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

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

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

AC101 ACCOUNTING PRINCIPLES I (1990-1991)
(120 Contact Hours—6 Credits)
This course provides students with an introduction to the fundamental principles and concepts of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business. Discussed also are such specific topics as accounts receivable, accounts payable, special journals, payroll procedures, and the voucher system.

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

AC102 ACCOUNTING PRINCIPLES II (1990-91)
(120 Contact Hours—6 Credits)
This course is a continuation of Accounting Principles I with special emphasis on accounts receivable, promissory notes, inventory valuations, tangible and intangible assets, and partnership and corporate accounting. Partnership accounting deals with formation and admission of partners, division of income and losses, and the dissolution and liquidation of a partnership. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, long-term liabilities, and short-term investments. Also covered is the statement of changes in financial position on a cash basis.

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

AC103 BUSINESS MATHEMATICS I
AC103 MATH FUNDAMENTALS I (1992-2002)
(38 Contact Hours—2 Credits)
This course covers basic mathematical principles as they relate to business and accounting. Students review basic operations including decimals, fractions, equations, and percentages. This course also includes instruction in the calculation of base, rate, and percentage; markup and markdown; and trade and cash discounts. Basic statistical concepts are also introduced.

AC103 MATHEMATICS FOR ACCOUNTING I
(40 Contact Hours—2 Credits)
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.

AC104 BUSINESS MATHEMATICS II
AC104 MATH FUNDAMENTALS II (1992-2002)
(38 Contact Hours—2 Credits)
This course is a continuation of Business Mathematics I [Math Fundamentals 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.

AC104 MATHEMATICS FOR ACCOUNTING II
(40 Contact Hours—2 Credits)
This course is a continuation of Mathematics for Accounting I. The course is divided into two 4-week modules. During one module the students receive instruction in the mathematics of annuities, stocks and bonds, and merchandising. During the other module, the students develop speed and accuracy in the use of the electronic calculator.

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

AC106 ACCOUNTING PRINCIPLES I
(76 Contact Hours—3 Credits)
This course provides students with an introduction to the fundamental principles and concepts of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business.

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

AC107 ACCOUNTING PRINCIPLES II
(76 Contact Hours—3 Credits)
This course is a continuation of Accounting Principles I with special emphasis on internal control, accounting for cash, short-term investments, and receivables. Inventories, plant asset accounting, and intangible assets are included.

AC107 INTRODUCTION TO COST ACCOUNTING
(20 Contact Hours—1 Credit)
This is an introductory course in cost accounting. It focuses on the job order cost system and cost analysis for management decision making. Emphasis is placed on the accounting for manufacturing costs and preparation of financial statements.

AC108 FUNDAMENTALS OF ACCOUNTING
(40 Contact Hours—2 Credits)
This course is designed to introduce students to the basic concepts of financial accounting for a service industry. Through lectures and daily assignments, students gain proficiency in preparing balance sheets, keeping records, and assessing monthly cash flow. Competencies are demonstrated through tests and assignments.

AC109 MATH AND ACCOUNTING CONCEPTS
(40 Contact Hours—2 Credits)
This course is designed to reinforce basic mathematical processes. Students also develop an understanding of basic accounting concepts and their relevance in business.

AC110 ESSENTIALS OF ACCOUNTING
(38 Contact Hours—2 Credits)
This course presents an introduction to the fundamental principles of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Also discussed are such specific topics as payroll procedures and bank statement reconciliations. A review of fundamental math principles is included as well.

AC111 ACCOUNTING PRINCIPLES I
(100 Contact Hours—6 Credits)
This course provides students with an introduction to the fundamental principles and concepts of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. The course includes a study of the proper presentation of classified financial statements for a proprietorship operating as a service or merchandising form of business. The course also includes discussion of accounts receivable, accounts payable, special journals, payroll procedures, and the voucher system.

AC111 COMPUTERIZED ACCOUNTING
(40 Contact Hours—2 Credits)
This course is a hands-on approach to learning how automated accounting systems function. Students operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll.

AC112 ACCOUNTING PRINCIPLES II
(100 Contact Hours—6 Credits)
This course is a continuation of Accounting Principles I with special emphasis on accounts receivable, promissory notes, inventory valuations, tangible and intangible assets, and partnership and corporate accounting. Partnership accounting deals with formation and admission of partners, division of income and losses, and the dissolution and liquidation of a partnership. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, long-term liabilities, and short-term investments. The statement of changes in financial position on a cash basis is also covered.

AC112 FINANCIAL ANALYSIS AND REPORTING
(40 Contact Hours—2 Credits)
This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques. These techniques include vertical, horizontal, and ratio analysis and industry comparisons. This information is then compiled in a student portfolio.

AC113 PERSONAL FINANCE
(38 Contact Hours—2 Credits)
This course provides a survey of the major economic decisions facing the typical American household and examines the influence of social and economic change on individual financial planning. Students acquire the knowledge and develop the necessary analytical skills to make informed choices related to topics such as managing finances and budgeting, banking and saving, earning and reporting income, buying goods and services, using credit, and protecting against risk. This course puts emphasis on goal setting, lifelong learning, and active decision making.

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

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

AC118 FINANCIAL ANALYSIS AND REPORTING
(38 Contact Hours—1 Credit)
This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques. These techniques include vertical, horizontal, and ratio analysis and industry comparisons. This information is then compiled in a student portfolio.

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

AC201 INTERMEDIATE ACCOUNTING (1990-91)
(140 Contact Hours—8 Credits)
This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I and II. Topics discussed include a review of the accounting cycle, specific issues relating to financial statements, specific issues concerning current 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.

AC201 INTERMEDIATE ACCOUNTING I (1991-2002)
(80 Contact Hours—4 Credits)
This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III. Topics to be discussed include a review of the accounting cycle, specific issues relating to financial statements, concepts of future and present values, and revenue and expense recognition. Emphasis is placed on the theoretical aspects while reinforcing the fundamentals.

AC202 COMPUTERIZED ACCOUNTING SIMULATION
(20 Contact Hours—1 Credit)
Using the computer as a tool, this course reinforces Intermediate Accounting. The students review accounting procedures for stock issuance, stock subscriptions, bond issuance, redemption of stocks and bonds, and other generally accepted accounting principles. Students enter transactions, post entries, and print appropriate interim and end-of-period statements.

AC202 INTERMEDIATE ACCOUNTING II
(80 Contact Hours—4 Credits)
This course is a continuation of Intermediate Accounting I. Topics to be discussed include cash and receivables, inventory measurement and cost of goods sold, alternative inventory valuation methods, and operational assets.

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

AC203 COST ACCOUNTING I (1991-1992)
(40 Contact Hours—2 Credits)
This is an introductory course in cost accounting. It focuses on the job order cost system and cost analysis for management decision making. Emphasis is placed on the accounting for manufacturing costs and preparation of financial statements.

AC204 ADVANCED INTERMEDIATE ACCOUNTING
(40 Contact Hours—2 Credits)
This course is a continuation of Intermediate Accounting I and II. Topics discussed include intangible assets and natural resources, temporary and long-term investments, short-term liabilities, and long-term debts.

AC205 COST ACCOUNTING II
(20 Contact Hours—1 Credit)
This course is a continuation of Cost Accounting I. Topics of discussion include the master budget, flexible budgeting, and capital budgeting and their uses in business decision making.

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

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

AC206 AUDITING
(60 Contact Hours—4 Credits)
This is an introductory course in basic auditing concepts and methods. The students learn about the auditing profession; internal control; audit objectives and planning; and control evaluation of cash, human resources, inventories, and capital assets. The completion of an audit and the communication of the results of the audit are also covered.

AC207 FEDERAL INCOME TAX
AC207 INCOME TAX ACCOUNTING (1990-2002)
(38 Contact Hours—2 Credits)
This annually updated tax course offers students a thorough explanation of the federal tax structure, while training them to apply tax principles to specific problems. Emphasis is placed on the 1040 individual income tax return with supplementary schedules.

AC208 MANAGERIAL ACCOUNTING
(20 Contact Hours—1 Credit)
This course is a continuation of Cost Accounting. Students learn how accounting data should be used internally by management in planning and controlling business activities, performance evaluation, and decision making.

AC209 AUDITING
(40 Contact Hours—2 Credits)
This course is designed to give the students a brief general introduction to the principles of auditing. It includes the role of the auditor, professional standards and ethics, legal liability of auditors, planning the audit, and evidence.

AC214 COST ACCOUNTING
(60 Contact Hours—4 Credits)
This is a course designed to cover in greater detail a variety of topics within the process cost system and standard cost system. The completion of a standard cost practice set is a requirement of this course.

AC265 ACCOUNTING INTERNSHIP WORK/STUDY
(320 Contact Hours—7 Credits)
In this course the students perform on-the-job accounting duties for a school-selected employer. The primary objective is to provide the students with office experience and the opportunity to relate theoretical classroom instruction to actual accounting procedures. In addition, the students develop communication skills and work habits that enable them to be successful in the business world. Students will explore the field of accounting and use their internship as a source of future job search. Students will also have the opportunity to use specialized facilities of the business setting of their internship. The internship is a minimum of eight weeks in length and must be preceded by 24 weeks of classroom training. Students are supervised and evaluated for work performed by both the school and employer.

AC265 ACCOUNTING INTERNSHIP WORK/STUDY (1990-1991)
(480 Contact Hours—10 Credits)
In this course the students perform on-the-job accounting duties for a school-selected employer. The primary objective is to provide the students with office experience and the opportunity to relate theoretical classroom instruction to actual accounting procedures. The internship is a minimum of 12 weeks in length and must be preceded by 20 weeks of classroom training.

CA103 IT CUSTOMER SUPPORT
(38 Contact Hours—1 Credit)
This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry.

CA104 DATABASE CONCEPTS
(38 Contact Hours—1 Credit)
This course introduces the students to relational databases. The important design concepts and the common standards to which all database packages adhere are discussed. Students also learn to query for information and generate reports using a popular database package.

CA105 MICROSOFT OPERATING SYSTEMS
(38 Contact Hours—1 Credit)
This course focuses on Microsoft operating systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties.

CA106 COMPUTER APPLICATIONS—*NIX
(38 Contact Hours—1 Credit)
This course introduces the students to the *NIX operating and file systems. The students learn shells, command line syntax, and basic scripting. Students learn to use X-Windows.

CA107 PROGRAMMING LOGIC
(38 Contact Hours—2 Credits)
This course introduces the students to computer programming and problem solving in structured and procedural environments. Students will also learn syntax, algorithms, program design, and logic controls.

CA108 IT CUSTOMER SUPPORT
(38 Contact Hours—2 Credits)
This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry.

CA109 MICROSOFT OPERATING SYSTEMS
(40 Contact Hours—2 Credits)
This course focuses on legacy and popular Microsoft operating systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties.

CA110 COMPUTER CONCEPTS
(38 Contact Hours—2 Credits)
This course is designed to provide the students with a conceptual understanding of computer hardware and operating system software. The range of computer types from clients to servers is covered with an 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.

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

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

CA113 PC HARDWARE AND DIAGNOSTICS
(40 Contact Hours—2 Credits)
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. Students learn to use software diagnostic utility packages.

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

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

CA116 NETWORKS (1995-1998)
(40 Contact Hours—2 Credits)
In this course students learn networking fundamentals and become familiar with the components of a LAN network as well as the major features and functions of network software. Students walk through the steps for installing 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.

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

CA117 BASIC PROGRAMMING (1995-1998)
CA117 VISUAL BASIC PROGRAMMING
(40 Contact Hours—2 Credits)
This course introduces the students to the Microsoft Visual Basic package. The first half of the course teaches programming rules and syntax, and the second half is dedicated to computer assignments where the students enter, debug, test, and document their programs.

CA118 INTRODUCTION TO WINDOWS
(40 Contact Hours—2 Credits)
This course begins with an overview of the basics of the Windows environment including mouse usage, terminology, and types of windows. Students also learn more advanced topics such as setting up and managing the system, printing, and object linking and embedding (OLE).

CA119 ADVANCED VISUAL BASIC PROGRAMMING
(80 Contact Hours—4 Credits)
This course develops the Visual Basic skills and knowledge required to complete complex business applications. Topics include creating network applications, using the Windows API calls, and utilizing OLE to incorporate database functions inside Visual Basic code.

CA120 WEB DEVELOPMENT
(38 Contact Hours—2 Credits)
In this course students learn to use HTML, CSS, and JavaScript to develop well-designed Web pages. Students learn to apply appropriate techniques and to include forms, images, and tables.

CA121 MICROSOFT NETWORK ADMINISTRATION
CA121 NETWORK ADMINISTRATION (1998-2005)
(38 Contact Hours—2 Credits)
This course teaches the students to administer the server. Students learn to configure server roles and features, including domain directory services. Students will also learn to set up security, to audit using event logs, and to configure NICs and backup storage.

CA122 WEB AUTHORING TOOLS
(38 Contact Hours—2 Credits)
In this course students learn how to automate the developmental process of their Web pages using Web authoring tools, including integrated development environments. Emphasis is placed on proper design elements and enhanced through the use of practical exercises.

CA123 ADVANCED MICROSOFT OPERATING SYSTEMS
(40 Contact Hours—2 Credits)
This course is a continuation of the study of popular Microsoft operating systems with further development of skills in installation, configuration, and troubleshooting techniques.

CA124 PC HARDWARE AND DIAGNOSTICS
(80 Contact Hours—4 Credits)
This course teaches computer hardware concepts related to installation, configuration, and upgrading of motherboards, processors, and memory. Additional topics covered include diagnosing, troubleshooting, and preventive maintenance.

CA125 VISUAL BASIC PROGRAMMING
(80 Contact Hours—4 Credits)
This course introduces the students to the Microsoft Visual Basic package. The first half of the course teaches programming rules and syntax, and the second half is dedicated to computer assignments where the students enter, debug, test, and document their programs.

CA126 .NET PROGRAMMING
(76 Contact Hours—3 Credits)
This course introduces the students to the Microsoft Visual Studio packages. The course teaches programming rules and syntax and includes computer assignments where the students create, debug, test, and document their programs.

CA127 PC HARDWARE AND DIAGNOSTICS
(76 Contact Hours—3 Credits)
This course teaches computer hardware concepts related to installation, configuration, and upgrading of motherboards, processors, and memory. Additional topics covered include diagnosing, troubleshooting, and preventive maintenance.

CA128 NETWORKS
(76 Contact Hours—3 Credits)
This course introduces the students to the networks and explores the interoperability of these networks. Students learn networking fundamentals, the components of a LAN, and the major features and functions of the network software. Students walk through the steps for installing the network software on a server and organizing the server. Additional topics include network topologies, protocols, and the layers of the OSI Model.

CA129 MICROSOFT INTEGRATION
(38 Contact Hours—1 Credit)
In this course students learn to work efficiently with multiple applications using the automation and integration capabilities of Microsoft Office. PowerPoint, advanced features of Word, and the Microsoft mini-applications are also covered.

CA130 MICROSOFT NETWORK ADMINISTRATION
(38 Contact Hours—1 Credit)
This course teaches the students to administer the server. Students learn to configure server roles and features, including domain directory services. Students will also learn to set up security, to audit using event logs, and to configure NICs and backup storage.

CA131 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS
(38 Contact Hours—1 Credit)
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.

CA132 MANAGING A MICROSOFT NETWORK ENVIRONMENT
(76 Contact Hours—2 Credits)
In this course students learn to administer, support, and troubleshoot enterprise network environments. Topics include managing permissions for resources such as printer shares, file shares, and remote access.

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

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

CA202 INTRODUCTION TO COBOL (1995-1996)
CA202 INTRODUCTION TO COBOL PROGRAMMING
(80 Contact Hours—4 Credits)
This course is an introduction to the newest versions of the COBOL language. The language rules and syntax are presented with sample applications. The students learn to code simple programs and advance to more complex business applications. The students enter, test, and debug their own programs.

CA203 ADVANCED COBOL
(60 Contact Hours—3 Credits)
This course teaches advanced COBOL programming concepts using a variety of indexing and problem-solving software tools. These concepts are supported with explained examples. The students learn to apply these concepts to typical business applications.

CA204 C++ PROGRAMMING
(80 Contact Hours—4 Credits)
In this course students learn the C++ object-oriented programming language beginning with concepts and the coding syntax. Students document and write C++ programs using object-oriented data classes and supporting libraries.

CA205 ADVANCED BASIC PROGRAMMING
(40 Contact Hours—2 Credits)
This course requires that the students apply BASIC to solve a set of advanced business application problems using microcomputers. The instructor provides examples of various coding options.

CA206 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS
(57 Contact Hours—3 Credits)
In this course students learn to implement, administer, and troubleshoot information systems that incorporate Active Directory Domain Controllers, member servers, and workstations. Topics include installing, configuring, monitoring, and securing resources.

CA207 IMPLEMENTING AND ADMINISTERING MICROSOFT SQL SERVERS
(40 Contact Hours—2 Credits)
In this course students learn to implement, administer, and troubleshoot SQL servers. Topics include optimizing database performance, extracting and transforming data, and creating and managing database users.

CA208 LINUX ADMINISTRATION
(38 Contact Hours—2 Credits)
In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, services, and system hardware.

CA209 MANAGING A MICROSOFT NETWORK ENVIRONMENT
(76 Contact Hours—4 Credits)
In this course students learn to administer, support, and troubleshoot enterprise network environments. Topics include managing permissions for resources such as printer shares, file shares, and remote access.

CA210 INTRODUCTION TO PROJECT DEVELOPMENT
(20 Contact Hours—1 Credit)
This course takes the students into their final academic efforts where they must tackle real-world challenges directly involved with software development. The students are introduced to designing, documenting, and programming their solution to this challenge. In addition, the students learn how to document programming projects using standard text processing tools.

CA211 PROJECT DEVELOPMENT II
(20 Contact Hours—1 Credit)
This course continues the students' final academic efforts. The students become proficient in designing, documenting, and programming solutions to a real-world challenge. The students also gain in-depth knowledge of how to document programming projects using standard text processing tools.

CA212 C PROGRAMMING
(40 Contact Hours—2 Credits)
This course introduces the students to the syntax and rules of C coding. Students master the fundamentals and create basic applications using the C programming language.

CA213 INTRODUCTION TO COBOL PROGRAMMING
(40 Contact Hours—2 Credits)
This course is an introduction to the COBOL language. The language rules and syntax are presented with sample applications. The students learn to apply these concepts to typical business applications. The students enter, test, and debug their own programs.

CA214 ADVANCED COBOL PROGRAMMING
(40 Contact Hours—2 Credits)
This course teaches advanced COBOL programming concepts using a variety of problem-solving software tools. Special emphasis is placed on techniques for finding and correcting date fields related to the Year 2000 conversion.

CA215 INTRODUCTION TO VISUAL C++ PROGRAMMING
(60 Contact Hours—3 Credits)
This introductory course explores the relationship between C and Visual C++. Students are introduced to object-oriented programming concepts and develop Windows applications using the object-oriented techniques available through Visual C++.

CA216 ADVANCED VISUAL C++ PROGRAMMING
(80 Contact Hours—4 Credits)
This course teaches the students the programming skills needed to build complete Windows applications. The students learn to enhance their applications, to create Dynamic Link Libraries (DLLs), and to use the Object Linking and Embedding (OLE) features of Visual C++.

CA217 MICROSOFT INTEGRATION
(38 Contact Hours—2 Credits)
In this course students learn to work efficiently with multiple applications using the automation and integration capabilities of Microsoft Office. PowerPoint, advanced features of Word, and the Microsoft mini-applications are also covered.

CA218 PROJECT DEVELOPMENT I
(40 Contact Hours—1 Credit)
In this course students complete multiweek projects that require application of previously learned skills in one or more of the following areas: networking, database application, web development, and Visual Basic programming. Students are required to design, document, and program their solutions.

CA219 PROJECT DEVELOPMENT II
(40 Contact Hours—1 Credit)
This course takes the students into their final academic efforts where they must tackle real-world challenges directly involved with software development. These challenges take the form of software projects of chosen types that represent what they will likely face in their career pursuits. The students are required to design, document, and program their solutions.

CA220 C++ PROGRAMMING
(140 Contact Hours—7 Credits)
This course introduces the students to the syntax and rules of C++ coding. Students master the fundamentals and create basic applications using the C++ programming language. Students are introduced to object-oriented programming (OOP) concepts and apply the principles of OOP design to write programs to solve business problems.

CA221 JAVA
(76 Contact Hours—4 Credits)
This course instructs students in the use of the Java language to design and implement applications using object-oriented topics of classes and objects. Students work in a visual Integrated Development Environment (IDE).

CA222 VISUAL C++
(40 Contact Hours—2 Credits)
This course teaches the students the programming skills needed to build complete Windows applications. The students learn to respond to keyboard and mouse events in Visual C++. Additionally, 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++.

CA223 DESIGNING SECURITY FOR A MICROSOFT NETWORK
(80 Contact Hours—4 Credits)
This course teaches students the skills required to analyze the business requirements for security and to design a security solution. Topics include audit policies, encryption, authentication, and controlling access to resources. Students will create disaster recovery documents to replace a network.

CA224 OBJECT-ORIENTED PROGRAMMING
(60 Contact Hours—3 Credits)
This course introduces the students to the syntax and rules of object-oriented programming. Students master the fundamentals and apply the principles of object-oriented design to write programs to solve business problems.

CA225 ADVANCED VISUAL BASIC PROGRAMMING
(40 Contact Hours—2 Credits)
This course develops the Visual Basic skills and knowledge required to complete complex business applications. Topics include advanced GUI design skills and incorporation of database connections inside Visual Basic code.

CA226 PROJECT DEVELOPMENT
(80 Contact Hours—2 Credits)
This course takes the students into their final academic efforts where they must tackle real-world challenges directly involved with software development. These challenges take the form of software projects of chosen types that represent what they will likely face in their career pursuits. The students are required to design, document, and program their solutions.

CA227 OBJECT-ORIENTED PROGRAMMING
(57 Contact Hours—2 Credits)
This course introduces the students to the syntax and rules of object-oriented programming. Students master the fundamentals and apply the principles of object-oriented design to write programs to solve business problems.

CA228 IMPLEMENTING AND ADMINISTERING MICROSOFT SQL SERVERS
(38 Contact Hours—1 Credit)
In this course students learn to implement, administer, and troubleshoot SQL servers. Topics include optimizing database performance, extracting and transforming data, and creating and managing database users.

CA229 ADVANCED .NET PROGRAMMING
(38 Contact Hours—1 Credit)
This course develops the .NET skills and knowledge required to complete complex business applications. Topics include advanced GUI design skills and incorporation of database connectivity, object-oriented programming, and graphics within .NET applications.

CA230 PROJECT DEVELOPMENT
(38 Contact Hours—1 Credit)
This capstone course takes the students into their final academic effort. The students are required to design, document, and program their solutions to problems they will likely face in their career pursuits.

CA231 DESIGNING SECURITY FOR A MICROSOFT NETWORK
(38 Contact Hours—1 Credit)
This course teaches students the skills required to analyze the business requirements for security and to design a security solution. Topics include audit policies, encryption, authentication, and controlling access to resources. Students will create disaster recovery documents to replace a network.

CA232 INTRODUCTION TO JAVA
(19 Contact Hours—1 Credit)
This course introduces students to the use of the Java language for designing and implementing applications. Students work in both a command line and a visual Integrated Development Environment (IDE).

CA233 LINUX ADMINISTRATION
(38 Contact Hours—1 Credit)
In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, services, and system hardware.

CA234 ADVANCED JAVA
(38 Contact Hours—1 Credit)
This course continues students' learning to use the Java language to design and implement applications. Special emphasis is placed on designing applets for mobile devices. Students work in both a command line and visual Integrated Development Environment (IDE).

EN101 BUSINESS COMMUNICATIONS I
(38 Contact Hours—2 Credits)
This course provides students with an introduction to the nature of written and oral communications in a business setting. The emphasis will be on applied language skills in a business environment.

EN102 BUSINESS COMMUNICATIONS II
(38 Contact Hours—2 Credits)
This course continues the development of the student's ability to produce clear and effective business communication. Assignments support the writing and speaking demands that students will face in a business environment and will focus on proper utilization of word choice, mechanics, and style.

EN103 BUSINESS COMMUNICATIONS III
(38 Contact Hours—2 Credits)
This course completes the student's foundation in the mechanics of writing and editing for business. 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. Assignments support the writing demands that students will face in a business environment.

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

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

EN113 BUSINESS COMMUNICATIONS III
(30 Contact Hours—2 Credits)
This course is a continuation of Business Communications II. The students conclude an extensive study of punctuation and receive instruction in capitalization and number usage. They have an opportunity to apply the principles learned by editing sentences, paragraphs, and business correspondence.

EN114 ORAL COMMUNICATIONS
(20 Contact Hours—1 Credit)
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. The students then apply

these skills while learning proper techniques for telephone communications and receiving office visitors.

EN120 BUSINESS COMMUNICATIONS II
(20 Contact Hours—1 Credit)
This course is a continuation of Business Communications I. Students continue an extensive review of grammar principles including agreement of subject and verb and use of adjectives and adverbs.

EN121 BUSINESS COMMUNICATIONS III
(20 Contact Hours—1 Credit)
This course is a continuation of Business Communications II. It includes the study of prepositions and conjunctions, and students complete the review of grammar principles.

EN122 BUSINESS COMMUNICATIONS IV
(20 Contact Hours—1 Credit)
This course is a continuation of Business Communications III and includes instruction in the use of end of sentence punctuation and commas. Students apply the principles learned by editing sentences, paragraphs, and business letters.

EN123 BUSINESS COMMUNICATIONS V
(20 Contact Hours—1 Credit)
This course is a continuation of Business Communications IV. Students conclude an extensive study of punctuation and also receive instruction in capitalization, number usage, and abbreviations.

EN201 WRITTEN BUSINESS COMMUNICATIONS
EN201 WRITTEN COMMUNICATIONS (Prior to 2016)
(38 Contact Hours—2 Credits)
This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several types of correspondence, which may include letters, memorandums, short reports, and emails.

EN202 BUSINESS COMMUNICATIONS IV
(38 Contact Hours—2 Credits)
This course is the capstone course in the business communications course sequence. Students will apply previously learned material to create a variety of business documents appropriate to meet industry standards.

EN211 WRITTEN COMMUNICATIONS
(20 Contact Hours—1 Credit)
This course is designed to introduce the methods of creating the most common forms of business correspondence. The students develop and write several different types of correspondence.

EN220 RESEARCH AND BUSINESS REPORT WRITING
EN220 RESEARCH AND REPORT WRITING (Prior to 2016)
(38 Contact Hours—2 Credits)
This course further develops the students' knowledge of the fundamental requirements for effective communication and addresses the role of reports in business. Students will plan, research, draft, revise, edit, and produce a variety of business-related reports.

EN221 WRITTEN COMMUNICATIONS
(20 Contact Hours—1 Credit)
This course is designed to introduce the methods of creating the most common forms of business correspondence. The students develop and write several different types of correspondence including request letters, claim and adjustment letters, and memorandums.

EN221 WRITTEN COMMUNICATIONS (1990-1991)
(30 Contact Hours—2 Credits)
This course is designed to introduce the methods of creating the most common forms of business correspondence. The students develop and write several different types of correspondence including request letters, claim and adjustment letters, and memorandums.

GD100 ELECTRONIC DRAWING I
(76 Contact Hours—3 Credits)
This course focuses on intermediate to advanced techniques, terminology, tools, and commands for creating graphics in a vector-based drawing program. Students are also introduced to raster-based graphics.

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

GD102 ELECTRONIC DRAWING I
(40 Contact Hours—2 Credits)
This course focuses on fundamental techniques, terminology, tools, and commands for creating graphics in a drawing program. Students learn to apply this knowledge in basic hands-on projects that create free-form computer art.

GD103 ELECTRONIC DRAWING II
(40 Contact Hours—1 Credit)
In this course students learn to use an image-editing program to generate raster-based images and to prepare photographic files for print production.

GD104 DRAWING
(38 Contact Hours—1 Credit)
This course is an introduction to the art of drawing. Students learn to use a variety of media and techniques as they explore the relationship of drawing to graphic design and illustration.

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

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

GD107 INTRODUCTION TO MACINTOSH
(38 Contact Hours—1 Credit)
This survey course covers the basics of Macintosh computer operations including file management and lab hardware. Students are also introduced to the fundamental techniques of graphic software interface.

GD108 INTRODUCTION TO MACINTOSH
(40 Contact Hours—2 Credits)
This survey course covers the basics of Macintosh computer operations. Students are also introduced to the fundamental techniques of vector-based illustration.

GD109 ELECTRONIC DRAWING II
(76 Contact Hours—3 Credits)
In this course students learn to use an image-editing program to manipulate and edit raster-based images and to prepare photographic files for print production and optimization for web design.

GD110 DESIGN AND COLOR
(76 Contact Hours—3 Credits)
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.

GD112 MULTIMEDIA AND ANIMATION
(38 Contact Hours—2 Credits)
In this course, students apply design principles and utilize a popular authoring tool to create multimedia applications that include animation.

GD113 TYPOGRAPHY I
(38 Contact Hours—2 Credits)
This course introduces the students to the fundamentals of typography. The students learn to distinguish between various typefaces. They also learn formatting, specifying typestyles and sizes, leading, readability requirements, basic typesetting, and the history of type.

GD114 TYPOGRAPHY II
(38 Contact Hours—2 Credits)
In this course students continue to develop their typographic skills. Students design letterforms, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software.

GD117 GRAPHIC DESIGN
(60 Contact Hours—2 Credits)
This course analyzes and explains the elements that combine to form a graphic design—signs, symbols, words, pictures, and supporting forms. Students discuss the innovative ways in which designers combine words and pictures and apply this knowledge as they solve graphic design problems.

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

GD119 INTRODUCTION TO PRODUCTION
(38 Contact Hours—2 Credits)
This course explains the production of professional quality printed materials. Upon completion of the course, the students possess the basic knowledge to make informed production decisions from the rough comp stage to the finished printed piece.

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

GD121 STUDIO PROCEDURES
(80 Contact Hours—3 Credits)
This course uses a problem-solving approach to prepare the students to produce all forms of paste-ups and mechanicals used in the advertising industry.

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

GD123 GRAPHIC DESIGN DEVELOPMENT AND PRACTICE
(40 Contact Hours—2 Credits)
This course includes a survey of graphic design styles, including its history and contemporary practices. The role of the graphic designer is examined through theoretical discussions and practical applications.

GD124 COMPREHENSIVE ILLUSTRATION
(38 Contact Hours—1 Credit)
This course builds and develops illustration skills used by the student to visually define subject matter accurately for commercial purposes. Students explore the use of a variety of materials and techniques.

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

GD125 HISTORY OF GRAPHIC DESIGN
(40 Contact Hours—2 Credits)
This course includes a survey of graphic design styles, including its history and contemporary practices. The role of the graphic designer is examined through theoretical discussions and practical applications.

GD126 WEB DEVELOPMENT WITH HTML
(38 Contact Hours—2 Credits)
This course is designed to teach the fundamentals of Hypertext Markup Language (HTML). Students learn to develop well-designed Web pages using HTML and CSS to format text and to include links, tables, images, and forms.

GD127 WEB DESIGN FOR GRAPHIC DESIGNERS
(38 Contact Hours—2 Credits)
This course provides instruction and experience in the use of a popular web-authoring package to create, edit, and manage well-designed Web sites. Students utilize the software package to quickly build user-friendly, interactive Web sites that employ image maps and forms. Students also learn how to add interactivity to their HTML pages while being able to preview it at the design stage.

GD128 TYPOGRAPHY II
(38 Contact Hours—1 Credit)
In this course students continue to develop their typographic skills. Students design letterforms, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software.

GD129 WEB DEVELOPMENT WITH HTML
(38 Contact Hours—1 Credit)
This course is designed to teach the fundamentals of Hypertext Markup Language (HTML). Students learn to develop well-designed Web pages using HTML and CSS to format text and to include links, tables, images, and forms.

GD130 WEB DESIGN FOR GRAPHIC DESIGNERS
(38 Contact Hours—2 Credits)
This course provides instruction and experience in the use of a popular web-authoring package to create, edit, and manage well-designed Web sites. Students utilize the software package to quickly build user-friendly, interactive Web sites that employ image maps and forms. Students also learn how to add interactivity to their HTML pages while being able to preview it at the design stage.

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

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

GD202 ADVERTISING ART PORTFOLIO (1994-1995)
(40 Contact Hours—1 Credit)
In this course, students prepare a professional portfolio and also examine comprehensive methods and techniques that will enable them to best present their resumes and portfolios.

GD202 ADVERTISING ART PORTFOLIO
(76 Contact Hours—4 Credits)
In this course, students prepare a professional portfolio of graphic design pieces and also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills.

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

GD204 ELECTRONIC LAYOUT AND DESIGN
(120 Contact Hours—5 Credits)
In this course, students master electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications programs to create original pieces.

GD205 ADVANCED MULTIMEDIA AND ANIMATION
(38 Contact Hours—2 Credits)
This course is a continuation of Multimedia and Animation. Students design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, and animation.

GD207 ELECTRONIC LAYOUT AND DESIGN
(76 Contact Hours—4 Credits)
In this course, students continue to develop strengths in electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications to create original layouts.

GD208 DESIGN AND PRESENTATION DEVELOPMENT
(76 Contact Hours—3 Credits)
This course is designed to integrate the knowledge and skills previously learned in the program. The students develop, manage, and execute various projects from the initial design stage through prepress completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product.

GD209 SOCIAL MEDIA MANAGEMENT
(19 Contact Hours—1 Credit)
In this class, students will learn to plan and execute a professional social media campaign using several online outlets.

GD210 ELECTRONIC LAYOUT AND DESIGN
(76 Contact Hours—3 Credits)
In this course, students continue to develop strengths in electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications to create original layouts.

GD211 ADVERTISING ART PORTFOLIO
(76 Contact Hours—3 Credits)
In this course, students prepare a professional portfolio of graphic design pieces and also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills.

GD212 ADVANCED MULTIMEDIA AND ANIMATION
(38 Contact Hours—1 Credit)
This course is a continuation of Multimedia and Animation. Students design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, and animation.

GE200 COMPOSITION
(38 Contact Hours—2 Credits)
This course is designed to develop the writing, reading, and thinking skills necessary to produce effective college-level prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

GE201 SPEECH
(60 Contact Hours—4 Credits)
This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative, persuasive, and special-occasion speeches.

GE202 PSYCHOLOGY
(60 Contact Hours—4 Credits)
This course provides a study of the basic topics in psychology. It also implements 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.

GE203 STATISTICS
(60 Contact Hours—4 Credits)
This course is a presentation of the basic principles of statistics. The integral topics include probability, normal distribution, sampling techniques, and hypothesis testing and their application to government, business, and education. Students learn the nature of statistics and the fundamentals of descriptive statistics.

GE204 ETHICS
(60 Contact Hours—4 Credits)
This course is a presentation of the basic tenets and principles of ethics. Students learn the origin and varied aspects of ethics, including the application of ethics in their personal lives and their careers. Students also explore the formulation of a moral code and how that code affects their reactions to problems.

GE205 ECONOMICS
(60 Contact Hours—4 Credits)
This is a basic course in 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, specialization and trade, and the various market structures.

GE206 MASS MEDIA
(57 Contact Hours—3 Credits)
This course is a presentation of mass media influences on the workplace. Topics include a history of mass media, ethical and legal considerations arising from mass media activities, and the relationship between mass media industries and their audiences.

GE207 SPEECH
(57 Contact Hours—3 Credits)
This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative, persuasive, and special-occasion speeches.

GE208 PSYCHOLOGY
(57 Contact Hours—3 Credits)
This course provides a study of the basic topics in psychology. It also implements 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.

GE209 STATISTICS
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This is a basic course in 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, specialization and trade, and the various market structures.

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

HP101 INTRODUCTION TO THE HOSPITALITY INDUSTRY
(40 Contact Hours—2 Credits)
This course provides a basic understanding of the lodging and food service industry. Lectures and discussions trace the industry's growth and development, review the organization of the hotel food and beverage operations, and focus on industry opportunities and future trends.

HP102 EVENT PLANNING
(38 Contact Hours—2 Credits)
This course provides an overview of the competencies required of a professional event coordinator. Students examine the full event planning process from early conceptualization, sourcing, and contracting to last-minute details and follow-ups. At the end of this course students should be able to create event experiences that serve the needs of the client or host and fulfill the expectations of the guest or attendee.

HP102 SCHEDULING AND RESERVATIONS
(40 Contact Hours—2 Credits)
Students continue their study of the travel industry, becoming proficient in airline regulations, catering, methods of scheduling, finding ratings, and using the three-digit city and two-digit airline codes utilized by the airline industry. Scheduling and Reservations also covers rail and motorcoach scheduling and car rental in the United States and abroad. Students learn research techniques for finding ratings, locations, and room prices for major hotels worldwide. An understanding of the concepts can be identified through the unit quizzes and tests.

HP103 FRONT/BACK OFFICE MANAGEMENT (1996-2001)
HP103 FRONT AND BACK OFFICE MANAGEMENT
(40 Contact Hours—2 Credits)
This course teaches the principles of effective front and back office management. Emphasis is placed on the reservation, check-in/check-out procedures, and customer service. Accounting functions and administrative procedures are also reviewed.

HP103 FRONT OFFICE PROCEDURES
(40 Contact Hours—2 Credits)
This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel. Lectures emphasize the reservation process, registration, room assignments, room rates, communications systems, checkout, and settlement. Students also examine the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and managing personnel. Front office procedures and management are placed within the context of the overall operation of a hotel. Class activities include role playing the handling of complaints, outlining reservations dialogues, visiting actual hotels, and performing sample night audits. Students demonstrate mastery of the units through assignments, role playing, and tests.

HP104 HOTEL/MOTEL SALES PROMOTION
(40 Contact Hours—2 Credits)
This course is designed to provide students with a solid background in hospitality marketing, sales, and advertising. The marketing portion of the course covers market research and analysis, development of marketing strategies, and promotion planning; however, primary emphasis of the course focuses on practical direct sales and telemarketing techniques used in the hospitality industry: communication and listening skills, identifying customer needs, overcoming objections, and closing the sale. Lectures emphasize the importance of providing quality service

to the customer or guest. In advertising, the students receive hands-on experience in developing an advertising plan, creating print and broadcast advertising, coordinating public relations events, and analyzing advertising effectiveness.

HP104 SALES AND MARKETING FOR TRAVEL AND HOSPITALITY
(40 Contact Hours—2 Credits)
In this course students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints.

HP105 CONVENTION MANAGEMENT
(20 Contact Hours—1 Credit)
This course is designed to provide students with an overview of the meeting planning/convention management industry. The course explores marketing meetings and conventions, selling conventions, and anticipating the needs of meeting planners.

HP105 CONVENTION MANAGEMENT AND SERVICE
(40 Contact Hours—2 Credits)
This course focuses on the unique needs and expectations of the business traveler and how those needs relate to the travel and hospitality industries. To better serve business clients, students gain an understanding of business-class service in transportation, specialized facilities and services offered by the hospitality industry, and the responsibilities of the corporate travel department. The course includes marketing meetings and conventions, selling conventions, anticipating the needs of the meeting planners, and understanding the food service industry. Students study management's functions and responsibilities in administration and organization.

HP106 SUPERVISORY HOUSEKEEPING
(20 Contact Hours—1 Credit)
This course provides an overview of the functions of housekeeping administration, including hiring and training of staff, preparing job descriptions, scheduling employees, and understanding housekeeping supplies and equipment. Students discuss housekeeping in the hospitality industry with a focus on personnel management skills, which are useful in every business. Students demonstrate competencies in assigned projects, discussions, and tests.

HP106 SUPERVISORY HOUSEKEEPING (1991-1992)
(40 Contact Hours—2 Credits)
This course provides an overview of the functions of housekeeping administration, including hiring and training of staff, preparing job descriptions, scheduling employees, and understanding housekeeping supplies and equipment. Students discuss housekeeping in the hospitality industry with a focus on personnel management skills, which are useful in any business. Students demonstrate competencies in assigned projects, discussions, and tests.

HP107 FOOD AND BEVERAGE OPERATIONS
(20 Contact Hours—1 Credit)
This course introduces the students to the role of food and beverage services in the hospitality industry. The course concentrates on such departments as food production, food service, beverage operations, and banquet operations.

HP107 PROJECT AND FIELD SURVEY
(20 Contact Hours—1 Credit)
This course is designed to enable students to research their fields of specialization within the tourism industry. Research of potential employers, fact finding of the industry, and industry trends are covered in this course. Students gain skills in networking with other travel and hospitality professionals.

HP107 PROJECT AND FIELD SURVEY (1991-1992)
(40 Contact Hours—2 Credits)
This course is designed to enable students to research their fields of specialization within the tourism industry. Research of potential employers and fact finding of the industry and industry trends are covered in this course. Students gain skills in networking with other travel professionals.

HP108 FRONT AND BACK OFFICE MANAGEMENT
(38 Contact Hours—1 Credit)
This course teaches the principles of effective front and back office management. Emphasis is placed on the reservation, check-in/check-out procedures, and customer service. Accounting functions and administrative procedures are also reviewed.

HP109 EVENT PLANNING I
(38 Contact Hours—2 Credits)
This course provides an overview of the competencies required of a professional event coordinator. Students examine the full event planning process from early conceptualization, sourcing, and contracting to last-minute details and follow-ups. At the end of this course students should be able to create event experiences that serve the needs of the client or host and fulfill the expectations of the guest or attendee.

HP201 HOSPITALITY INDUSTRY COMPUTER SYSTEMS
(40 Contact Hours—2 Credits)
This course provides an overview of the information needs of lodging properties and food service establishments; addresses essential aspects of computer systems such as hardware, software, and generic applications; focuses on computer-based property management systems for both front and back office functions; and focuses on computer-based restaurant management systems for both service-oriented and management-oriented functions. Students demonstrate competencies through class discussions, assignments, and tests.

HP202 HOTEL/MOTEL LAW
(20 Contact Hours—1 Credit)
This course provides a comprehensive awareness of a hotelkeeper's legal rights and responsibilities to guests and employees and the consequences of failure to satisfy those obligations. Two periods include visits to local lodging units where demonstrations of the course principles can be conducted more effectively than in the classroom. Students learn primarily through lecture and demonstrate competencies on quizzes and tests.

HP202 HOTEL/MOTEL LAW (1991-1992)
(40 Contact Hours—2 Credits)
This course provides a comprehensive awareness of a hotelkeeper's legal rights and responsibilities to guests and employees and the consequences of failure to satisfy those obligations. Two periods include visits to local lodging units where demonstrations of the course principles can be conducted more effectively than in the classroom. Students learn primarily through lecture and demonstrate competencies on quizzes and tests.

HP202 SALES AND MARKETING FOR TRAVEL AND HOSPITALITY
(40 Contact Hours—2 Credits)
In this course students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints.

HP204 GUEST RELATIONS MANAGEMENT
(40 Contact Hours—2 Credits)
This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations.

HP205 GUEST RELATIONS MANAGEMENT
(38 Contact Hours—1 Credit)
This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations.

HP209 EVENT PLANNING II
(38 Contact Hours—2 Credits)
This course continues the study of competencies required of a professional event coordinator. Students learn advanced concepts for creating memorable guest experiences. Students will apply their skills to plan and host a mock event.

HP265 TRAVEL AND HOSPITALITY EXTERNSHIP
(320 Contact Hours—7 Credits)
This externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in hotels, travel agencies, and other businesses in the travel and hospitality fields. Externship experiences are supervised and evaluated by personnel at the extern site and by college faculty.

HP265 TRAVEL AND HOSPITALITY EXTERNSHIP (1991-1992)
(160 Contact Hours—3 Credits)
The purpose of the externship is to provide students with hands-on practical work experience for careers in the travel or hospitality industry. Students are evaluated for the work performed. Students may work in hotels, travel agencies, airline reservation offices, car rental agencies, or any of the other travel and hospitality areas.

HP266 TRAVEL AND HOSPITALITY EXTERNSHIP (2012-2013)
(270 Contact Hours—6 Credits)
This externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in hotels, travel agencies, and other businesses in the travel and hospitality fields. Externship experiences are supervised and evaluated by personnel at the extern site and by college faculty.

HP266 TRAVEL, HOSPITALITY, AND EVENT PLANNING EXTERNSHIP
(320 Contact Hours—7 Credits)
This externship provides the students with hands-on, practical work experience for careers in the travel, hospitality, and event planning industries. Students are placed in hotels, travel agencies, and other businesses in the travel, hospitality, and event planning fields. Externship experiences are supervised and evaluated by personnel at the extern site and by college faculty.

MA100 MEDICAL CLINICAL PROCEDURES I
(38 Contact Hours—2 Credits)
This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, documentation and charting, vital signs, and the preparation of the patient for examination.

MA101 MEDICAL CLINICAL PROCEDURES I
(80 Contact Hours—4 Credits)
This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, vital signs, administration of medications, and the preparation of the patient for examination.

MA101 MEDICAL CLINICAL PROCEDURES I (1991-1992)
(40 Contact Hours—2 Credits)
This course is designed to teach medical assistant students how to assist the physician in the medical facility with procedures such as aseptic practices, infection control, symptoms of auto-

immune disorders, and preventive measures practiced in a clinical setting. Students also learn to take vital signs and relevant patient information. They learn vision screening, theory of eye and ear instillations, and how to assist patients with crutches and wheelchairs.

MA102 MEDICAL CLINICAL PROCEDURES II
(80 Contact Hours—4 Credits)
This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and the preparation for specialty examinations.

MA102 MEDICAL CLINICAL PROCEDURES II (1991-1992)
(40 Contact Hours—2 Credits)
This course is a continuation of Medical Clinical Procedures I with emphasis on minor surgery techniques and various examinations of patients. Students also learn theory and practical techniques of drug administration and routes of administration including injections.

MA103 MEDICAL CLINICAL PROCEDURES III
(40 Contact Hours—2 Credits)
This course is a continuation of Medical Clinical Procedures II with special emphasis on x-ray and electrocardiograph techniques. X-ray techniques covered include the theory of development of x-ray films. Electrocardiogram techniques include basic testing procedures and calculations.

MA103 MEDICAL TERMINOLOGY
(38 Contact Hours—2 Credits)
This course is designed for the medical assisting students to develop a basic knowledge of how complex medical terms are formed from Latin and Greek word parts utilizing root words, prefixes, and suffixes. Emphasis is placed on spelling and pronunciation of medical terms.

MA103 MEDICAL TERMINOLOGY I (1992-1998)
(40 Contact Hours—2 Credits)
Students learn roots, stems, and suffixes of medical terminology. They complete this section of medical terminology with the potential to read and implement 3,000 medical terms.

MA104 MEDICAL ADMINISTRATIVE PROCEDURES I
(38 Contact Hours—1 Credit)
In this course the students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics.

MA104 MEDICAL TERMINOLOGY
(20 Contact Hours—1 Credit)
The language of medicine is studied through an investigation of the structure and formation of medical terms. The students develop a basic knowledge of how complex medical terms are formed from Latin and Greek word parts. Emphasis is placed on achieving a spoken and written command of medical terminology.

MA105 ANATOMY AND PHYSIOLOGY I (1991-1992)
(40 Contact Hours—2 Credits)
Students learn the organization of the body, landmarks, basic units of structure and function, and reference systems for identifying anatomical locations. They learn all the bones and major muscles as well as components of the integumentary, nervous, and digestive systems. Students build their knowledge of medical terminology and study diseases relating to each body system.

MA105 MEDICAL TERMINOLOGY II
(40 Contact Hours—2 Credits)
Students develop a basic knowledge of the formation of complex medical terms, dissecting the words and applying appropriate Latin and Greek derivatives. Emphasis is placed on the spelling

and ability to speak or write medical terminology in relation to the body systems and their disease states or disorders.

MA106 ANATOMY AND PHYSIOLOGY (1992-1998)
(40 Contact Hours—2 Credits)
Students learn the organization of the body, landmarks, basic units of structure and function, and reference systems for identifying anatomical locations. They learn all the bones and major muscles as well as components of the nervous and digestive systems. Students study the endocrine, reproductive, circulatory, and respiratory systems.

MA106 ANATOMY AND PHYSIOLOGY I
(38 Contact Hours—2 Credits)
This course is designed to introduce the medical assisting students to basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions.

MA106 ANATOMY AND PHYSIOLOGY II (1991-1992)
(40 Contact Hours—2 Credits)
This course is a continuation of Anatomy and Physiology I with special emphasis on the primary and secondary glands of secretion, function of hormones, structure and location of endocrine glands, male and female reproductive organs, and components of the urinary tract. Students learn the pathway of blood and lymph vessels, major arteries and veins, and the structure and function of the circulatory and respiratory systems. Students continue to build their knowledge of terminology and continue their study of diseases relating to each body system.

MA107 ANATOMY AND PHYSIOLOGY II
(38 Contact Hours—2 Credits)
This course is a continuation of the study of the body structures. The principles of biological and physical sciences that contribute to an understanding of human body processes are studied.

MA107 MEDICAL TRANSCRIPTION
(40 Contact Hours—2 Credits)
In this course the students learn how to operate dictation equipment and apply medical terminology concepts and language-usage skills to produce medical reports and communications.

MA108 MEDICAL MACHINE TRANSCRIPTION
(40 Contact Hours—2 Credits)
In this course, students learn how to operate dictation equipment and apply medical terminology concepts and language-usage skills to produce medical reports and communications.

MA108 MEDICAL RECORDS MANAGEMENT
(40 Contact Hours—2 Credits)
This course is designed to provide instruction and practical application in (1) systematic procedures for indexing, coding, and filing patient records and general correspondence and (2) accounting principles and procedures for maintaining double-entry financial records.

MA109 FIRST AID AND CPR
(20 Contact Hours—1 Credit)
In this course students learn fundamental cardiopulmonary resuscitation skills; rescue breathing; first aid for choking; and CPR for adults, children, and infants. The course also teaches two-rescuer CPR.

MA109 MEDICAL OFFICE BOOKKEEPING
(20 Contact Hours—1 Credit)
This course is designed to teach the basic concepts of bookkeeping for a medical office. Students are exposed to billing and collection procedures, ledger cards, day sheets, and attending physician's statements.

MA110 MEDICAL MACHINE TRANSCRIPTION
(20 Contact Hours—1 Credit)
This course is designed for the medical assisting students to learn how to operate dictation equipment and apply medical terminology and formatting techniques in the production of various kinds of documents such as mailable letters, histories and physicals, and x-ray and operative reports. Emphasis is placed on spelling and proofreading skills.

MA110 PHARMACOLOGY
(20 Contact Hours—1 Credit)
In this course students learn classifications of drugs, sources, routes of administration, drug scheduling, and how to read a prescription. They research drugs in the <u>Physician Desk Reference</u> and identify 50 commonly used drugs by category. Students also learn drugs associated with body system functions and side effects of drug therapy.

MA111 MEDICAL LABORATORY PROCEDURES I
(40 Contact Hours—2 Credits)
This course teaches the relationship between the medical office and the clinical laboratory. Areas of study included are infection control, proper specimen handling, purpose of laboratory testing, and laboratory safety. Students become proficient at capillary, syringe, multisample, and butterfly puncture. They also review components of the blood and proper tubes for procedures.

MA111 MEDICAL OFFICE SYSTEMS
(38 Contact Hours—2 Credits)
This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations.

MA112 MEDICAL INSURANCE
(20 Contact Hours—1 Credit)
This course provides the students with knowledge of the basic fundamentals of ICD-9 and CPT coding, managed-care contracts, reimbursement procedures, and insurance referrals for the health care industry.

MA112 MEDICAL LABORATORY PROCEDURES II
(40 Contact Hours—2 Credits)
This course is a continuation of Medical Laboratory Procedures I and covers immunology and hematology procedures commonly performed in a medical facility. Students fulfill competencies for slide test immunology kits and complete blood counts by manual methods. They also learn antigen-antibody theory and identification and morphology of blood components.

MA113 PHARMACOLOGY
(38 Contact Hours—2 Credits)
This course is designed to provide the medical assisting students with knowledge of the principles of pharmacology utilizing a body systems approach.

MA114 PSYCHOLOGY FOR HEALTH CARE PROFESSIONALS
(20 Contact Hours—1 Credit)
This course is designed for the medical assisting students to learn the basic principles of psychology in order to provide an understanding of patient behavior and management as it relates to the medical facility. Areas discussed include therapeutic communication, theories of hierarchy, time management, cultural diversity, and professionalism.

MA115 MEDICAL ADMINISTRATIVE PROCEDURES I
(40 Contact Hours—2 Credits)
In this course the students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics.

MA116 MEDICAL ADMINISTRATIVE PROCEDURES II
(40 Contact Hours—2 Credits)
This course is designed to continue the development of student competency in medical assisting administrative functions.

MA117 MEDICAL INSURANCE
(38 Contact Hours—2 Credits)
This course provides the student with knowledge of the basic fundamentals of managed-care contracts, reimbursement procedures, insurance referrals for the health care industry, and coding using ICD and CPT standards.

MA118 MEDICAL CLINICAL PROCEDURES II
(76 Contact Hours—3 Credits)
This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and the preparation for specialty examinations.

MA119 MEDICAL OFFICE SYSTEMS
(38 Contact Hours—1 Credit)
This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations.

MA124 MEDICAL ADMINISTRATIVE PROCEDURES II
(38 Contact Hours—1 Credit)
This course is designed to continue the development of student competency in medical assisting administrative functions.

MA201 MEDICAL LABORATORY PROCEDURES
(76 Contact Hours—4 Credits)
This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA '88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy.

MA202 MEDICAL OFFICE PROCEDURES
(40 Contact Hours—2 Credits)
In this course the students are introduced to a competency-based approach to learning the principles of management applied in a modern medical facility. Competencies include appointment scheduling, telephone triage, medical records management, and pegboard concepts.

MA203 MEDICAL LAW
(20 Contact Hours—1 Credit)
This course is designed to give the students a working knowledge of medical ethics and of federal and state laws regulating medical practices today. Information covered includes laws pertinent to the medical facility and major ethical issues and their impact on society.

MA203 MEDICAL LABORATORY PROCEDURES III
(40 Contact Hours—2 Credits)
This course is a continuation of Medical Laboratory Procedures II and covers common microorganisms, culture setups, and gram stain techniques. Students learn physical, chemical, and microscopic examination of urine; collection methods; normal components; and urine pregnancy testing. Students perform all procedures and satisfy a urinalysis competency.

MA204 MEDICAL LABORATORY PROCEDURES IV
(20 Contact Hours—1 Credit)
This course is a continuation of Medical Laboratory Procedures III and includes a review for the Certified Medical Assistant exam and competencies for the procedures learned in Medical Laboratory Procedures I-III.

MA205 MEDICAL OFFICE INSURANCE
(40 Contact Hours—2 Credits)
Students are taught to distinguish among the three main classes of health insurance contracts. They learn general terms important for federal, state, and private health insurance plans. Through the use of the ICD and CPT coding books, they learn to handle insurance claims to minimize the chance of rejection by insurance carriers.

MA205 MEDICAL OFFICE PROCEDURES
(40 Contact Hours—2 Credits)
This is the capstone course in medical office administration. It provides laboratory simulation of the medical office practices of scheduling appointments, maintaining patient records, handling correspondence, setting up office procedures, billing patients, diagnostic and procedural coding, billing insurance carriers, transcribing, and preparing payroll.

MA206 MEDICAL LAW AND ETHICS
(20 Contact Hours—1 Credit)
This course 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 setting, major bioethical issues, and various ethical codes and their impact on society. This knowledge is imperative for all professional medical assistants.

MA207 HUMAN RELATIONS AND PSYCHOLOGY
(20 Contact Hours—1 Credit)
This course is an introduction to the fundamental aspects of mental health. Topics include normal growth and development, individual differences, human emotions, motivation, and frustrations.

MA208 MEDICAL LABORATORY PROCEDURES
(76 Contact Hours—3 Credits)
This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA '88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy.

MA210 MEDICAL CLINICAL PROCEDURES III
(76 Contact Hours—4 Credits)
In this course the medical assisting students continue the development of skills learned in Medical Clinical Procedures I and Medical Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations.

MA218 MEDICAL CLINICAL PROCEDURES III
(76 Contact Hours—3 Credits)
In this course the medical assisting students continue the development of skills learned in Medical Clinical Procedures I and Medical Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations.

MA265 MEDICAL EXTERNSHIP
(320 Externship Hours—7 Credits)

This unpaid externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas.

MA265 MEDICAL EXTERNSHIP (1991-1992)
MD265 MEDICAL EXTERNSHIP WORK/STUDY (1990-1991)
(240 Externship Hours—5 Credits)
This practicum provides the students with medical assisting experience in the physician's private office or clinic. The students are supervised and evaluated for work performed in the administrative, clinical, and laboratory areas.

MA266 MEDICAL EXTERNSHIP
(270 Externship Hours—6 Credits)
This unpaid externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas.

MA267 CMA REVIEW
(38 Contact Hours—1 Credit)
In this course, students will study general, administrative, and clinical topics in preparation for the Certified Medical Assistant (CMA) examination.

MD101 MEDICAL CLINICAL PROCEDURES
(140 Contact Hours—7 Credits)
This course is designed to teach the medical office assistant students how to assist the physician, nurse, and technologist in the office with procedures such as preparing the patient, gathering information about the patient, aseptic and sterile techniques, eye and ear instillations and irrigations, and the use of the autoclave. The students are introduced to the principles of pharmacology and learn to perform entry-level drug administration.

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

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

MD104 MEDICAL TRANSCRIPTION
(40 Contact Hours—2 Credits)
In this course the students learn how to operate dictation equipment and apply medical terminology concepts and language-usage skills to produce medical reports and communications.

MD105 MEDICAL RECORDS MANAGEMENT
(40 Contact Hours—2 Credits)
This course is designed to provide instruction and practical application in (1) systematic procedures for indexing, coding, and filing patient records and general correspondence and (2) accounting principles and procedures for maintaining double-entry financial records.

MD201 MEDICAL LABORATORY PROCEDURES
(140 Contact Hours—7 Credits)
This course is designed to teach the procedures necessary to assist the physician, nurse, and technologist in the laboratory area of the office in a clinical practice. The laboratory, radiography, and electrocardiography tasks are competency-based.

MD202 MEDICAL OFFICE PROCEDURES
(40 Contact Hours—2 Credits)
This is the capstone course in medical office administration. It provides laboratory simulation of the medical office practices of appointment scheduling, maintaining patient records, handling correspondence, setting up office procedures, patient billing, diagnostic and procedural coding, insurance carrier billing, transcribing, and preparing payroll.

MD204 MEDICAL LAW AND ETHICS
(20 Contact Hours—1 Credit)
This course 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 setting, major bioethical issues, and various ethical codes and their impact on society. This knowledge is imperative for all professional medical assistants.

MD205 HUMAN RELATIONS
(20 Contact Hours—1 Credit)
This course is an introduction to the fundamental aspects of mental health. Topics include normal growth and development, individual differences, human emotions, motivation, and frustrations.

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

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

OT103 MICROCOMPUTER SYSTEM
(20 Contact Hours—1 Credit)
This course is a hands-on introduction to the personal computer as a tool for office productivity. Students learn the system components and computer terminology. Internal and external DOS commands are mastered, and the intricacies of hard disk directory structure are covered and implemented.

OT104 WORD PROCESSING
OT104 WORD PROCESSING I (1991-1993)
(20 Contact Hours—1 Credit)

Using WordPerfect application software, the students are introduced to the word processing concepts of creating, editing, printing, storing, and retrieving a document file. Spell checking functions and special text enhancing and document formatting features are introduced.

OT105 DATA BASE MANAGEMENT (1990-1991)
OT105 DATABASE MANAGEMENT (1991-1992)
(20 Contact Hours—1 Credit)
This course combines the rules of alphabetic indexing with the concepts of electronic records management. Miniature letters and cards serve as source documents for the keying of records to create a database, which then is sorted numerically, geographically, and by subject. Records are retrieved via the FIND feature.

OT105 INTRODUCTION TO DATABASE MANAGEMENT
(40 Contact Hours—2 Credits)
In this course students learn the basic principles of filing using the ARMA-recommended unit-by-unit method and are introduced to a relational database management system. They learn to use database commands to build and modify tables and forms and to create reports.

OT106 ELECTRONIC SPREADSHEETS
(40 Contact Hours—2 Credits)
This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets.

OT106 ELECTRONIC SPREADSHEETS I
(20 Contact Hours—1 Credit)
Using Lotus 1-2-3, the students are introduced to the basic concepts of using an electronic spreadsheet as a tool for the storing and computing of numeric data. Simple formulas are constructed, and techniques are introduced for formatting, editing, moving, and copying data.

OT107 DATABASE MANAGEMENT
(38 Contact Hours—2 Credits)
Using database management software, students continue to learn to use the computer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats.

OT107 WORD PROCESSING
(25 Contact Hours—1 Credit)
The students are introduced to the word processing concepts of creating, editing, printing, storing, and retrieving a document file. Spell checking functions and special text enhancing and document formatting features are introduced. The students gain hands-on experience using WordPerfect software.

OT108 BUSINESS ORGANIZATION
(38 Contact Hours—2 Credits)
In this course 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.

OT109 MICROSOFT SKILLS
(38 Contact Hours—1 Credit)
This course covers the fundamental techniques of the Microsoft Office Suite. Students will be introduced to Word, PowerPoint, and Excel.

OT110 WORD PROCESSING
(40 Contact Hours—2 Credits)

This course provides information and training on the use of microcomputer software for word processing. Students produce a variety of documents from various application exercises.

OT111 WORD PROCESSING—CORE
(40 Contact Hours—2 Credits)
This course provides information and training on the use of microcomputer software for word processing. Students will use a word processing software package to produce a variety of documents from various application exercises.

OT112 BASIC WEB PAGE DEVELOPMENT
(40 Contact Hours—2 Credits)
In this course students learn basic design principles and learn to use web authoring software to create and enhance Web pages with links, graphics, tables, frames, and "form applications."

OT113 INTRODUCTION TO DATABASE MANAGEMENT
(38 Contact Hours—1 Credit)
In this course students learn the basic principles of filing using the ARMA-recommended unit-by-unit method and are introduced to a relational database management system. They learn to use database commands to build and modify tables and forms and to create reports.

OT113 MICROCOMPUTER SYSTEM
(25 Contact Hours—1 Credit)
This course is a hands-on introduction to the personal computer as a tool for office productivity. Students learn the system components and computer terminology. Internal and external DOS commands are mastered, and the intricacies of hard disk directory structure are covered and implemented.

OT115 DATA BASE MANAGEMENT
(15 Contact Hours—1 Credit)
This course combines the rules of alphabetic indexing with the concepts of electronic records management. Miniature letters and cards serve as source documents for the keying of records to create a data base, which then is sorted numerically, geographically, and by subject. Records are retrieved via the FIND feature.

OT116 ELECTRONIC SPREADSHEETS
(15 Contact Hours—1 Credit)
Using Lotus 1-2-3, the students are introduced to the basic concepts of using an electronic spreadsheet as a tool for the storing and computing of numeric data. Simple formulas are constructed, and techniques are introduced for formatting, editing, moving, and copying data.

OT121 ELECTRONIC SPREADSHEETS
(38 Contact Hours—1 Credit)
This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets.

OT122 WORD PROCESSING—CORE
(38 Contact Hours—1 Credit)
This course provides information and training on the use of microcomputer software for word processing. Students will use a word processing software package to produce a variety of documents from various application exercises.

OT125 COMPUTER GRAPHICS
(80 Contact Hours—3 Credits)

This course focuses on the design techniques that can make full use of computer software. Students learn computer graphics terminology and procedures common to computer graphics applications and create graphic designs for a variety of visual communications.

OT200 DESKTOP PUBLISHING
(38 Contact Hours—1 Credit)
In this course students are introduced to desktop publishing concepts and techniques with specific instruction in digital-page composition.

OT201 CONCEPTS OF DESKTOP PUBLISHING
(40 Contact Hours—2 Credits)
In this course students are introduced to desktop publishing. Students learn terminology and formatting concepts. Using word processing software, students combine text and graphics to product print-ready copy.

OT204 WORD PROCESSING II
(20 Contact Hours—1 Credit)
This course introduces advanced word processing features; i.e., merge, macros, columns, thesaurus, fonts, etc., used to produce documents more efficiently and more attractively.

OT207 BUSINESS COMPUTER GRAPHICS
(40 Contact Hours—2 Credits)
This course introduces the students to business graphics as demonstrated through the use of the Harvard Graphics package and others. The students learn to use graphics software packages to produce charts and graphs.

OT208 ADVANCED ELECTRONIC SPREADSHEETS
(40 Contact Hours—2 Credits)
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.

OT208 ELECTRONIC SPREADSHEETS II
(20 Contact Hours—1 Credit)
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.

OT209 DESKTOP PUBLISHING
(80 Contact Hours—4 Credits)
In this course students are introduced to desktop publishing concepts, systems, hardware, and software with specific instruction in one desktop publishing program.

OT210 DESKTOP PUBLISHING AND ELECTRONIC DESIGN
(80 Contact Hours—3 Credits)
In this course students master electronic page layout by completing advanced desktop publishing applications. Projects require the students to use graphics and/or text imported from other application programs to create original pieces.

OT211 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS
(38 Contact Hours—2 Credits)
This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic communications are covered.

OT212 WORD PROCESSING—EXPERT
(40 Contact Hours—2 Credits)

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.

OT213 PRESENTATION DESIGN AND DEVELOPMENT
(38 Contact Hours—2 Credits)
In this course students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation.

OT214 PRESENTATION DESIGN AND DEVELOPMENT
(38 Contact Hours—1 Credit)
In this course students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation.

OT215 MANAGEMENT PRINCIPLES
(40 Contact Hours—2 Credits)
This course describes the nature and functions of modern-day management. Topics include planning, organizational objectives, leadership styles and theories, motivation, controlling, and communication skills. The students are also introduced to international and comparative management.

OT217 DATA ANALYSIS
(38 Contact Hours—2 Credits)
This course provides clear, step-by-step instruction in the integration of various computer software applications. The need to extract useful decision-making information from data collections is emphasized through computerized activities. The students learn to arrange, present, and interpret data in a realistic business context.

OT218 ELECTRONIC OFFICE SYSTEMS
(19 Contact Hours—1 Credit)
This course is an overview of computer information systems. Students learn about computer hardware and software concepts, procedures, and systems. Applications in business and other segments of society are explored.

OT219 SUPERVISION
(38 Contact Hours—2 Credits)
This course provides an introduction to the basic responsibilities of a supervisor, including problem solving and decision making; planning, organizing, and controlling work; appraising employee performance; and training and developing employees.

OT221 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS
(38 Contact Hours—1 Credit)
This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic communications are covered.

OT222 WORD PROCESSING—EXPERT
(38 Contact Hours—1 Credit)
In this course students are introduced to desktop publishing concepts and advanced word processing features. Students learn terminology and advanced formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy.

OT223 DATABASE MANAGEMENT
(38 Contact Hours—1 Credit)

Using database management software, students continue to learn to use the computer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats.

OT229 DATA ANALYSIS
(38 Contact Hours—1 Credit)
This course provides clear, step-by-step instruction in the integration of various computer software applications. The need to extract useful decision-making information from data collections is emphasized through computerized activities. The students learn to arrange, present, and interpret data in a realistic business context.

PD102 PROFESSIONAL DEVELOPMENT
(38 Contact Hours—2 Credits)
This course is designed to prepare students for making the transition from students to employees. 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.

PD103 PROFESSIONAL DEVELOPMENT
PD103 PROFESSIONAL DEVELOPMENT I (1991-1992)
(20 Contact Hours—1 Credit)
This course is designed to prepare students for making the transition from students to employees. 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 how to market and present their skills and needs to prospective employers in a professional manner.

PD104 PROFESSIONAL DEVELOPMENT (1990-1991)
(30 Contact Hours—2 Credits)
This course is designed to prepare students for making the transition from student to employee. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for making job applications and participating in job interviews and presents suggestions for starting a new job. Students learn to analyze their job skills and needs and how to market and present those skills and needs to prospective employers in a professional manner. Students also learn to manage their time effectively and develop an awareness of stress management techniques.

PD104 PROFESSIONAL DEVELOPMENT FOR DESIGNERS
(38 Contact Hours—2 Credits)
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.

PD105 PROFESSIONAL DEVELOPMENT AND COMMUNICATIONS
(40 Contact Hours—2 Credits)
This course is designed to prepare students for making the transition from student to employee. Students learn how individual personality traits affect career advancement and how to communicate skillfully in interactions with fellow employees. It includes conversation skills, leadership skills, and assertiveness training and explores creativity, time management, and memory as they relate to communication in the corporate environment.

PD106 PROFESSIONAL DEVELOPMENT II (1990-1992)
(20 Contact Hours—1 Credit)
This course explores the appropriate techniques for making job applications and participating in job interviews and presents suggestions for starting a new job. Students learn how to analyze

their job skills and needs and how to market and present those skills and needs to prospective employers in a professional manner.

PD107 HUMAN RELATIONS IN THE WORKPLACE
(38 Contact Hours—2 Credits)
This course emphasizes the importance of the development of proper attitude in the workplace. The course also covers self-image, motivation, conflict management, team building, and improvement of interpersonal skills.

PD107 PROFESSIONAL DEVELOPMENT II
(20 Contact Hours—1 Credit)
This course is designed to prepare students for making the transition from student to employee. Students learn how individual personality traits affect career advancement and how to communicate skillfully in interactions with fellow employees. It includes conversation skills, leadership skills, and assertiveness training and explores creativity, time management, and memory as they relate to communication in the corporate environment.

PL100 INTRODUCTION TO LAW AND THE LEGAL SYSTEM
(76 Contact Hours—3 Credits)
This course provides a detailed overview of the American legal system: its structures, its substance, and its terminology. The nature and function of the legal process as well as the roles of the paralegal and legal secretary are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association.

PL101 INTRODUCTION TO LAW AND THE LEGAL SYSTEM
(80 Contact Hours—5 Credits)
This course provides a detailed overview of the American legal system: its structures, its substance, and its terminology. The nature and function of the legal process as well as the roles of the paralegal and legal secretary are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association.

PL102 LEGAL RESEARCH AND LEGAL WRITING I
(80 Contact Hours —4 Credits)
This course provides the students with a working knowledge of 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.

PL103 LEGAL ETHICS
(19 Contact Hours—1 Credit)
This course provides the student 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.

PL104 CLIENT INTERVIEW AND COMMUNICATION SKILLS
(19 Contact Hours—1 Credit)
The focus of this course is on learning techniques that can be used to become an effective interviewer and communicator when dealing with clients. Students have the opportunity to practice the techniques and receive and give constructive feedback.

PL105 LITIGATION

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

PL106 LEGAL COMPUTER APPLICATIONS
(38 Contact Hours—2 Credits)
This course provides the students with the essential background and knowledge they need to understand computer technology and applications. This 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.

PL107 CONTRACTS
(38 Contact Hours—2 Credits)
This course is designed to teach students the legal concepts of contract law. Students learn the basic requirements, performance, and remedies of a contract.

PL108 REAL ESTATE LAW
(40 Contact Hours—2 Credits)
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.

PL109 CIVIL PROCEDURE
(40 Contact Hours—2 Credits)
This course provides the students with detailed overviews of the major forms for the process of dispute resolution: civil procedure, administrative procedure, and criminal procedure, as well as the process of constitutional adjudication. The focus is on (1) the evolution and development of procedural rules; (2) broader jurisprudential questions concerning the nature of litigation, due process, and constitutional adjudication of public values; and (3) detailed exploration of actual cases to provide vivid litigation experience. The emphasis in this course is on the legal procedures to which substantive legal rules are applied.

PL110 DOMESTIC RELATIONS/FAMILY LAW
(38 Contact Hours—2 Credits)
In this course students gain an understanding of the legal aspects of marriage, divorce, annulment, custody and support, adoption, guardianship, and paternity. Students learn to handle client interviews and to draft necessary pleadings and other supporting documents.

PL111 TORT LAW
(38 Contact Hours—2 Credits)
In this course, students become familiar with all aspects of tort law and the handling of civil cases. Topics include negligence, strict liability, product liability, intentional torts, and the various forms of damages.

PL113 LEGAL RESEARCH AND LEGAL WRITING I
(76 Contact Hours —3 Credits)
This course provides the students with a working knowledge of 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.

PL202 LEGAL RESEARCH AND LEGAL WRITING II
(80 Contact Hours—4 Credits)

This course is designed to familiarize the students with the legal system and the sources of law generated by each branch of government. The course should enable the student 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.

PL205 CONTRACTS
(38 Contact Hours—1 Credit)
This course is designed to teach students the legal concepts of contract law. Students learn the basic requirements, performance, and remedies of a contract.

PL206 CRIMINAL LAW
(38 Contact Hours—1 Credit)
This course provides an understanding of the criminal justice system. It explores substantive and procedural aspects of criminal law and provides a working knowledge of the nature of various crimes, potential charges, and penalties. The students learn to prepare the necessary pleadings and other documents in order to assist and participate with the attorney in the administration of the criminal justice system.

PL207 COMMERCIAL LAW
(38 Contact Hours—2 Credits)
This course is designed to teach students the legal concepts pertaining to substantive business law. A primary objective of the course is to expand student awareness of legal rights in business transactions. Students learn the laws dealing with commercial paper, sales, agency, personal property, secured transactions, and proper usage of legal terminology as applied to business transactions.

PL210 CRIMINAL LAW
(38 Contact Hours—2 Credits)
This course provides an understanding of the criminal justice system. It explores substantive and procedural aspects of criminal law and provides a working knowledge of the nature of various crimes, potential charges, and penalties. The students learn to prepare the necessary pleadings and other documents in order to assist and participate with the attorney in the administration of the criminal justice system.

PL211 ESTATE PLANNING AND ADMINISTRATION
(38 Contact Hours—2 Credits)
This course provides a general overview of the basic laws relating to probate, wills, and estates. Students analyze estate, administrative, and fiduciary accounting principles and study the organizational and jurisdictional laws of the probate courts.

PL212 BANKRUPTCY LAW
(19 Contact Hours—1 Credit)
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.

PL213 LEGAL RESEARCH AND LEGAL WRITING II
(76 Contact Hours—3 Credits)
This course is designed to familiarize the students with the legal system and the sources of law generated by each branch of government. The course should enable the student 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.

PL299 LEGAL EXTERNSHIP
(270 Externship Hours—6 Credits)

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

RT100 RETAIL MANAGEMENT I
(40 Contact Hours—2 Credits)
This course addresses the business activities needed to make a retail business succeed. Included is an overview of retailing, the organization of retail institutions, management decision making, and the personnel management function. Related applications and cases supplement the text.

RT101 PRINCIPLES OF RETAILING
(40 Contact Hours—2 Credits)
This course takes the entrepreneurial approach to the retail business. Through lecture and class projects, students receive an overview of retailing and learn about location selection, store leases, and the details of store design, décor, layout, and fixture choices.

RT101 RETAIL MANAGEMENT
(40 Contact Hours—2 Credits)
This course addresses the business activities needed to make a retail business succeed. Included is an overview of retailing, the organization of retail institutions, management decision making, and the personnel management function. Related applications and cases supplement the text.

RT101 RETAIL MANAGEMENT II
(20 Contact Hours—1 Credit)
This course is a continuation of Retail Management I with special emphasis on the buying function and the merchandising function. Related applications and cases supplement the text.

RT102 INTRODUCTION TO TEXTILES
(20 Contact Hours—1 Credit)
Understanding the characteristics of textiles is essential to the future retailer; a retail manager should be able to estimate fabric performance. Consumers need information to make selections: How is the textile to be used? How must it be cared for? How long is it likely to last? The retailer must be able to assist clients with this information. Students learn these ideas primarily through lectures, reading, and some discussion.

RT103 INVENTORY MAINTENANCE AND CONTROL
(20 Contact Hours—1 Credit)
Students explore the necessary forms and procedures needed for maintaining inventory control. Discussions follow inventory controls throughout merchandise handling from vendor to customer deliveries. Students study inventory controls, beginning with the basic order forms and continuing through stock inventory, warehouse management, transfers, and sales analysis. Lectures emphasize knowledge and accuracy of systematic inventory maintenance and shrinkage control, including internal and external theft.

RT104 SALES I
(40 Contact Hours—2 Credits)
Because selling is the catalyst for all retailing industries, this course emphasizes a thorough knowledge of the techniques applicable to generate volume. Students analyze and adopt the technology and psychology for selling. In learning how to become adept in selling, students learn to generate leads, analyze customer buying motivation, use suggestive selling, and plan the sale.

RT104 SELLING TO GENERATE A VOLUME I
(40 Contact Hours—2 Credits)

Because selling is the catalyst for all retailing industries, this course emphasizes a thorough knowledge of the techniques applicable to generate volume. Students analyze and adopt the technology and psychology for selling. In learning how to become adept in selling, students learn how to generate leads, analyze customer buying motivation, use suggestive selling, and plan the sale.

RT105 SALES II
(40 Contact Hours—2 Credits)
As students progress in developing their sales skills, they become adept in handling customer objections and develop a "selling personality." They become competent in various methods of presentation including retail, direct consumer, and industrial selling. Students also gain competence not only in individual selling situations, but also in applying product knowledge to selling. Students learn when to close the sale and apply ethics and positive attitudes in all situations. Students learn not only from lectures but also from role playing correct selling behaviors.

RT105 SELLING TO GENERATE A VOLUME II
(40 Contact Hours—2 Credits)
As students progress, they become adept in handling customer objections and develop a "selling personality." They become competent in various methods of presentation including retail, direct consumer, and industrial selling. Students also gain competence not only in individual selling situations but also in applying product knowledge to selling. Students learn when to close the sale and apply ethics and positive attitudes in all situations. Students learn not only from lectures but also from role playing correct selling behaviors.

RT106 VISUAL MERCHANDISE PRESENTATION
(40 Contact Hours—2 Credits)
Retailers agree that merchandise and pricing are ultimately important to their success, but without effective visual merchandising of those same items, the store will lose its competitive edge. The purpose of this course is to develop competencies necessary to create dramatic displays and creative merchandising of the selling floor.

RT107 RETAIL REPORTING SYSTEMS (1991-1993)
(40 Contact Hours—2 Credits)
Profits motivate all retail organizations. The retail industry generates profit when the right goods are made available to consumers at the right time in the right quantities. Retail Reporting Systems is designed to introduce the students to the role of data analysis in retailing; students interpret sales and stock data, taking into account both current and historical data. The purpose of the course is directed toward understanding and using a computer. Kaman's Fashions for Less simulates an assistant buyer's job in a mid-size fashion retail business.

RT107 RETAIL REPORTING SYSTEMS
(20 Contact Hours—1 Credit)
Profits motivate all retail organizations. The retail industry generates profit when the right goods are made available to consumers at the right time in the right quantities. Retail Reporting Systems is designed to introduce the students to the role of data analysis in retailing; students interpret sales and stock data, taking into account both current and historical data. The purpose of the course is directed toward understanding and using a computer. Kaman's Fashions for Less simulates an assistant buyer's job in a mid-size fashion retail business.

RT108 INTRODUCTION TO MARKETING
(40 Contact Hours—2 Credits)
This course examines the role marketing plays for both large and small companies in the distribution of merchandise. The students collect and assess information in order to define the needs of the target market. Marketing principles, practices, and issues are explored in a straightforward, easy-to-understand manner.

RT108 RETAIL MATH I
(40 Contact Hours—2 Credits)
A complete and detailed understanding of mathematics is necessary for success in retail management. The interpretation and calculation of numbers determines if a business is operating at a profitable level. Students must develop basic mathematics skills and apply them to practical merchandising situations.

RT109 RETAIL MATH
(40 Contact Hours—2 Credits)
Competencies in computation accuracy, the understanding and application of basic profit factors, the retail method of inventory, markups, markdowns, and other pricing procedures are developed in this course. The students compute discounts and learn dating practices, developing an understanding of the six-month seasonal dollar plan and open-to-buy controls. Retail Math also includes a personal financial management seminar.

RT109 RETAIL MATH II
(40 Contact Hours—2 Credits)
Competencies in computation accuracy, the understanding and application of basic profit factors, the retail method of inventory, markups, markdowns, and other pricing procedures are developed. The student computes discounts and learns dating practices, developing an understanding of the six-month seasonal dollar plan and open-to-buy controls. Retail Math II also includes a personal financial management seminar.

RT110 OPERATIONS AND MANAGEMENT LECTURE SERIES (1991-1993)
(40 Contact Hours—2 Credits)
This course is designed to expose the students to professionals from all facets of retailing. Through guest lectures, students explore career paths within the retail field. Students also learn promotion and production techniques for special events. At the end of the course, students are responsible for planning and producing a merchandising show.

RT110 OPERATIONS AND MANAGEMENT LECTURE SERIES
(20 Contact Hours—1 Credit)
This course is designed to expose the students to professionals from all facets of retailing. Through guest lectures, students explore career paths within the retail field. Students also learn promotion and production techniques for special events. At the end of the course, students are responsible for planning and producing a merchandising show.

RT207 OPERATIONS AND MANAGEMENT
(40 Contact Hours—2 Credits)
This course addresses the operations and personnel administration of the retail environment. The course also covers self-image, motivation, conflict management, team building, time management, interpersonal skills, and human resource management.

RT207 SUPERVISORY SKILLS IN MANAGEMENT
(40 Contact Hours—2 Credits)
Students must develop habits of self-management needed by professionals in the workplace. Sound supervisory and face-to-face skills are needed in retail management. Studying the work of Wayne Dyer helps to achieve these goals.

RT208 FASHION CONCEPTS
(40 Contact Hours—2 Credits)
This course emphasizes the knowledge of fashion and quality in products as well as the influences that cause changes in styles. The students explore trend analysis and learn how to anticipate changes in consumer shopping habits, local market conditions, and general economic conditions.

RT208 KNOW YOUR MERCHANDISE

(40 Contact Hours—2 Credits)
This course emphasizes the knowledge of fashion and quality in products as well as the influences that cause changes in styles. The students explore trend analysis and learn how to anticipate changes in consumer shopping habits, local market conditions, and general economic conditions.

RT208 THE BUYER'S ROLE I
(40 Contact Hours—2 Credits)
The purpose of this course is to familiarize the students with buying and how this activity influences department managers, sales consultants, and clients. The course also emphasizes merchandise assortment planning, availability of stock, market research, sales promotion, and presentation.

RT209 THE BUYER'S ROLE
(40 Contact Hours—2 Credits)
The purpose of this course is to familiarize the students with buying and how this activity influences department managers, sales consultants, and clients. The course also emphasizes merchandise assortment planning, availability of stock, market research, sales promotion, and presentation.

RT209 THE BUYER'S ROLE II
(40 Contact Hours—2 Credits)
This course is a continuation of The Buyer's Role I and emphasizes the history of fashion buying as well as the influences that cause changes in styles. The students will explore trend analysis and learn how to anticipate changes in consumer shopping habits, local market conditions, and general economic conditions.

RT265 RETAIL EXTERNSHIP
(320 Contact Hours—7 Credits)
Students gain on-the-job experience in area department, specialty, and discount stores to experience as fully as possible the environment in which they will be employed upon graduation. The students work full time, accumulating 320 hours of experience, and attend a semi-monthly seminar at the college to discuss work-related experiences. The students' work experience is supervised and reviewed by the college, and the employer evaluates the students at the end of the program.

RT265 RETAIL INTERNSHIP (1991-1992)
(160 Contact Hours—3 Credits)
Students gain on-the-job experience in area department, specialty, and discount stores to experience as fully as possible the environment in which they will be employed upon graduation. The students work full time, accumulating 160 hours of experience and attend a semi-monthly seminar at the school to discuss work-related experiences. The students' work experience is supervised and reviewed by the school, and the employer evaluates the students at the end of the program.

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

SS102 OFFICE PROCEDURES I
(38 Contact Hours—2 Credits)
This course is designed to include instruction in general office practices and procedures. Topics include time and task management, computer hardware and software systems, reprographics, and mail procedures and regulations.

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

SS103-L TRANSCRIPTION I
(43 Classroom/13 Lab Contact Hours—2 Credits)
This course is designed to teach and review principles of punctuation. The students apply these rules when transcribing shorthand notes into mailable short business letters. The students continue to develop shorthand recording speed. This course has a required lab.

SS103-L TRANSCRIPTION I (1990-1991)
(40 Classroom/12 Lab Contact Hours—3 Credits)
This course is designed to teach and review principles of punctuation. The students apply these rules when transcribing shorthand notes into mailable short business letters. The students continue to develop shorthand recording speed. This course has a required lab.

SS104-L TRANSCRIPTION II
(40 Classroom/12 Lab Contact Hours—2 Credits)
This course is designed to teach and review capitalization and number rules. The students apply these rules when transcribing shorthand notes into mailable average-length business letters that contain special notations. The students continue to develop shorthand recording speed. This course has a required lab.

SS104-L TRANSCRIPTION II (1990-1991)
(40 Classroom/12 Lab Contact Hours—3 Credits)
This course is designed to teach and review capitalization and number rules. The students apply these rules when transcribing shorthand notes into mailable average-length business letters that contain special notations. The students continue to develop shorthand recording speed. This course has a required lab.

SS105 MACHINE TRANSCRIPTION
(40 Contact Hours—2 Credits)
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.

SS106 BUSINESS MATHEMATICS
(20 Contact Hours—1 Credit)
This course is designed to reinforce the basic mathematical processes of addition, subtraction, multiplication, and division. Additionally, sales records, decimals, and percentages are covered.

SS107 SECRETARIAL ACCOUNTING
(40 Contact Hours—2 Credits)
Students are introduced to the fundamentals of accounting in this course. Course content includes debit and credit theory, the accounting cycle, posting, and journalizing. Also included is the preparation of simple statements from working papers and adjusting and closing entries. The students also learn to operate the 10-key calculator using the touch method.

SS107 SECRETARIAL ACCOUNTING I
(20 Contact Hours—1 Credit)
Students are introduced to the fundamentals of accounting. Course content includes debit and credit theory, the accounting cycle, posting, and journalizing.

SS108 SHORTHAND TAPE LABORATORY
(20 Contact Hours—0 Credits)
In this course the students receive dictation practice for the purpose of increasing speed in recording sustained shorthand dictation.

SS108 SHORTHAND TAPE LABORATORY (1990-1991)
(30 Contact Hours—1 Credit)
In this course the students receive dictation practice for the purpose of increasing speed in recording sustained shorthand dictation.

SS109 SECRETARIAL ACCOUNTING II
(20 Contact Hours—1 Credit)
This course is a continuation of Secretarial Accounting I including the preparation of simple statements from working papers and adjusting and closing entries.

SS110 TRANSCRIPTION TECHNIQUES I
(40 Contact Hours—2 Credits)
This course is designed to teach the proper techniques of transcribing from shorthand notes into mailable form, which includes error correction and word division. The students also review principles of theory, increase shorthand vocabulary, and continue to build shorthand speed.

SS111 TRANSCRIPTION TECHNIQUES II
(40 Contact Hours—2 Credits)
This course is a continuation of Transcription Techniques I. The students learn how to correctly format letters, memorandums, and reports and continue to build shorthand speed.

SS113 TRANSCRIPTION I
(20 Contact Hours—1 Credit)
This course is designed to teach and review principles of punctuation. The students apply these rules when transcribing shorthand notes into mailable short business letters. The students continue to develop shorthand recording speed. This course has a required shorthand lab.

SS114 TRANSCRIPTION II
(20 Contact Hours—1 Credit)
This course is designed to teach and review capitalization and number rules. The students apply these rules when transcribing shorthand notes into mailable average-length business letters that contain special notations. The students continue to develop shorthand recording speed.

SS115 MACHINE TRANSCRIPTION
(30 Contact Hours—2 Credits)
In this course, the students learn how to operate transcription equipment and apply language-usage and business skills to produce various kinds of typed communications. The development of correct spelling, proper proofreading, and precise editing techniques receives special emphasis. The students apply these skills and techniques while producing a variety of documents.

SS119 MACHINE TRANSCRIPTION I
(20 Contact Hours—1 Credit)
In this course, the students learn how to operate transcription equipment and apply language-usage and business skills to produce various kinds of typed communications. The development of correct spelling, proper proofreading, and precise editing techniques receives special emphasis. The students apply these skills and techniques while producing a variety of documents.

SS120 MACHINE TRANSCRIPTION II
(20 Contact Hours—1 Credit)
This course is a continuation of Machine Transcription I. Students continue to develop proper proofreading and editing techniques while applying these techniques to the production of various kinds of business correspondence.

SS130 SECRETARIAL COOPERATIVE WORK/STUDY I (160 Contact Hours—3 Credits)
On an every-other-day basis, the students perform secretarial duties in an office for a school-selected employer. Included in the range of experiences the students may have are typing, shorthand dictation, machine transcription, record keeping, filing, and word processing.

SS131 SECRETARIAL COOPERATIVE WORK/STUDY II (320 Contact Hours—7 Credits)
On an every-other-day basis, the students perform secretarial duties in an office for a school-selected employer. Included in the range of experiences the students may have are typing, shorthand dictation, machine transcription, record keeping, filing, and word processing.

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

SS201 TRANSCRIPTION III (1990-1991)
(41 Contact Hours—2 Credits)
This course is designed to teach abbreviation rules as well as specialized vocabulary for eight different types of offices. The students apply these rules and use the vocabulary when transcribing shorthand notes into mailable average-length business letters and memorandums that contain special notations. The students continue to develop shorthand speed.

SS202 OFFICE PROCEDURES
(80 Contact Hours—4 Credits)
This course is designed to integrate the knowledge and skills previously learned in the program. Through office simulations, students develop time-management skills as well as skills in handling various office tasks.

SS202 OFFICE PROCEDURES (1990-1992)
(80 Contact Hours—5 Credits)
This course integrates the knowledge and skills previously learned in the students' program. The course provides the students with practical applications in standard secretarial office responsibilities and emphasizes time-management skill development.

SS203 OFFICE PROCEDURES II
(38 Contact Hours—2 Credits)
This course is designed to provide thorough coverage of the administrative assistant's role in providing research and in organizing data for written reports, speeches, procedures, and publications; in assisting executives with travel arrangements and conference planning; and in handling financial duties. Through office simulations students develop time-management skills as well as skills in handling various office tasks.

SS205 LEGAL TERMINOLOGY AND TRANSCRIPTION
(80 Contact Hours—4 Credits)
Through the use of specially prepared taped material, students gain experience in the technicalities of the legal office. Various types of legal documents are used to give students

practical experience with the format and terminology used daily by lawyers. Vocabulary development and transcription accuracy are of major importance in this specialized course.

SS205 LEGAL TERMINOLOGY AND TRANSCRIPTION (1990-1992)
(60 Contact Hours—4 Credits)
Through the use of specially prepared taped material, students gain experience in the technicalities of the legal office. Various types of legal documents are used to give students practical experience with the format and terminology used daily by lawyers. Vocabulary development and transcription accuracy are of major importance in this specialized course.

SS206 LEGAL DOCUMENTS AND PROCEDURES
(80 Contact Hours—4 Credits)
The course is designed to present an overview of legal documents, terms, and special duties involved in legal procedures. In addition, students are required to prepare legal documents. Students study the format and content of standard law office documents. Students complete specific assignments and accumulate a portfolio of completed documents. Students also study the office procedures that are unique to a law office setting.

SS206 LEGAL OFFICE PROCEDURES
(76 Contact Hours—4 Credits)
The course is designed to present an overview of legal documents, terms, and special duties involved in legal procedures. In addition, students are required to prepare legal documents. Students study the format and content of standard law office documents, complete specific assignments, and accumulate a portfolio of completed documents. They also study the office procedures that are unique to a law office setting.

SS206 LEGAL OFFICE PROCEDURES (1990-1992)
(30 Contact Hours—2 Credits)
The course is designed to present an overview of office procedures in the legal field. Exposure is given to legal documents, terms, and special duties involved in legal procedures.

SS207 BUSINESS LAW (1993-2005)
SS207 BUSINESS LAW I
(40 Contact Hours—2 Credits)
The course is a presentation of the origin and development of law. It includes a study of law relating to contracts and negotiable instruments. The course is designed to acquaint students with the principles of law and their importance to an employer.

SS207 INTRODUCTORY LAW
(30 Contact Hours—2 Credits)
The course is a presentation of the origin and development of law. It includes a study of law relating to contracts and negotiable instruments. The course is designed to acquaint the students with the principles of law and their importance to an employer.

SS208 BUSINESS LAW II
(20 Contact Hours—1 Credit)
The course is a continuation of Business Law I. Students learn additional principles of law and their importance to an employer.

SS209 LEGAL TRANSCRIPTION
(38 Contact Hours—1 Credit)
Through the use of specially prepared text and tape materials, students are exposed to the technicalities of legal terminology, collocations, Latin and French phrases, legal correspondence, and formatting and preparing court and noncourt documents. Heavy emphasis is placed on machine transcription.

SS210 LEGAL OFFICE PROCEDURES
(76 Contact Hours—3 Credits)
The course is designed to present an overview of legal documents, terms, and special duties involved in legal procedures. In addition, students are required to prepare legal documents. Students study the format and content of standard law office documents, complete specific assignments, and accumulate a portfolio of completed documents. They also study the office procedures that are unique to a law office setting.

SS211 LEGAL OFFICE PROCEDURES
(38 Contact Hours—2 Credits)
The course is designed to present an overview of legal documents, terms, and special duties involved in legal procedures. In addition, students are required to prepare legal documents. Students study the format and content of standard law office documents, complete specific assignments, and accumulate a portfolio of completed documents. They also study the office procedures that are unique to a law office setting.

SS211 TRANSCRIPTION III
(20 Contact Hours—1 Credit)
This course is designed to teach abbreviation rules as well as specialized vocabulary for eight different fields of business. The students apply these rules and use the vocabulary when transcribing shorthand notes into mailable average-length letters and memorandums that contain special notations. The students continue to develop shorthand speed.

SS212 SECRETARIAL PROCEDURES
(40 Contact Hours—2 Credits)
This course is designed to integrate the knowledge and skills previously learned in the program. The course provides the students with practical applications in the responsibilities of a secretary. The students learn to perform standard office duties. Special emphasis is placed on time management.

SS212 SECRETARIAL PROCEDURES (1990-1991)
(60 Contact Hours—4 Credits)
This course is designed to integrate the knowledge and skills previously learned in the program. The course provides the students with practical applications in the responsibilities of a secretary. The students learn to perform standard office duties. Special emphasis is placed on time management.

SS260 SECRETARIAL COOPERATIVE WORK/STUDY II
(320 Contact Hours—7 Credits)
On an every-other-day basis, the students perform secretarial duties in an office for a school-selected employer. Included in the range of experiences the students may have are typing, shorthand dictation, machine transcription, record keeping, filing, and word processing.

SS265 SECRETARIAL COOPERATIVE WORK/STUDY (800 Contact Hours—17 Credits)
On an every-other-day basis, the students perform secretarial duties in an office for a school-selected employer. Included in the range of experiences the students may have are typing, shorthand dictation, machine transcription, record keeping, filing, and word processing.

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

TR101 INTRODUCTION TO TRAVEL AND TOURISM
(40 Contact Hours—2 Credits)
This course gives students an overview of the major components of the industry, including the history, growth, and government regulation of travel; marketing techniques for identifying and meeting travelers' motivations, needs, and expectations; and an introduction to the airline industry's history, product, and regulations. The course also focuses on automated and nonautomated systems of information, travel terminology, and career opportunities in the travel industry. Through discussions, quizzes, and tests, the students demonstrate competency in the various objectives.

TR102 MANUAL RESERVATIONS METHODS
(40 Contact Hours—2 Credits)
In this course, emphasis is placed on how to schedule and reserve airline travel. Students learn "where to look and who to ask" by gaining knowledge of the tools and references used in scheduling. These tools include official airline guides, airline schedules, and timetables. The regulations of the airline industry, air carrier and city transport codes, and airline terminology are also discussed.

TR102 SCHEDULING AND RESERVATIONS
(40 Contact Hours—2 Credits)
Students continue their study of the travel industry, becoming proficient in airline regulations, catering, methods of scheduling, finding ratings, and using the three-digit city and two-digit airline codes utilized by the airline industry. Scheduling and Reservations also covers rail and motorcoach scheduling and car rental in the United States and abroad. Students learn research techniques for finding ratings, locations, and room prices for major hotels worldwide. An understanding of the concepts can be identified through the unit quizzes and tests.

TR104 CORPORATE TRAVEL
(20 Contact Hours—1 Credit)
This course focuses on the unique needs of the business traveler and how those needs relate to the travel and hospitality industries. The students are exposed to the differences between corporate and leisure travel; the particular needs of the corporate traveler; and the special services offered by travel agencies, airlines, car rental firms, and hotels.

TR104 CRUISES
(40 Contact Hours—2 Credits)
Students learn about life aboard the cruise ship: terminology, deck plans, menus, and activities. The students learn how to sell a cruise and how to book passage. Lectures include instruction on the use of the OAG's *Worldwide Cruise and Shipline Guide* and *Cruise Lines International Association Cruise Guide*. Students demonstrate competencies on quizzes and tests.

TR104 INTERNATIONAL TRAVEL
(40 Contact Hours—2 Credits)
Students learn about life aboard the cruise ship: terminology, deck plans, menus, and activities. The students learn how to sell a cruise and how to book passage. Lectures include instruction on the use of the OAG's *Worldwide Cruise and Shipline Guide* and *Cruise Lines International Association Cruise Guide*. Students demonstrate competencies on quizzes and tests.

TR105 TRAVEL AGENCY OPERATIONS
(20 Contact Hours—1 Credit)
This course focuses on the day-to-day operations of a travel agency. Topics covered include ARC requirements, bank relations, agency accounting, and financial planning. Familiarity with documents, the ARC sales report, and other "back office" functions are also stressed.

TR106 AIR FARES AND TICKETING
(40 Contact Hours—2 Credits)
This course provides the students with fundamental knowledge of air fare computation, ticketing, completion of manually issued documents, calculation of air transportation taxes, airport/city codes, and the ARC sales report.

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

TR108 INTRODUCTION TO TRAVEL
(38 Contact Hours—2 Credits)
This course covers the history, scope, and functions of the travel industry. Students gain knowledge of domestic and international air travel, tours, ground transportation, and the technical and personal skills needed for a career in the travel field in the twenty-first century.

TR109 WORLDWIDE TOURISM
(38 Contact Hours—2 Credits)
In this course students explore the diverse areas of the hospitality and tourism industries. Special emphasis is placed on the functional areas of hotels, cruises, and resorts.

TR110 DOMESTIC DESTINATIONS
(38 Contact Hours—2 Credits)
This course is an introduction to the study of the geography of the United States, Canada, Mexico, and the Caribbean and their major attractions.

TR111 WORLDWIDE DESTINATIONS
(38 Contact Hours—2 Credits)
This course is an introduction to the study of the geography of Europe, South America, Asia, Oceania, and Africa and their major attractions.

TR112 TRAVEL AGENCY OPERATIONS AND MEETING MANAGEMENT
(38 Contact Hours—2 Credits)
This course focuses on the operations of a travel agency and examines the unique needs of the corporate traveler. In addition, students are presented with an overview of the meeting planning/convention management industry.

TR201 COMPUTERIZED RESERVATIONS SYSTEM
(80 Contact Hours—4 Credits)
This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. Students learn the concepts and skills required to create and modify Passenger Name Records (PNR), provide fares, interpret and modify availability, sell air space, modify and price itineraries, issue tickets, and utilize and issue seat assignments. Students also learn to access hospitality, travel, and tourism resources on the Internet.

TR201 SABRE COMPUTERIZED RESERVATIONS SYSTEM
(80 Contact Hours—4 Credits)
Using a computerized simulation, students learn SABRE, the language of the largest computerized reservation system in the world. Used by more than one-third of the automated retail travel agencies in the United States, SABRE allows agents to make reservations and to issue tickets for major airlines, to reserve hotel rooms, and to book car rentals and tour packages. Students are instructed with a computerized SABRE tutorial, which includes lessons in finding availability, building a Passenger Name Record, and ticketing. Through lectures and hands-on work at the computer, students learn nonautomated ticketing for airlines as well.

TR202 SALES AND CUSTOMER SERVICE
(40 Contact Hours—2 Credits)
In this course students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints.

TR203 SALES AND CUSTOMER SERVICE
(38 Contact Hours—1 Credit)
In this course students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints.

TR204 COMPUTERIZED RESERVATIONS SYSTEM
(76 Contact Hours—3 Credits)
This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. Students learn the concepts and skills required to create and modify Passenger Name Records (PNR), provide fares, interpret and modify availability, sell air space, modify and price itineraries, and utilize and issue seat assignments. Students also learn to access hospitality, travel, and tourism resources on the Internet.

TR205 COMPUTERIZED RESERVATIONS SYSTEM
(38 Contact Hours—1 Credit)
This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. Students learn the concepts and skills required to create and modify Passenger Name Records (PNR), provide fares, interpret and modify availability, sell air space, modify and price itineraries, and utilize and issue seat assignments. Students also learn to access hospitality, travel, and tourism resources on the Internet.

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

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

TY102 KEYBOARDING II
(38 Contact Hours—1 Credit)
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.

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

TY103 DOCUMENT FORMATTING
(38 Contact Hours—1 Credit)
This course develops document formatting skills as well as keyboarding speed and accuracy. The students produce business correspondence, tables, and reports.

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

TY104 DOCUMENT PRODUCTION
(38 Contact Hours—1 Credit)
This course focuses on document production skills as well as keyboarding speed and accuracy. Emphasis is placed on creating perfect correspondence, reports, and tables.

TY104 DOCUMENT PRODUCTION (1990-1991)
(40 Contact Hours—2 Credits)
This course is designed to develop expertise in producing a variety of business documents utilizing word processing software. Students begin to use decision-making techniques to produce acceptable business communications. Greater emphasis is placed keyboarding speed and accuracy.

TY105 MEDICAL DOCUMENT FORMATTING
(40 Contact Hours—1 Credit)
This course is designed to polish the medical assistants' typing skills. Emphasis is placed on the typing of insurance forms. Students also produce medical assignments that correlate with material presented in their other courses. Continued emphasis is placed on increasing typing speed and accuracy through regularly scheduled drills and timings.

TY105 MEDICAL DOCUMENT FORMATTING (1990-1991)
(40 Contact Hours—2 Credits)
This course is designed to polish the medical office assistant's typing skills. Emphasis is placed on the typing of insurance forms. Students also produce medical assignments that correlate with material presented in their other courses. Continued emphasis is placed on increasing typing speed and accuracy through regularly scheduled drills and timings.

TY110 DOCUMENT FORMATTING I
(20 Contact Hours—1 Credit)
This course develops document formatting skills as well as keyboarding speed and accuracy. The students produce business correspondence, tables, reports, and forms.

TY111 DOCUMENT FORMATTING II
(20 Contact Hours—1 Credit)
This course is a continuation of Document Formatting I. Students continue to develop document formatting skills as well as keyboarding speed and accuracy.

TY113 DOCUMENT PRODUCTION I
(20 Contact Hours—1 Credit)
This course is designed to develop expertise in producing a variety of business documents utilizing word processing software. Students begin to use decision-making techniques to produce acceptable business communications. Emphasis is placed on keyboarding speed and accuracy.

TY114 DOCUMENT PRODUCTION (1990-1991)
(30 Contact Hours—2 Credits)
This course is designed to develop expertise in producing a variety of business documents utilizing word processing software. Students begin to use decision-making techniques to

produce acceptable business communications. Emphasis is placed keyboarding speed and accuracy.

TY114 DOCUMENT PRODUCTION II
(20 Contact Hours—1 Credit)
This course is a continuation of Document Production I. Students continue to develop expertise and use decision-making techniques to produce acceptable forms of business communication. Emphasis is placed on keyboarding speed and accuracy.

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

TY201 ADVANCED DOCUMENT PRODUCTION (1991-1992)
(40 Contact Hours—1 Credit)
Emphasis in this course is placed on using word processing software to create documents containing statistical copy, such as complex tables, specialized correspondence, and financial reports. This course continues to build the students' keyboarding speed and accuracy and formatting skills.

TY202 ADVANCED DOCUMENT PRODUCTION
TY202 ADVANCED DOCUMENT PRODUCTION I (1993-1994)
(40 Contact Hours—1 Credit)
Emphasis in this course is placed on using word processing software to create documents containing statistical copy, such as complex tables, specialized correspondence, and financial reports. This course continues to build the students' keyboarding speed and accuracy and formatting skills.

TY202 ADVANCED DOCUMENT PRODUCTION II (1990-1991)
(40 Contact Hours—2 Credits)
This course is designed to refine keyboarding skills through drill work and assigned production tasks. Students utilize word processing software to complete the production tasks and gain experience in organizing both time and materials to meet deadlines.

TY202 ADVANCED DOCUMENT PRODUCTION II (1991-1992)
(40 Contact Hours—1 Credit)
This course is designed to refine keyboarding skills through drill work and assigned production tasks. Students utilize word processing software to complete the production tasks and gain experience in organizing both time and materials to meet deadlines.

TY203 ADVANCED DOCUMENT PRODUCTION II
(40 Contact Hours—1 Credit)
This course is designed to refine keyboarding skills through drill work and assigned production tasks. Students utilize word processing software to complete the production tasks and gain experience in organizing both time and materials to meet deadlines.

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

TY211 ADVANCED DOCUMENT PRODUCTION I
(20 Contact Hours—1 Credit)
Emphasis in this course is placed on using word processing software to create documents containing statistical copy, such as complex tables, specialized correspondence, and financial reports. This course continues to build the students' keyboarding speed and accuracy and formatting skills.

TY212 ADVANCED DOCUMENT PRODUCTION II
(20 Contact Hours—1 Credit)
This course is designed to refine keyboarding skills through drill work and assigned production tasks. Students utilize word processing software to complete the production tasks and gain experience in organizing both time and materials to meet deadlines.

TY212 ADVANCED DOCUMENT PRODUCTION II (1990-1991)
(30 Contact Hours—2 Credits)
This course is designed to refine keyboarding skills through drill work and assigned production tasks. Students utilize word processing software to complete the production tasks and gain experience in organizing both time and materials to meet deadlines.

TY213 LEGAL DOCUMENT FORMATTING
(30 Contact Hours—1 Credit)
In this course students are required to prepare legal documents. Format and content of the required documents have been developed and established as authentic by regular contact with contemporary law offices. Students complete specific assignments and accumulate a portfolio of completed documents.

TY213 LEGAL DOCUMENT FORMATTING (1990-1991)
(30 Contact Hours—2 Credits)
In this course students are required to prepare legal documents. Format and content of the required documents have been gathered and established as authentic by regular contact with contemporary law offices. Students complete specific assignments and accumulate a portfolio of completed documents.