

HICKEY COLLEGE
COMPENDIUM OF CATALOG COURSE DESCRIPTIONS
ACADEMIC YEARS 1990-91 TO 2016-17

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

This course provides the 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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

AC101 ACCOUNTING PRINCIPLES I (1990-91)

This course provides the 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. (120 Clock Hours—8 Semester Credits)

AC101 ACCOUNTING PRINCIPLES II

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

AC102 ACCOUNTING PRINCIPLES II (1990-91)

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 admissions 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. (120 Clock Hours—8 Semester Credits)

AC102 ACCOUNTING PRINCIPLES III

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

AC103 BUSINESS MATHEMATICS I

This course covers basic mathematical principles as they relate to business and accounting. Students review basic operations including decimals, fractions, 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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

AC104 MATHEMATICS FOR ACCOUNTING

This course is divided into two 4-week modules. During one module, the students receive instruction in the mathematics of annuities, stocks and bonds, and merchandising. During the other module, the students develop speed and accuracy in the use of the electronic calculator. (40 Clock Hours—2 Semester Credits)

AC104 BUSINESS MATHEMATICS II

This course is a continuation of Business Mathematics 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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

AC105 PAYROLL ACCOUNTING

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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

AC106 COMPUTERIZED GENERAL LEDGER

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. (40 Clock Hours—2 Semester Credits)

AC106 ACCOUNTING PRINCIPLES I

This course provides the 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. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

AC107 ESSENTIALS OF ACCOUNTING

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. (40 Clock Hours—2 Semester Credits)

AC107 ACCOUNTING PRINCIPLES II

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. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

AC108 BOOKKEEPING

This course provides the students with an insight into the basic principles of accounting as they apply to business enterprises. Students discuss the accounting cycle and preparation of financial statements. (40 Clock Hours—2 Semester Credits)

AC108 ACCOUNTING PRINCIPLES III

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. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

AC200 COMPUTERIZED GENERAL LEDGER

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 utilize commercial accounting software. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

AC201 INTERMEDIATE ACCOUNTING I

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

AC201 INTERMEDIATE ACCOUNTING (1990-91)

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 assets and 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. (130 Clock Hours—8 Semester Credits)

AC202 COMPUTERIZED ACCOUNTING SIMULATION

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. (30 Clock Hours—2 Semester Credits)

AC202 INTERMEDIATE ACCOUNTING II

This course includes 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. A computerized business simulation is also included. (80 Clock Hours—4 Semester Credits)

AC203 COST ACCOUNTING

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

AC204 FINANCIAL ANALYSIS AND REPORTING

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

AC205 ELECTRONIC SPREADSHEETS

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. (40 Clock Hours—2 Semester Credits)

AC205 COMPUTERIZED ACCOUNTING

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

AC206 FEDERAL INCOME TAX

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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

AC207 INTERMEDIATE ACCOUNTING II

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. (40 Lecture Hours/40 Laboratory Hours—3 Semester Credits)

AC208 FINANCIAL ACCOUNTING

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. (45 Lecture Hours—3 Semester Credits)

AC209 INTERMEDIATE ACCOUNTING I

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. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

AC210 FINANCIAL ACCOUNTING

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. (45 Lecture Hours—3 Semester Credits)

AC210 FINANCIAL ANALYSIS AND REPORTING

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. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

AC211 COMPUTERIZED ACCOUNTING

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. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

AC212 INTRODUCTION TO MANAGERIAL ACCOUNTING

In this course, students focus on the use of accounting in managerial decision making for the purpose of planning and controlling operations. Topics include budgeting, standard costs, direct costing, business segment analysis, cost-volume profit analysis, relevant cost, and cost behavior. Emphasis is placed on performance measurement, activity-based costing and management, responsibility accounting, and method of cost accumulation. (45 Lecture Hours—3 Semester Credits)

AC215 FINANCIAL ACCOUNTING

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. (45 Lecture Hours—3 Semester Credits)

AC306 INTERMEDIATE ACCOUNTING II

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. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

AC307 INTERMEDIATE ACCOUNTING II

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. (45 Lecture Hours/31 Laboratory Hours—4 Semester Credits)

BM201 BUSINESS PRINCIPLES

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. (45 Lecture Hours—3 Semester Credits)

BM202 REPORT WRITING

This course teaches students to apply the principles of successful professional communication to business writing tasks. Students plan, write, and revise a variety of business reports. Students will also practice editing and reviewing the writing of others. Emphasis is given to writing for particular audiences to solve “real world” writing problems. They range in complexity, length, formatting demands, and the manipulating of genre. (45 Lecture Hours—3 Semester Credits)

BM203 PROBLEMS IN BUSINESS

This course provides students with an overview of common business problems. Topics cover traditional business challenges from past and recent business-related case studies. The focus is on decision making and management by company leadership when problems arise. (45 Lecture Hours—3 Semester Credits)

BM204 MARKETING

This course covers marketing in economic systems and society. External influences on marketing objectives and outcomes are discussed as well as marketing as a functional area within organizations. Emphasis is placed on product, pricing, distribution, and promotion decisions. (60 Lecture Hours—4 Semester Credits)

BM205 MARKETING

This course covers marketing in economic systems and society. External influences on marketing objectives and outcomes are discussed as well as marketing as a functional area within organizations. Emphasis is placed on product, pricing, distribution, and promotion decisions. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

BM206 ADVERTISING

In this course, students learn about advertising theories and techniques by studying history, advertising strategies, media placement, budgeting, personnel management, branding, planning, preparing, researching, and promoting. Ethical implications, economic factors, and behavioral influences within advertising will also be examined. (45 Lecture Hours—3 Semester Credits)

BM207 INTERNATIONAL BUSINESS

This course is designed to provide a study of international business operations including the nature of international business, international environments, foreign exchange, marketing, finance, global trade, and global competitiveness and strategies. (45 Lecture Hours—3 Semester Credits)

BM208 SOCIAL MEDIA MANAGEMENT

In this class, students will learn to plan and execute a professional social media campaign using several online outlets. (19 Clock Hours—1 Semester Credit)

BM219 BUSINESS PRINCIPLES

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. (57 Clock Hours—3 Semester Credits)

BM301 SUPERVISION AND LEADERSHIP

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. In addition, the course will focus on leadership styles and their impact on organizations. (45 Lecture Hours—3 Semester Credits)

CA104 DATABASE CONCEPTS

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. (12 Lecture Hours/26 Laboratory Hours—1 Semester Credit)

CA106 COMPUTER APPLICATIONS--*NIX

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. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

CA109 MICROSOFT OPERATING SYSTEMS

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. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

CA110 COMPUTER CONCEPTS (1993-95)

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. (80 Clock Hours—4 Semester Credits)

CA110 COMPUTER CONCEPTS

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 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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

CA111 COMPUTER APPLICATIONS—DOS

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA112 COMPUTER APPLICATIONS—UNIX

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA113 PC HARDWARE & DIAGNOSTICS

This course teaches microcomputer 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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA114 DATABASE CONCEPTS

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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CA115 DATABASE APPLICATIONS

In this course students learn advanced theories of database design. Students design, critique, optimize, and implement database solutions to business applications. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

CA116 SOFTWARE DOCUMENTATION DEVELOPMENT

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. (80 Clock Hours—4 Semester Credits)

CA116 MICROSOFT OPERATING SYSTEMS

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA117 VISUAL BASIC PROGRAMMING**CA117 BASIC PROGRAMMING (1995-1998)**

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA118 INTRODUCTION TO WINDOWS

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). (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA119 NETWORKS

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA120 NETWORK ADMINISTRATION

This course teaches 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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CA121 WEB DEVELOPMENT

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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CA122 ADVANCED VISUAL BASIC PROGRAMMING

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA123 WEB AUTHORIZING TOOLS

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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CA124 ADVANCED OPERATING SYSTEMS

This course is a continuation of the study of popular Microsoft operating systems with further development of skills in installation, configuration, and troubleshooting techniques. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA125 PC HARDWARE AND DIAGNOSTICS

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA126 NETWORKS

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. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

CA130 PROGRAMMING LOGIC

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

CA132 PC HARDWARE AND DIAGNOSTICS

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. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

CA133 NETWORK ADMINISTRATION

This course teaches 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. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

CA200 INTRODUCTION TO C PROGRAMMING

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA201 ADVANCED C PROGRAMMING

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA202 INTRODUCTION TO COBOL PROGRAMMING

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA203 ADVANCED COBOL PROGRAMMING

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA204 ASSEMBLY PROGRAMMING

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. (40 Clock Hours—2 Semester Credits)

CA205 ADVANCED BASIC PROGRAMMING

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA206 NETWORKS

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 the network software on a server and activating workstations as well as organizing the server and adding users. Topics covered include network topologies, protocols, and the seven layers of the OSI Model. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA207 C++ PROGRAMMING

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 classes and supporting libraries. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA210 PROJECT DEVELOPMENT**CA210 ADVANCED PROJECT DEVELOPMENT [1998-2016]**

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. (80 Laboratory Hours—2 Semester Credits)

CA211 MICROSOFT INTEGRATION

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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CA212 PROJECT DEVELOPMENT

In this course students complete multiweek projects that require applications 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. (10 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

CA213 INTRODUCTION TO COBOL PROGRAMMING

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA214 ADVANCED COBOL PROGRAMMING

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA215 C PROGRAMMING

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA216 INTRODUCTION TO VISUAL C++ PROGRAMMING

This introductory course explores the relationship between C and Visual C++. Students are introduction to object-oriented programming concepts. Students develop Windows applications using the object-oriented techniques available through Visual C++. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA217 ADVANCED VISUAL C++ PROGRAMMING

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++. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA218 INTRODUCTION TO C++

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA219 IT CUSTOMER SUPPORT

This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

CA220 VISUAL BASIC PROGRAMMING

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA220 VISUAL C++

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++. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA221 JAVA

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). (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA223 OBJECT-ORIENTED PROGRAMMING

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. (22 Lecture Hours/35 Laboratory Hours—2 Semester Credits)

CA224 .NET PROGRAMMING

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. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

CA225 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS

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. (22 Lecture Hours/35 Laboratory Hours—2 Semester Credits)

CA226 IT CUSTOMER SUPPORT

This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry. (12 Lecture Hours/26 Laboratory Hours—1 Semester Credit)

CA227 MICROSOFT INTEGRATION

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. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

CA228 OBJECT-ORIENTED PROGRAMMING

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA229 LINUX ADMINISTRATION

In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, services, and system hardware. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CA230 LINUX ADMINISTRATION

In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, services, and system hardware. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

CA319 ADVANCED C++

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 the principles of OOP design to write programs to solve business problems. Additionally, students learn to respond to keyboard and mouse events in Visual C++. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA320 VISUAL C++

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++. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA321 JAVA

This course instructs students in the use of 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). (45 Lecture Hours/31 Laboratory Hours—4 Semester Credits)

CA324 ADVANCED .NET PROGRAMMING

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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CA325 ADVANCED PROJECT DEVELOPMENT

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. (10 Lecture Hours/66 Laboratory Hours—2 Semester Credits)

CA326 ADVANCED VISUAL BASIC PROGRAMMING

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 incorporating database connections inside Visual Basic code. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA327 IMPLEMENTING AND ADMINISTERING SQL SERVERS

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA328 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA329 MANAGING A MICROSOFT NETWORK ENVIRONMENT

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. (45 Lecture Hours/31 Laboratory Hours—4 Semester Credits)

CA330 DESIGNING SECURITY FOR A MICROSOFT NETWORK

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. (45 Lecture Hours/31 Laboratory Hours—4 Semester Credits)

CA331 IMPLEMENTING AND ADMINISTERING SQL SERVERS

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. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

CA334 ADVANCED .NET PROGRAMMING

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. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

CA336 JAVA

This course instructs students in the use of 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). (16 Lecture Hours/60 Laboratory Hours—2 Semester Credits)

CA337 MANAGING A MICROSOFT NETWORK ENVIRONMENT

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. (16 Lecture Hours/60 Laboratory Hours—2 Semester Credits)

CA338 DESIGNING SECURITY FOR A MICROSOFT NETWORK

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. (10 Lecture Hours/66 Laboratory Hours—2 Semester Credits)

CU101 COMMERCIAL KITCHEN SKILLS AND PROCEDURES

Students are introduced to culinary history, safety and sanitation, tools and equipment, culinary terminology, and knife skills. The course also includes an introduction to the principles of cooking, flavors and flavoring, dairy products, grains and starches, fruits and vegetables, and mise en place preparation. Students will have hands-on instruction on the proper preparation of hot and cold vegetables, potatoes, and pasta dishes. Students are presented with a comprehensive program of the breakfast and mid-day meal service. Attention is focused on the ability to prepare a variety of breakfast dishes, salads and salad dressing, and mid-day meal entrees. (14 Lecture Hours/81 Laboratory Hours—3 Semester Credits)

CU102 SOUPS, STARCHES AND SAUCES

Sauces help to complement and enhance dishes in all cuisines. Students begin by using fresh ingredients to prepare stocks such as beef, chicken, veal, and fish. These provide the base for all “mother” sauces. Preparation of consommés, cream, and bean soups as well as their thickening agents is emphasized. Additional sauce proficiency is acquired as technique and procedure are refined. Through lecture, demonstration, and hands-on experience, students are introduced to a variety of ingredients required to produce soups and sauces. In the laboratory, students will prepare a variety of pastas, rice, and potatoes. (14 Lecture Hours/81 Laboratory Hours—3 Semester Credits)

CU103 MEAT AND POULTRY ARTS

Students are introduced to the fabrication of primal cuts of meat and poultry for various industry operations. Emphasis is given to portion control, purchasing, costing, and the utilization of by-products. Attention and encouragement are given to creativity and individual plate presentation. (14 Lecture Hours/81 Laboratory Hours—3 Semester Credits)

CU104 FISH AND SHELLFISH ARTS

This course is designed to introduce the student to the processes of purchasing, receiving, and handling fish and shellfish. Attention is given to techniques and procedures for fabricating fresh fish. Fundamental cooking concepts are introduced early on. Students progress through economical and attractive plate presentations. Emphasis is placed on the total use of whole fish, shellfish, and mollusk. (14 Lecture Hours/81 Laboratory Hours—3 Semester Credits)

CU105 BREADS, CAKES AND PASTRY ARTS

Students are introduced to the basic information, procedures, and techniques necessary for an understanding and application of the function of baking ingredients. Product differentiation and ingredients identification are developed along with the application of weights and measures. Each student produces an assortment of breads, rolls, Danish, and a variety of other bakery products. Students are exposed to advanced skills and decorating techniques required for the production of high-quality pastry products. Each student participates in producing items such as variety pies, tarts, puff pastry, and

pate choux products. Assorted cookies, mousses, hot and cold soufflés, European-style tortes, marzipan, and pastillage are produced. (14 Lecture Hours/81 Laboratory Hours—3 Semester Credits)

CU105 BREADS, CAKES AND PASTRY ARTS

Students are introduced to the basic information, procedures, and techniques necessary for an understanding and application of the function of baking ingredients. Product differentiation and ingredients identification are developed along with the application of weights and measures. Each student produces an assortment of breads, rolls, Danish, and a variety of other bakery products. Students are exposed to advanced skills and decorating techniques required for the production of high-quality pastry products. Each student participates in producing items such as variety pies, tarts, puff pastry, and pate choux products. Assorted cookies, mousses, hot and cold soufflés, European-style tortes, marzipan, and pastillage are produced. (14 Lecture Hours/81 Laboratory Hours—3 Semester Credits)

CU106 GARDE MANGER AND CHARCUTERIE

Students are exposed to the “Garde Manger” department by applying proper techniques for cold food presentation. Attention is given to the proper care and use of tools for grinding and smoking as well as the handling of forcemeats to create a variety of sausage. Students are introduced to the organization and responsibilities of the cold kitchen. Attention to detail in the production of pates en croute, terrines, hors d’oeuvres, and classical garnishes is given. Students are exposed to using tallow for displays as well as creating centerpieces from blocks of ice. (15 Lecture Hours/85 Laboratory Hours—3 Semester Credits)

CU110 MATHEMATICS FOR CULINARY ARTS

This course enables foodservice professionals to solve culinary problems using fundamental math skills including cost per serving, adjusting recipe yields, and total cost and quantity of recipes. Students will learn how to demonstrate proper scaling and measurement techniques. Emphasis will also be placed on determining menu prices, utilizing proper cost controls, payroll taxes, tip credit, and other employee-related tax computations. Students will also gain a solid understanding of financial statements as they relate to the hospitality industry. (60 Lecture Hours—4 Semester Credits)

CU111 SAFETY, SANITATION AND KITCHEN DESIGN

This course enables foodservice professionals to meet the sanitation requirements and controls of a food-production operation. Students are introduced to the practices of preventing food-borne illnesses through a study of the principles of food-borne illness, sanitation, personal hygiene, health regulations, and inspections. The safe use, cleaning, and maintenance of equipment are stressed. The principles of HACCP will be studied. Students are also introduced to the proper procedures for the design of a professional kitchen. Each student designs a foodservice facility and menu. This course was developed from the Conference for Food Protection (CFP) guidelines and FDA Food Code. Successful completion of the ServSafe exam is a requirement of this course. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CU112 SUPERVISION IN THE HOSPITALITY INDUSTRY

Students are introduced to the principles of hospitality management and the chef as supervisor and leader by applying wisdom of leadership theory to the realities of the hospitality industry in down-to-earth terms. Topics include the organization of industry segments; services provided by the lodging, food and beverage industry; career opportunities; principles of leading human resources; communication; motivation; quality; training; and team performance. (48 Lecture Hours—3 Semester Credits)

CU113 PURCHASING AND STOREROOM PROCEDURES

This course is designed to provide a basic understanding of the principles of purchasing food, beverage, equipment, contract services, and supplies. Primary focus is on product identification, supplier selection, and the ordering, receiving, storing, and issuing process. Students gain hands-on experience with inventory, proper receiving and issuing techniques, product quality, comparison testing, and various purchasing systems. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CU114 COMPUTER APPLICATIONS FOR FOODSERVICE

This course provides an introduction to computer concepts. Topics include the operating system, spreadsheets, word processing, and database management. Students are also introduced to Internet research strategies to locate resources useful in the culinary arts field. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CU115 COMPUTER APPLICATIONS FOR FOODSERVICE

This course provides an introduction to computer concepts. Topics include the operating system, spreadsheets, word processing, and database management. Students are also introduced to Internet research strategies to locate resources useful in the culinary arts field. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

CU116 WINES, SPIRITS AND BEVERAGES

Students receive an overview of the major wine regions of Europe and America. The how-to of wine making, wine label reading, and champagne fermentation are thoroughly discussed. The course explains marketing and merchandising techniques helpful in today's foodservice institutions. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CU117 PURCHASING AND COST CONTROL

This course is an introduction to the operation of the purchasing, inventory, maintenance, storage, and disbursement of food and kitchen supplies. Emphasis is placed on methods used to solve mathematical problems that relate to food service operations. Topics covered include operations with decimals, percents, weights and measures, recipe conversions, menu pricing, food costs, inventories, break-even analysis, and financial statements. (40 Lecture Hours—2 Semester Credits)

CU118 DINING ROOM SERVICE AND MANAGEMENT

In this course, students learn the basics of the front-of-the-house dining room operations. Included will be styles of service, the basics of service, an analysis of all dining room positions, customer service, human resource skills, and restaurant concepts. Additionally, the students learn the basic skills of either front- or back-of-the-house operations. (40 Lecture Hours—2 Semester Credits)

CU124 NUTRITION

Students are introduced to basic scientific nutritional concepts by applying fundamental nutritional principles to food preparation and menu planning. The essential requirements of various age, social, and at-risk health groups are evaluated as well as scientific evidence linking nutrition with disease. Characteristics, functions, and sources of each nutrient are explored. Students learn to manage their weight, exercise, and nutrition over the life cycle. Students also learn the fundamental attributes of chemical reactions. Included are the properties of matter, interactions between molecules, acids and bases, and basic biochemical principles. (48 Lecture Hours—3 Semester Credits)

CU127 MATHEMATICS FOR CULINARY ARTS

This course enables foodservice professionals to solve culinary problems using fundamental math skills including cost per serving, adjusting recipe yields, and total cost and quantity of recipes. Students will learn how to demonstrate proper scaling and measurement techniques. Emphasis will also be placed on determining menu prices, utilizing proper cost controls, payroll taxes, tip credit, and other employee-related tax computations. Students will also gain a solid understanding of financial statements as they relate to the hospitality industry. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CU128 SUPERVISION IN THE HOSPITALITY INDUSTRY

Students are introduced to the principles of hospitality management and the chef as supervisor and leader by applying wisdom of leadership theory to the realities of the hospitality industry in down-to-earth terms. Topics include the organization of industry segments; services provided by the lodging, food, and beverage industry; career opportunities; principles of leading human resources; communication; motivation; quality; training; and team performance. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CU136 DINING ROOM SERVICE AND MANAGEMENT

In this course, students learn the basics of the front-of-the-house dining room operations. Included will be styles of service, the basics of service, an analysis of all dining room positions, customer service, human resource skills, and restaurant concepts. Additionally, the students learn the basic skills of either front- or back-of-the-house operations. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

CU201 CLASSICAL CUISINE

This course improves the student's culinary foundation through the preparation and presentation of classical French menus. Students prepare a classical French menu daily following the principles and disciplines of Auguste Escoffier. (14 Lecture Hours/81 Laboratory Hours—3 Semester Credits)

CU202 INTERNATIONAL CUISINE

Students prepare a variety of global cuisines daily using fresh indigenous products and current foodservice trends. Students are introduced to world cuisines, cultures, and food presentations. (27 Lecture Hours/153 Laboratory Hours—6 Semester Credits)

CU203 CULINARY ARTS EXTERNSHIP

This externship is scheduled during the last 12 instructional weeks of the program. Students have the opportunity to apply skills learned through theory and hands-on application in a practical/professional environment. The externship experience is supervised and evaluated by personnel at the externship site and by college faculty. (360 Externship Hours—8 Semester Credits)

CU211 FOOD AND BEVERAGE MANAGEMENT

Students are introduced to the principles of food production and service management. Purchasing, receiving, and bar management are studied. Menu planning as well as banquet preparation are addressed. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CU212 ESSENTIALS OF EMPLOYEE MANAGEMENT

The students are exposed to preparation for management positions in the hospitality industry. Attention is given to motivational techniques, management by objectives, and the role of the mass media. (40 Lecture Hours—2 Semester Credits)

CU215 GARDE MANGER AND CHARCUTERIE

Students are exposed to the “Garde Manger” department by applying proper techniques for cold food presentation. Attention is given to the proper care and use of tools for grinding and smoking as well as the handling of forcemeats to create a variety of sausage. Students are introduced to the organization and responsibilities of the cold kitchen. Attention to detail in the production of pates en croute, terrines, hors d’œuvres, and classical garnishes is given. Students produce and are exposed to decorative centerpieces and displays. (20 Lecture Hours/132 Laboratory Hours—5 Semester Credits)

CU216 GARDE MANGER AND CHARCUTERIE

Students are exposed to the “Garde Manger” department by applying proper techniques for cold food presentation. Attention is given to the proper care and use of tools for grinding and smoking as well as the handling of forcemeats to create a variety of sausage. Students are introduced to the organization and responsibilities of the cold kitchen. Attention to detail in the production of pates en croute, terrines, Hors d’œuvres, and classical garnishes and displays. (117 Clock Hours – 4 Semester Credits)

CU219 INTERNATIONAL CUISINE

Students prepare a variety of global cuisines daily using fresh indigenous products and current foodservice trends. Students are introduced to world cuisines, cultures, and food presentations. (20 Lecture Hours/132 Laboratory Hours—5 Semester Credits)

CU220 CULINARY ARTS EXTERNSHIP

This unpaid externship is scheduled during the last eight instructional weeks of the program. Students have the opportunity to apply skills learned through theory and hands-on application in a practical/professional environment. The externship experience is supervised and evaluated by personnel at the externship site and by college faculty. (240 Externship Hours—5 Semester Credits)

EN101 BUSINESS COMMUNICATIONS I

This course provides the students with a review of grammar and sentence structure. Students gain an understanding of the structural relationships between words and phrases as they apply fundamental rules of grammar to sentence composition. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

EN102 BUSINESS COMMUNICATIONS II

This course is a continuation of Business Communications 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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

EN103 BUSINESS COMMUNICATIONS III

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

EN104 ORAL COMMUNICATIONS

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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

EN105 BUSINESS CORRESPONDENCE

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. (20 Clock Hours—1 Semester Credit)

EN105 WRITTEN COMMUNICATIONS

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. (20 Clock Hours—1 Semester Credit)

EN105 WRITTEN EXPRESSION

This course is designed to help students develop more effective written communication skills. The course focuses on grammatical structures necessary to produce clear, correct, and effective communications. Activities focus on writing effective sentences, building effective paragraphs, and properly organizing essays, letters, and memos. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

EN106 BUSINESS COMMUNICATIONS

This course covers the principles of effective communication that the students requires to function in an office. A comprehensive review and reinforcement of language arts skills is the focus of this course. The students review such topics as language structure, verbs, plurals, possessives, pronouns, and subject-verb agreement. In addition, when the review of grammar principles has been completed, the study of punctuation begins. This course includes instruction in the use of end marks and commas. Students apply the rules learned by editing sentences, paragraphs, and business letters. (80 Clock Hours—5 Semester Credits)

EN106 WRITTEN EXPRESSION

This course is designed to help students develop more effective written communication skills. The course focuses on grammatical structures necessary to produce clear, correct, and effective communications. Activities focus on writing effective sentences, building effective paragraphs, and properly organizing essays, letters, and memos. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

EN109 ADVANCED BUSINESS COMMUNICATIONS

This course is a continuation of Business Communications. The students conclude an extensive study of punctuation. The students also receive instruction in capitalization and number usage. The students also develop and write several different types of correspondence, including request letters, claim and adjustment letters, and memorandums. (30 Clock Hours—2 Semester Credits)

EN110 BUSINESS COMMUNICATIONS II

This course provides a review of grammar principles and a study of punctuation. The students are instructed in the proper usage of end marks and commas. (20 Clock Hours—1 Semester Credit)

EN111 BUSINESS COMMUNICATIONS III

As the students progress through their punctuation studies, they apply the rules learned by editing sentences, paragraphs, and business letters. (20 Clock Hours—1 Semester Credit)

EN112 ADVANCED BUSINESS COMMUNICATIONS

This course is a continuation of Business Communications. The students conclude an extensive study of punctuation. The students also receive instruction in capitalization and number usage. The students also develop and write several different types of correspondence, including request letters, claim and adjustment letters, and memorandums. (80 Clock Hours—5 Semester Credits)

EN112 BUSINESS COMMUNICATIONS IV

This course is a continuation of Business Communications III. The students conclude an extensive study of punctuation. The students also begin instruction in capitalization and number usage. (20 Clock Hours—1 Semester Credit)

EN113 BUSINESS COMMUNICATIONS V

Students conclude their studies in capitalization and number usage. This course is also designed to introduce the principles of writing effective business correspondence. Students move from organizing basic thoughts to composition of request letters and letters dealing with effective response. Emphasis is placed on projecting a positive tone and building and maintaining goodwill. (20 Clock Hours—1 Semester Credit)

EN120 ORAL COMMUNICATIONS I

This course is a presentation of the fundamental principles of the oral communication process. The various components of the process, the importance of the skill of active listening, and the importance of both verbal and nonverbal communication are emphasized. (20 Clock Hours—1 Semester Credit)

EN121 ORAL COMMUNICATIONS II

This course is especially designed to focus on the unique communication skills required to use the telephone professionally and successfully. Correct techniques for placing and receiving telephone calls as well as effective screening and message taking procedures are thoroughly covered. (20 Clock Hours—1 Semester Credit)

EN200 PUBLIC SPEAKING

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. (60 Lecture Hours—4 Semester Credits)

EN201 WRITTEN COMMUNICATIONS

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 letters, adjustment letters, and memorandums. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

EN202 WRITTEN COMMUNICATIONS

Students begin to utilize their skills to compose more difficult correspondence. Students work on persuasive writing, writing dealing with credit and collection, as well as writing related to employment. (20 Clock Hours—1 Semester Credit)

EN206 BUSINESS COMMUNICATIONS IV

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

EN210 PUBLIC SPEAKING

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. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

EN215 RESEARCH AND REPORT WRITING

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

EN301 EFFECTIVE COMMUNICATION

This course advances the students' knowledge of professional oral and written communicative skills for utilization within a business organization. (45 Lecture Hours—3 Semester Credits)

EN315 RESEARCH AND REPORT WRITING

This course further develops the students' knowledge of the fundamental requirements for effective communication and addresses the role of reports in business. Students develop general research skills and produce simple and complex business reports. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

FI301 FUNDAMENTALS OF FINANCE

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. (45 Lecture Hours—3 Semester Credits)

GD100 DRAWING

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. (20 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD101 ELECTRONIC DRAWING I

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. (20 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD105 ELECTRONIC DRAWING I

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

GD105 DRAWING II

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. (40 Clock Hours—1 Semester Credit)

GD105 ELECTRONIC DRAWING I

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. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD106 ELECTRONIC DRAWING II

In this course students learn to use an image-editing program to generate raster-based images and to prepare photographic files for print production. (10 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

GD106 DRAWING III

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

GD108 ELECTRONIC DRAWING II

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. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD110 DESIGN AND COLOR

In this course students explore the basic principles and elements of two-dimensional design techniques and color theory. Students learn to identify these elements in successful designs and also learn to use these elements to solve their own design problems. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD111 WEB DEVELOPMENT WITH HTML

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. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

GD115 TYPOGRAPHY I

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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

GD116 INTRODUCTION TO PRODUCTION

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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

GD116 ADVERTISING PRODUCTION

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. (40 Clock Hours—2 Semester Credits)

GD117 GRAPHIC DESIGN

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. (40 Clock Hours—2 Semester Credits)

GD117 GRAPHIC DESIGN (1993-94)

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. (60 Clock Hours—2 Semester Credits)

GD117 GRAPHIC DESIGN DEVELOPMENT AND PRACTICE

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

GD118 TYPOGRAPHY II

In this course students continue to develop their typographic skills. Students design letterforms, learn to use type appropriately, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

GD119 HISTORY OF GRAPHIC DESIGN

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. (40 Lecture Hours—2 Semester Credits)

GD120 STUDIO PROCEDURES

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. (20 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD122 ILLUSTRATION

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. (20 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD123 COMPREHENSIVE ILLUSTRATION

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. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

GD124 WEB DEVELOPMENT WITH HTML

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

GD125 ADVERTISING

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. (40 Clock Hours—2 Semester Credits)

GD125 DRAWING

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. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

GD126 MULTIMEDIA AND ANIMATION

In this course, students apply design principles and utilize a popular authoring tool to create multimedia applications that include animation. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

GD200 STUDIO PROCEDURES II

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. (80 Clock Hours—3 Semester Credits)

GD200 DESIGN AND PRESENTATION DEVELOPMENT

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 completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product. (120 Laboratory Hours—4 Semester Credits)

GD201 ADVERTISING ART PORTFOLIO (1993-94)

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. (80 Clock Hours—3 Semester Credits)

GD201 ADVERTISING ART PORTFOLIO (1994-95)

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. (40 Clock Hours—1 Semester Credit)

GD201 ADVERTISING ART PORTFOLIO

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

GD202 WEB DESIGN FOR GRAPHIC DESIGNERS

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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

GD203 ADVANCED MULTIMEDIA AND ANIMATION

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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

GD204 HISTORY OF GRAPHIC DESIGN

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

GD206 DESIGN AND PRESENTATION DEVELOPMENT

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. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD208 ADVANCED MULTIMEDIA AND ANIMATION

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. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

GD221 TYPOGRAPHY II

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. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

GD300 ADVERTISING ART PORTFOLIO

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. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD301 ADVERTISING ART PORTFOLIO

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. (45 Lecture Hours/31 Laboratory Hours—4 Semester Credits)

GD303 SOCIAL MEDIA MANAGEMENT

In this class, students will learn to plan and execute a professional social media campaign using several online outlets. (12 Lecture Hours/7 Laboratory Hours—1 Semester Credit)

GE110 MATH EXPLORATIONS

This course is designed to provide a general survey of mathematical topics that are useful in the contemporary world and the further study of mathematics. These topics include set theory, logic, number representation and calculation, number theory and the real number system, consumer mathematics and financial management, measurement, algebraic equations and inequalities, and graphing and functions. (45 Lecture Hours—3 Semester Credits)

GE150 INTRODUCTION TO LOGIC

This course introduces students to the fundamentals of logical theory and its application in the development and evaluation of arguments. (45 Lecture Hours—3 Semester Credits)

GE201 COLLEGE ALGEBRA

This course is designed to provide a study of mathematical models, problem solving, functions, systems of linear equations and inequalities, and how algebra can model and solve authentic real-world problems. Topics covered: algebraic expressions and real numbers, algebra of functions, exponents, graphing, and scientific notation. (45 Lecture Hours—3 Semester Credits)

GE202 COMPOSITIONAL WRITING AND RHETORIC

This course focuses on the development of fluency and productivity in writing and on the development of effective techniques for revising and editing papers for a variety of purposes and audiences. (45 Lecture Hours—3 Semester Credits)

GE203 MASS COMMUNICATIONS

This course focuses on the past, present, and future of mass media including its history, theoretical foundations, models of mass communication, study of different types of mass media, gatekeeping, legal issues, ethical concerns, and mass media's impact on culture. Emphasis is placed on effects of media on U.S. society and global society including economic, political, historical, and technological issues. (45 Lecture Hours—3 Semester Credits)

GE205 INTRODUCTION TO ECONOMICS

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. (45 Lecture Hours—3 Semester Credits)

GE206 INTRODUCTION TO PSYCHOLOGY

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. (45 Lecture Hours—3 Semester Credits)

GE207 SPEECH

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. (45 Lecture Hours—3 Semester Credits)

GE208 INTRODUCTION TO SOCIOLOGY

In addition to the basic sociological concepts and methodology, in this course students study modern social problems in areas such as 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. (45 Lecture Hours—3 Semester Credits)

GE210 AMERICAN GOVERNMENT AND POLITICS

This course describes the organization and structure of American federalism, political parties, interest groups, Congress, the Presidency, and the federal courts. Students examine many forces that affect the political system, such as public opinion, the media, personality, culture, and tradition. (45 Lecture Hours—3 Semester Credits)

GE210 QUANTITATIVE LITERACY

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. (60 Lecture Hours—4 Semester Credits)

GE220 PHYSICAL GEOGRAPHY

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. (45 Lecture Hours—3 Semester Credits)

GE221 INTRODUCTION TO ENVIRONMENTAL SCIENCE

In this course, the students gain a general understanding of environmental science; the interdisciplinary relationship between the applied and theoretical aspects of human impact on the world; and how the issues relate to a wider variety of disciplines including geology, biology, ecology, chemistry, sociology, and geography. (45 Lecture Hours—3 Semester Credits)

GE301 ETHICS

This course introduces 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, personal relationships, and personal conduct. An objective of this course is to stimulate personal reflection and group dialogue. (45 Lecture Hours—3 Semester Credits)

GE302 INTERPERSONAL COMMUNICATIONS

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. (45 Lecture Hours—3 Semester Credits)

GE303 PERSONALITY THEORY

This course is an introduction to various viewpoints on the nature and development of personality. Theories of various schools of psychology—Freudian and neo-Freudian, trait, biological, existentialist, behaviorist, and cognitive—are studied. Personality testing and personality change are explored. (45 Lecture Hours—3 Semester Credits)

GE304 COMPOSITIONAL WRITING AND RHETORIC

This course focuses on the development of fluency and productivity in writing and on the development of effective techniques for revising and editing papers for a variety of purposes and audiences. (45 Lecture Hours—3 Semester Credits)

GE310 STATISTICS

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 fundamentals of descriptive statistics. (45 Lecture Hours—3 Semester Credits)

GS110 MATH EXPLORATIONS

This course is designed to provide a general survey of mathematical topics that are useful in the contemporary world and the further study of mathematics. These topics include set theory, logic, number representation and calculation, number theory and the real number system, consumer mathematics and financial management, measurement, algebraic equations and inequalities, and graphing and functions. (33 Lecture Hours/24 Laboratory hours—3 Semester Credits)

GS124 FUNDAMENTALS OF CHEMISTRY

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

GS125 FUNDAMENTALS OF CHEMISTRY

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. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

GS126 SCIENCE OF NUTRITION

Students are introduced to basic scientific nutritional concepts by applying fundamental nutritional principles to food preparation and menu planning. The essential requirements of various age, social, and at-risk health groups are evaluated as well as scientific evidence linking nutrition with disease. Characteristics, functions, and sources of each nutrient are explored. Students learn to manage their weight, exercise, and nutrition over the life cycle. Students also learn the fundamental attributes of chemical reactions. Included are the properties of matter; interactions between molecules, acids, and bases; and basic biochemical principles. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

GS127 SCIENCE OF NUTRITION

Students are introduced to basic scientific nutritional concepts by applying fundamental nutritional principles to food preparation and menu planning. The essential requirements of various age, social, and at-risk health groups are evaluated as well as scientific evidence linking nutrition with disease. Characteristics, functions, and sources of each nutrient are

explored. Students learn to manage their weight, exercise, and nutrition over the life cycle. Students also learn the fundamental attributes of chemical reactions. Included are the properties of matter, interactions between molecules, acids and bases, and basic biochemical principles. (60 Lecture Hours—4 Semester Credits)

GS200 ECONOMICS

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 the economic systems of the 2000s. (60 Lecture Hours—4 Semester Credits)

GS201 PSYCHOLOGY

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. (60 Lecture Hours—4 Semester Credits)

GS203 ECONOMICS

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 the economic systems of the 2000s. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

GS204 PSYCHOLOGY

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. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

GS210 SOCIOLOGY

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. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

HP101 INTRODUCTION TO THE HOTEL INDUSTRY

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. (40 Clock Hours—2 Semester Credits)

HP101 INTRODUCTION TO THE TRAVEL AND HOTEL INDUSTRIES

This course gives students an overview of the major components of the travel industry including history, growth, and government regulation of travel. An overview of the lodging industry yesterday and today is also presented. Career opportunities are highlighted as well as terminology relevant to both industries. (40 Clock Hours—2 Semester Credits)

HP102 SCHEDULING RESERVATIONS, TRIP PLANNING, TERMINOLOGY

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. (40 Clock Hours—2 Semester Credits)

HP103 FRONT OFFICE MANAGEMENT

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. (40 Clock Hours—2 Semester Credits)

HP105 SALES & MARKETING FOR TRAVEL AND HOSPITALITY

This course teaches the theory of marketing and sales in the industry. Basic direct sales and telemarketing techniques are discussed. It includes the study of defining the tourism product; psychology of the traveler; corporate image development; and effective advertising, publicity, and promotion. (40 Clock Hours—2 Semester Credits)

HP201 HOTEL COMPUTER AUTOMATION

In this course, the fundamentals of hotel computer automation are presented. Students are introduced to the concepts of automated reservations using a simulated reservation/registration computer system. (40 Clock Hours—2 Semester Credits)

HP202 HOTEL COMPUTER AUTOMATION II

Using the concepts presented in Hotel Computer Automation I, emphasis in this course is placed on accessing client information, determining room availability, entering reservations, posting room charges, and generating final billing. (20 Clock Hours—1 Semester Credit)

HP202 FOOD AND BEVERAGE MANAGEMENT

This course is an introduction to the areas of food and beverage management. Food and beverage service staff, food service and production, catering and beverage divisions, and cost analysis in each of these areas are discussed. (40 Clock Hours—2 Semester Credits)

HP203 BACK OFFICE MANAGEMENT

This course continues the study of office management in the hospitality industry, focusing on back office activities. Topics include credit and credit procedures, the city ledger, audit procedures and reports, and hotel statistics. (20 Clock Hours—1 Semester Credit)

HP260-W EXTERNSHIP

This 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 fields. (160 Externship Hours—3 Semester Credits)

HP260 TRAVEL/HOSPITALITY EXTERNSHIP

This externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in local hotels, travel agencies, or other businesses in the travel and hospitality fields. (240 Externship Hours—5 Semester Credits)

HP260 TRAVEL/HOSPITALITY EXTERNSHIP

This externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in local hotels, travel agencies, or other businesses in the travel and hospitality fields. (270 Externship Hours—6 Semester Credits)

MD100 MEDICAL TERMINOLOGY (1990-91)

Students study the language of medicine 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. (60 Clock Hours—4 Semester Credits)

MD100 MEDICAL TERMINOLOGY I (1991-92)

Students study the language of medicine 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. (40 Clock Hours—2 Semester Credits)

MD100 MEDICAL TERMINOLOGY I

Students study the language of medicine 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. (20 Clock Hours—1 Semester Credit)

MD101 MEDICAL OFFICE PROCEDURES I

This course is an introduction to the functions and practices of the modern medical office (hospital, clinic, or private practice) along with the communication skills necessary to function within this office. Emphasis is placed on developing the students' secretarial/administrative knowledge. Various office duties are discussed, demonstrated, and practiced. (40 Clock Hours—2 Semester Credits)

MD102 MEDICAL ASSISTING PROCEDURES I (CLINICAL PROCEDURES)

Medical Assisting Procedures is designed to be a practical exploration of nursing procedures utilized in a physician's office. Emphasis is placed on both the theory behind and the practical application of the procedures. The lab class requires application of the procedures studied in the lecture class. (140 Clock Hours—9 Semester Credits)

MD103 MEDICAL ASSISTING PROCEDURES II (LABORATORY PROCEDURES)

Students study the basic theories of routine medical office laboratory procedures in the lecture class. The laboratory class requires application of the procedures studied in the lecture class. (140 Clock Hours—9 Semester Credits)

MD104 MEDICAL MACHINE TRANSCRIPTION I (1990-92)

This is a basic course in which students develop competency in transcribing from machine dictation, using appropriate terminology and standard formatting procedures. (20 Clock Hours—1 Semester Credit)

MD104 MEDICAL MACHINE TRANSCRIPTION

This is a basic course in which students develop competency in transcribing from machine dictation, using appropriate terminology and standard formatting procedures. (40 Clock Hours—2 Semester Credits)

MD105 MEDICAL MACHINE TRANSCRIPTION II

This is an advanced course in which students further develop competency in transcribing from machine dictation using medical terminology. Students transcribe medical data, such as histories and physicals, x-ray reports, consultant's reports, etc., in proper medical record format. (20 Clock Hours—1 Semester Credit)

MD106 MEDICAL MACHINE TRANSCRIPTION III

This is an advanced course in which students further develop competency in transcribing from machine dictation using medical terminology. Students transcribe medical data, such as histories and physicals, x-ray reports, consultant's reports, etc., in proper medical record format. (20 Clock Hours—1 Semester Credit)

MD106 MEDICAL TERMINOLOGY II (1991-92)

This course, which is a continuation of Medical Terminology I, expands on the terminology learned in the introductory course. Students continue to apply medical terminology to gain spoken and written competence with common medical terms. (20 Clock Hours—1 Semester Credit)

MD106 MEDICAL TERMINOLOGY II

This course, which is a continuation of Medical Terminology I, expands on the terminology learned in the introductory course. Students continue to apply medical terminology to gain spoken and written competence with common medical terms. (40 Clock Hours—2 Semester Credits)

MD107 HUMAN RELATIONS (1991-92)

This course assists the students in attaining a better understanding of human behavior. Basic psychological principles of self-understanding and interpersonal relationship skills are studied. (40 Clock Hours—2 Semester Credits)

MD107 HUMAN RELATIONS

This course assists the students in attaining a better understanding of human behavior. Basic psychological principles of self-understanding and interpersonal relationship skills are studied. (20 Clock Hours—1 Semester Credit)

MD108 ANATOMY AND PHYSIOLOGY I (1991-92)

This course is an introduction to the study of the gross and microscopic structures of the human body. The body systems are studied in terms of their anatomy, their physiology, and disease processes. (20 Clock Hours—1 Semester Credit)

MD108 ANATOMY AND PHYSIOLOGY (1990-91)

In this course students study the gross and microscopic structures of the human body. The body systems are studied in terms of their anatomy, their physiology, and disease processes. (60 Clock Hours—4 Semester Credits)

MD108 ANATOMY AND PHYSIOLOGY I

This course is an introduction to the study of the gross and microscopic structures of the human body. The body systems are studied in terms of their anatomy, their physiology, and disease processes. (40 Clock Hours—2 Semester Credits)

MD109 ANATOMY AND PHYSIOLOGY II (1991-92)

This course is a continuation of the study of the body systems, anatomy, physiology, and disease processes introduced in Anatomy and Physiology I. (40 Clock Hours—2 Semester Credits)

MD109 ANATOMY AND PHYSIOLOGY II

This course is a continuation of the study of the anatomy, physiology, and disease processes of the body systems. (20 Clock Hours—1 Semester Credit)

MD110 CLINICAL PROCEDURES I

This course is a practical exploration of clinical procedures utilized in a physician's office. The lab portion of the class requires application of the procedures studied in the lecture portion. (80 Clock Hours—4 Semester Credits)

MD111 CLINICAL PROCEDURES II

This course is a continuation of Clinical Procedures I. Students continue learning clinicals routinely performed in a physician's office. Students have the opportunity to apply those procedures in the lab portion of the class. (80 Clock Hours—4 Semester Credits)

MD112 LABORATORY PROCEDURES I

Students study the basic theories of routine medical office laboratory procedures in areas such as urinalysis, blood counts, chemistry, and microbiology. The laboratory class requires application of the procedures studied in the lecture class. (80 Clock Hours—4 Semester Credits)

MD113 LABORATORY PROCEDURES II

This course is a continuation of Laboratory Procedures I. Students continue studying basic laboratory procedures and applying them in the lab portion of the class. (40 Clock Hours—2 Semester Credits)

MD200 MEDICAL OFFICE PROCEDURES II (1990-92)

This course builds on the knowledge learned in Medical Office Procedures I, offering greater depth and details of the medical office administrative duties. Included are the various types of insurance forms used by the medical field. (40 Clock Hours—2 Semester Credits)

MD200 MEDICAL OFFICE PROCEDURES II

This course builds on the knowledge learned in Medical Office Procedures I, offering greater depth and details of the medical office administrative duties. Included are the various types of insurance forms used by the medical field. (20 Clock Hours—1 Semester Credit)

MD201 MEDICAL LAW AND ETHICS

Medical Law and Ethics is designed to provide the students with the legal and ethical knowledge to make proper professional judgments. Topics covered include laws pertinent to the medical office setting, major bioethical issues, various ethical codes, and their impact on society. This knowledge is imperative for all professional medical assistants. (20 Clock Hours—1 Semester Credit)

MD201 MEDICAL TERMINOLOGY

In this course students study the basic structure of medical words including prefixes, suffixes, roots, combining forms, plurals, pronunciation, spelling, and the definitions of medical terms. Emphasis is placed on building a professional vocabulary required for employment within the allied health care field. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

MD202 MEDICAL ASSISTING EXTERNSHIP

This practicum provides the medical assisting students with experience in the physician's office or clinic. The students are supervised and evaluated for work performance in both clinical and administrative areas. (240 Externship Hours—5 Semester Credits)

MD202 MEDICAL ASSISTING EXTERNSHIP

This practicum provides the medical assisting students with experience in the physician's office or clinic. The students are supervised and evaluated for work performance in both clinical and administrative areas. (270 Externship Hours—6 Semester Credits)

MD203 MEDICAL INSURANCE PROCEDURES

This course introduces the students to insurance terminology, medical coverage, and common insurance forms. The students identify and code procedures and diagnoses for completion of insurance claims. (20 Clock Hours—1 Semester Credit)

MD203 MEDICAL INSURANCE

This course is designed to introduce the students to the basics of medical insurance, including insurance terminology, private payers and government programs, and general insurance procedures. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

MD206 MEDICAL OFFICE PROCEDURES

This course is designed to provide the students with the knowledge and skills necessary for career success in administrative medical assisting. Topics include the medical environment, patient relations, appointment scheduling, medical record management, and medical office financial management. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

MD208 MEDICAL CODING

This course provides presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

MD210 ANATOMY AND PHYSIOLOGY

This course is a study of the basic principles of human anatomy and physiology with an emphasis on the relationships between the structure and function of body parts and the mechanisms of homeostasis. Common disorders that the student may encounter in the clinical setting are also discussed. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

MD217 MEDICAL TRANSCRIPTION I

This course presents the fundamentals for transcription of medical data including chart notes, history and physical reports, office procedure notes, x-ray reports, progress notes, and letters. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

MD218 MEDICAL TRANSCRIPTION II

In this course students continue to develop medical transcription skills with an increased emphasis on the development of speed and accuracy. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

MD221 MEDICAL OFFICE SYSTEMS

This course continues to develop student knowledge of administrative procedures in the medical facility. Students utilize a medical practice management and billing software system to create patient records, schedule appointments, handle billing, produce reports, and process insurance claims electronically. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

MD224 MEDICAL OFFICE PROCEDURES

This course is designed to provide the students with the knowledge and skills necessary for career success in administrative medical assisting. Topics include the medical environment, patient relations, appointment scheduling, medical record management, and medical office financial management. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

MD229 MEDICAL OFFICE SYSTEMS

This course continues to develop student knowledge of administrative procedures in the medical facility. Students utilize a medical practice management and billing software system to create patient records, schedule appointments, handle billing, produce reports, and process insurance claims electronically. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

MT100 BUSINESS MATHEMATICS

This course covers basic mathematical principles as they relate to business and accounting. Students review basic arithmetic operations including addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions. This course also includes instruction in the calculation of percentages, simple and compound interest, depreciation, and trade and cash discounts. (40 Clock Hours—2 Semester Credits)

MT301 PRINCIPLES OF MANAGEMENT

In this course students explore the fundamentals of the management process: planning, organizing, staffing, leading, coordinating, and controlling organizational activities. (45 Lecture Hours—3 Semester Credits)

MT302 ORGANIZATIONAL BEHAVIOR

In this course students study the dynamics of human behavior in business organizations with an emphasis on problems of motivation and leadership. Students examine the behavior of the organization as a function of individual and interpersonal behavior and group processes within organizations. (45 Lecture Hours—3 Semester Credits)

MT303 SMALL BUSINESS MANAGEMENT

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. (45 Lecture Hours—3 Semester Credits)

MT304 OPERATIONS MANAGEMENT

This course explores the production and operations components of manufacturing and service organizations. Topics include forecasting of demand, product design and process selection, job design and work measurement, inventory management, and quality assurance and control. (45 Lecture Hours—3 Semester Credits)

MT305 HUMAN RESOURCE MANAGEMENT

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. (45 Lecture Hours—3 Semester Credits)

MT306 LEGAL ENVIRONMENT OF BUSINESS

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. (45 Lecture Hours—3 Semester Credits)

MT311 STRATEGIC MANAGEMENT AND ADMINISTRATIVE POLICY

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 conceive and define elements of strategy for purposes of the design of strategic policy and management decisions. (45 Lecture Hours—3 Semester Credits)

OT101 RECORDS MANAGEMENT

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. (20 Clock Hours—1 Semester Credit)

OT102 MICROCOMPUTER OPERATIONS

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. (40 Clock Hours—2 Semester Credits)

OT103 WORDPERFECT

This course provides information and training on the use of microcomputer software for word processing. The students use the WordPerfect software package to produce a variety of documents from various application exercises. (25 Clock Hours—1 Semester Credit)

OT104 MICROCOMPUTER APPLICATIONS I

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. (20 Clock Hours—1 Semester Credit)

OT105 MICROCOMPUTER APPLICATIONS II

This course is a continuation of Microcomputer Applications I. Students expand their knowledge of the word processing, spreadsheet, and database management application software introduced in the beginning course. (20 Clock Hours—1 Semester Credit)

OT109 WORD PROCESSING

This course provides information and training on the use of microcomputer software for word processing. The students use the WordPerfect software package to produce a variety of documents from various application exercises. (20 Clock Hours—1 Semester Credit)

OT109 INTRODUCTION TO MACINTOSH

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. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

OT110 WORD PROCESSING--CORE (2001-2016)**OT110 WORD PROCESSING (1990-2000)**

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT111 WORD PROCESSING I

This course provides information and training on the use of microcomputer software for word processing. The students use WordPerfect to produce a variety of documents from various application exercises. (20 Clock Hours—1 Semester Credit)

OT111 ELECTRONIC SPREADSHEETS

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. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT112 WORD PROCESSING II

This course is a continuation of Word Processing I. Students learn and apply advanced word processing functions to create a variety of mailable documents. (20 Clock Hours—1 Semester Credit)

OT112 WORD PROCESSING--CORE

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. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT115 ELECTRONIC SPREADSHEETS

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT117 WORD PROCESSING

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. (20 Clock Hours—1 Semester Credit)

OT118 COMPUTER GRAPHICS

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. (80 Clock Hours—3 Semester Credits)

OT118 INTRODUCTION TO MACINTOSH

This survey course covers the basics of Macintosh computer operations. Students are also introduced to the fundamental techniques of vector-based illustration. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT119 DESKTOP PUBLISHING

In this course students are introduced to desktop publishing concepts and techniques with specific instruction in digital-page composition. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

OT120 BUSINESS ORGANIZATION

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

OT121 INTRODUCTION TO DATABASE MANAGEMENT

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT122 DATABASE MANAGEMENT

Using database management software, students 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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT123 INTRODUCTION TO DATABASE MANAGEMENT

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. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT124 DATABASE MANAGEMENT

Using database management software, students 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. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT201 INFORMATION ANALYSIS

This course provides clear, step-by-step instructions in the integration of various software applications. The need to extract and analyze useful decision-making information from data collections is emphasized through computerized activities. A final collaborative project teaches students to plan, gather information, and present ideas using different applications. (45 Lecture Hours—3 Semester Credits)

OT201 COMPUTER SIMULATION

In this course students utilize previously learned information and training on microcomputer software for word processing (WordPerfect), electronic spreadsheets (Lotus 1-2-3) and database management (dBase III Plus). The students use these software packages to produce a variety of documents in a simulated office environment. (30 Clock Hours—2 Semester Credits)

OT202 DATABASE MANAGEMENT

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. (40 Clock Hours—2 Semester Credits)

OT202 BUSINESS LAW

In this course, students develop an understanding of contracts, negotiable instruments, wills, trusts, insurance, real and personal property, bailments, and court procedures as they apply to business. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

OT204 INTRODUCTION TO MANAGEMENT

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. (60 Clock Hours—4 Semester Credits)

OT204 MARKETING

This course covers marketing in economic systems and society. External influences on marketing objectives and outcomes are discussed as well as marketing as a functional area within organizations. Emphasis is placed on product, pricing, distribution, and promotion decisions. (60 Lecture Hours—4 Semester Credits)

OT205 ADVANCED SPREADSHEET APPLICATIONS

Using an IBM PC, students create and manipulate complex spreadsheet designs. Utilizing Lotus 1-2-3 software, the students learn to use advanced functions and commands. (40 Clock Hours—2 Semester Credits)

OT208 BUSINESS COMPUTER GRAPHICS

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT209 ADVANCED ELECTRONIC SPREADSHEETS

This course provides instruction in advanced spreadsheet operations. Working with multiple worksheets and files, creating charts and maps, enhancing charts and worksheets, and using database applications are covered. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT210 COMPUTERS & INFORMATION PROCESSING

This course is an overview of computer information systems. It discusses computer hardware and software concepts, procedures, and systems. Applications in business and other segments of society are explored. (40 Clock Hours—2 Semester Credits)

OT210 DATA ANALYSIS

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT211 COMPUTER PROGRAMMING

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. (40 Clock Hours—2 Semester Credits)

OT211 DESKTOP PUBLISHING

In this course students are introduced to desktop publishing concepts and techniques with specific instruction in digital page composition. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

OT212 DESKTOP PUBLISHING AND ELECTRONIC DESIGN

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 applications programs to create original pieces. (20 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

OT213 CONCEPTS OF DESKTOP PUBLISHING

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT214 ELECTRONIC LAYOUT AND DESIGN

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 to create original pieces. (40 Lecture Hours/80 Laboratory Hours—5 Semester Credits)

OT216 ELECTRONIC OFFICE SYSTEMS

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

OT217 SUPERVISION

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. (40 Lecture Hours—2 Semester Credits)

OT218 WORD PROCESSING—EXPERT

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT219 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT220 ELECTRONIC LAYOUT AND DESIGN

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. (45 Lecture Hours/31 Laboratory Hours—4 Semester Credits)

OT221 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS

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. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT222 WORD PROCESSING—EXPERT

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. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT223 DATA ANALYSIS

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. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT224 MICROSOFT SKILLS

This course covers the fundamental techniques of the Microsoft Office Suite. Students will be introduced to Word, PowerPoint, and Excel. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

OT225 ELECTRONIC LAYOUT AND DESIGN

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. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

OT301 MANAGEMENT INFORMATION SYSTEMS

This course provides the students with a comprehensive foundation in information systems with an emphasis on strategic and managerial issues. It covers concepts, technology, and systems development. Students examine the interrelation of organizations, decision makers, information needs, and technology. (45 Lecture Hours—3 Semester Credits)

OT317 SUPERVISION

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

PD102 PROFESSIONAL DEVELOPMENT

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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

PD104 MEDICAL PROFESSIONAL DEVELOPMENT

This course helps to develop student maturity and to give the students the proper perspective in the job search. Professional appearance and individual self-confidence for today's business world are explored with the main emphasis on the resume and the job interview. (20 Clock Hours—1 Semester Credit)

PD108 HUMAN RELATIONS IN THE WORKPLACE

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

PD109 PROFESSIONAL DEVELOPMENT FOR DESIGNERS

This course explores the appropriate techniques for completing job applications and participating in job interviews in the design field. Additional topics for discussion include types of jobs, agencies, hiring practices, portfolios, resumes, salaries, networking, freelancing, and ethics. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

PD110 PROFESSIONAL DEVELOPMENT FOR CULINARY ARTS

This course explores the appropriate techniques for making job applications and participating in job interviews. Further topics for discussion will include entrepreneurship. Students learn how to write a business plan, understand the practices of sound fiscal management, explore financing options, and learn general business acumen. Students also learn to manage their time effectively and develop an awareness of stress management techniques. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

PD112 PROFESSIONAL DEVELOPMENT FOR VETERINARY TECHNICIANS

This course explores the appropriate techniques for making job applications and participating in job interviews in relationship to the veterinary technician career field. Students learn how individual personality traits affect career advancement and placement. 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. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

PD115 PROFESSIONAL DEVELOPMENT FOR CULINARY ARTS

This course explores the appropriate techniques for making job applications and participating in job interviews. Further topics for discussion will include entrepreneurship. Students learn how to write a business plan, understand the practices of sound fiscal management, explore financing options, and learn general business acumen. Students also learn to manage their time effectively and develop an awareness of stress management techniques. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

PL100 INTRODUCTION TO LAW AND THE LEGAL SYSTEM

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. (40 Lecture Hours—2 Semester Credits)

PL100 INTRODUCTION TO LAW AND THE LEGAL SYSTEM

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 administrative assistant are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association. (80 Lecture Hours—5 Semester Credits)

PL101 BUSINESS LAW I

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. (40 Clock Hours—2 Semester Credits)

PL101 CONTRACTS

This course is designed to teach students the legal concepts of contract law. Students learn the basic requirements, performance, and remedies of a contract. (40 Lecture Hours—2 Semester Credits)

PL102 BUSINESS LAW II

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. (40 Clock Hours—2 Semester Credits)

PL102 BUSINESS LAW

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 laws dealing with commercial paper, agency/employment, and property—real and personal and proper usage of legal terminology as applied to business transactions. (40 Clock Hours—2 Semester Credits)

PL102 COMMERCIAL LAW

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, and secured transactions and proper usage of legal terminology as applied to business transactions. (40 Lecture Hours—2 Semester Credits)

PL103 CIVIL PROCEDURE

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

PL105 CONTRACTS

This course is designed to teach students the legal concepts of contract law. Students learn the basic requirements, performance, and remedies of a contract. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

PL106 LEGAL RESEARCH AND LEGAL WRITING I

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

PL107 LEGAL RESEARCH AND LEGAL WRITING II

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

PL108 BANKRUPTCY

This course is designed to teach students the two main goals of bankruptcy law. The first is to provide relief and protection to debtors. The second is 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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

PL109 INTRODUCTION TO LAW AND THE LEGAL SYSTEM

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 administrative assistant are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

PL110 BUSINESS ORGANIZATIONS

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

PL111 LITIGATION

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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

PL112 LEGAL COMPUTER APPLICATIONS

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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

PL113 ETHICS

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. (12 Lecture Hours/7 Laboratory Hours—1 Semester Credit)

PL114 LEGAL RESEARCH AND LEGAL WRITING I

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. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

PL117 LEGAL RESEARCH AND LEGAL WRITING II

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. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

PL120 LEGAL RESEARCH

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. (55 Clock Hours—3 Semester Credits)

PL121 CLIENT INTERVIEW AND COMMUNICATION SKILLS

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 receive and give constructive feedback. (12 Lecture Hours/7 Laboratory Hours—1 Semester Credit)

PL123 COMMERCIAL LAW

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, and secured transactions and proper usage of legal terminology as applied to business transactions. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

PL130 TORT LAW

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

PL140 REAL ESTATE LAW

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. (40 Lecture Hours—2 Semester Credits)

PL141 REAL ESTATE LAW

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. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

PL200 ESTATE PLANNING AND ADMINISTRATION

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

PL201 DOMESTIC RELATIONS/FAMILY LAW

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

PL202 ADMINISTRATIVE LAW

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. (40 Clock Hours—2 Semester Credits)

PL210 LEGAL WRITING

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. (40 Clock Hours—2 Semester Credits)

PL211 LAW OFFICE MANAGEMENT

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. (40 Clock Hours—2 Semester Credits)

PL220 CRIMINAL LAW

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. (40 Lecture Hours—2 Semester Credits)

PL221 CRIMINAL LAW

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. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

PL230 LEGAL EXTERNSHIP

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. (135 Externship Hours—3 Semester Credits)

PL230 LEGAL EXTERNSHIP

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. (270 Externship Hours—6 Semester Credits)

PL330 LEGAL EXTERNSHIP

This unpaid externship is scheduled during the last eight instructional weeks of the program. Students have the 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. (270 Externship Hours—6 Semester Credits)

RT100 RETAIL MERCHANDISING I (40 Clock Hours—2 Semester Credits)

RT101 RETAIL MERCHANDISING II (40 Clock Hours—2 Semester Credits)

These courses provide a foundation upon which the students build an understanding of the activities needed to make a retail business succeed. The students learn the fundamentals and principles of retailing and how to apply these fundamentals to the merchandising of all products. The various aspects of different kinds of stores (department, specialty, chain, etc.) are also discussed.

RT100 FUNDAMENTALS OF RETAILING I

This course provides a foundation upon which the students build an understanding of the activities needed to make a retail business succeed. The students learn the fundamentals and principles of retailing and how to apply these fundamentals to the merchandising of all products. The various aspects of different kinds of stores (department, specialty, chain, etc.) are also discussed. (40 Clock Hours—2 Semester Credits)

RT101 RETAIL MANAGEMENT (50 Clock Hours—3 Semester Credits)

RT102 RETAIL MANAGEMENT (50 Clock Hours—3 Semester Credits)

These courses provide a foundation upon which the students build an understanding of the activities needed to make a retail business succeed. The students learn the fundamentals and principles of retailing and how to apply these fundamentals to the merchandising of all products. The various aspects of different kinds of stores (department, specialty, chain, etc.) are also discussed.

RT101 FUNDAMENTALS OF RETAILING II

A continuation of fundamentals of Retailing I, this course takes the students a step further in discussing the following topics: determining pricing policies, implementing policies and procedures to reflect company goals, psychological factors that affect store image, as well as identification of retail locations (free standing, business associated, and planned centers). (40 Clock Hours—2 Semester Credits)

RT102 RETAIL MERCHANDISING III

A continuation of Retail Merchandising I and II, this course takes the students a step further in discussing the following topics: determining pricing policies, implementation of policies and procedures to reflect company goals, psychological factors that affect store image, as well as identification of retail locations (free standing, business associated, and planned centers). (20 Clock Hours—1 Semester Credit)

RT103 RETAIL MATHEMATICS I (50 Clock Hours—3 Semester Credits) (1990-91)

RT104 RETAIL MATHEMATICS II (50 Clock Hours—3 Semester Credits) (1990-91)

A complete and detailed understanding of mathematics is necessary for success in management positions. This course develops computation accuracy and understanding and application of basic profit factors, the retail method of inventory, markups, markdowns, and other pricing procedures. Students compute different types of discounts and dating practices and develop an understanding of the six-month seasonal dollar plan and open-to-buy controls. A personal financial management seminar is included in this course.

RT103 RETAIL MATHEMATICS

This course develops computation accuracy and understanding and application of basic profit factors, the retail method of inventory, markups, markdowns, and other pricing procedures. (40 Clock Hours—2 Semester Credits)

RT104 RETAIL MATHEMATICS II

In this continuation of Retail Mathematics I, students learn to compute various types of discounts and dating practices and develop an understanding of the six-month seasonal dollar plan and open-to-buy controls. A personal financial management seminar is included in this course. (20 Clock Hours—1 Semester Credit)

RT105 INTRODUCTION TO TEXTILES

Introduction to Textiles is designed to provide the students with a fundamental knowledge of the textile industry and to give them a basic understanding of fiber properties; yarns and threads; woven and knitted fabrics; and the coloring, printing, and finishing of fabric. (20 Clock Hours—1 Semester Credit)

RT106 SELLING TO GENERATE A VOLUME (50 Clock Hours—3 Semester Credits)

RT107 SELLING TO GENERATE A VOLUME (50 Clock Hours—3 Semester Credits)

Selling is the catalyst for all retailing industries. In these courses students acquire a thorough knowledge of the techniques used to generate volume. The technology and psychology of the selling process is analyzed and adopted by the students. They become adept not only in the selling process but also in the ability to handle customer objections, to know when to close the sale, and to use suggestive selling. As they progress, they attain a “selling personality” and become competent not only in individual selling situations but also in the ability to lead their personnel. Students also gain a basic understanding of product knowledge as it applies to selling.

RT108 RETAIL INTERNSHIP

This course provides the students with actual on-the-job experience selling during the pre-Christmas retailing season in local area department stores and specialty shops. Most students also work on a part-time basis during the entire year. Each student must accumulate 240 hours of experience on the job. (240 Externship Hours—5 Semester Credits)

RT108 VISUAL MERCHANDISING PRESENTATION

This course instructs the students in visual merchandising presentation. Visual merchandising is, in effect, psychological selling by utilizing the dramatic techniques of display with that of creative merchandising within a retail environment. As a result of effective visual merchandising presentation, a company will increase sales volume. (40 Clock Hours—2 Semester Credits)

RT109 INVENTORY MAINTENANCE AND CONTROL

In this course students explore the necessary forms and requisitions mandatory to maintaining inventory control. Various inventory control methods are studied and used beginning with the basic order form and continuing through stock inventory, warehousing management, transfers, sales analysis, and complete merchandise handling from vendor to customer deliveries. Emphasis is placed on knowledge and accuracy of systematic inventory maintenance and shrinkage control in the retailing industry. (20 Clock Hours—1 Semester Credit)

RT110 THE BUYER'S ROLE

In this course, the managerial responsibilities and the leadership development of the buyer is outlined and critiqued in theory and lectures. The various tasks of the buyer, such as maintaining merchandise assortments, model stocks, and inventory control, plus the relationship of the buyer to the vendor, the store management, the sales promotion, and the warehousing are explored through role playing in simulated situations and guest lecturers from the field. (80 Clock Hours—5 Semester Credits)

RT111 RETAIL REPORTING SYSTEMS

A profitable company must achieve a balance between sales and stock in order to satisfy customer demands. This can be achieved if data is made available for analysis and interpretation. This course introduces the students to the important role computers now play in the retailing field. The course includes learning to read a statistical report, interpretation of data to facilitate decision making, and the use of historical reporting to plan and project for an upcoming season. Case studies and lectures are the basis for this course. (40 Clock Hours—2 Semester Credits)

RT112 OPERATIONS MANAGEMENT LECTURE SERIES

In this course guest speakers share expertise and experience on the following topics: operations, credit procedures, security, buying, importing, statistical analysis, and current trends of marketing and merchandising. (20 Clock Hours—1 Semester Credit)

RT114 THE SELLING PROCESS I (40 Clock Hours—2 Semester Credits)

RT115 THE SELLING PROCESS II (40 Clock Hours—2 Semester Credits)

Selling is the catalyst for all retailing industries. In these courses students acquire a thorough knowledge of the techniques used to generate volume. The technology and psychology of the selling process is analyzed and adopted by the students. They become adept not only in the selling process but also in the ability to handle customer objections, to know when to close the sale, and to use suggestive selling.

RT116 THE SELLING PROCESS III

As students progress to this final course, they attain a “selling personality” and become competent not only in individual selling situations but also in the ability to lead their personnel. Students also gain a basic understanding of product knowledge as it applies to selling. (20 Clock Hours—1 Semester Credit)

RT117 THE BUYER’S ROLE I

In this course, the managerial responsibilities and the leadership development of the buyer is outlined and critiqued in theory and lectures. Students gain an overview of the variety of opportunities and the advancement potential available to buyers in the field of retailing. (40 Clock Hours—2 Semester Credits)

RT118 THE BUYER’S ROLE II

A continuation of The Buyer’s Role I, in this course students begin to study the specific tasks of the buyer, such as maintaining merchandise assortments, model stocks, and inventory control. Additionally, the relationship of the buyer to the vendor, the store management, the sales promotion, and the warehousing are explored through role playing in simulated situations and through sessions with guest lecturers from the field. (40 Clock Hours—2 Semester Credits)

RT201 VISUAL MERCHANDISING PRESENTATION

This course instructs the students in visual merchandising presentation. Visual merchandising is, in effect, psychological selling by utilizing the dramatic techniques of display with that of creative merchandising within a retail environment. As a result of effective visual merchandising presentation, a company will increase volume. (40 Clock Hours—2 Semester Credits)

RT201 RETAIL EXTERNSHIP

This course provides the students with actual on-the-job experience selling in local area department stores and specialty shops. Most students also work on a part-time basis during the entire year. Each student must accumulate 270 hours of experience on the job. (270 Externship Hours—6 Semester Credits)

RT202 THE ROLE OF THE RETAIL MANAGER

This course provides the students with an understanding of a retail manager’s responsibilities and functions. The objective is to increase the perspective of the students and enable them to acquire the necessary skills to function in first-line management in retail stores. The course gives the students an understanding of staff structure, evaluation, training, and motivation in conjunction with the study of customer service and awareness. (80 Clock Hours—5 Semester Credits)

RT203 SUPERVISORY SKILLS IN RETAIL MANAGEMENT

RT203 SUPERVISORY SKILLS IN MANAGEMENT (1990-91)

In this course students apply human relations skills to personnel problems and learn methods to train new employees and retrain personnel for ever-changing store procedures. Also, there is an in-depth analysis of effective ways to delegate employee tasks that show productivity through time management. (40 Clock Hours—2 Semester Credits)

RT204 RETAIL OPERATIONS I

This course provides the students with an understanding of a retail manager’s responsibilities and functions. The objective is to increase the perspective of the students and enable them to acquire the necessary skills to function in first-line management in retail stores. The course gives the students an understanding of staff structure and motivation in conjunction with the study of customer service and awareness. (40 Clock Hours—2 Semester Credits)

RT205 RETAIL OPERATIONS II

This course provides the students with exposure to various specialty markets including children’s, men’s, and jewelry, as well as dinnerware, flatware, and gifts. Students learn timing and location of these markets. They also study production, marketing, merchandising, and trends in each area. Students will be able to identify the difference between mass, economically produced merchandise and that which is handcrafted and of high quality. (40 Clock Hours—2 Semester Credits)

SS101 SPEEDWRITING THEORY

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. (80 Clock Hours—5 Semester Credits)

SS102 TRANSCRIPTION TECHNIQUES

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. (80 Clock Hours—5 Semester Credits)

SS103-L TRANSCRIPTION I

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. (40 Class Hours/12 Laboratory Hours—3 Semester Credits)

SS104-L TRANSCRIPTION II

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. (40 Class Hours/12 Laboratory Hours—3 Semester Credits)

SS105 MACHINE TRANSCRIPTION

In this course the students learn how to operate dictation equipment and apply language arts skills to produce various kinds of written communications. The development of correct spelling, proper vocabulary usage, and proper proofreading and editing techniques receives special emphasis. (40 Clock Hours—2 Semester Credits)

SS106 BUSINESS MATHEMATICS

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 develop speed and accuracy in the use of the electronic calculator. (20 Clock Hours—1 Semester Credit)

SS106 OFFICE PROCEDURES I

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

SS108 TRANSCRIPTION TECHNIQUES

This course teaches the proper techniques for 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. (40 Clock Hours—2 Semester Credits)

SS109 TRANSCRIPTION I

This course teaches and reviews 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. (30 Clock Hours—1 Semester Credit)

SS110 TRANSCRIPTION II

This course teaches and reviews 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. (30 Clock Hours—1 Semester Credit)

SS110 OFFICE PROCEDURES I

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

SS111 CO-OP ON-THE-JOB TRAINING I (1990-91)

Students in this program are required to work every other day in an office. This work experience supplements their academic training. They are evaluated by their employers approximately every twelve weeks through both written and verbal performance appraisals. (350 Clock Hours—7 Semester Credits)

SS111 CO-OP ON-THE-JOB TRAINING I (280 Clock Hours—6 Semester Credits)**SS112 CO-OP ON-THE-JOB TRAINING II (280 Clock Hours—6 Semester Credits)**

Students in the cooperative program are required to work every other day in an office. This work experience supplements their academic training. They are evaluated by their employers through both written and verbal performance appraisals.

SS116 MATH AND ACCOUNTING CONCEPTS

This course is designed to reinforce basic mathematical processes. Students also develop an understanding of basic accounting concepts and their relevance in business. (40 Clock Hours—2 Semester Credits)

SS116 ESSENTIALS OF ACCOUNTING

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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

SS118 PRESENTATION DESIGN AND DEVELOPMENT

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

SS119 PRESENTATION DESIGN AND DEVELOPMENT

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. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

SS120 TRANSCRIPTION TECHNIQUES I

This course is designed to teach the proper techniques of 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. (20 Clock Hours—1 Semester Credit)

SS121 TRANSCRIPTION TECHNIQUES II

Students begin to apply the skills acquired in Transcription Techniques I as they produce mailable copy directly from their shorthand notes. (20 Clock Hours—1 Semester Credit)

SS122 TRANSCRIPTION I

This course teaches and reviews 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. (20 Clock Hours—1 Semester Credit)

SS123 TRANSCRIPTION II

This course teaches and reviews 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. (20 Clock Hours—1 Semester Credit)

SS124 MACHINE TRANSCRIPTION I

The development of correct spelling and proper proofreading and editing techniques receives special emphasis in this course. The students apply these skills and techniques while proofreading a variety of documents. (20 Clock Hours—1 Semester Credit)

SS125 MACHINE TRANSCRIPTION II

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. (20 Clock Hours—1 Semester Credit)

SS126 SHORTHAND LAB I (20 Clock Hours—0 Semester Credits)**SS127 SHORTHAND LAB II** (20 Clock Hours—0 Semester Credits)

In these labs, the students develop the ability to accomplish faster, more accurate dictation skills. Each individual progresses at his/her own level.

SS130 SECRETARIAL PROCEDURES I

This course integrates the knowledge and skills previously learned. The course provides the students with practical applications in standard secretarial office responsibilities and emphasizes time-management skill development. (20 Clock Hours—1 Semester Credit)

SS131 SECRETARIAL PROCEDURES II

This course is a continuation of Secretarial Procedures I, which provides the students with practical applications in standard secretarial office responsibilities and emphasizes time-management skill development. (20 Clock Hours—1 Semester Credit)

SS201 TRANSCRIPTION III

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. The students continue to develop shorthand recording speed. (41 Clock Hours—2 Semester Credits)

SS202 SECRETARIAL PROCEDURES

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. (80 Clock Hours—5 Semester Credits)

SS203 TRANSCRIPTION III

This course teaches 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. The students continue to develop shorthand recording speed. This course has a required shorthand lab. (30 Clock Hours—2 Semester Credits)

SS204 MODERN OFFICE MANAGEMENT

This course prepares the students to perform activities that could be expected of executive and administrative secretaries in any type of organization. The course emphasizes the important aspects of daily work and also involves the students in such activities as setting priorities, using a tickler file, using references, preparing tables and graphics, and composing correspondence. In addition, the students learn to make decisions by following established guidelines to solve specific problems. (30 Clock Hours—2 Semester Credits)

SS205 BUSINESS LAW

This course is designed to familiarize students with the principles of business law. Discussions include a study of the various areas of law including: criminal law, tort law, administrative law, and the law of sales and property. (30 Clock Hours—2 Semester Credits)

SS205 THE LEGAL SYSTEM

This course introduces the students to the basic concepts of our legal system. This course begins with an introduction to law, including a discussion of the state and federal court systems. The remainder of the course is devoted to gaining an understanding of torts, contracts, real property, the Uniform Commercial Code, business organizations, family law, wills and probate, criminal law, bankruptcy, and appeal. (30 Clock Hours—2 Semester Credits)

SS206 LEGAL OFFICE PROCEDURES (1990-92)

This course prepares the students to handle legal secretarial procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. This is accomplished through class lectures, discussion, and simulated typing projects. In addition, students learn to manage client financial records; prepare, serve, and file legal documents; and keep office financial records. (60 Clock Hours—4 Semester Credits)

SS206 LEGAL OFFICE PROCEDURES

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. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

SS207 LEGAL TRANSCRIPTION

Through the use of specially prepared text and digitally recorded materials, students are exposed to the technicalities of legal terminology, collocations, Latin and French phrases, legal correspondence, and formatting and preparing court and noncourt documents. Heavy emphasis is placed on digital transcription. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

SS207 LEGAL TRANSCRIPTION I (1994-95)

This course introduces the students to legal transcription and expands upon the legal terminology previously obtained. Projects include wills, sale of property documents, interrogatories, as well as general legal document preparation. (40 Clock Hours—2 Semester Credits)

SS207 LEGAL TRANSCRIPTION (1992-94)

This course introduces and enables the students to become proficient with legal terminology, legal dictation, and legal transcription. (80 Clock Hours—4 Semester Credits)

SS207 LEGAL TRANSCRIPTION (1990-92)

This course introduces and enables the students to become proficient with legal terminology, legal dictation, and legal transcription. (60 Clock Hours—4 Semester Credits)

SS208 LEGAL TRANSCRIPTION II (1994-95)

This course is designed to develop proficiency with transcription skills. Projects include subpoenas, depositions, petitions, and affidavits. (40 Clock Hours—2 Semester Credits)

SS209 LEGAL OFFICE PROCEDURES

This course prepares the students to handle legal administrative 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. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

SS210 TRANSCRIPTION III

This course teaches 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. The students continue to develop shorthand speed. (20 Clock Hours—1 Semester Credit)

SS211 CO-OP ON-THE-JOB TRAINING II

Students continue to work every other day throughout the second part of their program gaining valuable work experience. (350 Clock Hours—7 Semester Credits)

SS211 CO-OP ON-THE-JOB TRAINING III

Students continue to work every other day throughout their program gaining valuable work experience. (140 Clock Hours—3 Semester Credits)

SS213 OFFICE PROCEDURES (1992-1993)

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. (80 Clock Hours—4 Semester Credits)

SS213 OFFICE PROCEDURES II

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. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

SS214 BASIC WEB PAGE DEVELOPMENT

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.” (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

SS220 SECRETARIAL PROCEDURES III

This course is a continuation of Secretarial Procedures II in which students continue to apply standard office responsibilities with emphasis on time-management skill development and simulated work experience through case studies. (20 Clock Hours—1 Semester Credit)

TR101 OVERVIEW OF THE TRAVEL INDUSTRY

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; career opportunities throughout the travel industry; and travel terminology are also studied. (20 Clock Hours—1 Semester Credit)

TR102 SALES & MARKETING FOR TRAVEL AND TOURISM

Students discuss basic direct sales and telemarketing techniques with special application to the travel industry. Communication and listening skills, identifying customer needs, closing the sale, service, and handling complaints are also stressed. (40 Clock Hours—2 Semester Credits)

TR103 PRINCIPLES & METHODS OF SCHEDULING AIRLINE RESERVATIONS

In this course emphasis is placed on how to schedule and reserve airline travel. Use of the tools and references used in scheduling gives students a knowledge of “where to look and who to ask.” These tools include the official airline guides, airline schedules and reservations, regulations of the airline industry, air carrier identifications, and airline terminology. (40 Clock Hours—2 Semester Credits)

TR104 INTRODUCTION TO SURFACE TRAVEL

This course provides 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. (40 Clock Hours—2 Semester Credits)

TR105 AIRFARE COMPUTATION AND TICKETING

In this course students gain fundamental knowledge of the principles of airfare computation and ticketing and learn how to complete manually issued documents. Accuracy, neatness, legibility, and completion of tasks within time limits are stressed in this class. (40 Clock Hours—2 Semester Credits)

TR106 GEOGRAPHY (1991-92)

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. (20 Clock Hours—1 Semester Credit)

TR106 GEOGRAPHY

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. (40 Clock Hours—2 Semester Credits)

TR107 TRAVEL AGENCY REGULATIONS

This course is designed to provide basic knowledge of hotel and hospitality law, travel agency regulations, contracts, antitrust laws, liability, and collection of accounts. (20 Clock Hours—1 Semester Credit)

TR108 AIRLINE COMPUTER AUTOMATION

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. (80 Clock Hours—5 Semester Credits)

TY101 KEYBOARDING I (1990-91)

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. (40 Clock Hours—2 Semester Credits)

TY101 KEYBOARDING I

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. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

TY102 KEYBOARDING II (1990-91)

This course is designed to improve the students' keyboarding speed and accuracy through the use of various methods and drills. Creating and editing different types of business correspondence and reports are also covered. (40 Clock Hours—2 Semester Credits)

TY102 KEYBOARDING II

This course is designed to improve the students' keyboarding speed and accuracy through the use of various methods and drills. Creating and editing different types of business correspondence and reports are also covered. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

TY103 DOCUMENT FORMATTING (1990-91)

This course continues development of basic production skills as well as speed and accuracy. The students produce business correspondence, tables, and reports. (40 Clock Hours—2 Semester Credits)

TY103 DOCUMENT FORMATTING

This course continues development of basic production skills as well as speed and accuracy. The students produce business correspondence, tables, and reports. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

TY104 DOCUMENT PRODUCTION (1990-91)

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. (40 Clock Hours—2 Semester Credits)

TY104 DOCUMENT PRODUCTION

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. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

TY106 DOCUMENT FORMATTING

This course develops document formatting skills as well as keyboarding speed and accuracy. The students produce business correspondence, tables, reports, and forms. (20 Clock Hours—1 Semester Credit)

TY107 DOCUMENT PRODUCTION (1990-91)

This course continues to develop expertise in producing a variety of business documents. The students begin to use decision-making techniques to produce acceptable business communications. Continued emphasis is placed on building typing speed and accuracy. (30 Clock Hours—2 Semester Credits)

TY107 DOCUMENT PRODUCTION (1991-92)

This course continues to develop expertise in producing a variety of business documents. The students begin to use decision-making techniques to produce acceptable business communications. Continued emphasis is placed on building typing speed and accuracy. (20 Clock Hours—1 Semester Credit)

TY108 ADVANCED DOCUMENT PRODUCTION I

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. (20 Clock Hours—1 Semester Credit)

TY109 ADVANCED DOCUMENT PRODUCTION II

This course is designed to refine keyboarding skills through drill work and assigned production tasks. Student utilize word processing software to complete the production tasks and gain experience in organizing both time and materials to meet deadlines. (20 Clock Hours—1 Semester Credit)

TY112 ACCOUNTING TYPING

This course is a continuation of and enhancement to the students' prerequisite typing courses. The course is designed to refresh students' typing skills immediately before graduation. In addition, students are exposed to a variety of accounting-related typing tasks including, but not limited to, financial statements. (20 Clock Hours—1 Semester Credit)

TY201 ADVANCED DOCUMENT PRODUCTION (1990-91)

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. (40 Clock Hours—2 Semester Credits)

TY201 ADVANCED DOCUMENT PRODUCTION

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. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

TY202 ADVANCED DOCUMENT PRODUCTION II (1990-91)

This course is designed to refine keyboarding skills through drill work and assigned production tasks. Student utilize word processing software to complete the production tasks and gain experience in organizing both time and materials to meet deadlines. (40 Clock Hours—2 Semester Credits)

TY202 ADVANCED DOCUMENT PRODUCTION II

This course is designed to refine keyboarding skills through drill work and assigned production tasks. Student utilize word processing software to complete the production tasks and gain experience in organizing both time and materials to meet deadlines. (40 Clock Hours—1 Semester Credit)

TY203 ADVANCED DOCUMENT PRODUCTION

Emphasis in this course is placed on creating documents containing statistical copy, such as tables, business forms, and technical reports. The course continues to build speed and accuracy in keyboarding and in formatting communications. (30 Clock Hours—2 Semester Credits)

TY204 ADVANCED DOCUMENT PRODUCTION III

This course continues to refine keyboarding skills through production tasks. Students complete weekly production assignments as they assume roles in specialized offices. (20 Clock Hours—1 Semester Credit)

VT101 CLINICAL MEDICINE I

This course introduces basic terminology and nutrition. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

VT102 CLINICAL MEDICINE II

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 dogs and cats. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

VT103 CLINICAL MEDICINE III

This course is an in-depth study of canine and feline diseases. Students will focus on pathology of disease; necropsy; viral, bacterial, protozoal and vector-borne diseases; zoonoses; dermatology; and diseases of the endocrine system. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

VT104 CLINICAL MEDICINE IV

This course is a continuation of Clinical Medicine III. Diseases of the reproductive system, neurological system, musculoskeletal system, and cardio-respiratory system are presented. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

VT111 ANIMAL TECHNOLOGY I

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. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

VT112 ANIMAL TECHNOLOGY II

This course builds upon Animal Technology I and is focused on parasitology, including fecal tests. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

VT113 ANIMAL TECHNOLOGY III

This course builds upon Animal Technology II and is focused on techniques for administration of oral medications and procedures, eye medications and procedures, bandaging and wound management, feeding tube usage, and other special procedures. In addition, instruction will include an emphasis on sample collection of both urine and blood specimens as well as giving injections through various routes. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

VT114 ANIMAL TECHNOLOGY IV

This course builds upon Animal Technology III with an emphasis placed on fluid therapy, electrocardiograms, blood transfusions, advanced surgical procedures, and orthopedics. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

VT118 ANIMAL ANATOMY AND PHYSIOLOGY I

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, and muscular system. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine. (18 Lecture Hours/20 Laboratory Hours—1 Semester Credit)

VT119 ANIMAL ANATOMY AND PHYSIOLOGY II

This course builds on Animal Anatomy and Physiology I. In this course the structure and function of the nervous, 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. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

VT120 ANIMAL ANATOMY AND PHYSIOLOGY I

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. (60 Lecture Hours—4 Semester Credits)

VT121 ANIMAL ANATOMY AND PHYSIOLOGY I

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. (40 Lecture Hours—2 Semester Credits)

VT122 ANIMAL ANATOMY AND PHYSIOLOGY II

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. (40 Lecture Hours—2 Semester Credits)

VT123 VETERINARY TERMINOLOGY

The student will be introduced to basic terminology used in veterinary practice. Emphasis is placed on the understanding of composition of terms including the use of prefixes and suffixes. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

VT124 ANIMAL ANATOMY AND PHYSIOLOGY II

This course builds on Animal Anatomy and Physiology I. In this course the structure and function of the nervous, 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. (36 Lecture Hours/21 Laboratory Hours—2 Semester Credits)

VT125 MATHEMATICS FOR VETERINARY TECHNICIANS

The student will be introduced to basic math skills such as dosage calculations that are an important part of the veterinary technician's career. (40 Lecture Hours—2 Semester Credits)

VT127 MATHEMATICS FOR VETERINARY TECHNICIANS

The course covers basic math skills such as dosage calculations that are an important part of the veterinary technician's career. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

VT131 CLINICAL LABORATORY I

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. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

VT132 CLINICAL LABORATORY II

This course builds upon Clinical Laboratory I with a more in-depth study of hematology. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

VT133 CLINICAL LABORATORY III

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. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

VT140 VETERINARY PHARMACOLOGY I

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

VT141 VETERINARY PHARMACOLOGY

This course covers all aspects of medications according to their 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. (48 Lecture Hours/12 Laboratory Hours—3 Semester Credits)

VT142 ANESTHESIA

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 practice

calculations using common anesthetics and their dosages. The veterinary technician's role in relationship to the veterinarian is a key point of study. (48 Lecture Hours/12 Laboratory Hours—3 Semester Credits)

VT143 ANESTHESIA I

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

VT144 ANESTHESIA II

This course is a continuation and builds upon the principles covered in Anesthesia I. Students will continue to learn additional details of the anesthetic process, anesthetic agents used in veterinary medicine and their effects, and anesthetic equipment functions and use. The student will also apply mathematical and psychomotor skills during laboratory hours to practice the clinical aspects of the veterinary technician's role in relationship to the veterinarian during the anesthetic process. (24 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

VT145 VETERINARY PHARMACOLOGY II

This course is a continuation of Pharmacology I and covers the clinical usage and methods of administration of additional medications as well as continuing the focus on drug dosage calculations. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

VT146 VETERINARY CLIENT INTERVIEW AND COMMUNICATION SKILLS

The focus of this course is on learning techniques that can be used to become an effective interviewer and communicator when dealing with clients and co-workers within an animal-care facility. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

VT149 ANESTHESIA II

This course is a continuation and builds upon the principles covered in Anesthesia I. Students will continue to learn details of the anesthetic process, anesthetic agents used in veterinary medicine and their effects, and anesthetic equipment functions and use. The student will also apply mathematical and psychomotor skills during laboratory hours to practice the clinical aspects of the veterinary technician's role in relationship to the veterinarian during the anesthetic process. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

VT200 CLINICAL MEDICINE V

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. (60 Lecture Hours—4 Semester Credits)

VT201 CLINICAL MEDICINE V

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. (60 Lecture Hours—3 Semester Credits)

VT202 CLINICAL MEDICINE VI

This course is a continuation of Clinical Medicine V and is designed for clinical preparation. This course will encompass knowledge and practical-based skills obtained in Clinical Medicine IV with emphasis on the veterinary technician's role with clinical medicine in a veterinary clinic setting. (40 Lecture Hours—2 Semester Credits)

VT204 CLINICAL MEDICINE V

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. (30 Lecture Hours/27 Laboratory Hours—2 Semester Credits)

VT205 CLINICAL MEDICINE VI

This course is a continuation of Clinical Medicine V and will encompass knowledge and practical-based skills obtained in Clinical Medicine courses I-V with emphasis on the veterinary technician's role with clinical medicine in a veterinary clinic setting. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

VT208 VETERINARY OFFICE PROCEDURES

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. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

VT210 VTNE PREPARATION

This course provides 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 and/or demonstrations will be followed by exams formatted and timed using parameters similar to the actual test. (15 Lecture Hours/61 Laboratory Hours—3 Semester Credits)

VT211 ANIMAL TECHNOLOGY V

This course builds upon Animal Technology IV with an emphasis placed on more advanced techniques including laboratory animal research and care and maintenance, disease processes, blood collection procedures, anesthesia administration, and regulatory requirements for rats, mice, guinea pigs, rabbits, and exotics species. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

VT212 ANIMAL TECHNOLOGY VI

This course builds upon Animal Technology V with an emphasis placed on dentistry. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

VT220 LARGE ANIMAL THEORY I

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

VT221 LARGE ANIMAL THEORY I

This course will introduce the student to farm animal medicine. The student will become acquainted with anatomy, breed identification, management, restraint methods, physical exams, reproduction, nutrition, and husbandry. (20 Lecture Hours—1 Semester Credit)

VT222 LARGE ANIMAL THEORY II

This course continues theories introduced in Large Animal Theory I to include more in-depth information on diseases for farm animal species, such as horses, pigs, and cattle. Herd health maintenance measures are also discussed. (40 Lecture Hours—2 Semester Credits)

VT223 VETERINARY OFFICE PROCEDURES

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. (24 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

VT224 VTNE PREPARATION

This course provides 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 and/or demonstrations will be followed by exams formatted and timed using parameters similar to the actual test. (45 Lecture Hours/15 Laboratory Hours—3 Semester Credits)

VT225 LARGE ANIMAL THEORY I

This course will introduce the student to farm animal medicine. The student will become acquainted with anatomy, breed identification, management, restraint methods, physical exams, reproduction, nutrition, and husbandry. (16 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

VT226 LARGE ANIMAL THEORY II

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. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

VT227 VTNE PREPARATION

This course provides 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 and/or demonstrations will be followed by exams formatted and timed using parameters similar to the actual test. (80 Lecture Hours—4 Semester Credits)

VT231 CLINICAL LABORATORY IV

This course builds upon Clinical Laboratory III. Students will learn the principles of cytology, as well as additional types of testing for diseases. Students will also learn the principles and perform basic microbiology techniques. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

VT232 CLINICAL LABORATORY V

This course builds upon Clinical Laboratory IV and is designed for clinical preparation. This course will encompass the performance of practical applications of clinical laboratory skills and knowledge obtained in Clinical Laboratory I-IV with emphasis placed on the veterinary technician's role in a veterinary clinic or research setting. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

VT239 SURGICAL NURSING I

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, positioning for various surgical procedures, and common veterinary suture materials and patterns. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

VT240 SURGICAL NURSING I

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

VT241 RADIOGRAPHY I

This course includes the theory of radiography and the methods of exposing and developing films, animal restraint, and proper positioning during film exposure. Radiation safety, film reading and error identification, and correction and prevention are emphasized. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

VT242 SURGICAL NURSING I

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. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

VT243 SURGICAL NURSING II

In this course students will apply all skills and knowledge acquired in Veterinary Pharmacology, Anesthesia, and Surgical Nursing I in the various roles in assisting with surgical procedures. Students will gain experience in anesthesia administration, sterile and non-sterile assisting, patient preparation, surgical clean up, and recovery of patients. (32 Laboratory Hours—1 Semester Credit)

VT244 RADIOGRAPHY I

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. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

VT245 RADIOGRAPHY II

This course builds upon the material covered in Radiography I with students practicing hands-on repetitions to achieve competency in taking and developing radiographs. (32 Laboratory Hours—1 Semester Credit)

VT251 LARGE ANIMAL PRACTICUM

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. (45 Externship Hours—1 Semester Credit)

VT252 VETERINARY TECHNICIAN EXTERNSHIP

This unpaid externship is scheduled in the last eight 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. (270 Externship Hours—6 Semester Credits)