

Synopsis of Subjects

Most programs use a combination of lecture and laboratory methods of instruction. A class period, particularly in a technology-intensive learning environment, is defined as either lecture or laboratory depending primarily on whether new material is introduced. Lecture is a class setting in which the student is instructed in theory, principles, and history of an academic or vocational subject. The student should expect a requirement of two hours of outside preparation for each hour of lecture instruction. Some lecture classes have additional time scheduled without additional charge to the student to provide for individualized coaching. Laboratory is a setting in which the student applies information and demonstrates, tests, or practices for reinforcement of skills previously acquired through lecture or outside reading. An instructor is normally present in the laboratory setting, but for coaching and clarification rather than for presentation of new material. Two hours of laboratory has the credit equivalency of one hour of lecture. Internship (also externship or practicum) is program-related work experience with indirect instructor supervision and employer assessment, usually coupled with lecture sessions in which the workplace experience is discussed. Three hours of internship has the credit equivalency of one hour of lecture. The individual student's ability to attain the necessary competencies may influence the number of clock hours necessary to complete an individual course. Prerequisites may be waived in unusual circumstances, but only with the consent of the instructor and approval of the Dean of Instructional Programs or Campus Director.

Credit Definition

Credit Hour - The unit by which an institution may measure its coursework. The number of credit hours assigned to a course is usually defined by a combination of the number of hours per week in class, laboratory, and/or externship, multiplied by the number of weeks in the term. One unit of credit is usually equivalent to, at a minimum, one hour of classroom study, two hours of laboratory study, or three hours of externship, or a combination of the three multiplied by the number of weeks in a quarter.

One quarter credit is awarded for each:

- 10 clock hours of lecture
- 20 clock hours of laboratory
- 30 clock hours of internship

Clock Hour - A clock hour or class period is 50 minutes of instruction. The following course descriptions include whether the course is lecture, laboratory, externship, or a mixture.

How to read course descriptions

Course description numbers that fall below 100 are considered developmental courses. Course description numbers that are above 100 are considered college level courses. Course descriptions are organized in alphabetical order by discipline. Letters indicate appropriate program areas as indicated below:

- A - Accounting
- B - Business
- CC - Child Care
- D - Computers
- G - General Education
- J - Criminal Justice
- M - Medical/Allied Health
- N - Network
- R - Retail/Sales
- S - Secretarial/Office Administration

A151 Accounting I - 40 Hours. 4 Credits.

This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of accounting and will be trained in the bookkeeping function of properly recording transactions in journals and posting to ledgers. The trial balance, working papers, and financial statements, and closing of books are introduced. Prerequisite: None (Lecture: 100%)

A152 Accounting II - 40 Hours. 4 Credits.

This course emphasizes the classification of accounts, notes, drafts, prepayments, installments, sales, fixed assets, and monthly adjustments. The course also covers accounting of the merchandising enterprise and partnership accounting. Prerequisite: Accounting I. (Lecture 100%)

A153 Accounting III - 40 Hours. 4 Credits.

This course emphasizes manufacturing accounting, financial analysis, and decision making. Corporation accounting is included. Prerequisite: Accounting II or equivalent. (Lecture: 100%)

A169 Income Tax - 40 Hours. 4 Credits.

Course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business. Prerequisite: Accounting II or equivalent. (Lecture 100%)

A170 Cost Accounting I - 40 Hours. 4 Credits.

The fundamentals of cost accounting, such as materials, labor, and overhead are studied. Included is a study of job order cost accounting. Prerequisite: Accounting II or equivalent. (Lecture 100%)

A171 Cost Accounting II - 40 Hours. 4 Credits.

A unit of costing techniques relevant to a process cost accounting system. Various methods of allocating joint and by-product costs are studied. Develop skills for interpretation and functional analysis of cost reports as a management tool. Prerequisite: Cost Accounting I or equivalent. (Lecture 100%)

A172 Intermediate Accounting I - 40 Hours. 4 Credits.

This course covers a review of accounting procedures, then expands to specialized treatment of financial statements, cash and temporary assets, receivables, inventories (general and estimating procedures), current liabilities, income tax procedures in accounting, and the acquisition, use, and retirement of long-term plant assets. Prerequisite: Accounting III. (Lecture 100%)

A173 Intermediate Accounting II - 40 Hours. 4 Credits.

A continuation of Intermediate Accounting I, this course finishes coverage of valuation of assets and liabilities, and continues in stockholder's equity. Areas included are analysis and interpretation of financial statements. Prerequisite: Intermediate Accounting I. (Lecture 100%)

A177 Payroll Accounting - 40 Hours. 4 Credits.

Focus is on computing and paying of wages and salaries, social security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records. Prerequisite or co-requisite: Accounting I. (Lecture 100%)

B097 Foundations of English I - 40 Hours. 4 Credits.

This foundation course emphasizes grammar usage, basic punctuation, and sentence structure. Prerequisite: Placement determined by COMPASS assessment score. (Lecture 100%)

B098 Foundations of English II - 40 Hours. 4 Credits.

This course emphasizes mastery of grammar and punctuation usage, paragraph structure, and strategy. Prerequisite: COMPASS placement score or a grade of 'SA' in Foundations of English I. (Lecture 100%)

B099 Foundations of Math - 40 Hours. 4 Credits.

A study of the fundamentals of mathematics in the following areas: addition, subtraction, multiplication, division, fractions, decimals, and percentages. Prerequisite Placement determined by COMPASS assessment score. (Lecture 100%)

B136 Introduction to Business - 40 Hours. 4 Credits.

The purpose of this course is to help the student acquire a good comprehension of how the free enterprise system works. The many aspects of business organization, production, human resources, marketing, finance, and others are studied. Prerequisite: None. (Lecture 100%)

B138 Management and Supervision - 40 Hours. 4 Credits.

A study of the aspects of the practice of management necessary for the development of managerial skills and insight. Prerequisite: Introduction to Business. (Lecture 100%)

B139 Marketing - 40 Hours. 4 Credits.

An introductory course in marketing as it operates in American business today. A study of the combination of elements (product, price, systems, channels of distribution, and promotion) which can be used to achieve the most effective marketing mix. Prerequisite: Introduction to Business or Introduction to E-Commerce. (Lecture 100%)

B140 Sales Techniques - 40 Hours. 4 Credits.

An introductory course in sales emphasizing the principles and practices of a professional salesperson. Course focus is on the information, skills, and activities necessary for success in today's marketplace. Prerequisite: None. (Lecture 100%)

B141 Sales Applications - 40 Hours. 4 Credits.

A how-to course designed to provide the opportunity to use professional methods learned in Sales Techniques, with the practical application of product knowledge and sales presentation development. Prerequisite: Sales Techniques. (Lecture 100%)

B148 Human Resource Management - 40 Hours. 4 Credits.

Leadership and management functions such as those required to establish goals, policies, procedures, and plans are studied. Motivation, planning and control systems of organizations and behavior are studied. Prerequisite: None. (Lecture 100%)

B163 Principles of Advertising - 40 Hours. 4 Credits.

Theory, principles, and functions of advertising, its role and its social and economic structure. Newspapers, magazines, radio, and television are reviewed as advertising media. Prerequisite: Marketing. (Lecture 100%)

B166 Business Finance - 40 Hours. 4 Credits.

A study of the basic fundamentals of mathematics used in business including: markup, markdown, wages, payroll, discounts, loans, depreciation methods, present value, compound interest, real estate, and insurance premiums. Prerequisite: A grade of 'SA' in Foundations of Math or placement determined by COMPASS assessment score. (Lecture 100%)

B193 Business Ethics
- 40 Hours. 4 Credits.

Ethics is the belief about what is good and bad in actions that affect others. This course will introduce students to philosophical theories of ethics as they relate to business. Current ethical issues in business will be studied with an emphasis on understanding ethical development and the integration of ethical values into business. Prerequisite: None. (Lecture 100%)

B219 Customer Service
- 40 Hours. 4 Credits.

This course covers the basic concepts of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction. Prerequisite: None. (Lecture 100%)

B220 Project Planning and Documentation
- 40 Hours. 4 Credits.

This course will introduce students to the processes of project planning from the early stages of brainstorming through planning including creating timetables, resource management, implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study. Prerequisite: None. (Lecture 100%)

B221 Introduction to E-Commerce
- 40 hours. 4 Credits.

The advent of the Internet and electronic communication is changing the ways in which businesses are being run, organized, and even conceived in the planning stages. This survey course is designed to introduce students to new models for the practice of business as it is effected by new technologies. From ethical issues related to customer privacy to the problems related to timely contract fulfillment, this course engages the student in analyzing the potentials and problems the Internet offers. Topics covered include a survey of strategies and organizational models for new and existing businesses on the Internet; the impact of e-commerce on customer relations (advertising, marketing, customer service); using information technologies for accounting, managing inventories, and security; and designing strategies for keeping current with changes in the practice of e-business. Prerequisite: None. (Lecture 100%)

B222 Internet Advertising and Marketing
- 40 Hours. 4 Credits.

This course examines new models for marketing and advertising on the Internet. Advertising and marketing strategies and applications are reviewed as they have been changed by the global economy and the Internet. Emphasis is placed on practical issues related to the sale of goods, services, and products over the Internet. Prerequisites: Marketing or Principles of Advertising. The prerequisites are waived for the students enrolled in the Internet Developer Certificate. (Lecture 100%)

B230 Principles of Finance
- 40 Hours. 4 Credits.

A study of financial institutions, investment techniques, and financial management. Topics include the United States Monetary System, banks and other depository institutions, international trade and finance, savings and investment processes, structuring interest rates, stocks and bonds, and financial analysis and long-term financial planning for business applications. Prerequisite: None. (Lecture 100%)

CC151 Guiding Children's Development
- 50 Hours. 4 Credits.

This course will explore characteristics of children at different ages, their developmental needs, and the foundation of early childhood education. Students will learn techniques for building self-esteem in children and using interpersonal skills and communication within the classroom and center. Students will study the family including the function, and the cultural, social class, and ethnic variations in the family as a social system. The student will study and practice techniques for guiding children throughout the day, developing routines, and providing structure and consistency. The student will examine methods of handling problems and variations when dealing with special needs children. This course also examines the goals of Multicultural Education. Students will participate in a lab setting one Saturday a quarter. The resources developed will coincide with the course topics and the externship. Prerequisites: None. (Lecture: 75% Lab: 25%)

CC152 Early Childhood Education Curriculum and Instruction
- 50 Hours. 4 Credits.

This course emphasizes the skills that are necessary to guide children through developmentally appropriate art, literature, dramatic play, math, science, sensory, field trips, cooking, music and movement, large and fine motor skills, and computer experiences. This course also examines criteria of planning developmentally appropriate programs for young children. It examines methods for writing behavioral objectives, establishing program and activity goals and writing lesson plans. Evaluation of curriculum, developmentally appropriate thematic ideas, and means of involving parents are demonstrated. Students will participate in a lab setting one Saturday a quarter. The resources developed will coincide with the course topics and the externship. Prerequisites: None. (Lecture: 75% Lab: 25%)

CC153 Creating a Developmentally Appropriate Environment - 50 Hours. 4 Credits.

This course exams the knowledge of working in child care; including staff qualifications, proper diapering, and hand-washing techniques, child abuse reporting, etc. by examining in depth DHS Rule 9503, governing child care programs. This course will provide guidelines for establishing safe environments including selecting equipment, room arrangement, accident prevention procedures, and sanitation guidelines. Students will examine liability issues in childcare. The course will provide objectives for developing health policies, controlling disease, establishing proper nutrition, and responding to children's special health concerns. Students will participate in a lab setting one Saturday a quarter. The resources developed will coincide with the course topics and the externship. Prerequisites: None. (Lecture: 75% Lab: 25%)

CC154 Observing and Promoting Development in the Early Childhood Classroom
- 300 Hours. 10 Credits.

Under the supervision of staff and child care center directors, the student will practice early childhood theory and techniques. Students will implement developmentally appropriate practices in an early childhood setting. Prerequisites: None. (Externship 100%)

CC155 Creating a Learning Environment
- 300 Hours. 10 Credits.

Continuation of CC154 with emphasis on creating a learning environment and leadership in the classroom. Prerequisites: CC154. (Externship 100%)

CC156 Implementing Curriculum in the Early Childhood Classroom
- 300 Hours. 10 Credits.

Continuation of CC154 and CC155 with emphasis on developmentally appropriate practices and leadership in the classroom. Prerequisites: CC154 and CC155. (Externship 100%)

D177 Computer Accounting Applications
- 40 Hours. 4 Credits.

The student will learn to design and set up an accounting system, maintain, and record transactions of a business. The student will also be introduced to a widely-used computer software system. Prerequisites: Accounting II. (Lecture 100%)

D178 Computer Integrated Accounting
- 40 Hours. 3 Credits.

This course applies computer technology to fundamental accounting principles. Using computer accounting software, the student will set up, maintain, and record transactions involving the general ledger, invoicing, cash receipts, accounts payable/receivable, and fixed assets. Prerequisite: Accounting II. (Lecture 50% Lab 50%)

D181 Excel
- 40 Hours. 3 Credits.

The spreadsheet is an extremely valuable tool used to manipulate numbers. Excel will be used to teach a variety of spreadsheet applications for business. Prerequisite: Microcomputers. (Lecture 50% Lab 50%)

D182 PowerPoint
- 40 Hours. 3 Credits.

This course covers the creation of business presentations with Microsoft's PowerPoint. Students will learn to create slide shows for speaker presentations including audience handouts, automatic slide shows for trade shows, and slides for projection. Bulleted slides, text slides, and organizational charts will be created. Clip art, video clip color and various backgrounds will be added to the presentations. Object Linking and Embedding (OLE) will be used. Prerequisites: Microcomputers. (Lecture 50% Lab 50%)

D183 Access
- 40 Hours. 3 Credits.

This course introduces students to the techniques of database creation, management, and report generation. The topics covered in this course are: database creation, use of forms, database modification, viewing, organizing and locating information, defining and refining queries, analyzing data, sub form creation, building forms for others to use, and report generation and printing. Additional topics include: building relational databases, integrating information from other applications, utilizing web capability, and maintaining data integrity. Students will be assigned hands on lab projects to reinforce learning of the course material. Prerequisites: Microcomputers. (Lecture 50% Lab 50%)

D184 Microcomputers
- 40 Hours. 3 Credits.

This course is designed to provide the student with a working knowledge of the PC environment (Windows), e-mail and an introduction to common workplace applications utilizing Microsoft Office (Word, Excel, PowerPoint, Access). The student will also learn to navigate through the Internet and to evaluate and cite Internet/online sources. Prerequisite: None. (Lecture: 50% Lab: 50%)

E139 Desktop Publishing
- 40 Hours. 4 Credits.

Desktop publishing is used in business to combine word processing and graphics to create "typeset" quality publications. Aldus PageMaker will be used to explore the extensive graphics capabilities of the microcomputer. Prerequisite: Microcomputers. (Lecture 100%)

E141 Career Skills

- 20 Hours. 2 Credits.

This course is designed to study the personal strengths and professional attributes necessary for a successful career. The student will assemble a complete job-seeking portfolio including resume and references, letters of application and appreciation, application forms, documentation of work and educational history, and demonstration skills through examples of student work. The course includes an in-depth study of self-marketing, business responsibility, and job interviewing techniques, as well as participation in informational and mock interviews. Prerequisite: None. (Lecture: 100%)

E150 Success Strategies

- 40 Hours. 4 Credits.

This course will enable students to develop positive skills that ensure success in the college setting and workplace. Specific topics in learning and study strategies will lead students to develop and utilize appropriate study techniques, ensuring academic success. Topics in life skills will lead to a better understanding of self and others in our diverse world, and encourage the development and utilization of strategies to promote positive relationships, self-management and professionalism. Prerequisite: None. (Lecture: 100%)

G121 Introduction to Statistics

- 40 Hours. 4 Credits.

This course is an introduction to modern statistics, emphasizing problem solving through statistical decision-making. Topics include organization and presentation of data, summary statistics, sampling, probability, distributions, correlation, regression, estimation and hypothesis testing. The course combines the use of statistics in various disciplines with the need of a consumer to understand the statistical reasoning process. Prerequisite: None. (Lecture 100%)

G122 World Geography

- 40 Hours. 4 Credits.

This course provides an introduction to the nature of geographic inquiry; the where and why of people's locations and activities. The interactions of physical, political, economic, and social systems are studied. These themes are illustrated by various examples from regions, areas, and countries of the world. Prerequisite: None. (Lecture 100%)

G123 Principles of Economics

- 40 Hours. 4 Credits.

This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course introduces microeconomic and macroeconomic concepts. Prerequisite: None. (Lecture 100%)

G124 English Composition

- 40 Hours. 4 Credits.

Through writing, reading and discussion, students will learn to communicate effectively. Emphasis is on the basic principles of academic writing: focus, unity development, and coherence. These principles are applied to essays, research projects, and specialized writing. Regular writing and revision will improve students' grammar, punctuation and usage skills. Students will synthesize reading, writing, and thinking. Prerequisite: A grade of "SA" in Foundations of English II or placement determined by COMPASS assessment score. (Lecture 100%)

G125 Humanities

- 40 Hours. 4 Credits.

This course investigates human creative achievement. It is designed to increase the student's understanding and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy. Prerequisite: None. (Lecture 100%)

G126 Speech

- 40 Hours. 4 Credits.

This course covers the basic principles for preparing, researching, and delivering a public speech. Major topics include preparing and organizing informative, persuasive, impromptu, and extemporaneous speeches. In addition, this course will include audience analysis and suggestions for overcoming speech anxiety. Students will analyze and evaluate the arguments and rhetorical methods used in public communication. Prerequisite: None. (Lecture 100%)

G127 Law and Society

- 40 Hours. 4 Credits.

This course provides a multidisciplinary approach to an array of legal topics that affect individuals as citizens and as participants in economic activity. Students will be asked to address problems and issues grounded in legal history, theory, and ethics. Students will also research and analyze laws concerning the formation and performance of contracts, sales of goods transactions, creation and transfer of negotiable instruments, and selected transactions in real and personal property. Prerequisite: None. (Lecture 100%)

G128 Human Uses of the Environment

- 40 Hours. 4 Credits.

This course is a study of the fundamental concepts and principles of ecology. Topics include principles of ecology as seen in the structure and function of the ecosystem; pollution of air, soil, and water resources; population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival. Prerequisite: None. (Lecture 100%)

G133 Anatomy and Physiology

- 40 Hours. 4 Credits.

This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems. Prerequisite: None. (Lecture 100%)

G134 Introduction to College Algebra

- 40 Hours. 4 Credits.

This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems. Prerequisites: A grade of "SA" in Foundations of Math or placement determined by COMPASS assessment score. (Lecture 100%)

G135 Survey of American Literature (Mid-Nineteenth Century to the Present)

- 40 Hours. 4 Credits.

This course is a survey of American Literature from the mid-nineteenth century to the present. The goals are to introduce students to a diverse group of important American literary texts and to teach them criteria for closely examining works that will enable them to become more sophisticated and satisfied readers. We will look at how these works exemplify particular historical genres and how they represent such cultural issues as gender, race, ethnicity, class, region, the nation, the community, the construction of identity, religion and nature. We will concern ourselves with the literary and aesthetic qualities as well as the cultural significance of these works. Prerequisites: None. (Lecture 100%)

G136 History: Popular Culture and Social Change in America—Post World War II

- 40 Hours. 4 Credits.

This course will explore the ways in which popular culture represented and mediated conflicts and tensions following World War II. Issues of gender and family relationships, as well as class and racial politics will be discussed. The role of television in the new suburban family and the role Hollywood films played in popular culture will be examined. Prerequisite: None. (100% Lecture)

J100 Introduction to Criminal Justice

-40 hours. 4 credits.

An introductory course designed to familiarize students with the facets of the criminal justice system, the sub-systems and how they interrelate. Students are introduced to various legal concepts especially the structure and operation of America's court systems. Prerequisite: None. (Lecture: 100%)

J105 Criminal Law

-40 hours. 4 credits.

An examination of substantive criminal law, definitions of crime, and principles of criminal responsibility. Statutory defenses, mitigating factors and circumstances which may excuse criminal responsibility and common law principles are examined. The course will use case studies for application of general principles to the law. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

J110 Criminal Procedures

-40 hours. 4 credits.

An examination of the procedural requirements for the judicial processing of criminal offenders. Students are introduced to the Federal and State courts systems. The concepts of evidence sufficiency, standards of proof, and due process are explored. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

J115 Introduction to Corrections

-40 hours. 4 credits.

A general overview of U.S. corrections, jails and prisons, institutional procedures and recent innovations in offender treatment. Students are introduced to correctional philosophies, practices and procedures. The concepts of retribution and rehabilitation are examined. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

J120 Policing in America

-40 hours. 4 credits.

This course utilizes a historical perspective to examine policing from its inception to law enforcement in modern American society. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

J200 Domestic Violence

-40 hours. 4 credits.

This course examines violence in the family; social and legal relations within families; theories and solutions on family violence; survivors and the consequences of victimization; legal responses; the role of the police; when law enforcement responds; recognizing child abuse; recognizing elder abuse; associated crimes and stalking and domestic homicide. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

J205 Juvenile Justice

-40 hours. 4 credits.

An overview of the juvenile justice system including the nature and extent of delinquency, explanatory models and theories, the juvenile justice system, juvenile court practices and procedures. The role of law enforcement and juvenile correctional officer will be explored as well as juvenile training schools, probation and aftercare treatment. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

J210 Private Security
-40 hours. 4 credits.

An examination of the organization and management of security in industry, business and government. A review of the methods used to protect personnel, facilities and major assets as well as loss prevention, risk analysis, physical security, safety, accident prevention, and common security problems facing administrators. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

J215 Ethics in Criminal Justice
-40 hours. 4 credits.

This course provides a strong theoretical foundation for solving ethical dilemmas. Students will gain a realistic picture not only of what ethical questions arise in the criminal justice, but also of how sound moral decisions are made in response to them. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

J220 Contemporary Issues in Criminal Justice
-40 hours. 4 credits.

The future of the criminal justice system is examined. The current cutting edge technology in different fields within the criminal justice system is discussed along with insights from accomplished scholars of what the near future holds. Methods and philosophies that will govern the criminal justice field in the near future are introduced along with discussions of the ethical, legal, social, and political ramifications expected. Prerequisite: Introduction to Criminal Justice. (Lecture: 100%)

M200 Medical Office Procedures
-40 Hours. 4 Credits.

This course is designed to provide students with an understanding of the administrative duties performed in the medical office. Concepts covered include: preparing, filing, and maintaining medical records; knowledge of the various types of health insurance coverage, coding and reimbursement; confidentiality and guidelines for releasing health information; and effective oral and written communication skills. Prerequisite: None. (Lecture 100%)

M203 Medical Terminology I
-40 Hours. 4 Credits.

This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, spelling and pronunciation. Prerequisite: None. (Lecture 100%)

M204 Medical Terminology II
-40 Hours. 4 Credits.

This course is a continuation of Medical Terminology I, building vocabulary skill in all body systems, with an emphasis on disease terms, surgical terms, and other terms not built from common word parts. A focus will also be placed on abbreviations and situational applications. Prerequisite: Medical Terminology I. (Lecture 100%)

M205 Medical Transcription I
-40 Hours. 3 Credits.

The student will transcribe medical histories, physical examination and other medical reports from transcription tapes; and will apply knowledge of medical terminology, anatomy, and physiology to the transcription process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms. Prerequisites: Medical Terminology I and Business Document Processing II. (Lecture 50%, Lab 50%)

M206 Medical Transcription II
- 40 Hours. 3 Credits.

A continuation of Medical Transcription I, this course will build transcription skill while introducing students to additional medical formats and specialties, including cardiology, gastrointestinal, orthopedics, general pathology, and selected specialty options. The course includes transcription from tapes of health care professionals who are non-native speakers of English. Prerequisite: Medical Transcription I. (Lecture 50%, Lab 50%)

M207 Medical Transcription III
-40 Hours. 3 Credits.

This course completes the Medical Transcription sequence, integrating the student's knowledge of medical terminology, anatomy, pharmacology, disease process, surgical procedures, diagnostic studies, and laboratory tests with English language and transcription skills to produce an accurate and complete medical record. Emphasis is on career goals and the importance of professional/ethical conduct. Prerequisite: Medical Transcription II. (Lecture 50%, Lab 50%)

M208 Introduction to Health Information Management - 40 Hours. 4 Credits.

This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of health care facilities, the members of the health care team who contribute to and use health information, and trends in the management of health care records. Students will learn about the format and content of medical records, and develop a beginning knowledge of the organization and storage of health information. Prerequisite: None. (Lecture 100%)

M210 Health Information Systems
- 40 Hours. 4 Credits.

This course is a study of health information systems used in various health care settings, including case mix systems. Prerequisites: Introduction to Health Information Management and Microcomputers. (Lecture 100%)

M211 Quality Analysis and Management
- 40 Hours. 4 Credits.

This course covers quality improvement methodologies used in acute and long term care, and the quality issues of health information services. Prerequisite: None. (Lecture 100%)

M212 Legal and Ethical Uses of Health Information - 40 Hours. 4 Credits.

A study of medical information as legal documents, and the legal principles, regulations, and policies governing health information. Prerequisite: None. (Lecture 100%)

M218 Management of Health Information Services - 40 Hours. 4 Credits.

This course is a study of management principles with application to health information service departments in various health care settings. Students will learn how to measure and manage productivity of coding staff and quality of coded documentation. Prerequisite or Co-requisite: Quality Analysis and Management. (Lecture 100%)

M223 Pathology I
- 40 Hours. 4 Credits.

Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems. Pre or Co-requisite: Medical Terminology I. (Lecture 100%)

M224 Pathology II
- 40 Hours. 4 Credits.

This course is a continuation of the study of human anatomy and pathophysiology with a focus on structures, functions, and diseases of the remaining human body systems. Prerequisite: Pathology I. (Lecture 100%)

M225 Medical Office Internship
- 90 Hours. 3 Credits.

Internship includes a minimum of 90 hours of field experience participating in office procedures under the direction of a practicing medical office specialist. The internship lets the student gain practical experience as a medical office specialist in an actual health care work setting, and is essential to training and certification. Prerequisites: Medical Terminology II, Medical Transcription I. (Internship 100%)

M226A Medical Coding Practicum A
- 30 Hours. 1 Credit.

This course offers supervised practical experience in health care settings with a minimum of 30 hours of field experience in medical coding under the direction of a practicing medical coding management professional. The field practicum lets the student gain experience as a medical coder in an actual health care work setting, and is essential to training. Prerequisites: Medical Terminology II, Medical Coding II. (Practicum 100%)

M226B Medical Coding Practicum B
- 30 Hours. 1 Credit.

This course offers supervised practical experience in health care settings with a minimum of 30 hours of field experience in medical coding under the direction of a practicing medical coding management professional. The field practicum lets the student gain experience as a medical coder in an actual health care work setting, and is essential to training and certification. Prerequisites: Medical Terminology II, Medical Coding II. (Practicum 100%)

M226C Health Information Practicum
- 60 Hours. 2 Credits.

This course offers supervised practical experience in health care settings with a minimum of 60 hours of field experience in health information technology under the direction of a practicing health information management professional. The field practicum lets the student gain experience as a health information technician in an actual health care work setting, and is essential to training and certification. Prerequisites: Medical Terminology II, Medical Coding II. (Practicum 100%)

M227 Medical Transcriptionist Practicum
-90 Hours. 3 Credits.

Supervised practical experience in a medical transcription work setting, with a minimum of 90 hours of field experience. Students will transcribe actual medical dictation and be evaluated jointly by the instructor and clinical site supervisor on transcription accuracy, productivity, and professional/ethical conduct. Prerequisite: Medical Transcription II. (Practicum 100%)

M234 Medical Coding I
- 40 Hours. 4 Credits.

This course provides an in-depth study of the International Classification of Diseases (ICD-9-CM) codes, using sample exercises and medical records to develop skill and accuracy in coding in various health care settings. Students will apply ICD-9-CM coding guidelines appropriate to the coding situation. Pre or Co-requisite: Medical Terminology I. (Lecture 100%)

M235 Medical Coding II
- 40 Hours. 4 Credits.

This course is a continuation of Medical Coding I with developmental practice to increase proficiency in coding with ICD-9-CM using patient records. Students will apply official coding guidelines and knowledge of commonly accepted payment methodologies to medical record coding. This course includes data collection and compilation of health care statistics and the use of registries and indices. Prerequisite: M234 Medical Coding I. (Lecture 100%)

M236 Medical Coding III
- 40 Hours. 4 Credits.

The emphasis in this course is coding in an ambulatory care setting. Students will develop an understanding of HCPCS coding with an emphasis on CPT. Prerequisite: Medical Coding II. (Lecture 100%)

M237 Advanced Coding and Reimbursement Issues
- 40 Hours. 4 Credits.

This course is an advanced study into ICD-9-CM and CPT-4 coding issues with an emphasis placed on case studies and coding from patient records as well as a through study into reimbursement methodologies, third party payors, the relationship between coding and billing, and the financial impact of correct coding. Coding compliance, regulations, and audits will also be discussed. Prerequisites: Medical Coding I, Medical Coding II, Medical Coding III. (Lecture 100%)

N107 Novell NetWare
- 40 Hours. 3 Credits.

This course teaches students how to implement, administer, and troubleshoot information systems that incorporate Novell's NetWare. They will learn to install and configure Novell NetWare 5.0, configure the file system, configure and maintain the Novell Directory Structure, add users and write login scripts, manage system security, configure workstation clients, and manage workstations using Z.E.N. works. The course will use a combination of reading, lecture, and labs to reinforce this material. Further, this course helps prepare students to take the Novell NetWare 5.0 Administration Exam. Prerequisites: Microsoft Windows 2000 Professional, PC Hardware and Software II (A+). (Lecture 75% Lab 25%)

N108 Linux Administration
-40 Hours. 3 Credits.

This class is designed for students that are new users of Linux. The students will learn to install, configure, maintain, administer, and use programming features of Linux operating system. In addition, students will learn about downloading and installing source application from the Internet, running Windows emulation, and the role of Linux in the enterprise network environment. This course uses a combination of reading, lecture, Internet based research, and lab work to reinforce the course materials. Prerequisites: Microsoft Windows 2000 Professional or Microsoft Windows and Internet Information Server. (Lecture 75% Lab 25%)

N111 Internet Browsing and Publishing
-40 Hours. 3 Credits.

In this course students are introduced to Internet concepts and functions. This includes Microsoft Internet Explorer and Netscape browser installation and use, and basic administration and support. Also, students learn about electronic mail, list servers, news groups, telnet, file transfers and Internet etiquette. In addition, they are taught basic Web page creation, design, and layout. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Prerequisites: Microcomputers or an equivalent course or documentation of proficiency. (Lecture 75% Lab 25%)

N112 PC Hardware and Software I (A+)
-40 Hours. 3 Credits.

In this course the students are introduced to the installation, configuration, maintenance, and troubleshooting of personal computer hardware and the software used to support the hardware. The topics covered include the relationship between computer hardware and software, the installation, support, and troubleshooting of system boards, memory, floppy and hard drives, multimedia, and input/output devices. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Each student will assemble a computer using prescribed parts and materials. Prerequisites: None. (Lecture 75%, Lab 25%)

N113 PC Hardware and Software II (A+)
-40 Hours. 3 Credits.

This course is a continuation of PC Hardware and Software I. The topics covered include: review of previously covered topics, telecommunications and networking, the Internet, and printing. Additional topics in this course are virus protection, disaster recovery and maintenance planning. Finally, the students will learn about the conduct and responsibilities of being a professional PC technician. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further, this course in addition to the first course helps prepare students to take the A+ Certification Core and DOS/Windows Exams. Prerequisites: PC Hardware and Software I (A+). (Lecture 75%, Lab 25%)

N114 Advanced Web site Management with Linux and MS IIS - 40 Hours. 3 Credits.

This course teaches students how to plan, build and configure, set security, and maintain a web server using Linux and Microsoft IIS (Internet Information Server). The student learns to set up users, create documents, understand log files, develop an understanding of search engines, robots and web automation, and is introduced to web server security, client security, online transactions, and intrusion detection. This course uses a combination of reading, lecture, and lab work to reinforce student learning. Prerequisites: Microsoft Windows 2000 Server or Microsoft Windows and Internet Information Systems, Linux Administration, and Principles of Web Design. (Lecture 75% Lab 25%)

N115 Principles of Web Design
- 40 Hours. 3 Credits.

This course provides students with the skills to create web pages by writing HTML (hypertext markup language) code using a web editor. Students will use scanner, graphics programs, Internet browsers and related software to produce web pages and post the pages to the Web. The incorporation of hyperlinks, image tags, graphics and the writing of text will be included. Students will learn the course materials through the use of reading, lecture, and lab assignments. Prerequisite: Internet Browsing and Publishing. (Lecture 75% Lab 25%)

N116 Advanced Web Design and Delivery
- 40 Hours. 3 Credits.

This course teaches students how to design and build web sites tailored toward the implementation of E-Commerce. Students go beyond designing web sites to designing web sites for the transaction of business. This includes consumer, business to business and information exchange. They learn the terminology, concepts and techniques used to plan and design, and implement business transaction web sites. To reinforce learning this course uses a combination of reading, lecture, and lab exercises. Prerequisite: Principles of Web Design. (Lecture 75% Lab 25%)

N117 Dynamic Web Site Programming and Maintenance - 40 Hours. 3 Credits.

This course teaches students the techniques used to create a dynamic web site that will update information from enterprise computer system databases. The students learn database structure, and web site programming techniques and procedures. This course uses a combination of reading, lecture, and lab exercises to reinforce learning. Prerequisites: Advanced Web Design and Delivery. (Lecture 75% Lab 25%)

N119 Microsoft Windows 2000 Professional
- 40 Hours, 3 Credits

This course introduces students to the implementation, administration and troubleshooting of Windows 2000 Professional and networking management. The topics covered are installation, user management and permissions, file system management, and print services. Also, advanced system configuration and connection, troubleshooting, and network support are covered. To reinforce learning, each student will be assigned hands-on lab projects directly related to the course material. Further, this course helps prepare students to take the Microsoft Certification Exam #70-210. Prerequisites: Microcomputers or an equivalent or documentation of proficiency. (Lecture 75%, Lab 25%)

N120 Microsoft Windows 2000 Server
- 40 Hours, 3 Credits

This course provides students with the knowledge and skills necessary to install and configure Windows 2000 server and perform post-installation and day-to-day administrative tasks using active directory services networks. In addition, this course gives the student the background needed to understand Microsoft courses that cover detailed technical support of Windows 2000 Professional and Server. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs. Further, the course helps prepare students to take the Microsoft Certification exams # 70-215. Prerequisite: Microsoft Windows 2000 Professional. (Lecture 75%, Lab 25%)

N121 Microsoft Windows and Internet Information Server - 40 Hours, 3 Credits

This course provides students with the knowledge and skills necessary to install and configure Windows 2000 server along with the Internet Information Server for Web serving purposes. Also they learn to perform post-installation and day-to-day administrative tasks. This course uses a combination of lectures, demonstrations, discussions, online assignments, and hands-on labs. Prerequisites: None. (Lecture 75%, Lab 25%)

N122 Network Topologies and Infrastructure - 40 Hours, 3 Credits

This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. The course provides an introduction to the hardware, software, terminology, components, design, and connections of a network, as well as the topologies and protocols used for LANs. It covers LAN-user concepts and the basic functions of system administration and operation. To reinforce the course material this course uses a combination of lectures, demonstrations, discussions, and hands-on labs. This course helps prepare students to take the CompTIA Net+ Exam. Prerequisites: Microsoft Windows 2000 Professional, and PC Hardware and Software II (A+). (Lecture 75% Lab 25%)

N123 Windows Networking Infrastructure
- 40 Hours, 3 Credits

In this course students are given an overview of the history, design, functionality, implementation, and administration of TCP/IP networks. This includes: TCP/IP addressing, subnetting and routing, the design of IP networks, the implementation of DHCP (Dynamic Host Configuration Protocol.) NetBIOS and WINS (Windows Internet Name Server.) DNS (Domain Name System,) and basic concepts in the use and implementation of Windows Active Directory. To reinforce the material in this course the instructor will assign direct hands-on projects to be performed in a lab setting. Further this course helps prepare students to take the Microsoft Certification Exam #70-216. Prerequisites: Microsoft Windows 2000 Professional. (Lecture 75% Lab 25%)

**N124 Advanced Web Graphics
- 40 Hours, 3 Credits**

This course teaches students how to work with graphic images to prepare them for use in a web site. Students go beyond designing basic web sites to designing web sites that include graphic images. They learn the terminology, concepts and techniques used to build graphic images that fit into the implementation of business transaction web sites. To reinforce learning this course uses a combination of reading, lecture, and lab exercises. Prerequisite: Principles of Web Design. (Lecture 75% Lab 25%)

**N125 Introduction to Web Design Software
- 40 Hours, 3 Credits**

This course teaches students how to work with several different types of Web page code generation software. The type of software being taught is based on the current industry standard for Web page generation software. Students will learn to navigate through the software's options, features, and utilities. Stress shall be placed on the student's learning to use the software in the development of effective E-Commerce business Web sites. To reinforce learning this course uses a combination of reading, lecture, and lab exercises. Prerequisite: Internet Browsing and Publishing. (Lecture 75% Lab 25%)

**N126 Windows Active Directory
- 44 Hours, 3 Credits**

In this course, students study the concepts of utilizing Microsoft Windows Active Directory. They will learn to install, set-up, configure, utilize, maintain and trouble shoot the Windows Active Directory. To reinforce the material in this course, the instructor will assign direct hands on projects to be performed in a lab setting. Further, this course helps prepare students to take the Microsoft Certification Exam #70-217. Prerequisite: Windows 2000 Server. (Lecture 75% Lab 25%)

**N160 Internetworking Fundamentals
- 40 Hours, 3 Credits**

This is the first in a series of four courses that teaches students the knowledge and skills required to secure a career in Wide Area Networking. The students will learn the concepts, principles, and practices used to connect, install and administrate the hardware and software used to connect local area networks in a wide area network configuration. This first course will focus on students learning the OSI model, IP addressing models, the TCP/IP networking protocols, and related implementation skills. This course uses a combination of lecture, online learning and lab work to reinforce and assist the student in learning the course material. Students are assigned out-of-class reading and additional online activities to prepare them for their classroom learning activities. Completion of all four Internetworking courses helps prepare students for the Cisco CCNA Exam. Prerequisites: PC Hardware and Software II (A+). (Lecture 75% Lab 25%)

**N161 Internetworking Router Technology
- 40 Hours, 3 Credits**

This is the second in a series of four courses that teaches students the knowledge and skills required to secure a career in Wide Area Networking. The students will learn the concepts, principles, and practices used to connect, install and administrate the hardware and software used to connect local networks in a wide area network configuration. This second course will focus on students learning router components, theory, setup and startup. They learn router IOS installation and configuration, and additional concepts and theories in the use of the TCP/IP networking protocol. This course uses a combination of lecture, online learning and lab work to reinforce and assist the student in learning the course material. Students are assigned out of class reading and additional online activities to prepare them for their classroom learning activities. Completion of all four Internetworking courses help prepare students for the Cisco CCNA Exam. Prerequisites: Internetworking Fundamentals. (Lecture 75% Lab 25%)

**N162 Internetworking Advanced Router Technology
- 40 Hours, 3 Credits**

This is the third in a series of four courses that teaches students the knowledge and skills required to secure a career in Wide Area Networking. The students will learn the concepts, principles, and practices used to connect, install and administrate the hardware and software used to connect local area networks in a wide area network configuration. This third course will focus on students learning the implementation of the Novell IPX protocol, the differences between different LAN segmentation methods, and the advanced topics of VLANs, LAN Design, IGRP and Access Lists. This course uses a combination of lecture, online learning and lab work to reinforce and assist the student in learning the course material. Students are assigned out-of-class reading and additional online activities to prepare them for their classroom learning activities. Completion of all four Internetworking courses helps prepare students for the Cisco CCNA Exam. Prerequisites: Internetworking Router Technology. (Lecture 75% Lab 25%)

**N163 Internetworking Advanced Applications
- 40 Hours, 3 Credits.**

This is the fourth and final in a series of courses that teaches students the knowledge and skills required to secure a career in Wide Area Networking. The students will learn the concepts, principles, and practices used to connect, install and administrate the hardware and software used to connect local area networks in a wide area network configuration. This fourth course will focus on students learning the differences between and uses of the WAN services of LAPB, frame relay, ISDN, HDLC, PPP and DDR. In addition students will study the skill objectives required to sit for and pass the Cisco CCNA exam. This course uses a combination of lecture, online learning and lab work to reinforce and assist the student in learning the course material. Students are assigned out-of-class reading and additional online activities to prepare them for their classroom learning activities. Completion of all four Internetworking courses helps prepare students for the Cisco CCNA Exam. Prerequisites: Internetworking Advanced Router Technology. (Lecture 75% Lab 25%)

**R100 Principles of Retailing
- 40 Hours, 4 Credits.**

This course is an overview of retail management including organization, merchandising, retail sales, customer service, personnel management and operations. Prerequisite: None. (Lecture 100%)

**R104 Entrepreneurship
- 40 Hours, 4 Credits.**

Using real-life applications and examples from successful business people, this class offers competency-based instruction to guide students through the steps of developing a business plan for a new small business. Prerequisite: Principles of Retailing. (Lecture 100%)

**S172 Legal Terminology
- 40 Hours, 4 Credits.**

A study of terms used in the legal profession, including instruction in civil and criminal law, the judicial system (discovery, trial, and appellate processes), hearings and arbitrations, and methods of researching citations. This course emphasizes spelling, pronunciation, definition, how to find and use legal and Latin terms. Prerequisite: None. (Lecture 100%)

**S178 Legal Machine Transcription
- 40 Hours, 3 Credits.**

Students will transcribe correspondence, legal papers, and court documents representative of those prepared in a law office. Prerequisite: Business Document Processing II. (Lecture 50%, Lab 50%)

**S201 Office Procedures
- 40 Hours, 4 Credits.**

This course is designed to familiarize students with the following office skills: human relations and ethics, mailing procedures, forms and documents commonly used in offices, bookkeeping and financial records, office machines, filing skills, and records management. Students will learn in general how an office is managed, and will also focus on special office environments related to their program. Prerequisite: Business Document Processing II. (Lecture 100%)

**S204 Machine Transcription I
- 40 Hours, 3 Credits.**

Students will transcribe material from cassettes. Emphasis is placed on quality, mailable copy together with speed and accuracy. Prerequisite: None. (Lecture 50%, Lab 50%)

**S205 Machine Transcription II
- 40 Hours, 3 Credits.**

This course is a continuation of Machine Transcription I. It includes material from non-native speakers of English. Emphasis is placed on quality, mailable copy together with speed and accuracy. Spelling and proofreading are also included in this class. Prerequisite: Machine Transcription I. (Lecture 50%, Lab 50%)

**S222 Business Document Processing I
- 40 Hours, 3 Credits.**

This course introduces the keyboard and basic formatting for business. Students will achieve a minimum 25 w.p.m. on timed writings. The course will also introduce the 10-key pad with an objective of 95 percent accuracy on timing. Prerequisite: None. (Lecture 50%, Lab 50%)

**S223 Business Document Processing II
- 40 Hours, 3 Credits.**

The major part of this course is production with emphasis on reviewing formatting rules, as well as learning other formatting options for business. An objective of a minimum requirement of 40 wpm on five-minute timings with five errors or less has been established. Prerequisite: Business Document Processing I. (Lecture 50%, Lab 50%)

**S224 Business Document Processing III
- 40 Hours, 3 Credits.**

Developing speed and accuracy skills along with high quality keyboarding work under limited direct supervision is the goal of this course. An objective of a minimum requirement of 55 w.p.m. on five-minute timings with 5 errors or less has been established. Prerequisite: Business Document Processing II. (Lecture 50%, Lab 50%)

**S225 Speed Building
- 40 Hours, 2 Credits.**

This course prepares you for an executive-type position requiring high aptitude and responsibility to meet program requirements. You must pass three five-minute timings, each with no more than 5 errors. Speed requirement is determined by the program of study. Refer to program outline for specific speed requirements. Prerequisite: Business Document Processing III. (Lab 100%)

**S218 Legal Document Processing
- 40 Hours, 3 Credits.**

Intensive training in preparing court documents and legal papers. Work is related to litigation, family law, negligence, business organizations, wills and estates, real estate and bankruptcy. Course emphasizes speed, accuracy, proofreading, and the meaning and spelling of legal terms. Prerequisite: Business Document Processing II. (Lecture 50%, Lab 50%)

**S220 Word for Windows
- 40 Hours, 3 Credits.**

This course investigates the advanced application of word processing using Word for Windows. Assignments will stress English and proofreading skills. Prerequisites: Microcomputers and Business Document Processing I. (Lecture 50%, Lab 50%)