

Course Descriptions

Explanation of Course Description Codes

1st digit signifies course hours; the number of hours per week a course meets in a lecture classroom.

2nd digit represents lab hours; the number of hours per week a course meets in a laboratory environment, which may be in addition to course hours.

3rd digit states credit hours; the number of credits to be awarded to students who successfully complete the course.

Accounting

ACC101 Accounting Principles I **3-2-4**

The student will complete the accounting cycle for a service business from recording transactions to producing financial statements and closing the books in preparation of a new fiscal period.

The payroll process, accounting for cash including bank reconciliation, receivables, payables, and uncollectable accounts are also covered. Problems will be worked manually and on the computer.

ACC102 Accounting Principles II **3-2-4**

This course builds on the basics learned in Accounting Principles I. The steps in the accounting cycle are reinforced with a study of a merchandising business. Merchandise inventory, depreciation, the partnership form of business organization, and the cash flow statement are also covered. Problems will be worked manually and on the computer. Prerequisite: ACC101 Accounting Principles I.

ACC109 Accounting Software Review **1-4-3**

This survey course will explore current accounting software packages including QuickBooks and Peachtree. Students will focus on basic accounting principles utilizing current technology. Prerequisite: ACC101 Accounting Principles I.

ACC111 Payroll Accounting **2-2-3**

The rules and regulations governing the payroll process will be explored. The student will fill out various federal and state forms that need to be completed. Journal entries related to the payroll process will be reviewed, and a comprehensive problem will be completed manually and on the computer. Prerequisite: ACC101 Accounting Principles I or equivalent.

ACC135 Federal Income Tax **3-2-4**

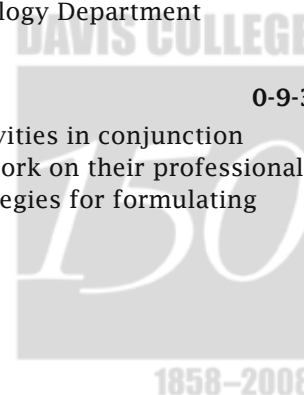
This course will explore fundamentals, terminology, and reporting for individual income tax returns, partnership, and corporate returns. Problems will be worked manually and on the computer using tax preparation software such as Turbo Tax.

ACC199 Independent Study/Seminar **Credit Hours 1-5**

The student will have the opportunity to research a topic or work on a project in the field of accounting. (Permission of the Business Administration/Information Technology Department Chairperson is required.)

ACC225 Accounting/Human Resource Project **0-9-3**

Students will work on specific projects, externships, or service learning activities in conjunction with their specific learning objectives as well as participate in activities to work on their professional portfolio and business network. Fundamentals of customer service and strategies for formulating customer service plans may be explored.



Computer Applications

CAS101 Computer Keyboarding and Concepts 2-2-3

A web-enhanced course designed to provide students with basic computer concepts and keyboarding skills. A minimum average keyboarding speed of 20 words per minute is required to receive credit for this course.

CAS114 Web Page Projects 1-4-3

A foundation for creating and maintaining multifaceted web pages is the focus of this course. Emphasis will be on managing hyperlinks, interactive elements, and navigational tools. Prerequisite: GEN110 Forum on Technology and Resources.

CAS120 Desktop Publishing 1-4-3

Desktop publishing programs allow the user to create sophisticated publications. In this course, students will be introduced to a popular desktop publishing program. Prerequisite: CAS101 Computer Keyboarding and Concepts or equivalent; GEN110 Forum on Technology and Resources.

CAS122 Spreadsheet Applications 1-4-3

The student will work with spreadsheets in accounting and business situations. Entering data, using formulas to do mathematical operations, copying data and formulas from one cell to another, and setting up a presentable spreadsheet are among the topics covered in the course. Prerequisite: GEN110 Forum on Technology and Resources.

CAS138 Presentation Graphics 2-2-3

Students are introduced to the basics of presentation graphics software using the PC. Students will develop basic oral presentation skills with emphasis placed on enhancing these presentations utilizing an electronic slide show. Lab time will be spent on developing a variety of slide shows, which incorporate features such as animation, transition, embedded graphics, tables, and charts. Prerequisite: GEN110 Forum on Technology and Resources.

CAS150 Microsoft Project 1-4-3

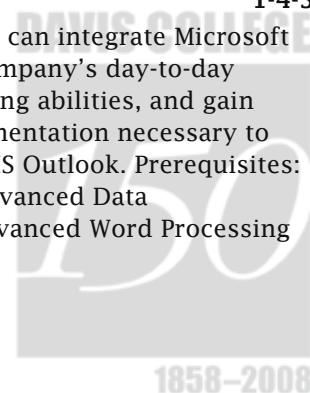
This hands-on course efficiently organizes and tracks tasks and resources to keep projects on time and within budgets. Students will develop skills and work with tools to achieve the successful development of a project and fulfillment of its goals. Prerequisite: CAS101 Computer Keyboarding and Concepts or equivalent; GEN110 Forum on Technology and Resources.

CAS212 Advanced Spreadsheet Applications 1-4-3

In this web enhanced class students will work with advanced formatting techniques, advanced functions and formulas, tables, integrating data, what-if analysis tools, sharing workbooks, and importing and exporting data. Prerequisite: CAS122 Spreadsheet Applications with a grade of "C" or higher.

CAS220 Microsoft Capstone 1-4-3

This course will provide students a range of real world scenarios where they can integrate Microsoft Office applications to accomplish everyday tasks involved in a simulated company's day-to-day activities. Students will use problem-solving skills, develop their team working abilities, and gain confidence in preparing to enter the workplace. Students will develop documentation necessary to perform projects using MS Word, MS Access, MS Excel, MS PowerPoint, and MS Outlook. Prerequisites: CAS138 Presentation Graphics, CAS122 Spreadsheet Applications, CIS223 Advanced Data Management, GEN110 Forum on Technology and Resources, and WPR220 Advanced Word Processing with a grade of "C" or higher.



Computer Information Technology

CIS115 Survey of Operating Systems 1-4-3

Various versions of desktop operating systems are used to give the student hands-on experience with various tasks, such as installing, upgrading, and troubleshooting a desktop operating system. This is not an introductory course and assumes that the student already has some basic knowledge of desktop operating systems. Prerequisite: CAS101 Computer Keyboarding and Concepts or equivalent.

CIS119 Introduction to HTML 1-4-3

Web page development is explored. Students learn how to design web pages using HTML. Emphasis is placed on web page creation, programming, and scripting. Prerequisite: GEN110 Forum on Technology and Resources.

CIS125 Visual Basic.NET 1-4-3

Visual Basic is an object-oriented programming language for developing Windows applications. Students will use Visual Basic to develop simple Windows containing dialog boxes, buttons, and scroll lists. Prerequisite: CIS115 Survey of Operating Systems.

CIS130 Data Management and Reporting 1-4-3

The student is introduced to the theory and application of database management. Students design and build a database on personal computers using Microsoft Access. Prerequisite: GEN110 Forum on Technology and Resources.

CIS132 Internet Systems Management 1-4-3

The student will learn how to build, maintain, and grow a website in a safe and secure environment. Students will configure and maintain a website server as well as develop and publish to a website. Basic Internet terminology, business models, and UNIX commands are also covered. Prerequisite: CIS119 Introduction to HTML.

CIS141 Computer Concepts and Diagnostics 1-4-3

The fundamentals of personal computer hardware are introduced. Emphasis will be on introducing students to the requirements of the A+ certification through lecture, demonstration, and hands-on projects. A+ test preparation tools will be used throughout the quarter. Prerequisite: CAS101 Computer Keyboarding and Concepts or equivalent.

CIS142 Networking Concepts and Diagnostics 1-4-3

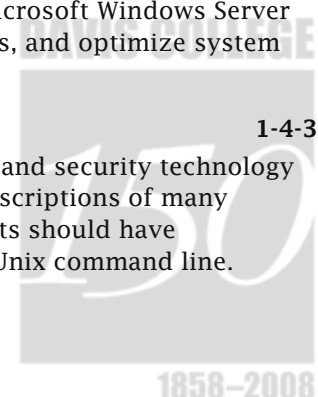
Students will install and configure network interface cards, choose the correct cabling, and troubleshoot hardware for both stand alone computers and network installations. The OSI model and different topologies are discussed. Network+ test preparation tools will be used throughout the quarter. Prerequisite: CIS115 Survey of Operating Systems.

CIS153 Network Software - Windows 2003 Server 1-4-3

The student will be trained to install, configure, and maintain the current Microsoft Windows Server as well as implement network security, troubleshoot networking connections, and optimize system performance. Prerequisite: CIS115 Survey of Operating Systems.

CIS155 Open Source Software 1-4-3

This course is intended for students who need to understand basic network and security technology in a context of a Linux based server. The focus is practical with hands-on descriptions of many utilities as well as websites used by working system administrators. Students should have some background in operating systems and be comfortable with a Linux or Unix command line. Prerequisite: CIS115 Survey of Operating Systems.



CIS158 Administering MS Windows XP Professional 1-2-2

Students will install, configure, and perform advanced administration techniques that would be required of network administrators in a small, medium, or large network environment that uses Microsoft Windows XP Professional as a desktop operating system. This course prepares students to take Microsoft Certification exam 70-270. Prerequisite: CIS115 Survey of Operating Systems, or a minimum of one year's experience implementing and administering any desktop operating system in a network environment.

CIS199 Independent Study/Seminar Credit Hours 1-5

Independent Study/Seminar is designed to provide a student with the opportunity to work on special topics/projects within the field of information technology. (Permission of the Business Administration/Information Technology Department Chairperson is required.)

CIS210 Network Infrastructure and Protocols 1-4-3

This course introduces the different network protocols used today and will include installing and configuring DNS and DHCP. Microsoft TCP/IP, VPNs and remote access, WINS, IP routing, Gateway Services and RIS Security will also be discussed. Prerequisite: Successful completion of the Mid-Program Assessment.

CIS215 Directory Services Design and Implementation 1-4-3

In this course the student will learn how to install, configure, and troubleshoot an Active Directory. The planning and implementation of a Windows 2000 Network structure, creating groups and policies, as well as data recovery and maintenance, will be discussed. Prerequisite: Successful completion of the Mid-Program Assessment.

CIS223 Advanced Data Management 1-4-3

Building on the skills learned in Data Management and Reporting, the student develops a complete business application. Specifically, the student will gain the skills to enhance a database application through menus, toolbars, and macros, will be exposed to the use of VBA modules, as well as the use of functions and subroutines. The student will also learn how to write VBA statements, debug and maintain an application, and will be introduced to the topic of protecting data integrity in a multi-user environment. Prerequisite: CIS130 Data Management and Reporting.

CIS228 Network Security and Administration 2-0-2

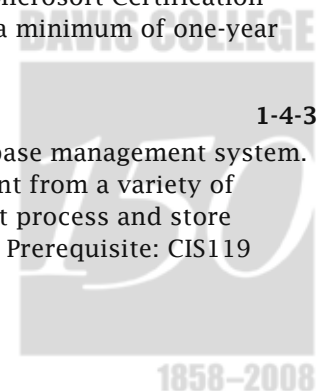
This introductory, lecture only course, covers industry-wide topics, including communication security, infrastructure security, cryptography, access control, authentication, and operational security. This course prepares students to take CompTia's Security+ Certification Exam. Prerequisite: CIS115 Survey of Operating Systems.

CIS229 Security in a Microsoft Windows Server Network 1-2-2

This course measures a student's ability to implement, manage, maintain, and troubleshoot security in a Windows Server 2003 network infrastructure and also plan and configure a Windows Server 2003 Public Key Infrastructure (PKI). This course prepares students to take Microsoft Certification exam 70-299. Prerequisite: CIS228 Network Security and Administration, or a minimum of one-year administration of a Windows Server 2003 environment.

CIS234 Database-Driven Websites 1-4-3

Students are introduced to the PHP programming language and MySQL database management system. Students will develop scripts that dynamically build web pages using content from a variety of sources including single database tables. Students will also write scripts that process and store data generated from a variety of sources including, for example, web forms. Prerequisite: CIS119 Introduction to HTML.



CIS239 ASP.NET 1-4-3

ASP.NET is a web application framework programming language. Students will focus on using ASP.NET to understand basics to create and support dynamic database-driven websites, web applications, and SML web services using any Microsoft.NET language. Prerequisite: CIS119 Introduction to HTML

CIS240 Routing Concepts 1-4-3

The student will learn the basic concepts of network routing. This will include network devices, TCP/IP and IP addressing, Internet working, WAN concepts, network management, access lists, routing protocols, frame relay, and configuring routers. Prerequisite: CIS142 Networking Concepts and Diagnostics.

CIS250 IT Project 0-4-2

The student will meet for ten hours utilizing MS Project Software to create a specific project according to their specific Program. This project will include 30 hours of hands-on experience in an externship or preparing for industry certification. For maximum student benefit, this course should be taken in a student's last quarter. Prerequisite: Completion of 24 hours of technical courses and successful completion of Mid-Program Assessment.

CIS258 Capstone Project 0-6-3

This course, which is to be taken in a student's last quarter, will prepare the student to successfully complete industry certification or will allow the student the opportunity to gain hands-on experience.

Communication

COM121 Composition I 5-0-5

Students will address various audiences for assigned purposes using appropriate methods of developing ideas such as observing, remembering, summarizing, and persuading. In addition to writing from personal experience, students are asked to read and respond to literature, to summarize a nonfiction article, and write using sources of evidence. Strategies for collecting ideas, drafting, and revising will be used. Writing is evaluated with an emphasis on support for ideas, sentence structure, organization, and mechanics.

COM122 Composition II 4-0-4

This course is a continuation of Composition I, developing and expanding the students' writing skills. In addition to writing essays, students are required to complete the steps of writing a research paper using MLA documentation style. Writing is evaluated with an emphasis on supporting evidence for main ideas, expression, organization, and mechanics. Composition II is offered as a web-enhanced class. Prerequisites: COM121 Composition I; GEN110 Forum on Technology and Resources.

COM199 Communication Seminar Credit Hours 1-5

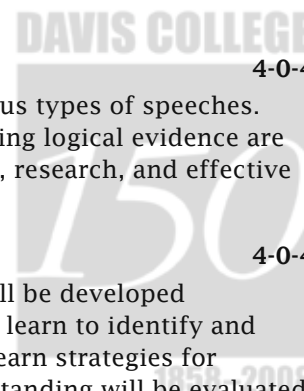
This course is designed to provide students with the opportunity to explore specific topics/projects in the field of communication. (Permission of the General Education Department Chairperson is required.)

COM201 Oral Communication 4-0-4

Students learn to communicate their thoughts professionally by giving various types of speeches. Developing topics through research, preparing helpful outlines, and presenting logical evidence are skills this course emphasizes. Speech evaluations will focus on organization, research, and effective delivery.

COM202 Interpersonal Communication 4-0-4

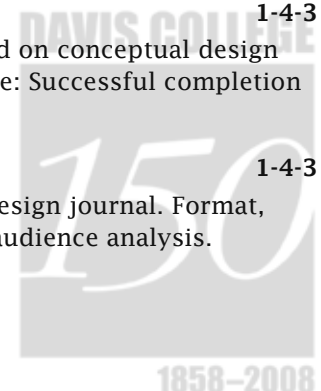
This course emphasizes interpersonal communication as a process. Skills will be developed in creating and understanding verbal and nonverbal messages. Students will learn to identify and adapt to significant relationship and cultural influences. Students will also learn strategies for managing self-disclosure, defensiveness, assertiveness, and conflict. Understanding will be evaluated by tests, essays, and role plays.



Design

- DSN101 Drawing Principles** 1-4-3
Basic principles of drawing and composing two-dimensional space are investigated. The student is introduced to a variety of drawing media and techniques.
- DSN105 Drawing Concepts** 1-4-3
Understanding form, positive and negative space relationships, and composition are emphasized. Students work with various drawing media to develop drawing skills. Direct observation and interpreting photographic sources are used to develop the student's image-making abilities.
- DSN110 2D Design** 1-4-3
The elements and principles of design that form the foundation for composing two-dimensional space are explored. The relationship between form and space is emphasized, as well as design terminology.
- DSN111 Web Animation** 1-4-3
The principles of animation for the web using industry standard software (Flash) are covered in this course. Motion theory, key frames and event marks, as well as specific software application tools are explored.
- DSN113 Flash ActionScript** 1-4-3
This course provides an introduction to Flash ActionScript programming language. The aim of this course is to teach enough practical knowledge to allow students to create interactive and dynamic web and other applications. Prerequisite: DSN111 Web Animation.
- DSN115 3D Design** 1-4-3
The elements and principles that form the foundation for creating forms in space are explored. The relationship between form and three-dimensional space is emphasized, as well as design terminology.
- DSN119 Web Page Design** 1-4-3
The principles of web page design are covered using industry standard software (Dreamweaver). The student will learn to format texts, images, and media elements to create web pages.
- DSN124 Introduction to Letterforms** 1-4-3
The use of letterforms as expressive visual elements of graphic design is explored. The student learns to exploit typographic form, structure, and space to amplify visual messages.
- DSN125 Typography** 1-4-3
Typographic form and syntax are explored. The student learns to arrange type into clear visual hierarchies that conform to the elements and principles of design.
- DSN127 Print Production** 1-4-3
The student will learn digital prepress processes (including file, font, and color management), output options (including film, plate, and direct to press), and printing technologies (including letterpress, offset lithography, and screen printing) to gain a comprehensive understanding of print production.
- DSN130 Digital Page Composition** 1-4-3
This course is an introduction to digital page composition using industry standard software (InDesign). The student acquires computer skills that are necessary for manipulating texts and images to produce effective visual communication.
- DSN135 History of Graphic Design** 2-0-2
The history of graphic design from the Victorian era to the present is explored. Emphasis is placed on the relationship between graphic design and culture with regard to the creation of visual communication.

- DSN140 Color Principles** 1-4-3
Color theory and principles are investigated. The relationship between color, light, and visual perception are emphasized as well as color terminology.
- DSN145 Digital Illustration** 1-4-3
This course is an introduction to creating computer illustrations using industry standard software (Illustrator). The elements and principles of design along with the application of traditional illustration techniques to the digital environment are covered.
- DSN160 Digital Imaging** 1-4-3
This course is an introduction to image creation and manipulation using industry standard software (Photoshop). The elements and principles of design along with the application of traditional photographic techniques to the digital environment are covered.
- DSN161 Digital Photo Processing** 1-2-2
Digital photo correction techniques using Adobe Photoshop are explored. The use of image correction tools along with adjusting levels, brightness and contrast, color balance, and curves are covered.
- DSN199 Independent Study/Seminar** Credit Hours 1-5
Independent Study/Seminar is designed to provide a student with the opportunity to work on special topics/projects on an independent basis. Topics are designed to meet the interests of the student in relation to professional practice. (Permission of the Design Department Chairperson is required.)
- DSN200 Graphic Design Principles** 1-4-3
The student manipulates typographic forms and images to understand the relationship between content and form in creating meaningful visual communication. Prerequisite: Successful completion of Mid-Program Assessment.
- DSN211 Web Animation** 1-4-3
The principles of animation for the web using industry standard software (Flash) are covered in this course. Motion theory, key frames and event marks, as well as specific software application tools are all explored. Prerequisite: Successful completion of Mid-Program Assessment.
- DSN213 Flash ActionScript** 1-4-3
This course provides an introduction to Flash ActionScript programming language. The aim of this course is to teach enough practical knowledge to allow students to create interactive and dynamic web and other applications. Prerequisite: DSN211 Web Animation
- DSN219 Web Page Design** 1-4-3
The principles of web page design are covered using industry standard software (Dreamweaver). The student will learn to format texts, images, and media elements to create web pages. Prerequisite: Successful completion of Mid-Program Assessment.
- DSN220 Packaging Design** 1-4-3
Formats and materials for packaging design are explored. Emphasis is placed on conceptual design solutions based on package requirements and audience analysis. Prerequisite: Successful completion of Mid-Program Assessment.
- DSN230 Publication Design** 1-4-3
In this course students write, design, and produce a commercially printed design journal. Format, text, and image solutions are based on content, formal characteristics, and audience analysis. Prerequisite: Successful completion of Mid-Program Assessment.



DSN240 Visual Identity Systems 1-4-3

Corporate identity systems are researched and analyzed. Elements and applications are emphasized. Students create an identity system that reflects corporate history, organizational structure, corporate philosophy, and market position. Prerequisite: Successful completion of Mid-Program Assessment.

DSN299 Contemporary Graphic Design Issues Credit Hours 1-5

Technological, professional, societal, and cultural issues related to graphic design are explored. Topics vary each quarter. (Permission of the Design Department Chairperson is required.)

Early Childhood Education

ECE110 Introduction to Early Childhood Education 3-0-3

Students will study the evolution of Early Childhood Education and the various programs available in this career field.

ECE112 Child Development 4-0-4

This course focuses on levels of development of children through physical, emotional, cognitive, social, and language theories and research. Emphasis is placed on the environment and its relationship to development.

ECE114 Literacy for Early Childhood Education 2-2-3

Students will examine literacy for the levels of child development, which will focus on environments, books, and teaching tools. This course will provide information on age appropriate materials to encourage literacy and writing.

ECE116 Observation/Interpretation 1-4-3

Students are provided the opportunity to observe and evaluate different types of Early Childhood Education programs. Prerequisite: ECE110 Introduction to Early Childhood Education.

ECE118 Art, Music, and Play for Early Childhood Education 2-2-3

This course concentrates on play and the different approaches and creativity to environments. The emphasis is on art and music, which reaches into the hearts of children, and its importance in keeping children thinking creatively. Prerequisite: ECE110 Introduction to Early Childhood Education.

ECE120 Infant/Toddler Development 2-2-3

The focus of this course is on the developmental levels for the early years. Teaching aids will be developed and students will have a lab experience with infants and toddlers. Prerequisite: ECE110 Introduction to Early Childhood Education.

ECE122 Quality Early Childhood Education Professional 3-0-3

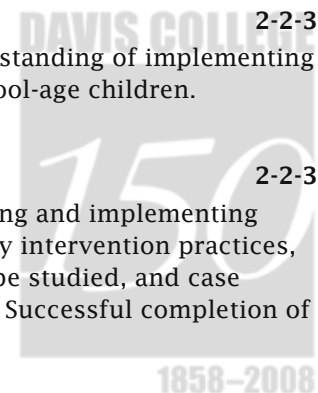
Students will be provided with an overview of the importance of presentation and professionalism in the Early Childhood Education field. Prerequisite: ECE110 Introduction to Early Childhood Education.

ECE124 Preschool/School-Age Development 2-2-3

The student will receive hands-on experience in the development and understanding of implementing proper lesson plans based on the level of development for preschool or school-age children. Prerequisite: ECE110 Introduction to Early Childhood Education.

ECE208 Special Education Programming 2-2-3

Special education programs will be reviewed, with emphasis on understanding and implementing these programs for special needs children. Students will explore sound, early intervention practices, and review curriculums. The importance of testing and record keeping will be studied, and case studies will focus on respect issues for families and providers. Prerequisite: Successful completion of Mid-Program Assessment.



ECE210 Early Childhood Education Organization/Administration 4-0-4

The day-to-day operation of a child development center will be explored, from implementing staff issues to parent and licensing issues. Students will investigate proper equipment needs. Real-life scenarios will be reviewed, and students will analyze and problem-solve the situations. Prerequisite: Successful completion of Mid-Program Assessment.

ECE212 Early Childhood Licensing Procedures 3-0-3

This is a critical course in understanding the rules and regulations of state childcare licensing and implementation. Prerequisite: Successful completion of Mid-Program Assessment.

ECE214 Multicultural Diversity 2-0-2

This course showcases how understanding differences and respecting cultures in children can prepare the children for the world in general. Students will review some of the leading curriculums in diversity. Prerequisite: Successful completion of Mid-Program Assessment.

ECE220 Nutrition/Health Practices 2-0-2

Good nutrition and health practices for children and for the childcare professional are examined and analyzed. Prerequisite: Successful completion of Mid-Program Assessment.

ECE224 First Aid, Infectious Disease, and Child Abuse Prevention 1-4-3

This course describes safety issues of children, provides first aid training, and provides knowledge of childhood diseases and their symptoms. In addition, students receive training for child abuse prevention including definitions and types of abuse, signs of abuse, and procedures for reporting abuse. In-service Child Abuse Prevention hours will be earned. Upon completion, students will receive a First Aid Certification Training Card, an Infectious Disease Training Card, and a Child Abuse Prevention Certificate. Prerequisite: Successful completion of Mid-Program Assessment.

ECE250 Early Childhood Education Practicum and Seminar 1-12-5

Students will do on-site teaching at an approved childcare site where they will have an opportunity to apply all skills learned in the Early Childhood program. Observation of the administration is also included. The student will be evaluated and a file kept for each student. Age groups will vary, but concentration will be three to five year olds. Prerequisite: Successful completion of Mid-Program Assessment.

Fashion

FSH199 Independent Study/Seminar Credit Hours 1-5

Independent Study/Seminar is designed to provide a student with the opportunity to work on special topics/projects within the field of fashion merchandising. (Permission of the Business Administration/Information Technology Department Chairperson is required.)

FSH200 Fashion Principles and Case Studies 4-0-4

This is a basic survey course that explores the fashion industry; topics to be discussed will include individual designers and their contributions to and their financial impact on the fashion industry, trends in retailing, analysis and marketing, design and product development, and advertising and promotion. Also explored is the evolution of fashion and recurring themes in clothing, cosmetics, and accessory techniques.



General Education

GEN110 Forum on Technology and Resources

4-2-5

This interdisciplinary, web-enhanced course empowers students to be successful by providing opportunities to cultivate values and technological skills needed to enhance their careers and to be capable life-long learners. Essential computer applications that enhance marketability are integrated with self-management skills, which include critical thinking, learning strategies, time management, and diversity. Students will research topics for written and oral reports and develop a career portfolio that is used throughout their program for assessment. This course is a prerequisite for Mid-Program Assessment.

Humanities

HUM110 History of Art

3-0-3

Students will be introduced to the main periods of western art history with emphasis on the relation between art and society. Slides will be used as a major instructional tool.

HUM115 History of Fashion

3-0-3

The progression of fashion from early Egyptian time to present day is explored with reference to the climatic, socio-economic, and religious influences. Particular emphasis is placed on recognizing and analyzing recurring themes in clothing, cosmetics, and accessories.

HUM130 Enjoying the Arts

1-6-3

Students attend several events and exhibits to observe various art forms including architecture, painting, sculpture, theater, dance, and music. Reports are written that document the details of students' observations. Prerequisite: GEN110 Forum on Technology and Resources.

HUM135 Film and Culture

3-0-3

This course is designed to survey American and international cinema and determine through critical analysis the influence that culture has on the form and content of the film medium. Coursework includes screening film, discussions, and written critiques. The course is web enhanced, so students need a working knowledge of a web-based platform.

HUM151 Literature and Culture

3-0-3

The goal of the class is to read short stories, essays, poetry, biography, and fiction that will enable students to explore the similarities and differences among people of North America whose voices are seldom heard.

HUM155 Survey of Children's Literature

3-0-3

Students will read and evaluate culturally diverse literature for children from preschool through elementary school. Various genres of literature will be explored including picture books, folklore, poetry, fiction, and biography. The criteria for literary prizes will be examined. A major goal of the course is to familiarize students with excellent authors and illustrators of children's literature and their work. (Students will need to have access to a public library.)

HUM199 Independent Study/Seminar

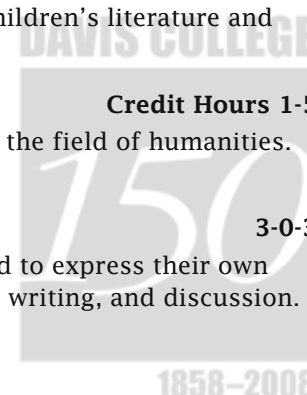
Credit Hours 1-5

Students are provided the opportunity to explore specific topics/projects in the field of humanities. (Permission of the General Education Department Chairperson is required.)

HUM201 Thinking Strategies

3-0-3

Students in this class will examine how people think. They will be challenged to express their own ideas logically and to analyze the ideas of others through extensive reading, writing, and discussion.



Insurance

- INS101 Principles of Insurance** 5-0-5
This course focuses primarily on the consumers of insurance and provides background information of the modern property and casualty insurance systems. A basic overview of insurance law, risk management, and insurance products will be explored.
- INS110 Personal Insurance** 4-0-4
Students will learn personal insurance concepts and products as they explore automobile insurance, residential insurance, homeowners insurance, life and health insurance, long-term health care, financial planning, and other property and liability insurance coverages. This class will assist students in handling their own personal insurance needs.
- INS210 Property and Liability Insurance** 4-0-4
This lecture course will provide students with knowledge essential for understanding the property and liability areas of insurance. Topics such as different types of insurers, institutions that provide insurances, how the insurance industry is regulated, insurance marketing, underwriting, and claims will be explored. Students will also be exposed to insurance contracts and risk management.
- INS220 Business Insurance** 4-0-4
Students will analyze the insurance needs of businesses in this commercial insurance course. Concepts such as property insurance, commercial crime insurance, general liability insurance, business income insurance, worker's compensation, and commercial automobile insurance will be explored.
- INS250 Risk Management and Insurance Externship** 0-9-3
This course has been developed to offer Risk Management and Insurance students an opportunity to work in the insurance environment. Students will focus on learning outcomes derived from their internship experience. Prerequisite: Successful completion of the Mid-Program Assessment

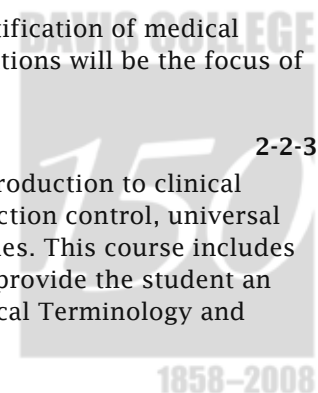
Interior Design

- INT110 History of Interior Design: Prehistoric to Early American** 3-0-3
In the history of interior design from Prehistoric times to the early American era, emphasis is placed on the relationship between interior design and culture with regard to the creation of furniture, furnishings, and interior space.
- INT120 History of Interior Design: Early American to Present** 3-0-3
This history of interior design from the early American era to the present places emphasis on the relationship between interior design and culture with regard to the creation of furniture, furnishings, and interior space.
- INT130 Drafting Techniques** 1-4-3
This course is an introduction to drafting principles and techniques. Field measuring and developing an architectural lettering style are both emphasized.
- INT138 Textiles** 1-4-3
Students will study the development of textiles from fiber to finished fabric. Fabric qualities are explored in detail and will be related to interior furnishings and fabric applications.
- INT199 Independent Study/Seminar** 1-5
Independent Study/Seminar is designed to provide a student with the opportunity to work on special topics/projects within the field of interior design. (Permission of the Design Department Chairperson is required.) Prerequisite: Successful completion of Mid-Program Assessment.

- INT220 Interior Design: Residential** 1-4-3
The design of residential spaces is the focus of this course. Depicting elevations, sections, and details are a major part of the course work. Prerequisite: Successful completion of Mid-Program Assessment.
- INT230 Interior Design: Commercial** 1-4-3
This course investigates the design of commercial spaces. Depicting elevations, sections, and details are a major part of this course. Prerequisite: Successful completion of Mid-Program Assessment.
- INT231 Space Planning** 1-4-3
The principles of space planning for residential and commercial applications are investigated. Prerequisite: Successful completion of Mid-Program Assessment.
- INT232 Computer Aided Drafting and Design** 1-4-3
This course is an introduction to drafting techniques and space planning using CAD software applications. Prerequisite: Successful completion of Mid-Program Assessment.
- INT234 Advanced Computer Aided Drafting and Design** 1-4-3
This course is designed to build upon the skills learned in INT232. Students will execute projects that are specific to interior design applications. Prerequisite: INT232 Computer Aided Drafting and Design.
- INT235 Window Treatments** 1-4-3
The design and applications of window treatments are investigated. Emphasis is placed on conceptual visualization techniques and an understanding of materials. Prerequisite: Successful completion of Mid-Program Assessment.
- INT243 Interior Design Externship** 0-12-4
The culmination of the skills learned in interior design is applied to hands-on experience at an appropriate facility. Thirty (30) hours of work is equivalent to one credit hour. Prerequisites: Student needs to have completed 30 credit hours in major courses and have a 3.0 GPA in those courses.
- INT244 Lighting** 1-4-3
Principles and application of lighting design are investigated. The properties of light, color theory, lighting applications, and familiarity with the National Electric Code are emphasized. Prerequisite: Successful completion of Mid-Program Assessment.
- INT299 Contemporary Interior Design Issues** Credit Hours 1-5
Technological, professional, societal, and cultural issues related to interior design are explored. Topics vary each quarter. (Permission of the Design Department Chairperson is required.) Prerequisite: Successful completion of Mid-Program Assessment.

Medical

- MED101 Medical Terminology** 3-0-3
This medical terminology course utilizes an audio-visual presentation. Identification of medical terminology elements, proper pronunciation, spelling, and medical abbreviations will be the focus of this class.
- MED103 Introduction to Clinical Office Procedures** 2-2-3
This lecture and laboratory course is designed to provide the student an introduction to clinical office procedures with entry-level knowledge and performance skills in infection control, universal precautions, and guidelines as mandated by OSHA and other regulating bodies. This course includes medical asepsis, vital signs, and medical record documentation. It will also provide the student an overview of first aid and emergency procedures. Prerequisite: MED101 Medical Terminology and MED114 Basic Insurance and Coding.



MED105 Medical Software Applications 1-4-3

This hands-on computer laboratory course is designed to instruct students in entering patient data into the computer. Areas included are patient scheduling, billing, payments, insurance claim information, updating of patient records, and printing various medical office reports. Prerequisites: GEN110 Forum on Technology and Resources, WPR120 Word Processing, and MED101 Medical Terminology.

MED109 Administrative Medical Office Procedures 1-2-2

This web-enhanced course is designed to provide the student with the administrative skills necessary for the operation of a medical office. Students will be instructed in professionalism, using and maintaining office equipment, managing correspondence and mail, managing office supplies, maintaining patient records, managing office records, telephone techniques, maintaining patient reception area, and patient education. Prerequisite: GEN110 Forum on Technology and Resources and MED101 Medical Terminology.

MED111 Clinical Specialty Examination Procedures 3-2-4

This lecture and laboratory course includes instruction in assisting with a variety of physical examinations. Nutrition in health and disease, medical abbreviations, and an introduction to rehabilitation medicine will also be covered. It is designed to provide the student continuing the clinical portion of this program with knowledge and performance skills in infection control, universal precautions, and guidelines as mandated by OSHA and other regulating bodies. Prerequisite: MED103 Introduction to Clinical Office Procedures.

MED112 Medical Law and Ethics 3-0-3

This course is designed to instruct the student in the moral and legal responsibilities of the medical profession. It will identify the physician's and the office personnel's roles in these areas. Included will be legalities of record keeping, public duties and responsibilities, negligence, necessity of following OSHA guidelines, consent forms, authorization forms for various procedures, and medical ethics.

MED114 Basic Insurance and Coding 3-2-4

Students will be introduced to coding procedures using the CPT and ICD-9 CM code books as well as completion of insurance forms using accurate medical terminology and documentation. Students will also gain hands-on experience with electronic medical records with an emphasis on the practical use of an electronic system in a health care provider office setting. Prerequisites: MED101 Medical Terminology, GEN110 Forum on Technology and Resources.

MED116 Medical Insurance Billing 2-2-3

Analyzing medical records and assigning codes for indexing diagnoses, symptoms, diagnostic tests, procedures, and treatments to provide information for insurance forms will be covered in this class. It will include manual and electronic procedures for insurance form completion. Prerequisites: MED105 Medical Software Applications, MED114 Basic Insurance, MED122 Coding and Applications A, and MED123 Coding and Applications B.

MED118 Anatomy and Physiology A 4-0-4

The focus of this course is the study of particular body systems, their structures, functions, diseases, disorders, treatment, drug classifications associated with the particular system, and terminology pertaining to each system. Included will be anatomical descriptors and body directions, the cell, integumentary, musculoskeletal, respiratory, and nervous systems. Prerequisite: MED101 Medical Terminology.

MED119 Anatomy and Physiology B 4-0-4

The study of particular body systems, their structures, functions, diseases, disorders, treatment, drug classifications associated with the particular system, and terminology pertaining to each system will be the focus of this course. Systems included will be the circulatory, blood, lymphatic, digestive, urinary, reproductive, and endocrine. Prerequisite: MED101 Medical Terminology.

MED122 Coding and Applications A**4-0-4**

This course teaches the numerical coding system (Current Procedural Terminology - CPT), published by the AMA and CMS and used to report medical procedures and treatment along with numerical and alphabetical codes when reporting disease, injuries, and external causes of disease as well as supplemental classifications of disease using the ICD-9-CM code book. The systems studied in this course include anatomical descriptors and body directions, evaluation and management, anesthesia, integumentary, musculoskeletal, respiratory, nervous system, eye and ear, radiology, pathology, and general medicine. Prerequisite: MED114 Basic Insurance and Coding; Corequisite: MED118 Anatomy and Physiology A.

MED123 Coding and Applications B**4-0-4**

This course teaches the numerical coding system (Current Procedural Terminology - CPT), published by the AMA and CMS and used to report medical procedures and treatment along with numerical and alphabetical codes when reporting disease, injuries, and external causes of disease as well as supplemental classifications of disease using the ICD-9-CM code book. The systems studied in this course include anatomical descriptors and body directions, circulatory, cardiovascular, hemic and lymphatic, digestive, urinary, reproductive, maternity and delivery, and endocrine. Prerequisite: MED114 Basic Insurance and Coding; Corequisite: MED119 Anatomy and Physiology B.

MED124 Pathophysiology**3-0-3**

Various diseases affecting the human body will be the emphasis of this class. Included will be disease definitions, etiology, diagnostic studies, and treatments. Prerequisites: MED118 Anatomy and Physiology A and MED119 Anatomy and Physiology B.

MED140 Minor Surgery and Diagnostic Office Procedures**3-2-4**

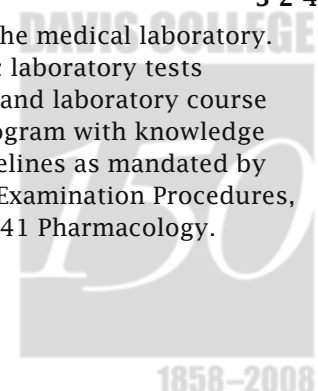
This lecture and laboratory course will provide the student continuing the clinical portion of this program with knowledge and performance skills in infection control, universal precautions, and guidelines as mandated by OSHA and other regulating bodies. Medical abbreviations will be reviewed along with instruction in sterilization principles, assisting with minor office surgeries, electrocardiography, and an introduction to various diagnostic-imaging procedures are included in this class. Prerequisite: MED103 Introduction to Clinical Office Procedures.

MED141 Pharmacology**3-2-4**

This lecture and laboratory course will focus on pharmacology principles. Included will be drug calculations, administration of pediatric and adult oral and parenteral medications, and an introduction to frequently used drugs in the health care setting. It will provide the student continuing the clinical portion of this program with knowledge and performance skills in infection control, universal precautions, and guidelines as mandated by OSHA and other regulating bodies. Prerequisites: MED111 Clinical Specialty Examination Procedures, MED140 Minor Surgery and Diagnostic Office Procedures, MTH102 Introductory Algebra I; Corequisite: MED212 Basic Laboratory Procedures.

MED212 Basic Laboratory Procedures**3-2-4**

This course will provide the student with knowledge and skills essential in the medical laboratory. Included will be venipuncture, hematology procedures, urinalysis, and basic laboratory tests utilized by the physician in diagnosing diseases and disorders. This lecture and laboratory course is designed to provide the student continuing the clinical portion of this program with knowledge and performance skills in infection control, universal precautions, and guidelines as mandated by OSHA and other regulating bodies. Prerequisites: MED111 Clinical Specialty Examination Procedures, MED140 Minor Surgery and Diagnostic Office Procedures; Corequisite: MED141 Pharmacology.



MED220 Medical Insurance and Coding Simulation 1-4-3

Students will be provided with the opportunity to reinforce and utilize the knowledge gained in coding and insurance billing by working through an insurance and coding simulation. Productivity will be emphasized through timed activities. Each student will also further develop a personal portfolio that will be used for course, program, and career development assessment. It is recommended that students take this course in their last quarter. MED116 Medical Insurance Billing. Corequisite: MED225 Medical Insurance and Coding Externship.

MED225 Medical Insurance and Coding Externship 0-9-3

Medical Insurance and Coding majors have an opportunity at the end of their program to utilize and enhance knowledge and skills while receiving hands-on experience working in the field. Under supervision the student will perform insurance billing and coding tasks and receive feedback on his/her performance. It is recommended that students take this course in their last quarter. Eligibility requirements: 2.6 GPA in the prerequisite courses listed below, have successfully completed the Mid-Program Assessment, availability during normal weekday working hours (8 am - 6 pm, Monday - Friday). Prerequisites for Medical Insurance and Coding majors: MED101, MED105, MED112, MED114, MED116, MED118, MED119, MED122, MED123. Corequisite: MED220 Medical Insurance and Coding Simulation.

MED250 Clinical Practicum 3-18-9

The Clinical Practicum, a culmination of skills learned in the Medical Assisting Program, will be applied in a hands-on experience in a physician's office or health care facility. Under supervision, the student will complete 160 hours of experience performing clinical and administrative duties presented in the medical assisting foundation courses. Students will meet weekly to discuss learning outcomes derived from the externship experience. The student will complete all necessary application requirements and prepare to take the AAMA, CMA examination. Eligibility requirements: in addition to the requirements listed under the Department of Allied Health policies, a 2.6 GPA in the prerequisite courses must be attained, successful completion of the Mid-Program Assessment, and an availability to work during normal weekday working hours (8 a.m. - 6 p.m., Monday - Friday). Prerequisite: Successful completion of all required MED courses in the Medical Assisting Degree Program.

Management

MGT102 Introduction to Business 5-0-5

The student will study the basic concepts of business operations in our society and the various functions within a business enterprise. Everything from basic economics to marketing principles will be included as topics for discussion. This course is a valuable starting point for further business management study or an excellent review of the fundamentals of business.

MGT105 Business Law 4-0-4

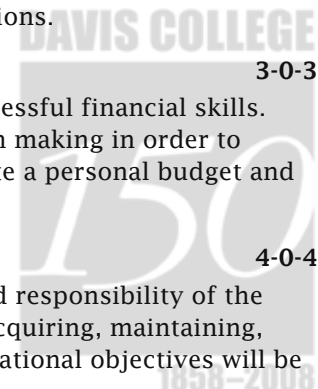
This course introduces the student to the legal aspects of common business transactions, contract law, tort law, business organizations, agency law, and governmental regulations.

MGT110 Personal Finance 3-0-3

Students taking this course will use an active approach to help develop successful financial skills. The practical aspects of financial management with an emphasis on decision making in order to achieve financial goals will be explored. During this class students will create a personal budget and develop an understanding of money management activities.

MGT115 Human Resource Management 4-0-4

As an introduction to the field of Human Resource Management, the role and responsibility of the human resource manager will be explored. All of the activities involved in acquiring, maintaining, and developing an organization's human resources in order to meet organizational objectives will be examined.



MGT160 Human Resource Development 4-0-4
This course incorporates training and developing human resources, industry needs assessment, program planning, understanding and utilizing learning principles, and managing employee relations.

MGT198 Service Learning Credit Hours 1-2
This course is designed to develop in the student the feeling of community responsibility and service necessary to the successful operation of our modern urban society. The student will be asked to participate in community activities which will make use of the skills learned in the management program, and it will be taken in conjunction with a management course. Besides giving the student an opportunity to get experience in his/her chosen field, the student will also have an opportunity to explore the management field. (Twenty hours of student service minimum is required for one credit hour.)

MGT199 Independent Study/Seminar Credit Hours 1-5
Independent Study/Seminar is designed to provide a student with the opportunity to work on special topics/projects within the field of management. (Permission of the Business Administration/Information Technology Department Chairperson is required.)

MGT202 Merchandising Management 3-2-4
Tactical decisions concerning merchandising and store management are explored in this web-enhanced course. Topics covered include merchandise budget planning, buying merchandise, managing store employees, reducing inventory losses, and managing customer service.

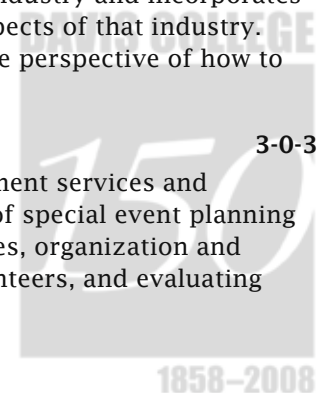
MGT205 International Business 4-0-4
Students will learn basic international business concepts and skills they will need to function successfully as world-class employees in today's global economy. This course will incorporate cultural geography, international economics, global entrepreneurship, and human resource management issues in the study of international business.

MGT211 Management Principles 5-0-5
Management Principles is designed to acquaint the student with the fundamentals of management, administrative staff, and operations management. The student will conduct a thorough examination of management thought including historical management philosophy and contemporary philosophy. The course includes a study of successful management principles and techniques.

MGT213 Small Business Management 4-0-4
This course introduces the student to hands-on management theories and practical information helpful for operating small entrepreneurial endeavors. The components of a business plan and its importance to the success of a business endeavor will be covered. Students will be required to prepare a business plan using the concepts discussed in this course.

MGT215 Sports Industry Management 4-0-4
This course will focus on the unique management challenges in the sports industry and incorporates information about functional areas such as finance, marketing, and legal aspects of that industry. Students will examine management principles, concepts, and issues from the perspective of how to improve the performance of sports organizations.

MGT218 Special Event Management 3-0-3
Fundamental promotional principles used in marketing sport and entertainment services and products are explored. Students will examine the principles and objectives of special event planning with emphasis on the essential special event topics such as feasibility studies, organization and planning, securing sponsorships, research and targeting, working with volunteers, and evaluating special events.



MGT220 Human Resource Law and Benefits 5-0-5

This course focuses on all aspects of employment law. Students will learn the procedures and laws surrounding the hiring process which includes recruiting, the application and interview process, and conducting background checks. Special emphasis will be placed on how to manage a diverse workforce by understanding Affirmative Action, harassment law, and all aspects of Title VII. Students will also focus on pay, benefits, union relations, and safety and health issues.

MGT230 Statistics 5-0-5

An introduction to the following are covered in this course: methods of collection, tabulation, presentation, and analysis of numerical data including frequency distributions, measures of central tendency and dispersion, construction of tables and graphs, probability, sampling, decision-making under uncertainty, study of indexes, simple regression, and correlation. Prerequisite: MTH102 Introductory Algebra I.

MGT250 Business Management Externship 0-9-3

This course has been developed to offer business management students an opportunity to work in a business environment. Students will take this externship in conjunction with MKT206 Principles of Selling and will focus on learning outcomes derived from their externship experience. Prerequisite: Successful completion of the Mid-Program Assessment.

MGT251 Fashion Merchandising and Retail Management Externship 0-9-3

The culmination of skills learned in Fashion Merchandising and Retail Management is applied in a hands-on experience at an appropriate facility. Students will take this course in conjunction with MKT206 Principles of Selling and will focus on learning outcomes derived from their externship experience. Prerequisite: Successful completion of Mid-Program Assessment.

Marketing

MKT101 Merchandising 3-2-4

This web-enhanced course identifies the functions performed by merchandisers and the variety of decisions merchandisers make to satisfy the needs of their customers in a highly competitive market. Background information is presented to develop and effectively implement a merchandise market strategy. Prerequisite: GEN110 Forum on Technology and Resources.

MKT199 Independent Study/Seminar Credit Hours 1-5

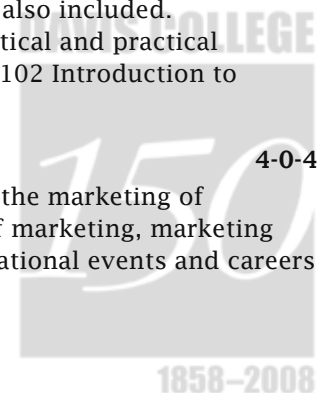
Independent Study/Seminar is designed to provide a student with the opportunity to work on special topics/projects within the field of marketing. (Permission of the Business Administration/Information Technology Department Chairperson is required.)

MKT201 Marketing 5-0-5

Basic marketing principles covering product development and termination, distribution strategies, promotion, pricing, and marketing analysis are covered. Specifics such as conducting marketing research, ethics, the marketing environment, and target market analysis are also included. The student is expected to complete a marketing plan to enhance the theoretical and practical understanding of the marketing decision-making process. Prerequisite: MGT102 Introduction to Business.

MKT203 Sports and Entertainment Marketing 4-0-4

Concepts that differentiate the marketing of sports and entertainment from the marketing of tangible products are studied; and students will apply the basic functions of marketing, marketing products and services through sports, applying market information to recreational events and careers in sports marketing. Prerequisite: MGT102 Introduction to Business.



MKT206 Principles of Selling 4-0-4

Students learn techniques for the development of an effective sales presentation, which includes the approach, securing desire, handling objections, and closing the sale. The student selects a product or service and develops a complete sales presentation and role-plays the presentation in class in order to better understand the selling process. Fundamentals of sales such as understanding consumer buying behavior and relationship management are also explored. Students will also participate in activities to work on their professional portfolio and continue the development of their business network. Students enrolled in Business Management, Fashion Merchandising and Retail Management, Marketing, and Sports and Recreation Marketing will take this course in conjunction with their externship.

MKT220 E-Business Principles and Internet Marketing 3-2-4

This introduction to e-business will focus on electronic commerce foundations such as e-business models; legal, ethical, and social issues; technology issues; global orientation; e-marketing strategies; and the e-marketing plan. Prerequisite: GEN110 Forum on Technology and Resources.

MKT221 Referral-Based Marketing 4-0-4

The Referral-Based Marketing (CNP) class covers every aspect of a well-rounded, referral-based marketing program. The students will clearly understand what they are selling, whether it is themselves for a job or a product or service for a business. Each of the 12 modules represents a highly interactive workshop for each participant.

MKT230 Integrated Marketing Communications 3-2-4

Students will analyze the integrated marketing communications approach businesses utilize in public relations and advertising campaigns. This course will focus on the study of communication activities used to create and maintain favorable relationships between an organization and various public groups, both external and internal. Students will be directed through the process of building an integrated marketing communications plan which will enhance their understanding of the decision-making process. Prerequisites: COM122 Composition II; GEN110 Forum on Technology and Resources.

MKT239 Visual Merchandising 3-2-4

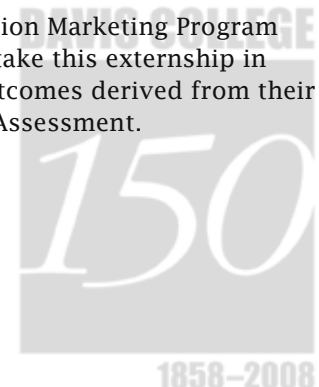
Students will learn hands-on techniques for creating effective visual displays. Emphasis will be placed on basic design elements, use of signage and mannequins, color, lighting, and careers in the visual merchandising area.

MKT250 Marketing Externship 0-12-4

This course has been developed to offer marketing students an opportunity to work in a business environment. Students will take this course in conjunction with MKT206 Principles of Selling and will focus on learning outcomes derived from their externship experience. Prerequisite: Successful completion of Mid-Program Assessment.

MKT255 Sports and Recreation Marketing Externship 0-9-3

The culmination of the skills learned from courses in the Sports and Recreation Marketing Program is applied in a hands-on experience at an appropriate facility. Students will take this externship in conjunction with MKT206 Principles of Selling and will focus on learning outcomes derived from their externship experience. Prerequisite: Successful completion of Mid-Program Assessment.



Mathematics

MTH100 Introduction to Math

4-0-4

This course is designed to improve basic computation skills, as well as introduce the student to some preliminary algebraic manipulations. The material covers whole numbers, fractions, decimals, and integers. Correct terminology will be used. Application problems are used extensively throughout the course.

MTH102 Introductory Algebra I

5-0-5

This course is an introduction to algebra. The content will cover the study of integers, the solution of equations with one and two unknowns, and coordinate graphing. Correct terminology will be taught. Application problems are used extensively throughout the course.

MTH202 Introductory Algebra II

5-0-5

This course is a continuation of Introductory Algebra I, covering polynomials, factoring, algebraic fractions, radicals, and an introduction to statistics. Prerequisite: MTH102 Introductory Algebra I.

MTH299 Independent Study/Seminar

Credit Hours 1-5

Independent study/seminar is designed to provide a student with the opportunity to work on special topics/projects within the field of math. (Permission of the General Education Department Chairperson is required.)

Office Administration

OAM108 Proofreading and Voice Recognition

2-2-3

This course is designed to develop and reinforce proofreading skills. Rules of basic grammar, spelling, and punctuation will be reviewed as students will proofread, edit, and correct documents. Students will practice using a reference manual effectively and efficiently. Throughout the course, the importance of producing mailable/useable copy will be emphasized.

OAM109 Transcription Techniques

1-2-2

This course introduces the student to basic techniques needed to transcribe dictation from digital recording equipment. Basic grammar, spelling, punctuation, and formatting are reviewed through text exercises and the use of an office reference manual. Prerequisite: CAS110 Computer Keyboarding and Concepts or equivalent; Corequisite: WPR120 Word Processing. A grade of "C" or higher must be attained in this class in order to enroll in the next level transcription class.

OAM115 Specialized Transcription

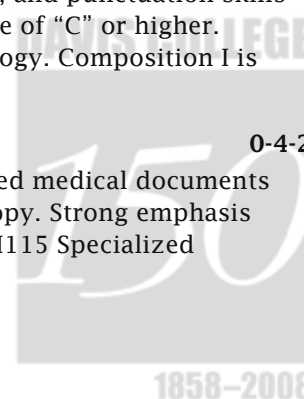
0-4-2

Students will further develop the techniques for acquiring speed and accuracy in transcribing dictation from digital recording equipment into effective mailable correspondence. Students may specialize in various areas of expertise depending on their academic or personal interest. Transcription options are medical, legal, or general. Basic grammar, spelling, and punctuation skills are reviewed. Prerequisite: OAM109 Transcription Techniques, with the grade of "C" or higher. Medical majors have an additional prerequisite of MED101 Medical Terminology. Composition I is strongly recommended prior to taking this course.

OAM116 Advanced Transcription - Medical

0-4-2

Students will continue to use and learn medical transcription. Longer, detailed medical documents will be transcribed from a voice-recording machine into effective, useable copy. Strong emphasis is placed on proofreading. Prerequisites: MED101 Medical Terminology, OAM115 Specialized Transcription, with a grade of "C" or higher.



OAM199 Independent Study/Seminar**Credit Hours 1-5**

Independent Study/Seminar is designed to provide a student with the opportunity to work on special topics/projects within the field of office administration. (Permission of the Administrative and Allied Health Professionals Department Chairperson required.)

OAM219 Administrative Professional Capstone**1-2-2**

Throughout the student's final quarter or second to last quarter, this course will provide assessment for various skill sets within the student's program major. Additionally, students will refine and update their portfolios and present them for final critique. Prerequisites: Successful completion of Mid-Program Assessment, OAM115 Specialized Transcription, and WPR220 Advanced Word Processing. Additional prerequisite for medical: WPR122 Medical Word Processing. Additional prerequisite for legal: WPR131 Legal Word Processing and Terminology II.

OAM221 Administrative Professional Externship**0-9-3**

This course has been developed to afford students an opportunity at the end of their program to utilize and enhance knowledge and skills while receiving hands-on experience working for local businesses. Under supervision the student will perform tasks and procedures and receive feedback on his/her performance. Eligibility requirements: Successful completion of the Mid-Program Assessment, availability during normal weekday working hours (8 AM - 6 PM, Monday - Friday), and a 2.8 GPA in the prerequisite courses listed below. Prerequisites: WPR120 Word Processing, COM121 Composition I, 3 credit CAS/CIS course, OAM108 Proofreading and Voice Recognition, OAM115 Specialized Transcription. Additional prerequisites for Legal: WPR121 and WPR131 Legal Word Processing and Terminology I and II. Additional prerequisites for Medical: MED105 Medical Software Applications, MED109 Administrative Medical Office Procedures, and MED112 Medical Law and Ethics; Corequisite: OAM219 Administrative Professional Capstone.

OAM223 Business Communications**3-2-4**

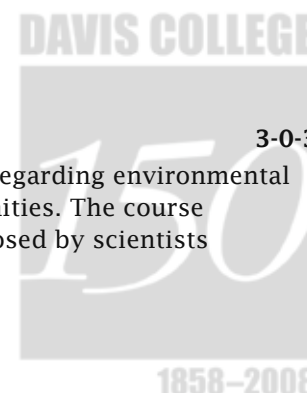
Students will be required to write the various types of correspondence they may be responsible for in business, such as letters, memos, resumes, and electronic communications. The importance of correct mechanics, clear expression, correct style, and thorough planning will be emphasized. In addition to written communication, this course also covers interview techniques, job search techniques, and business etiquette. This is a web-enhanced course. In addition to the classroom, students will receive some assignments and instruction through an Internet site. For maximum student benefit, this course should be taken in a student's last quarter. Prerequisites: COM121 Composition I; GEN110 Forum on Technology and Resources.

OAM234 Professional Development**1-0-1**

The overall goal of professional development is to help prepare the student to begin the job search and gain employment. The student will be required to prepare a professional-looking resume, write a letter of application, and prepare a reference sheet. Professional development students should contact the current Business Communications instructor during the first week of the quarter to set up meeting dates and times. This course should be taken in the student's last quarter. (Required of students receiving transfer credit for OAM223 Business Communications.)

Science**SCI160 Environmental Issues****3-0-3**

The goal of this class is to prepare students to make responsible decisions regarding environmental issues as individuals, citizens, and members of their chosen career communities. The course will challenge students to think critically about various points of view proposed by scientists investigating environmental problems.



SCI165 Nutrition 3-0-3

This class presents a broad-based approach to the study of nutrition and includes scientific principles of the body's use of foods, vitamins, minerals, and water. Students apply critical thinking to controversies surrounding nutrition, additives, and food labeling. Special needs of various age groups are explored: infants, children, nursing mothers, adults, and older adults.

Social Science

SSC130 Contemporary Social Issues 4-0-4

Selected contemporary social issues as they affect the social context in which we live and work are analyzed. Students will explore topics such as drug usage, poverty, environmental concerns, delinquency, and diversity in gender, age, race, and ethnicity.

SSC199 Social Science Seminar Credit Hours 1-5

Students will have the opportunity to explore specific topics/projects in the field of the social sciences. (Permission of the General Education Department Chairperson is required.)

SSC201 Economics 4-0-4

Included in this course are the process and determinants of overall activity and trade among nations, income and employment, supply and demand, and monetary and fiscal policies as they affect the economy and society as a whole. The course includes both micro and macro economic principles.

SSC213 Introduction to Psychology 4-0-4

The science of behavior and mental process is examined. Topics include human development, sensation and perception, states of consciousness, learning, memory, thinking, language, intelligence, motivation, emotion, personality, psychological disorders, therapies, health and well being.

Word Processing

WPR114 Skillbuilding I 1-4-3

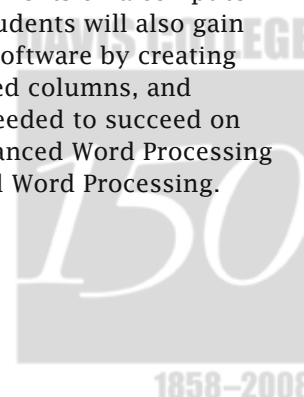
Students will build speed and accuracy on the computer keyboard by taking timed writings and completing practice drills. Students will also develop skills needed in the entry of data utilizing the ten-key pad on the keyboard. This web-enhanced course provides students with foundation skills needed to succeed on the Mid-Program Skills Assessment Test and to be marketable in the work force. Prerequisite: a minimum speed of 20 net words per minute.

WPR115 Skillbuilding II 1-4-3

Students will build upon the speed and accuracy obtained in Skillbuilding I as this is a continuation of that course. Prerequisite: WPR114 Skillbuilding I.

WPR120 Word Processing 1-4-3

Basic procedures of entering, editing, formatting, printing, and storing documents on a computer using a word processing software package will be featured in this course. Students will also gain an understanding of many of the intermediate features of word processing software by creating documents utilizing find and replace, bullets and numbering, tabs and tabbed columns, and headers and footers. This course provides students with foundation skills needed to succeed on the Administrative Professionals Mid-Program Assessment Test and the Advanced Word Processing Course. A grade of "C" or higher is required to advance to WPR220 Advanced Word Processing. Prerequisite: WPR110 Keyboarding.



WPR121 Legal Word Processing and Terminology I**1-4-3**

This course provides a word processing simulation which emphasizes legal terminology and documentation. The student is introduced to various legal documents used in specific areas of law. Producing useable copy from rough draft material is a major component, Legal Word Processing and Terminology is offered as a web-based course. Students communicate with an instructor through e-mail or in person during instructor's office hours. Prerequisites: GEN110 Forum on Technology and Resources, WPR120 Word Processing with a grade of "C" or higher, OAM109 Transcription Techniques.

WPR122 Medical Word Processing**1-4-3**

Students will gain realistic work experience as they simulate the position of the word processing specialist in a medical environment. Throughout the course, students become familiar with a variety of medical documents commonly produced in a medical office. Proofreading, medical terminology, and keyboarding of medical documents at a fast and accurate rate are also emphasized. Medical Word Processing is offered as a web-based course, which allows students to receive all instruction and assignments through an Internet site. Students communicate with an instructor through e-mail or in person during instructor's office hours. Prerequisites: GEN110 Forum on Technology and Resources; WPR120 Word Processing with a grade of "C" or higher.

WPR131 Legal Word Processing and Terminology II**1-4-3**

This course is a continuation of Legal Word Processing and Terminology I. Students will produce additional and more complex legal documents and further their use and understanding of legal terminology. Legal Word Processing and Terminology II is offered as a web-based course. Students communicate with an instructor through e-mail or in person during instructor's office hours. Prerequisite: GEN110 Forum on Technology and Resources, WPR120 Word Processing with a grade of "C" or higher, OAM109 Transcription Techniques.

WPR199 Independent Study/Seminar**Credit Hours 1-5**

Independent Study/Seminar is designed to provide a student with the opportunity to work on special topics/projects within the field of word processing. (Permission of the Administrative and Allied Health Professionals Department Chairperson is required.)

WPR220 Advanced Word Processing**1-4-3**

Students will reinforce skills gained in word processing as it introduces advanced functions of a word processing package, including columns, tables, mail merge, templates, wizards, graphics, and charts. Advanced Word Processing is offered as a web-based course. Students communicate with an instructor through e-mail or in person during instructor's office hours. A grade of "C" or higher is required to advance to OAM219 Administrative Professional Capstone. Prerequisite: GEN110 Forum on Technology and Resources, WPR120 Word Processing with a grade of "C" or higher or skill equivalency in currently used software.

