

BRADFORD SCHOOL OF BUSINESS
COMPENDIUM OF CATALOG COURSE DESCRIPTIONS
ACADEMIC YEARS 1996-97 TO 2007-08

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 16 clock hours of lecture, 32 clock hours of laboratory where classroom theory is applied and explored or manipulative skills are enhanced, 48 clock hours of externship/practicum, or a combination of these three.

AC101 ACCOUNTING FUNDAMENTALS—BASIC

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This beginning course focuses on the accounting cycle for a service business organized as a sole proprietorship. Proficiency is developed in recording transactions and balancing a general journal, cash journal, general ledger, checking account, and bank reconciliation form.

AC102 ACCOUNTING FUNDAMENTALS—ADVANCED

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

The course content is based on the accounting cycle of a sole proprietorship. The student will learn to record transactions and balance a cash journal, sales journal, accounts payable and accounts receivable subsidiary ledgers, the six-column worksheet, combination journals, adjustments, petty cash, and accruals.

AC103 ACCOUNTING FUNDAMENTALS—INTERMEDIATE

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course is designed to cover the accounting cycle of a merchandising business organized as a corporation. Areas covered are depreciation, uncollectible accounts, payroll systems, and end-of-period adjustments including a ten-column worksheet.

AC104 PAYROLL ACCOUNTING

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

In this course students will learn to utilize methods of computing wages and salaries, recordkeeping, and the preparation of government reports.

AC121 ACCOUNTING PRINCIPLES—BASIC

(Lecture 40; Lab 40; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

This course introduces basic accounting concepts involving the accounting cycle, analyzing and recording business transactions, general journal and ledger posting, the accounting worksheet, and adjustments and closings. Other topics include sales/accounts receivable, purchases and accounts payable, cash receipts and payment cycles, and banking procedures.

AC121 ACCOUNTING PRINCIPLES I

(Lecture 40; Lab 40; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

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.

AC122 ACCOUNTING PRINCIPLES—ADVANCED

(Lecture 40; Lab 40; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

This course is a continuation of AC121 and includes accounting principles and standards for payroll, accruals and deferrals, notes payable, notes receivable, uncollectible accounts, merchandise inventory, plant/property/equipment, and financial reporting with analysis.

AC122 ACCOUNTING PRINCIPLES II

(Lecture 40; Lab 40; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

This course is a continuation of Accounting Principles I with a special emphasis on internal control, accounting for cash, short-term investments, and receivables. Inventories, plant asset accounting, and intangible assets are included.

AC123 ACCOUNTING PRINCIPLES III

(Lecture 40; Lab 40; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

This course is a continuation of Accounting Principles II and includes the study of partnership and corporate accounting. Partnership accounting deals with the 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.

AC123 FINANCIAL ACCOUNTING

(Lecture 40; Lab 40; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

This course covers accounting for partnerships and corporations, corporate formation, capital stock transactions, corporate earnings and related capital transactions. It introduces the student to long-term bond issues including amortization, interest, and retirement. Financial statement analysis concentrates on measuring profitability, financial strength, and liquidity.

AC124 INTERMEDIATE ACCOUNTING

(Lecture 40; Lab 40; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

This course addresses business management responsibility and cost accounting issues involving decision making. Students will learn areas of internal control, the voucher system of disbursement, the manufacturing accounting cycle, departmental cost allocation, job order and process costing, cost control and budgeting, and cost/revenue analysis.

AC124 MANAGERIAL ACCOUNTING

(Lecture 60; Lab 60; Ext 0; Total Clock Hours: 120/Semester Credit Hours: 6)

This course addresses business management responsibility and cost accounting issues involving decision making. Areas include internal control, the voucher system of disbursement, the manufacturing accounting cycle, departmental cost allocation, job order and process costing, cost control and budgeting, and cost/revenue analysis.

AC125 FINANCIAL ANALYSIS AND REPORTING

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

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.

AC126 PAYROLL ACCOUNTING

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

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.

ACNT 1303 INTRODUCTION TO ACCOUNTING I

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis is placed on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

ACNT 1313 COMPUTERIZED ACCOUNTING APPLICATIONS

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn the utilization of the computer to develop and maintain accounting recordkeeping systems, make management decisions, and process common business applications with emphasis on utilizing a spreadsheet and/or database program.

ACNT 1329 PAYROLL AND BUSINESS TAX ACCOUNTING

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

ACNT 1331 FEDERAL INCOME TAX: INDIVIDUAL

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will study laws currently implemented by the IRS, providing a working knowledge of preparing taxes for the individual. The student will demonstrate how to prepare Form 1040 and its related forms and schedules.

ACNT 1347 FEDERAL INCOME TAX FOR PARTNERSHIPS & CORPORATIONS

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will be introduced to the tax laws as currently implemented by the Internal Revenue Service, providing a working knowledge of preparing taxes for a partnership, sub chapter S, and corporation. The student will also identify the determinants of taxable income and compute the minimal amount of allocation or income tax due; choose and prepare the proper forms; and research and report on assigned tax questions.

ACNT 1425 PRINCIPLES OF ACCOUNTING I

(Lecture 32; Lab 64; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 4)

The student will learn accounting concepts and their application in transaction analysis and financial statement preparation and asset and equity accounting in proprietorships and corporations.

Emphasis is placed on the accounting cycle for service and merchandising enterprises.

ACNT 1426 PRINCIPLES OF ACCOUNTING II

(Lecture 32; Lab 64; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 4)

The student will learn the fundamentals of managerial accounting. Emphasis is placed on budgeting, planning, management decision-making, and analysis of financial reports.

ACNT 2275 ACCOUNTING SIMULATION

(Lecture 0; Lab 64; Ext 0; Total Clock Hours: 64/Semester Credit Hours: 2)

This course is a capstone where job-based simulations provide students with hands-on experience with automated accounting systems used in proprietorship, partnership, and corporate accounting systems. Students will use a computerized general ledger system; accounts receivable; accounts payable; manufacturing cost accounts and reports; job order costing inventory; payroll; and local, state, and federal tax reports and will produce financial statements.

ACNT 2304 INTERMEDIATE ACCOUNTING II

(Lecture 32; Lab 32; Ext 0; Total Clock Hours: 64/Semester Credit Hours: 3)

This course is a continued in-depth analysis of generally accepted accounting principles underlying the preparation of financial statements including comparative analysis statements of cash flow. The student will prepare and analyze financial statements with emphasis on the income statement, retained earnings statement, and statement of cash flow; identify and apply concepts in measuring, recording, and reporting stockholders' equity and earnings per share; and analyze complex transactions affecting liability and equity accounts.

ACNT 2309 COST ACCOUNTING

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. An introduction to alternative costing methods such as activity-based and just-in-time costing is included.

ACNT 2403 INTERMEDIATE ACCOUNTING I

(Lecture 32; Lab 64; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 4)

The student will learn to critically analyze generally accepted accounting principles, concepts, and theory underlying the preparation of financial statements. Emphasis is placed on current theory and practice.

ARTC 1209 INTRODUCTION TO DRAWING

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

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.

ARTC 1302 DIGITAL IMAGING I

(Lecture 32; Lab 32; Ext 0; Total Clock Hours: 64/Semester Credit Hours: 3)

The student will learn how to create digital imaging using raster image editing and/or image creation software. Additional topics include scanning, resolution, file formats, output devices, color systems, image-acquisitions, and vector-based drawing.

ARTC 1305 BASIC GRAPHIC DESIGN

(Lecture 32; Lab 32; Ext 0; Total Clock Hours: 64/Semester Credit Hours: 3)

The student will learn two-dimensional (2-D) design with emphasis on the visual communication design process. Topics include basic terminology and graphic design principles.

ARTC 1413 DIGITAL PUBLISHING I

(Lecture 32; Lab 64; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 4)

The student will learn the fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

ARTC 1427 TYPOGRAPHY

(Lecture 32; Lab 64; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 4)

The student will learn about letterforms and typographic concepts as elements of graphic communication. Emphasis is placed on developing a current, practical typographic knowledge based on industry standards.

ARTC 2305 DIGITAL IMAGING II

(Lecture 32; Lab 32; Ext 0; Total Clock Hours: 64/Semester Credit Hours: 3)

The student will learn the principles of digital image processing and electronic painting. Emphasis is placed on bitmapped or raster-based image marking and the creative aspects of electronic illustration for commercial and fine art applications.

ARTC 2313 DIGITAL PUBLISHING II

(Lecture 0; Lab 96; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 3)

The student will learn layout procedures from thumbnails and roughs to final comprehensive and printing. Emphasis is placed on design principles for the creation of advertising and publishing materials and on techniques for efficient planning and documenting of projects.

ARTC 2333 PUBLICATION DESIGN

(Lecture 0; Lab 96; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 3)

The student will continue the development of skills and advanced knowledge of desktop publishing software, with emphasis on the maintenance of visual continuity in documents for publication.

ARTC 2335 PORTFOLIO DEVELOPMENT FOR GRAPHIC DESIGN

(Lecture 0; Lab 96; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 3)

The student will prepare a portfolio comprised of completed graphic design class projects. The course includes evaluation and demonstration of portfolio presentation methods based on the student's specific area of study.

ARTT 1203 COLOR THEORY

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

The student will develop the foundation to apply basic graphic design principles to a variety of visual effects. Students will learn and apply the basics of color and the design variables related to it. Students will explore color theory, including additive and subtractive color.

ARTT 1249 DRAWING TECHNIQUES

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

The student will produce creative illustrations with techniques using special surfaces and tools for black and white artwork for reproduction. Projects will include ink drawings using coquille board, India ink, technical drawing pens, pen and ink, drybrush, Bristol board, scratchboard, and litho pencil.

BIOL 1308 BIOLOGY

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn the fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. This course satisfies the general education requirement for the degree programs.

BMGT 1305 COMMUNICATIONS IN MANAGEMENT

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn the basic theory and processes of communication skills necessary for the management of an organization's workforce.

BUSG 2305 BUSINESS LAW/CONTRACTS

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn the principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.

EN101 BUSINESS COMMUNICATIONS I

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course is intended as an intensive, comprehensive grammar review. The student will learn sentence structure, nouns and their usage, pronouns and their usage, subject-verb agreement, and the various forms of modifiers. Procedures for filing and retrieving correspondence by alphabet, number, and subject are introduced as well as file preparation and cross-referencing.

EN102 BUSINESS COMMUNICATIONS II

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course continues an in-depth review of grammar. The student will learn to use phrases, clauses, punctuation, and capitalization. Use of reference books is also covered.

EN103 BUSINESS LETTERS AND MEMOS

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course provides the opportunity for the student to learn the fundamentals of grammar. The student will compose letters and memos for a variety of business purposes.

EN104 ORAL COMMUNICATIONS

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

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.

EN104 PROOFREADING

(Lecture 15; Lab 5; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

This course is structured to teach the advanced student the techniques needed to edit mailable letters. Each of the projects concentrates on a particular aspect of usage or letter production.

EN105 COMMUNICATION DEVELOPMENT

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

In this course the student will learn to improve spelling and vocabulary skills; refine reading and writing skills; and cultivate competencies in grammar, usage, and punctuation, as well as effective style and proper formatting.

EN106 LETTER COMPOSITION

(Lecture 15; Lab 5; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

This course provides the opportunity for the student to use the fundamentals of grammar effectively in composing letters and memos for all business purposes.

ENGL 1301 COMPOSITION I

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn the principles and techniques of written, expository, and persuasive composition; to analyze literary, expository, and persuasive texts; and critical thinking. This course satisfies the general education requirement for the degree programs.

ENGL 1302 COMPOSITION II

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will apply the foundation of the written communication skills developed in Composition I. It further develops students' skills regarding the principles and techniques of written, expository, and persuasive composition; analysis of literary, expository, and persuasive texts; and critical thinking. This course satisfies the general education requirement for the degree programs.

ENGL 2326 AMERICAN LITERATURE

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will be introduced to selected readings of American literature. The course encompasses the study of three literary genres which may include short stories, poetry, and drama; novel or novella; and essay. The course is also designed to introduce students to the study of literary periods, terms, and criticism. This course satisfies the general education requirement for the degree programs.

GD101 DRAWING

(Lecture 20; Lab 60; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

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 INTRODUCTION TO MACINTOSH

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This survey course covers the basics of Macintosh computer operations. Students also learn fundamental techniques of vector-based illustration.

GD103 DESIGN AND COLOR

(Lecture 20; Lab 60; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

In this course students learn the basic principles and elements of two-dimensional design techniques. Students learn to identify these elements in successful designs and also learn to use these elements to solve their own design problems.

GD104 TYPOGRAPHY I

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course is an introduction to the fundamentals of typography. The students learn to distinguish between various typefaces. They also learn formatting, specifying typestyles and sizes, leading, copyfitting, readability requirements, basic typesetting, and the history of type.

GD105 TYPOGRAPHY II

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course students continue to learn their typographic skills. Students design letterforms, learn to use type appropriately, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software.

GD106 ILLUSTRATION

(Lecture 20; Lab 60; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

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.

GD107 INTRODUCTION TO PRODUCTION (1998-2001)

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course explains the production of printed matter. Upon completion of the course, the students will be able to make informed production decisions from the rough comp stage to the finished printed piece.

GD107 INTRODUCTION TO PRODUCTION

(Lecture 40; Lab 0; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course explains the production of printed matter. Upon completion of the course, the students will be able to make informed production decisions from the rough comp stage to the finished printed piece.

GD108 GRAPHIC DESIGN DEVELOPMENT AND PRACTICE

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

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.

GD109 HISTORY OF GRAPHIC DESIGN

(Lecture 40; Lab 0; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course includes a survey of graphic design styles, including its history and contemporary practices. The student will learn the role of the graphic designer through theoretical discussions and practical applications.

GD110 DRAWING

(Lecture 10; Lab 30; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

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.

GD111 COMPREHENSIVE ILLUSTRATION

(Lecture 10; Lab 30; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course builds and develops drawing and marker skills used by the student to visually define subject matter accurately for commercial purposes. Students learn the use of a variety of materials and techniques.

GD112 PROFESSIONAL DEVELOPMENT FOR DESIGNERS

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course, students apply the appropriate techniques for creating 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.

GD201 STUDIO PROCEDURES

(Lecture 20; Lab 60; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

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.

GD211 DESIGN AND PRESENTATION DEVELOPMENT

(Lecture 0; Lab 120; Ext 0; Total Clock Hours: 120/Semester Credit Hours: 4)

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.

GD212 ADVERTISING ART PORTFOLIO

(Lecture 40; Lab 40; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

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.

GD221 WEB DEVELOPMENT WITH HTML

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course is designed to teach the fundamentals of Hypertext Markup Language (HTML).

Students learn to develop well-designed Web pages using HTML tags to format text and to include links, tables, images, frames, and forms.

GD222 WEB DESIGN FOR GRAPHIC DESIGNERS

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

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 dynamic Web sites, to employ client-side image maps and interactive forms on a site, and to set up frames. Students also learn how to add interactivity to their HTML pages while being able to preview it at the design stage.

GD223 ELECTRONIC LAYOUT AND DESIGN

(Lecture 40; Lab 80; Ext 0; Total Clock Hours: 120/Semester Credit Hours: 4)

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.

GD231 DESIGN AND PRESENTATION DEVELOPMENT

(Lecture 0; Lab 120; Ext 0; Total Clock Hours: 120/Semester Credit Hours: 4)

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.

GD232 ADVERTISING ART PORTFOLIO

(Lecture 40; Lab 40; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

In this course students prepare a professional portfolio composed of a variety of projects that demonstrate the skills mastered during the program. Students also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills.

GD240 MULTIMEDIA AND ANIMATION

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course, students apply design principles and utilize a popular authoring tool to create multimedia presentations that include animation.

GD241 ADVANCED MULTIMEDIA AND ANIMATION

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course is a continuation of Multimedia and Animation. Students design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, animation, and sound.

GD242 ELECTRONIC LAYOUT AND DESIGN

(Lecture 40; Lab 40; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

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.

GRPH 2309 ELECTRONIC PRE-PRESS

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn the theory and techniques for pre-press preparation using industry-standard software for final file output. Topics include the procedures and problems involved in computer file preparation ranging from trapping, color separations, and resolutions to printing basics and service bureaus.

GS101 BUSINESS MATHEMATICS I

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course is designed to review basic mathematical principles and concepts and to develop practical problem-solving skills. Students learn addition, subtraction, multiplication, and division of whole numbers and fractions, decimals and decimal equivalents, and percentages. This course also teaches the student the touch system for use of the ten-key electronic calculator.

GS102 BUSINESS MATHEMATICS II

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course is designed to develop analytical capabilities with business applications. Students learn how to calculate gross pay, payroll deductions, net pay, checking accounts, simple interest, business loans, and trade and cash discounts. This course further develops the touch system for use of the ten-key electronic calculator.

GS103 BUSINESS MATHEMATICS III

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This advanced course concentrates on developing analytical capabilities with business applications. Topics include stocks, bonds, mutual funds, rental income, inventory valuation, turnover and overhead, depreciation, and financial statement analysis. This course also further develops the touch system for use of the ten-key electronic calculator.

GS111 LABORATORY I—ADMINISTRATIVE ASSISTANT

(Lecture 0; Lab 40; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

The objective of the laboratory period is to provide additional instructional time and specialized drills in keyboarding.

GS111 LABORATORY—LEGAL SECRETARIAL

(Lecture 0; Lab 40; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

The objective of the laboratory period is to provide additional instructional time and specialized drills in keyboarding.

GS112 LABORATORY II—ADMINISTRATIVE ASSISTANT

(Lecture 0; Lab 40; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

The objective of the laboratory period is to provide additional instructional time and specialized drills in keyboarding.

GS113 LABORATORY III—ADMINISTRATIVE ASSISTANT

(Lecture 0; Lab 40; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

The objective of the laboratory period is to provide additional instructional time and specialized drills in keyboarding.

GS114 LABORATORY I—INFORMATION PROCESSING

(Lecture 0; Lab 40; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

The objective of the laboratory period is to provide additional instructional time and specialized drills in keyboarding and/or computer software.

GS115 LABORATORY II—INFORMATION PROCESSING

(Lecture 0; Lab 40; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

The objective of the laboratory period is to provide additional instructional time and specialized drills in keyboarding and/or computer software.

GS116 LABORATORY I—LEGAL SECRETARIAL

(Lecture 0; Lab 40; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

The objective of the laboratory period is to provide additional instructional time and specialized drills in keyboarding.

GS117 LABORATORY II—LEGAL SECRETARIAL

(Lecture 0; Lab 40; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

The objective of the laboratory period is to provide additional instructional time and specialized drills in keyboarding.

GS118 LABORATORY III—LEGAL SECRETARIAL

(Lecture 0; Lab 40; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

The objective of the laboratory period is to provide additional instructional time and specialized drills in keyboarding.

GS119 LABORATORY IV—LEGAL SECRETARIAL

(Lecture 0; Lab 40; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

The objective of the laboratory period is to provide additional instructional time and specialized drills in keyboarding.

GS121 BUSINESS MATHEMATICS I

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

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.

GS122 BUSINESS MATHEMATICS II

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course is a continuation of Business Mathematics I. The course is divided into two 4-week modules. During one module, the students receive instruction in the mathematics of simple and

compound interest, annuities, and consumer credit. During the second module, the students develop speed and accuracy in the use of a 10-key pad.

HRPO 1311 HUMAN RELATIONS

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn how to apply the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

IMED 1215 WEB PAGE DESIGN I

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

The student will learn web page design and related graphic design issues including mark-up languages, web sites, and browsers.

IMED 1255 MULTIMEDIA AND ANIMATION

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

In this course, the student will learn to apply design principles and utilize a popular authoring tool to create multimedia presentations that include animation.

IMED 2255 ADVANCED MULTIMEDIA AND ANIMATION

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

This course is a continuation of Multimedia and Animation. The student will learn to design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, animation, and sound.

ITSW 1210 INTRODUCTION TO PRESENTATION GRAPHICS SOFTWARE

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

This course focuses on the utilization of presentation software to produce multimedia presentations. The student will use graphics, text, sound, animation, and/or video in presentation development.

ITSW 1301 INTRODUCTION TO WORD PROCESSING

(Lecture 32; Lab 32; Ext 0; Total Clock Hours: 64/Semester Credit Hours: 3)

This course is an overview of the production of documents, tables, and graphics. The student will learn how to use a word processing software package to produce documents.

ITSW 1304 INTRODUCTION TO SPREADSHEETS

(Lecture 32; Lab 32; Ext 0; Total Clock Hours: 64/Semester Credit Hours: 3)

The student will learn the concepts, procedures, and importance of electronic spreadsheets.

ITSW 2231 ADVANCED WORD PROCESSING

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

This course is a continuation of the study of word processing including advanced applications in merging, macros, graphics, desktop publishing, and extensive formatting for technical documents. The student will learn to combine text and graphics to produce print-ready copy.

LG101 LEGAL SECRETARIAL PROCEDURES

(Lecture 40; Lab 0; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course is designed to increase student knowledge of legal office procedures. The students learn job responsibilities, preparation of legal documents, the law library, the court system, litigation, contracts, torts, criminal law, family law, wills, and estates/guardianships.

LG102 LEGAL TERMINOLOGY AND TRANSCRIPTION

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course the student learns the technicalities of legal terminology and legal correspondence, as well as the transcription of dictated material.

LG103 LEGAL WORD PROCESSING

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course the student learns to produce legal documents using word processing software, which include real estate, negligence, matrimony, and estate documents; summonses; complaints; bills of particulars; orders; judgments; stipulations; affidavits; powers of attorney; lease releases; mortgages; deeds; wills; corporate minutes; proxies; and other legal documents.

LG104 LEGAL TERMINOLOGY AND PROCEDURES

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

In this course the student learns the technicalities of legal terminology, legal correspondence, and legal secretarial procedures.

MATH 1332 CONTEMPORARY MATHEMATICS I

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn the introductory principles of sets, logic, number systems, number theory, relations, functions, probability, and statistics. Appropriate applications are included. This course satisfies the general education requirement for the degree programs.

MD101 MEDICAL TERMINOLOGY AND ANATOMY AND PHYSIOLOGY I (1996-1998)

(Lecture 40; Lab 0; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course is designed to give the students an understanding of medical language by means of work analysis, orientation to the body as a whole, and familiarity with common suffices and prefixes. Included are terms related to specialized medical areas, specimen processing, laboratory tests, and medical abbreviations. Additionally, the student becomes familiar with the gross and microscopic structures of the musculoskeletal system, integumentary system, and body as a whole in terms of their anatomy, physiology, pathology, and diagnostic processes.

MD101 MEDICAL TERMINOLOGY

(Lecture 40; Lab 0; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course is designed for the 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. Students will also learn to spell and pronounce medical terms.

MD102 MEDICAL LAW AND ETHICS

MD102 MEDICAL LAW AND HUMAN RELATIONS

(Lecture 20; Lab 0; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

In this course students learn medical ethics and 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.

MD103 MEDICAL ADMINISTRATIVE PROCEDURES

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

In this course the students learn through a competency-based approach to the principles of management applied in a modern medical facility. Competencies include appointment scheduling, telephone triage, medical records management, and pegboard concepts.

MD103 MEDICAL OFFICE PROCEDURES

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course introduces the student to the roles of the receptionist and office manager. Fundamentals of written communications, telephone techniques, appointment control, clinical recordkeeping, banking procedures, charting, collection of accounts, office efficiency, and patient management are studied.

MD104 MEDICAL OFFICE PROCEDURES AND INSURANCE

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course is designed to emphasize practical application, purpose, potential, and methods of processing various insurance forms. The student will be able to demonstrate familiarity with and accuracy of insurance billing using proper procedural and diagnostic coding necessary for efficient reimbursement of medical services both manually and by data entry using medical billing software.

MD104 MEDICAL OFFICE SYSTEMS

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course continues building on the students' knowledge of administrative procedures through computerized simulations of procedures performed in the medical facility. The students utilize the concepts of billing and collection, bookkeeping functions, and banking and payroll procedures.

MD105 MEDICAL INSURANCE AND TRANSCRIPTION

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

In this course the student learns the basic fundamentals of ICD-9 and CPT coding, managed care contracts, reimbursement procedures, and insurance referrals for the health care industry. The students 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 also placed on spelling and proofreading skills.

MD105 MEDICAL TRANSCRIPTION

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course is designed to develop proficiency in transcribing and producing mailable letters for the medical office. Exercises include letters; memos; history and physical consultation; EEG,

bronchoscopy, bone marrow, endoscopy, x-ray, operative, and pathology reports; and discharge summaries.

MD106 PHARMACOLOGY

(Lecture 40; Lab 0; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course is designed to provide the students with knowledge of the principles of pharmacology. Students will learn how to calculate dosages of medications. Drug legislation, drug classifications and actions, and administration of medications are also discussed. The students are also introduced to the preparation and translation of prescriptions while using drug reference resources.

MD111 ANATOMY AND PHYSIOLOGY I

(Lecture 40; Lab 0; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course is designed to introduce the students to basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions. Students will learn to identify the organs and define pathological conditions that affect the following body systems—digestive, urinary, female and male reproductive, nervous, cardiovascular, and respiratory.

MD111 ANATOMY AND PHYSIOLOGY II

(Lecture 40; Lab 0; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

In this course the gross and microscopic structures of the cardiovascular system, respiratory system, and digestive system are studied in terms of their anatomy, physiology, oncology, pathology, and diagnostic processes. Also covered are the gross and microscopic structures of the male and female reproductive systems, urological systems, and endocrine systems in terms of their anatomy, physiology, and diagnostic processes.

MD112 ANATOMY AND PHYSIOLOGY II

(Lecture 40; Lab 0; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course is a continuation of the study of the body structures. Students will learn how the principles of biological and physical sciences contribute to an understanding of the human body processes. Systems covered include blood, lymphatic and immune, musculoskeletal, skin, sense organs, and endocrine. Other topics covered include oncology and psychiatry.

MD112 ANATOMY AND PHYSIOLOGY III

(Lecture 20; Lab 0; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

In this course the gross and microscopic structures of the nervous system, special senses (eye, ear, and nose), and blood/lymphatics are studied in terms of their anatomy, physiology, pathology, and diagnostic processes.

MD113 PSYCHOLOGY FOR HEALTH CARE PROFESSIONALS

(Lecture 20; Lab 0; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

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.

MD114 HUMAN RELATIONS FOR THE MEDICAL OFFICE

(Lecture 20; Lab 0; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

This course is designed for the medical assisting students to learn the basic principles of human relations 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.

MD121 MEDICAL ASSISTING CLINIC I (1996-1998)

(Lecture 40; Lab 40; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

This course is designed to be a practical exploration of clinical procedures used in the physician's office. Subject areas include selecting instruments for examinations and specialties, positioning and draping patients, taking vital signs and patient histories, charting progress notes, electrocardiography, and assisting in patient examinations. It also includes a practical study of pharmacology and drug administration for the medical assistant; familiarization with OSHA standards; and instruction in drug classifications, dosages, uses, and adverse reactions/practical application/clinical experience in drug administration.

MD121 MEDICAL ASSISTING CLINIC I

(Lecture 60; Lab 20; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 4)

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or technologist in the medical facility. Students learn and perform procedures involving OSHA rules and regulations, medical asepsis, vital signs, administration of medication, and the preparation of the patient for examination.

MD122 MEDICAL ASSISTING CLINIC II (1996-1998)

(Lecture 40; Lab 40; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

This course is designed to give the student practical experience in clinical procedures utilized in the physician's office. Subjects include tray set ups, assistance in common office surgeries, sterile techniques, sterile dressings, and suture removal. This practical, integrated course is designed to provide a working knowledge of the diverse duties of a medical assistant. Included with classroom lectures and field trips are patient positioning for radiology; administering physical therapy using ultrasound, infrared, diathermy, hydrotherapy, and active/passive resistance exercises; handling office emergencies; the practical study of Community CPR; standard first aid; physical therapy/sports medicine; and x-ray theory.

MD122 MEDICAL ASSISTING CLINIC II

(Lecture 60; Lab 20; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 4)

In this course the medical assisting students learn to assist the physician, nurse, and/or technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and the preparation of specialty examinations in areas such as OB/GYN and pediatrics.

MD123 MEDICAL ASSISTING CLINIC III

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course covers the combination of the theory and practical applications of the working office. An accumulation of the previous clinics and laboratories is connected as the student simulates an actual working office with appointment scheduling, telephone situations, patient charting and filing,

patient histories, vitals, vision screening, complete physical exam set up, EKG, venipuncture, urinalysis, and hematology testing, which includes all blood tests learned in MD131 Medical Laboratory Procedures.

MD123 MEDICAL ASSISTING CLINIC III (1998)

(Lecture 40; Lab 40; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

This course covers the combination of the theory and practical applications of the working office. An accumulation of the previous clinics and laboratories is connected as the student simulates an actual working office with appointment scheduling, telephone situations, patient charting and filing, patient histories, vitals, vision screening, complete physical exam set up, EKG, venipuncture, urinalysis, and hematology testing, which includes all blood tests learned in MD131 Medical Laboratory Procedures.

MD124 DRUG INTERACTIONS

(Lecture 20; Lab 0; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

This course is designed to give the student a more intense study of chemical drugs, their chemical properties, and interactions within the human body. The student learns the 100 drugs most frequently used in medicine, the chemical makeup, the routes of administration, and the method of action and adverse reaction within the body.

MD124 PHARMACOLOGY

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course the medical assisting students learn the principles of pharmacology. Topics to be discussed include the calculation and dosage of medications, drug legislation, drug classifications and actions, and administration of medications. The students also learn how to prepare and translate prescriptions while using drug reference resources.

MD128 MEDICAL LABORATORY PROCEDURES

(Lecture 40; Lab 40; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

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.

MD131 MEDICAL LABORATORY PROCEDURES (1996-1998)

(Lecture 40; Lab 40; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

This course covers the basic theories of routine medical office laboratory procedures. Basic cytology includes white and red blood cell counts, white cell differentials, hemoglobin, hematocrit, blood typing, blood glucose, and sedimentation rates. The student learns practical application of techniques in blood specimen collection and venipuncture techniques. Additionally, the basic theories and/or practical applications of specimen collection and urinalysis are studied in this course, which includes taking throat and urine specimens, pregnancy testing, strep throat testing, bacteriology, and microbiology.

MD131 MEDICAL LABORATORY PROCEDURES

(Lecture 60; Lab 20; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 4)

This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Students learn about, discuss, and demonstrate the laboratory facility, CLIA 88 regulations, and specimen collection and testing. Specialized areas include EKGs, urinalysis, hematology, microbiology, and phlebotomy.

MD132 MEDICAL ADMINISTRATIVE PROCEDURES I

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course the students are introduced to a competency-based approach to learning the principles of management applied in a modern medical facility. Students will learn how to perform appointment scheduling, telephone triage, and medical records management. Other topics include interpersonal human relations and medical law and ethics.

MD133 MEDICAL ADMINISTRATIVE PROCEDURES II

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course is designed to continue the development of medical administrative procedures. Students will learn how to perform basic bookkeeping, facility management, and medical machine transcription and how to use the pegboard system.

MD141 CLINICAL PROCEDURES I

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

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.

MD142 CLINICAL PROCEDURES II

(Lecture 40; Lab 40; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

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 of specialty examinations.

MD143 CLINICAL PROCEDURES III

(Lecture 40; Lab 40; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

In this course the medical assisting student continues the development of skills learned in Clinical Procedures I, Clinical Procedures II, and Medical Laboratory Procedures. Additional skills and procedures presented include CPR, first aid, EKGs, and preparation for specialty examinations.

MD148 MEDICAL INSURANCE

(Lecture 40; Lab 0; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

In this course the student will learn how to perform ICD-9 and CPT coding. Also covered are managed-care contracts, reimbursement procedures, and insurance referrals for the health care industry.

MD154 MEDICAL OFFICE SYSTEMS

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course continues building on the students' knowledge of administrative procedures through computerized simulations of procedures performed in the medical facility. The students utilize the concepts of billing and collection, bookkeeping functions, and banking and payroll procedures. Students also learn to dictate patient progress notes.

MD199 EXTERNSHIP—MEDICAL

(Lecture 0; Lab 0; Ext 160; Total Clock Hours: 160/Semester Credit Hours: 3)

This course provides practical, on-the-job medical assisting experience either in a physician's office or in a medical clinic. The student is required to extern 160 clock hours as an active participant in the administrative and clinical areas.

MD200 EXTERNSHIP—MEDICAL

MD200 MEDICAL EXTERNSHIP

(Lecture 0; Lab 0; Ext 320; Total Clock Hours: 320/Semester Credit Hours: 7)

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

MD201 MEDICAL EXTERNSHIP

MD201 MEDICAL EXTERNSHIP I

(Lecture 0; Lab 0; Ext 160; Total Clock Hours: 160/Semester Credit Hours: 3)

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

MD202 MEDICAL EXTERNSHIP

MD202 MEDICAL EXTERNSHIP II

(Lecture 0; Lab 0; Ext 160; Total Clock Hours: 160/Semester Credit Hours: 3)

This is a continuation of MD201 Medical Externship. This externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas.

MDCA 1221 ADMINISTRATIVE PROCEDURES

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

The student will learn medical office procedures which include appointment scheduling, medical records creation and maintenance, phone communications, transcriptions, coding, billing, collecting, third-party reimbursement, credit arrangements, and use of the computer in the medical office.

MDCA 1243 MEDICAL INSURANCE

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

The student will learn accurate ICD-9 and CPT coding of office procedures for payment/reimbursement by patients or third parties and prevention of insurance fraud. Additional topics include managed care and medical economics.

MDCA 1291 SPECIAL TOPICS IN MEDICAL ASSISTANT

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

In this course, the student will discuss topics that recently identify current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

MDCA 1309 ANATOMY AND PHYSIOLOGY FOR MEDICAL ASSISTANTS

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

In this course the student will learn normal human anatomy and physiology of cells, tissues, organs, and systems with an overview of common pathophysiology.

MDCA 1313 MEDICAL TERMINOLOGY

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn practical application of a medical vocabulary system. Students will also learn the structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

MDCA 1348 PHARMACOLOGY AND ADMINISTRATION OF MEDICATIONS

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn concepts and application of pharmacological principles. Instruction focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant.

MDCA 1417 PROCEDURES IN A CLINICAL SETTING

(Lecture 32; Lab 64; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 4)

This course emphasizes patient-centered assessment, examination, intervention, and treatment as directed by a physician. The student will learn vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriate for the medical office.

MDCA 1418 ADVANCED PROCEDURES IN A CLINICAL SETTING

(Lecture 32; Lab 64; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 4)

In this course the student will learn to assist the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and the preparation for specialty examinations. The student will also learn CPR.

MDCA 1452 MEDICAL ASSISTANT LABORATORY PROCEDURES

(Lecture 32; Lab 64; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 4)

The student will learn common laboratory procedures performed in the physician's office or clinic setting. Procedures include blood collection, specimen handling, basic urinalysis, and identification of normal ranges and includes electrocardiography quality assurance and quality control.

MDCA 2663 CLINICAL—MEDICAL/CLINICAL ASSISTANT

(Lecture 0; Lab 0; Ext 320; Total Clock Hours: 320/Semester Credit Hours: 6)

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. The student will learn what a medical assistant does on the job. Direct supervision is provided by the clinical professional.

OT101 OFFICE TECHNIQUES

(Lecture 20; Lab 0; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

The objective of this course is to teach the student how to survive in the office and to encourage the student to look ahead to his/her professional future. The students learn topics covering their role as an office worker: handling clients/visitors, U.S. mail services, human relations, telephone techniques, and personal organization.

OT111 WORD PROCESSING

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

Employing a hands-on approach, training consists of creating, revising, printing, duplicating, and deleting documents. Exercises include creating tables and text columns, merging form letters with stored variables, utilizing macros, and creating headers and footers.

OT111 WORD PROCESSING—CORE

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

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 WORD PROCESSING—EXPERT

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

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.

OT121 ELECTRONIC SPREADSHEET

OT121 ELECTRONIC SPREADSHEETS

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

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 ADVANCED ELECTRONIC SPREADSHEETS AND ELECTRONIC COMMUNICATIONS

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course provides instruction in advanced spreadsheet operations and electronic communications. Students learn to work with multiple worksheets and files, use database applications, and integrate electronic communications.

OT131 DATABASE MANAGEMENT

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course introduces the concept of electronic database management. The course covers creating and maintaining files. Specific topics include adding, revising, counting, deleting, renumbering, and printing records in a file.

OT131 INTRODUCTION TO DATABASE MANAGEMENT

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

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.

OT132 DATABASE MANAGEMENT

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

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

OT141 WORD PROCESSING EDITING I

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course provides extensive training for the student in reading corrections properly and putting them where they belong, so the final copy reads as the writer intended. The student will produce correct transcripts from edited communications including two-page documents, reports, memorandums, tables, and letters.

OT142 WORD PROCESSING EDITING II

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course trains the student to read corrections properly and put them where they belong, so the final copy reads as the writer intended. The student will produce correct transcripts from edited communications.

OT151 DOS AND DATA ENTRY FOR THE MICROCOMPUTER

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course provides the student with an introduction to operating systems used on the personal computer. It provides hands-on practice with basic, intermediate, and advanced parts of the operating system. Additionally, this course helps the student develop dexterity and accuracy in keyboarding alpha and numeric characters.

OT152 WORD PROCESSING PROCEDURES

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course is designed to simulate daily procedures as a word processing specialist and to allow the student to experience documents similar to those encountered in public and private organizations. Students learn to produce documentation of budgets, minutes of meetings, contracts, and city ordinances. The student will format, revise, originate, and edit documents for grammar, spelling, and punctuation using proofreaders' marks.

OT153 INTEGRATED BUSINESS PROJECTS

(Lecture 10; Lab 30; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course, students learn to produce applications-oriented projects using critical thinking with various software applications, including word processing, electronic presentations, spreadsheets, and databases.

OT161 COMPUTERIZED ACCOUNTING SIMULATION

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credits: 1)

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.

OT162 ACCOUNTING SPREADSHEETS

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course the student learns to apply accounting principles to spreadsheets; to use template solutions and graphs to analyze, compare, and interpret financial information; to apply decision-making skills; to use basic spreadsheet functions; and to develop marketable accounting and computer skills.

OT163 ACCOUNTING APPLICATIONS

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course the student learns to utilize a microcomputer for transactions involving payroll, sales and cash receipts, and purchases and cash payments. The student also completes such tasks as reconciling bank statements and budgeting.

OT171 CONCEPTS OF DESKTOP PUBLISHING

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course, the student is introduced to desktop publishing. The student learns terminology and formatting concepts. Using word processing software, the student combines text and graphics to produce print-ready copy.

OT172 PRESENTATION DESIGN AND DEVELOPMENT

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course students learn presentation techniques and the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation.

OT180 ELECTRONIC DRAWING I

(Lecture 20; Lab 60; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

In this course, the student learns intermediate to advanced techniques, terminology, tools, and commands for creating graphics in a vector-based drawing program. Students also learn raster-based graphics.

OT181 ELECTRONIC DRAWING I

(Lecture 10; Lab 30; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course focuses on fundamental techniques, terminology, tools, and commands for creating and manipulating graphics in a raster-based drawing software. Students learn to apply this knowledge in basic hands-on projects involving scanned images and created free-form computer art.

OT182 ELECTRONIC DRAWING II

(Lecture 10; Lab 30; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course students learn to use an image-editing program to generate raster-based images and to prepare photographic files for print production.

OT183 DESKTOP PUBLISHING

(Lecture 40; Lab 40; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

In this course students learn desktop publishing techniques with specific instruction in digital page composition.

OT184 DESKTOP PUBLISHING AND ELECTRONIC DESIGN

(Lecture 20; Lab 60; Ext 0; Total Clock Hours: 80/Semester Credit Hours: 3)

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.

OT191 BASIC COMPUTERIZED RESERVATIONS—SABRE

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. The student learns the concepts and skills required to create and modify Passenger Name Records (PNR), provide fares, interpret and modify availability, and sell air space using SABRE software.

OT192 ADVANCED COMPUTERIZED RESERVATIONS—SABRE

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. The student learns the concepts and skills required to modify and price itineraries; issue tickets; create client profiles; issue seat assignments; and handle hotel reservations, car rentals, and tours using SABRE software.

OT193 COMPUTERIZED RESERVATIONS—AMADEUS

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course students learn about the computerization of the travel industry. The student learns the concepts and skills required to interpret and modify availability, sell air space, modify and price itineraries, and create and change passenger name records using System One/Amadeus software.

OT193 COMPUTERIZED RESERVATIONS—SYSTEM ONE

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course provides an understanding of the computerization of the travel industry. The student learns the concepts and skills required to interpret and modify availability, sell air space, modify and price itineraries, and create and change passenger name records using System One software.

OT194 COMPUTERIZED RESERVATIONS—APOLLO

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course students learn about the computerization of the travel industry. The student learns the concepts and skills required to interpret and modify availability, sell air space, create a basic PNR, quote fares, price itineraries, and demand ticketing using Apollo software.

OT195 COMPUTERIZED RESERVATIONS—SABRE BASIC

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

In this course students learn about 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, and sell air space using Sabre software.

OT196 COMPUTERIZED RESERVATIONS—SABRE ADVANCED

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course students learn about the computerization of the industry with emphasis on microcomputer skills. Students learn the concepts and skills required to modify and price itineraries, issue tickets, utilize client profiles, and issue seat assignments using Sabre software. Students also learn to access hospitality, travel, and tourism resources on the Internet.

PD101 CAREER DEVELOPMENT

(Lecture 20; Lab 0; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

Easing the transition from student to employee is the objective of this course. Students learn skills focused on communication, resume preparation, interviewing, salary negotiation, and career planning.

PD102 HUMAN RELATIONS IN THE WORKPLACE

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course emphasizes the importance of the development of proper attitude in the workplace. Students learn about self-image, motivation, conflict management, team building, and improvement of interpersonal skills.

PD103 PROFESSIONALISM IN THE WORKPLACE

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course is designed to teach the student what professionalism is and the importance of professionalism in the workplace. Students learn about conforming to the technical or ethical standards of a profession. Through individual and group activities the student will learn how to exhibit a courteous, conscientious, and businesslike manner in the workplace.

POFL 1359 LEGAL TRANSCRIPTION

(Lecture 32; Lab 32; Ext 0; Total Clock Hours: 64/Semester Credit Hours: 3)

This course focuses on skill development in comprehensive vocabulary, listening, organizing, and transcribing client-quality documents used in a legal office. The student will learn to utilize editing and proofreading skills and knowledge to produce error-free legal documents.

POFL 2301 LEGAL DOCUMENT PROCESSING

(Lecture 32; Lab 32; Ext 0; Total Clock Hours: 64/Semester Credit Hours: 3)

The student will learn to produce legal documents used in the legal and court systems.

POFL 2360 ADVANCED LEGAL TRANSCRIPTION

(Lecture 0; Lab 96; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 3)

The student will learn more advanced skills in machine transcription of legal documents focusing on increasing speed and accuracy.

POFL 2375 LEGAL OFFICE SIMULATION

(Lecture 0; Lab 96; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 3)

This course is a capstone where job-based simulations emphasize the responsibilities incurred in managing a legal office. The student will learn to use appropriate legal administrative procedures, to utilize various software applications packages, to select hardware and software, and to integrate skills. All projects require critical thinking.

POFT 1225 BUSINESS MATH AND MACHINE APPLICATIONS

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

The student will learn to use electronic calculators to perform business math functions. Emphasis is on business problem-solving skills using an electronic calculator.

POFT 1227 INTRODUCTION TO KEYBOARDING

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

The student will learn how to use the alphabet, number, and symbol keys by touch. These skills will be applied to computers.

POFT 1229 KEYBOARDING AND DOCUMENT FORMATTING

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

This course focuses on skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis is placed on development of acceptable speed and accuracy levels and formatting basic documents. The student will apply proofreading and editing skills.

POFT 1301 BUSINESS ENGLISH

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

This course is an introduction to a practical application of basic language-usage skills with emphasis on the fundamentals of writing and editing for business. The student will apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation.

POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn current office procedures, duties, and responsibilities applicable to an office environment.

POFT 1313 PROFESSIONAL DEVELOPMENT FOR OFFICE PERSONNEL

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

This course is designed to prepare students for the work force including ethics, interpersonal relations, professional attire, and career advancement. The student will learn the importance of communication and career planning.

POFT 1349 ADMINISTRATIVE OFFICE PROCEDURES II

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

This course is an in-depth coverage of office applications with special emphasis on decision making, goal setting, management theories, and critical thinking. The student will prepare business documents and collect, classify, write, and present business data in report form.

POFT 1400 INFORMATION AND RECORDS MANAGEMENT

(Lecture 32; Lab 64; Ext 0; Total Clock Hours: 96/Semester Credit Hours: 4)

This course is an integrated study of records management systems and functions, manual and electronic systems of classifications, basic and contemporary filing procedures and rules, construction and use of databases, and proficient operation with other forms of pertinent information management important for the development of an office professional.

POFT 2201 DOCUMENT FORMATTING AND SKILLBUILDING

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

The student will continue developing keyboarding skills in document formatting, emphasizing speed and accuracy. Emphasis is placed on proofreading, editing, following instructions, and keying documents from various copies.

POFT 2233 ADVANCED DOCUMENT FORMATTING AND SKILLBUILDING

(Lecture 16; Lab 32; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 2)

The student will learn advanced concepts in a variety of office-simulated correspondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy, and speed development.

POFT 2312 BUSINESS CORRESPONDENCE & COMMUNICATION

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn to refine skills in the composition of various types of business correspondence. Business vocabulary and spelling are emphasized as communication skills.

PSYC 2301 GENERAL PSYCHOLOGY

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn about major topics in psychology. The study of behavior and the factors that determine and affect behavior are introduced. This course satisfies the general education requirement for the degree programs.

SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION

(Lecture 48; Lab 0; Ext 0; Total Clock Hours: 48/Semester Credit Hours: 3)

The student will learn the theories and practice of communication in interpersonal, small group, and public speech. This course satisfies the general education requirement for the degree programs.

SS111 OFFICE PROCEDURES—BASIC

(Lecture 10; Lab 30; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This is a practical, integrated course designed to provide a working knowledge of the diverse duties and responsibilities of an administrative support staff. Included in the course are projects on general office procedures, filing, reference resources, and travel arrangements presented in a learning simulation format within four departments (purchasing, marketing, legal, and executive).

SS112 OFFICE PROCEDURES—ADVANCED

(Lecture 10; Lab 30; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This is a practical, integrated course designed to provide a working knowledge of the diverse duties and responsibilities of an administrative support staff. Included in the course are projects on general office procedures, filing, reference resources, and travel arrangements presented in a learning simulation format within four departments (public relations, accounting, program development, and personnel).

SS113 MACHINE TRANSCRIPTION

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course aids the student in developing competency in transcribing various types of documents from machine dictation.

SS113 OFFICE PROCEDURES—BASIC

(Lecture 10; Lab 30; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This is a practical, integrated course designed to provide a working knowledge of the diverse duties and responsibilities of an administrative support staff. Students complete projects on general office procedures, filing, reference resources, and travel arrangements presented in a learning-simulation format.

SS114 OFFICE PROCEDURES—ADVANCED

(Lecture 10; Lab 30; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This is a practical, integrated course designed to provide a working knowledge of the diverse duties and responsibilities of an administrative support staff. Included in the course are projects on general office procedures, reference resources, and travel arrangements presented in a learning-simulation format.

TR101 INTRODUCTION TO TRAVEL

(Lecture 40; Lab 0; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course covers the history, scope, and functions of the travel industry. Students learn about 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.

TR102 AIR FARES AND TICKETING (1996-2001)

(Lecture 40; Lab 0; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course provides the student with fundamental knowledge of airfare computation, ticketing, completion of manually issued documents, calculation of air transportation taxes, airport/city codes, and the ARC sales report. Accuracy, neatness, legibility, and completion of tasks within time limits are stressed in this class.

TR102 AIR FARES AND TICKETING

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course the student learns airfare computation, ticketing, completion of manually issued documents, calculation of air transportation taxes, airport/city codes, and the ARC sales report.

TR103 GEOGRAPHY—NORTH AMERICA

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course emphasizes locations, transportation, and tourism. It focuses on major travel destinations, gateway cities, customs, languages, currencies, and entry requirements in North America.

TR104 GEOGRAPHY—WORLDWIDE

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course emphasizes locations, transportation, and tourism. It focuses on major travel destinations, gateway cities, customs, languages, currencies, and entry requirements worldwide.

TR105 CONVENTION MANAGEMENT

(Lecture 20; Lab 0; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

This course is designed to provide the student 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.

TR106 TRAVEL AGENCY OPERATIONS

(Lecture 20; Lab 0; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

This course focuses on the day-to-day operations of the travel agency. Topics covered include ARC requirements, bank relations, agency accounting, and financial planning. Familiarity with documents, the ARC sales report, and other "back office" functions are also stressed.

TR107 CORPORATE TRAVEL

(Lecture 20; Lab 0; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

This course focuses on the unique needs of the business traveler and how those needs relate to the travel and hospitality industries. The student is 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.

TR108 FOOD AND BEVERAGE OPERATIONS

(Lecture 20; Lab 0; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

This course introduces the student to the role of food and beverage services in the hospitality industry. The student learns responsibilities of such departments as food production, food service, beverage operations, and banquet operations.

TR109 HOTEL OPERATIONS AND ADMINISTRATION

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course provides the student with insight into the workings of a hotel/motel and tourism as a whole in the accommodations industry. In this course the student learns about 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.

TR110 FRONT AND BACK OFFICE MANAGEMENT (1998-2001)

(Lecture 40; Lab 00; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course teaches the principles of effective front and back office management. Students learn about reservations, check-in/check-out procedures, and customer service. Accounting functions and administrative procedures are also reviewed.

TR110 FRONT AND BACK OFFICE OPERATIONS

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course teaches the principles of effective front and back office management. Students learn about reservations, check-in/check-out procedures, and customer service. Accounting functions and administrative procedures are also reviewed.

TR110 TRAVEL SALES AND MARKETING

(Lecture 20; Lab 0; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

In this course the student becomes familiar with the theory of marketing and sales in the travel industry. This includes defining the tourism product, psychology of the traveler, market research, corporate image development, and effective advertising, publicity, and promotion.

TR113 DOMESTIC DESTINATIONS

(Lecture 40; Lab 0; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

In this course students learn the geography of the United States, Canada, Mexico, and the Caribbean and their major attractions.

TR114 WORLDWIDE TOURISM

(Lecture 40; Lab 0; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

In this course students learn about the diverse areas of the hospitality and tourism industries. Special emphasis is placed on the functional areas of hotels, cruises, and resorts.

TR115 WORLDWIDE DESTINATIONS

(Lecture 40; Lab 0; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

In this course students learn the geography of Europe, South America, Asia, Oceania, and Africa and their major attractions.

TR116 TRAVEL AGENCY OPERATIONS AND MEETING MANAGEMENT

(Lecture 30; Lab 10; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 2)

This course focuses on the operations of a travel agency and examines the unique needs of the corporate traveler. In addition, students learn about the meeting planning/convention management industry.

TR117 SALES AND CUSTOMER SERVICE

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

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.

TR118 GUEST RELATIONS MANAGEMENT

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course provides a comprehensive review of managing hospitality organizations. Students learn to focus on customer satisfaction, retention, and relations.

TR121 HOTEL SALES AND MARKETING

(Lecture 20; Lab 0; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

In this course students learn the theory of marketing and sales in the hospitality industry. The emphasis is on the practical, job-related skills, as well as the general and technical knowledge that is required as a qualified entrant into the modern hospitality field. Topics covered include effective advertising, publicity, and promotion.

TR122 DINING AND BANQUET MANAGEMENT

(Lecture 20; Lab 0; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

In this course students learn the importance of providing excellent service, types of meal services and banquets, and management techniques.

TR123 FRONT OFFICE OPERATIONS

(Lecture 20; Lab 20; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course emphasizes the practical job-related skills as well as the general and technical knowledge that are required for front desk operations, including self-management and human relations skills.

TR124 PRINCIPLES OF RESERVATIONS

(Lecture 15; Lab 5; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

This course provides the student with knowledge of the tools and references used in scheduling airline travel. Other topic areas include aircraft equipment and "where to look and who to ask."

TR125 HOUSEKEEPING MANAGEMENT

(Lecture 20; Lab 0; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

This course is designed to help the student set up systems and deal with budgets, employers, employees, and guests. It provides knowledge of administrative techniques for hiring, supervising, scheduling work, record keeping, and maintaining supplies and equipment.

TR126 BACK OFFICE OPERATIONS

(Lecture 20; Lab 0; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

This course emphasizes job-related skills, as well as general and technical skills, including the basics of the hotel business office, room functions and operations, and financial reports and planning.

TR127 TRAVEL LAW

(Lecture 20; Lab 0; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

This course provides the student with a basic knowledge of hotel and hospitality law, travel agency regulations, contracts, antitrust laws, liability, and collection of accounts.

TR128 TOURISM

(Lecture 20; Lab 0; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

This course offers an important means of comprehending human sociability and motivations for travel. Tourism development becomes a challenge with industry organization, planning, and marketing.

TR129 SCHEDULING RESERVATIONS FOR TOURS

(Lecture 15; Lab 5; Ext 0; Total Clock Hours: 20/Semester Credit Hours: 1)

This course provides the student with knowledge of guiding, escorting, and planning tours. The course includes strategies for managing group behavior, information on other branches of the travel industry, ideas to make a tour guide commentary more effective, and advice on dealing with the unexpected.

TR199 EXTERNSHIP—TRAVEL

(Lecture 0; Lab 0; Ext 100; Total Clock Hours: 100/Semester Credit Hours: 2)

This externship provides the student with hands-on practical work experience for careers in the travel and hospitality industries. The student is 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.

TR200 EXTERNSHIP—TRAVEL**TR200 TRAVEL EXTERNSHIP**

(Lecture 0; Lab 0; Ext 320; Total Clock Hours: 320/Semester Credit Hours: 7)

This externship provides the student with hands-on practical work experience. The student is placed in a hotel, travel agency, or other business in the travel and hospitality fields. Externship experiences are supervised and evaluated by personnel at the extern site and by school faculty.

TY101 KEYBOARDING I

(Lecture 10; Lab 30; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course, the students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Techniques and procedures for acquiring stroking accuracy and speed, as well as error identification, are emphasized. A brief introduction of the current operating system will be included.

TY102 KEYBOARDING II

(Lecture 10; Lab 30; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course is designed to improve the students keyboarding speed and accuracy skills through the use of various methods and drills. Students learn to analyze errors and individual prescriptive methods are assigned. A production unit on basic business correspondence and one-page reports is included.

TY103 DOCUMENT FORMATTING

(Lecture 10; Lab 30; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

This course continues development of basic production skills as well as speed and accuracy. The student learns to produce business correspondence, tables, and reports.

TY104 DOCUMENT PRODUCTION

(Lecture 10; Lab 30; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

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

TY105 ADVANCED DOCUMENT PRODUCTION

(Lecture 10; Lab 30; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course students learn to use 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.

TY106 ADVANCED DOCUMENT FORMATTING

(Lecture 10; Lab 30; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course, the student applies high-level formatting skills and learns to produce announcements, fliers, newspaper columns, abstracts, and boxed tables. Heavy focus is placed on speed, accuracy, and review. A diagnostic approach is implemented for skill building.

TY107 INTEGRATED OFFICE PROJECTS I

(Lecture 10; Lab 30; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course students learn additional skills in composition; proofreading; word division; formatting; reading handwritten and rough draft copy; correcting language arts errors; and editing materials related to letters, memorandums, directories, itineraries, minutes, and magazine articles. A diagnostic approach is implemented for skill building.

TY108 INTEGRATED OFFICE PROJECTS II

(Lecture 10; Lab 30; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

In this course students learn additional skills in composition; proofreading; word division; formatting; reading handwritten and rough draft copy; and editing materials related to letters, memorandums, tables, and reports with a variety of features. A diagnostic approach is implemented for skill building.

TY111 STATISTICAL KEYBOARDING

(Lecture 10; Lab 30; Ext 0; Total Clock Hours: 40/Semester Credit Hours: 1)

The student masters the formatting and keyboarding of various styles of memorandums, business letters, one-page reports, outlines, bibliographies, open-style tables, and tables with column headings. Speed and accuracy are emphasized using the numeric keypad on the computer.