where to look and who to ask." These tools include official airline guides, airline schedules and reservations, regulation of the airline industry, air carrier identification, and airline terminology.

**TR104 INTRODUCTION TO SURFACE TRAVEL** (40 Clock Hours--2 Credits)
This course gives an introduction to surface travel, such as the fast-growing cruise and tour industries. Railroads, the motorcoach industry, car rentals, and mass transit systems are also studied. The history and growth of each component of surface travel, travel terminology, and career opportunities are also discussed.

**TR105 AIRFARE COMPUTATION AND TICKETING** (40 Clock Hours--2 Credits)

In this course, students gain fundamental knowledge of the principles of airfare computation, ticketing, and completing manually issued documents. Accuracy, neatness, legibility, and completion of tasks within time limits are stressed in this class.

**TR105 AIR FARES AND TICKETING** (40 Clock Hours--2 Credits)
This course provides the students with fundamental knowledge of air fare computation, ticketing, completion of manually issued documents, calculation of air transportation taxes, airport/city codes, and the ARC sales report.

**TR106 TRAVEL AGENCY OPERATIONS** (20 Clock Hours--1 Credit)
This course focuses on the day-to-day operations of the travel agency. Topics covered include ARC requirements, bank relations, agency accounting, and financial planning. Familiarity with documents, the ARC sales report, and other "back office" functions are also stressed.

**TR106 TRAVEL AGENCY REGULATIONS** (20 Clock Hours--1 Credit)
This course is designed to provide basic knowledge of hotel and hospitality law, travel agency regulations, contracts, antitrust laws, liability, and collection of accounts.

**TR107 GEOGRAPHY** (40 Clock Hours--2 Credits)
This course is an introduction to the study of the geography of various countries and major cities throughout the world. Domestic geography is stressed.

**TR107 GEOGRAPHY** (1990-1995)
(20 Clock Hours--1 Credit)
This course gives students a basic understanding of geography, climates, time zones, and map reading. Students present oral reports on assigned states, countries, or destinations.

**TR110 EVENT PLANNING** (2008- 2016)
**TR110 EVENT PLANNING I**
(38 Clock Hours--2 Credits)
This course provides an overview of the competencies required of a professional event coordinator. Students examine the full event planning process from early conceptualization, sourcing, and contracting to last-minute details and follow-ups. At the end of this course, students should be able to create event experiences that serve the needs of the client or host and fulfill the expectations of the guest or attendee.

**TR110 MANUAL RESERVATIONS METHODS** (40 Clock Hours--2 Credits)
In this course, emphasis is placed on how to schedule and reserve airline travel. Students learn "where to look and who to ask" by gaining knowledge of the tools and references used in scheduling. These tools include the Official Airline Guide (OAG), airline schedules, and timetables. The regulations of the airline industry, air carrier and city transport codes, and airline terminology are also discussed.

**TR112 CORPORATE TRAVEL** (20 Clock Hours--1 Credit)
This course focuses on the unique needs of the business traveler and how those needs relate to the travel and hospitality industries. The students are exposed to the differences between

corporate and leisure travel; the particular needs of the corporate traveler; and the special services offered by travel agencies, airlines, car rental firms, and hotels.

**TR115 DOMESTIC DESTINATIONS** (38 Clock Hours--2 Credits)
This course is an introduction to the study of the geography of the United States, Canada, Mexico, and the Caribbean and their major attractions.

**TR116 WORLDWIDE DESTINATIONS** (38 Clock Hours--2 Credits)
This course is an introduction to the study of the geography of Europe, South America, Asia, Oceania, and Africa and their major attractions.

**TR117 COMPUTERIZED RESERVATIONS** (38 Clock Hours--2 Credits)
This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. Students learn the concepts and skills required to create and modify Passenger Name Records (PNR), provide fares, interpret and modify availability, sell air space, modify and price itineraries, issue tickets, and utilize and issue seat assignments. Students also learn to access hospitality, travel, and tourism resources on the Internet.

**TR120 EVENT PLANNING II** (38 Clock Hours--2 Credits)
This course expands the level of competencies required of a professional event coordinator. Students demonstrate the ability to research, design, plan, coordinate, and evaluate corporate and special events. At the end of this course students should be able to create corporate and special event experiences that are cost effective and maximize return on the investment.

**TR201 AIRLINE COMPUTER AUTOMATION** (80 Clock Hours--5 Credits)
Using a computerized simulation, students learn SABRE*, the language of the largest computerized reservation system in the world. Used by one-third of the automated retail travel agencies in the United States, SABRE allows agents to make reservations and issue tickets for major airlines, reserve hotel rooms, and book car rentals for clients. *SABRE is a registered trademark of American Airlines.

**TR202 COMPUTERIZED RESERVATIONS** (80 Clock Hours--4 Credits)
This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. Students learn the concepts and skills required to create and modify Passenger Name Records (PNR), provide fares, interpret and modify availability, sell air space, modify and price itineraries, issue tickets, and utilize and issue seat assignments. Students also learn to access hospitality, travel, and tourism resources on the Internet.

**TR202 TRAVEL AGENCY MANAGEMENT** (40 Clock Hours—2 Credits)
Travel Agency Management focuses on managing the day-to-day operations of the travel agency. Topics studied include staff recruiting and training, the planning process, and decision making.

**TR203 COMPUTERIZED RESERVATIONS** (76 Clock Hours--3 Credits)
This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. Students learn the concepts and skills required to create and modify

Passenger Name Records (PNR), provide fares, interpret and modify availability, sell air space, modify and price itineraries, issue tickets, and utilize and issue seat assignments. Students also learn to access hospitality, travel, and tourism resources on the Internet.

**TR205 TRAVEL AGENCY OPERATIONS AND CONVENTION MANAGEMENT**
(38 Clock Hours--2 Credits)
This course focuses on the operations of a travel agency and examines the unique needs of the corporate traveler. In addition, students are presented with an overview of the meeting planning/convention management industry.

**TY101 KEYBOARDING I** (1990-1991)
(40 Clock Hours--2 Credits)
This course is designed for those students who have minimal or no knowledge of the keyboard. The students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Additionally, vertical and horizontal centering is taught. The techniques and procedures for acquiring stroking accuracy and speed, as well as error identification, are emphasized during this course.

**TY101 KEYBOARDING I** (38 Clock Hours--1 Credit)
In this course, the students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Techniques and procedures for acquiring stroking accuracy and speed, as well as error identification, are emphasized. A brief introduction of the current operating system will be included.

**TY102 KEYBOARDING II** (1990-1991)
(40 Clock Hours--2 Credits)
This course is designed to improve the students' keyboarding speed and accuracy through the use of various methods and drills. Errors are analyzed and individual prescriptive methods are assigned. A production unit on basic business correspondence and one-page reports is included.

**TY102 KEYBOARDING II** (38 Clock Hours--1 Credit)
This course is designed to improve the students' keyboarding speed and accuracy skills through the use of various methods and drills. Creating and editing different types of business correspondence and reports are also covered.

**TY103 DOCUMENT FORMATTING** (1990-1991)
(40 Clock Hours--2 Credits)
This course develops document formatting skills as well as keyboarding speed and accuracy. The students produce business correspondence, tables, reports, and forms.

**TY103 DOCUMENT FORMATTING** (38 Clock Hours--1 Credit)
This course continues development of basic production skills as well as keyboarding speed and accuracy. The students produce business correspondence, tables, and reports.

**TY104 DOCUMENT PRODUCTION** (1990-1991)
(40 Clock Hours--2 Credits)

This course is designed to develop expertise in producing a variety of business documents utilizing word processing software. Students begin to use decision-making techniques to produce acceptable business communications. Greater emphasis is placed on keyboarding speed and accuracy.

**TY104 DOCUMENT PRODUCTION** (38 Clock Hours--1 Credit)
This course is designed to develop expertise in producing a variety of business documents utilizing word processing software. Students begin to use decision-making techniques to produce acceptable business communications. Greater emphasis is placed on keyboarding speed and accuracy.

**TY105 ADVANCED KEYBOARDING** (1990-1991)
(40 Clock Hours--2 Credits)
This course is designed to develop expertise in producing a variety of business documents. Emphasis is also placed on creating documents containing statistical copy, such as tables, business forms, and technical reports.

**TY105 ADVANCED KEYBOARDING** (40 Clock Hours--1 Credit)
This course is designed to develop expertise in producing a variety of business documents. Emphasis is also placed on creating documents containing statistical copy, such as tables, business forms, and technical reports.

**TY105 MICROSOFT SKILLS** (38 Clock Hours--1 Credit)
This course covers the fundamental techniques of the Microsoft Office Suite. Students will be introduced to Word, PowerPoint, and Excel.

**TY106 ADVANCED KEYBOARDING II** (20 Clock Hours--1 Credit)
In this course students begin to use decision-making techniques to produce acceptable business communications. Continued emphasis is placed on building keyboarding speed and accuracy.

**TY201 ADVANCED DOCUMENT PRODUCTION** (1990-1991)
(40 Clock Hours--2 Credits)
Emphasis in this course is placed on using word processing software to create documents containing statistical copy, such as complex tables, specialized correspondence, and financial reports. This course continues to build the students' keyboarding speed and accuracy and formatting skills.

**TY201 ADVANCED DOCUMENT PRODUCTION** (40 Clock Hours--1 Credit)
Emphasis in this course is placed on using word processing software to create documents containing statistical copy, such as complex tables, specialized correspondence, and financial reports. This course continues to build the students' keyboarding speed and accuracy and formatting skills.

**TY202 ADVANCED DOCUMENT PRODUCTION II** (1990-1991)
(40 Clock Hours--2 Credits)

This course is designed to refine keyboarding skills through drill work and assigned production tasks. Students utilize word processing software to complete the production tasks and gain experience in organizing both time and materials to meet deadlines.

**TY202 ADVANCED DOCUMENT PRODUCTION II** (40 Clock Hours--1 Credit)
This course is designed to refine keyboarding skills through drill work and assigned production tasks. Students utilize word processing software to complete the production tasks and gain experience in organizing both time and materials to meet deadlines.

**TY203 MEDICAL KEYBOARDING** (1990-1991)
(40 Clock Hours--2 Credits)
This subject is designed to polish the medical assisting students' typing skills. Emphasis is placed on the typing of insurance forms. Students are also assigned to produce medical assignments, which correlate with material presented in their other subjects. Continued emphasis is placed on increasing typing speed and accuracy through regularly scheduled drills and timings.

**TY203 MEDICAL KEYBOARDING** (40 Clock Hours--1 Credit)
This subject is designed to polish the medical assisting students' typing skills. Emphasis is placed on the typing of insurance forms. Students also produce medical assignments, which correlate with material presented in their other subjects. Continued emphasis is placed on increasing typing speed and accuracy through regularly scheduled drills and timings.

**TY205 EXECUTIVE KEYBOARDING I** (1990-1991)
(40 Clock Hours--2 Credits)
This course is designed to refine typing skills through production tasks. Students meet weekly production goals, which require planning and organizing. Emphasis is placed on increasing timed writing accuracy and speed.

**TY205 EXECUTIVE KEYBOARDING I** (20 Clock Hours--1 Credit)
This course is designed to refine typing skills through production tasks. Students meet weekly production goals, which require planning and organizing. Emphasis is placed on increasing timed writing accuracy and speed.

**TY206 EXECUTIVE KEYBOARDING II** (20 Clock Hours--1 Credit)
This course continues to refine typing skills through weekly production goals. Students utilize word processing software to complete the production tasks. Continued emphasis is placed on increasing typing speed and accuracy.

**TY301 ADVANCED DOCUMENT PRODUCTION** (38 Clock Hours--1 Credit)
Emphasis in this course is placed on using word processing software to create documents containing statistical copy, such as complex tables, specialized correspondence, and financial reports. This course continues to build the students' keyboarding speed and accuracy and formatting skills.

**VT101 CLINICAL MEDICINE I** (38 Clock Hours--2 Credits)
This course introduces basic terminology and nutrition.

**VT102 CLINICAL MEDICINE II** (38 Clock Hours--2 Credits)
This course builds upon Clinical Medicine I, focusing on canine and feline breeds, concepts of canine and feline behavior, and vaccine types and protocols for both canines and felines.

**VT103 CLINICAL MEDICINE III** (38 Clock Hours--2 Credits)
This course is an in-depth study of canine and feline diseases. Students will focus on pathology of disease, necropsy, protozoal and vector-borne diseases, zoonoses, dermatology, and the endocrine system.

**VT104 CLINICAL MEDICINE IV** (38 Clock Hours--2 Credits)
This course is a continuation of Clinical Medicine III. Diseases of the reproductive, neurological, musculoskeletal, and cardio-respiratory systems are presented.

**VT105 FUNDAMENTALS OF CHEMISTRY** (38 Clock Hours--2 Credits)
This course introduces the student to general chemistry and focuses upon the relationship between chemistry and biological reactions in living organisms. Included are the properties of matter, interactions between molecules, acids and bases, and basic biochemical principles.

**VT111 ANIMAL TECHNOLOGY I** (38 Clock Hours--1 Credit)
Through theory and practical application, this course teaches the student aspects of kennel care and management. Additionally, restraint techniques, physical examinations, basic grooming techniques, and common abbreviations are included.

**VT112 ANIMAL TECHNOLOGY II** (38 Clock Hours--1 Credit)
This course builds upon Animal Technology I and is focused on oral medications and procedures, eye medications and procedures, fecal tests, and parasitology.

**VT113 ANIMAL TECHNOLOGY III** (38 Clock Hours--1 Credit)
This course builds upon Animal Technology II. Instruction will cover sample collection of both urine and blood specimens through various routes as well as administering injections through various routes.

**VT114 ANIMAL TECHNOLOGY IV** (38 Clock Hours--1 Credit)
This course builds upon Animal Technology III with an emphasis on intravenous catheterization fluid therapy, electrocardiograms, blood transfusions, and dentistry.

**VT121 ANIMAL ANATOMY AND PHYSIOLOGY I** (40 Clock Hours--2 Credits)
This course concerns the structure and function of the animal body and its parts. Instruction is geared toward the understanding of the cell system, skeletal system, muscular system, and nervous system. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.

**VT122 ANIMAL ANATOMY AND PHYSIOLOGY II** (40 Clock Hours--2 Credits)
This course builds on Animal Anatomy and Physiology I. In this course the structure and function of the circulatory, respiratory, excretory, urinary, digestive, and reproductive systems

are studied.  Additionally, students will cover the structure and function of the skin, eyes, and ears.  Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.

**VT123 VETERINARY TERMINOLOGY** (38 Clock Hours--1 Credit)
The student will be introduced to basic terminology used in veterinary medicine.  Emphasis is based on the understanding of composition of terms including the use of prefixes and suffixes.

**VT125 MATHEMATICS FOR VETERINARY TECHNICIANS** (40 Clock Hours--2 Credits)
The student will be introduced to basic math skills, including dosage calculations, which are an important part of their career.

**VT126 MATHEMATICS FOR VETERINARY TECHNICIANS** (60 Clock Hours--3 Credits)
The student will be introduced to basic math skills, including dosage calculations that are an important part of their career.

**VT127 MATHEMATICS FOR VETERINARY TECHNICIANS** (57 Clock Hours--2 Credits)
The student will be introduced to basic math skills, including dosage calculations, which are an important part of their career.

**VT131 CLINICAL LABORATORY I** (38 Clock Hours--1 Credit)
This course reviews basic laboratory equipment and glassware.  The student is introduced to basic veterinary hematology with emphasis placed on normal values of individual animal species.

**VT132 CLINICAL LABORATORY II** (38 Clock Hours--1 Credit)
This course builds upon Clinical Laboratory I with a more in-depth study of hematology.  Measurements of blood components as well as responses to disease processes are covered.

**VT133 CLINICAL LABORATORY III** (38 Clock Hours--1 Credit)
This course builds upon Clinical Laboratory II, with emphasis placed on further individual animal species testing for common diseases as well as urinalysis techniques and the use of blood analyzers.

**VT141 VETERINARY PHARMACOLOGY** (60 Clock Hours--3 Credits)
The student will study drugs according to clinical usage and method of administration.  Emphasis is placed on the veterinary technician's role in the veterinary pharmacy.  This course also focuses on drug dosage calculations.

**VT142 ANESTHESIA** (60 Clock Hours--3 Credits)
This course concerns all parts of the anesthetic process, anesthetic agents used in veterinary medicine and their effects, and anesthetic equipment functions and use.  The student will apply mathematical skills to practice calculations using common anesthetics and their dosages.  The veterinary technician's role in relationship to the veterinarian is a key point of study.

**VT149 ANIMAL ANATOMY AND PHYSIOLOGY I** (57 Clock Hours--2 Credits)
This course concerns the structure and function of the animal body and its parts. Instruction is geared toward the understanding of cells and tissues as well as the integumentary, skeletal, muscular, neurological, and blood and immune systems. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.

**VT150 ANIMAL ANATOMY AND PHYSIOLOGY II** (57 Clock Hours--2 Credits)
This course builds on Animal Anatomy and Physiology I. In this course, the structure and function of the circulatory, respiratory, gastrointestinal, excretory/renal, reproductive, and sense organ systems are studied. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.

**VT151 ANIMAL ANATOMY AND PHYSIOLOGY I** (60 Clock Hours--4 Credits)
This course concerns the structure and function of the animal body and its parts. Instruction is geared toward the understanding of the cell system, tissues, integumentary system, skeletal system, muscular system, cardiovascular system, neurologic system, and the blood and immune system. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.

**VT152 ANIMAL ANATOMY AND PHYSIOLOGY II** (40 Clock Hours--4 Credits)
This course builds on Animal Anatomy and Physiology I. In this course the structure and function of the circulatory, respiratory, gastrointestinal, excretory/renal, reproductive, and sense organ systems are studied. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.

**VT155 VETERINARY PHARMACOLOGY I** (38 Clock Hours--2 Credits)
This course covers clinical usage of medications and methods of administration. Emphasis is placed on the veterinary technician's role in the veterinary pharmacy. This course also focuses on drug dosage calculations.

**VT156 VETERINARY PHARMACOLOGY II** (38 Clock Hours--2 Credits)
This course is a continuation of Veterinary Pharmacology I and covers more specific drugs affecting various systems and functions as well as an introduction to herbal therapeutics.

**VT161 ANESTHESIA I** (38 Clock Hours--2 Credits)
This course concerns all aspects of the anesthetic process, anesthetic agents used in veterinary medicine and their effects, and anesthetic equipment functions and use. The student will apply mathematical skills to determine appropriate dosages of common anesthetic agents. The veterinary technician's role in relationship to the veterinarian is a key point of study.

**VT162 ANESTHESIA II** (40 Clock Hours--2 Credits)
This course is a continuation of VT 161 Anesthesia I with a focus on acid/base balance, fluid therapy, electrocardiogram, anesthetic emergencies, dental anesthetic emergencies, dental anesthesia, recovery, and pain management.

**VT163 ANESTHESIA II** (38 Clock Hours--1 Credit)
This course is a continuation of Anesthesia I with a focus on anesthetic monitoring, emergencies, recovery, and pain management as well as electrocardiography.

**VT201 CLINICAL MEDICINE V** (60 Clock Hours--4 Credits)
This course is a continuation of Clinical Medicine IV. Diseases of the digestive system and renal system will be discussed as well as emergency management and the veterinary technician's role in emergency situations. Emphasis is placed on the following topics: proper methods of evaluating an animal in an emergency situation, how disease processes manifest as emergencies, and the equipment and medications used during emergencies.

**VT202 CLINICAL MEDICINE V** (57 Clock Hours--2 Credits)
This course is a continuation of Clinical Medicine IV. Diseases of the digestive system and renal system will be discussed as well as emergency management and the veterinary technician's role in emergency situations. Emphasis is placed on: proper methods of evaluating an animal in an emergency situation, how disease processes manifest as emergencies, and the equipment and medications used during emergencies.

**VT211 ANIMAL TECHNOLOGY V** (38 Clock Hours--1 Credit)
This course builds upon Animal Technology IV with an emphasis placed on more advanced techniques, including advanced surgical procedures, bandaging and wound management, orthopedics, feeding tube usage, and other special procedures.

**VT212 ANIMAL TECHNOLOGY VI** (38 Clock Hours--1 Credit)
This course builds upon Animal Technology V with an emphasis on more advanced techniques including laboratory animal research and care and maintenance, disease process, blood collection procedures, anesthesia administration, and regulatory requirements for rats, mice, guinea pigs, rabbits, and exotics species.

**VT220 LARGE ANIMAL THEORY I** (38 Clock Hours--2 Credits)
This course will introduce the student to farm animal medicine. The course will cover anatomy, breed identification, management, restraint methods, physical examinations, reproduction, nutrition, and husbandry of large animals.

**VT221 LARGE ANIMAL THEORY I** (20 Clock Hours--1 Credit)
This course will introduce the student to farm animal medicine. The student will become acquainted with anatomy, breed identification, management, common diseases, parasites, anesthesia, and surgery of equines and bovines.

**VT222 LARGE ANIMAL THEORY II** (38 Clock Hours--2 Credits)
This course continues theories introduced in Large Animal Theory I to include more in-depth information on diseases for farm animal species. Herd health maintenance measures are discussed.

**VT223 VETERINARY OFFICE PROCEDURES** (40 Clock Hours--2 Credits)

This course focuses on aspects of veterinary practice operations. Topics such as appointment scheduling, general office and billing procedures, client relations, OSHA, client education, teamwork, the veterinary technician's role in euthanasia, and ethical situations are discussed.

**VT224 VTNE PREPARATION** (40 Clock Hours--2 Credits)
This course is a comprehensive review of both theory and practical application. It is designed to prepare the student to sit for the Veterinary Technician National Exam. Discussions will be followed by exams that are formatted and timed using parameters similar to the actual test.

**VT225 VETERINARY OFFICE PROCEDURES** (38 Clock Hours--1 Credit)
This course focuses on aspects of veterinary practice operations. Topics such as appointment scheduling, general office and billing procedures, client relations, OSHA compliance, client education, teamwork, the veterinary technician's role in euthanasia, and ethical situations are discussed.

**VT226 VTNE PREPARATION** (38 Clock Hours--1 Credit)
This course is a comprehensive review of both theory and practical application. It is designed to prepare the student to sit for the Veterinary Technician National Examination. Discussions will be followed by exams formatted and timed using parameters similar to the actual test.

**VT231 CLINICAL LABORATORY IV** (38 Clock Hours--1 Credit)
This course builds upon Clinical Laboratory III. Students will learn the principles of clinical chemistry, diagnostic tests, and use and maintenance of analytic equipment as well as basic microbiological, cytological, and hematological techniques.

**VT241 RADIOGRAPHY I** (38 Clock Hours--2 Credits)
This course includes the theory of radiography, proper positioning, and methods of exposing and developing films. Radiation safety as well as recognition of technique errors is emphasized.

**VT242 SURGICAL NURSING I** (40 Clock Hours--2 Credits)
This course is designed to prepare the student to assist in all aspects of veterinary surgery. Students are introduced to aseptic surgery techniques, surgical instrumentation identification and use, patient preparation, positioning for various surgical procedures, and common veterinary suture materials and patterns.

**VT243 SURGICAL NURSING ROTATION** (32 Clock Hours--1 Credit)
In this course students will apply all skills and knowledge acquired in Veterinary Pharmacology I and II, Anesthesia I and II, Clinical Laboratory I, II, III, IV, and Surgical Nursing I in the various roles in assisting surgical procedures. Students will gain experience in anesthesia administration, sterile and non-sterile assisting, patient preparation, surgical clean up, and recovery of patients.

**VT245 RADIOGRAPHY II** (32 Clock Hours--1 Credit)
This course builds upon the material covered in Radiography I with students practicing hands-on repetitions to achieve competency in taking and developing diagnostic radiographs.

**VT247 SURGICAL NURSING I** (38 Clock Hours--1 Credit)

This course will prepare the student to assist in veterinary surgery. Students are introduced to aseptic surgery techniques, surgical instrumentation identification and use, patient preparation, and positioning for various surgical procedures.

**VT251 LARGE ANIMAL PRACTICUM** (45 Clock Hours--1 Credit)
This course is conducted at stables, farms, or other off-campus facilities. Students will perform husbandry and restraint techniques as well as various medical and radiological procedures on horses, cattle, and other available large animal species.

**VT252 VETERINARY EXTERNSHIP** (270 Clock Hours--6 Credits)
This unpaid externship is completed in the last 8 instructional weeks of the program. Externships are served in a veterinary clinic or hospital or other animal facility. The externship experience provides the student with the opportunity to build upon the clinical and practical skills learned in the classroom.