

**Central Ohio Technical College  
Course Description Listing  
1999-2000 Academic Year**

**BUSINESS TECHNOLOGIES: 2000**

**2014 Principles of Business**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: None.

This introductory course presents the principles, terminology and concepts necessary for understanding our business system. It covers such key topics as business formation and ownership decisions, management and organization, the various functional Divisions within the business and the interaction of business and society.

**2016 Business Law**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: None.

The course encompasses common and statutory law as it applies to the business world. Topics of study include the environment of business, factors influencing the legality of contracts, and the various kinds of contracts. The course also includes a study of sales, bailments, agency, commercial paper, partnerships and corporations.

**2017 Team Building**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None.

This course allows students to discover group development. Students will learn group-process skills vital to effective teamwork, including communication, decision making, problem solving, and conflict resolution. An understanding of the effect of individual behavior on group productivity will also be explored.

**2018 Project Management**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None.

This course is designed to examine the key elements in the project management process. This process will include: characteristics of a well-defined project; successful project organization; managing the project team; planning; scheduling; and controlling. Effective project planning will include gathering budget information and scheduling data. Techniques for scheduling projects will include GNATT chart schedules and reports.

**2019 Strategic Management**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: None.

Strategies an organization pursues have a major impact upon its performance relative to that of competitors. This class identifies and describes the various strategies a company can pursue to achieve superior performance. Strategies apply to all types of organizations.

A thorough understanding of the analytical techniques and skills necessary by managers to identify and exploit strategies successfully will be applied.

### **2020 International Business**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None.

This course explains the how and why of world countries and how they differ with a thorough review of economics and politics involving international trade and investment. This involves learning the functions and forms of the global monetary system. There is also emphasis on the strategies and structures of international businesses.

### **2021 Principles of Management**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: None.

The basic functions of management are planning, organizing, leading/motivating and controlling. The course examines these four functions in considerable detail, and attempts to give the student insight and perspective on management in action. There is an emphasis on current case material so the student can relate principles to real world management problems.

### **2022 Principles of Marketing**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: None.

This course is designed to introduce the student to the field of marketing in its broadest concepts, from the viewpoint of both the seller and the buyer. The student will be exposed to the various careers in marketing and will learn how managers manipulate the four variables of marketing (price, product, distribution, promotion) to achieve organizational goals.

### **2024 Economics**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: None.

Dealing with both micro-economics and macro-economics, the course is designed to give the student a basic understanding of our economic system, the role of supply and demand in determining prices, comparison of competition versus monopoly, the role of money and its effect on the economy, the current methods of economic analysis, the development of economic policies that are used to stabilize the level of economic activity, and the relationship of international economics to our domestic economy.

### **2031 Business Statistics**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: 1210. This course is not open to students with credit for 2030.

This course develops skills and knowledge relative to the fundamental concepts and methods of statistics, particularly as it applies to the fields of business and industry. It focuses upon presentation of data, dispersion, probability theory, sampling, and regression analysis and decision theory.

### **2113 Principles of Accounting I--Financial**

5 credit hours, 5 contact hours (5 hours lecture and 0 hours lab). Prerequisite: None.

The meaning, purpose and function of accounting in business are presented through studying the concepts and theories of accounting. Basic accounting procedures covered in this course include journalizing transactions, posting, trial balances, adjusting and closing entries and preparation of financial statements. Other topics of study include the preparation and use of working papers, internal control, special journals, and the voucher system. The course focuses on the sole proprietorship form of business organization for both service and merchandising operations.

### **2123 Principles of Accounting II--Financial**

5 credit hours, 5 contact hours (5 hours lecture and 0 hours lab). Prerequisite: Accounting Majors: C grade (2.00) or better in 2113; Other Majors: 2113.

Continuing the study of the concepts and theories presented in Accounting 2113. Topics of study include inventory methods, plant and equipment and depreciation, payroll accounting, generally accepted accounting principles, formation and operation of partnership, formation and operation of a corporation.

### **2130 Principles of Finance**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: Accounting Majors: C grade (2.00) or better in 2123; Other Majors: 2123.

This course begins with an examination of the goals and functions of financial management. In addition, the course covers the following topics: financial analysis and planning, financial forecasting, operating and financial leveraging, working capital management, the time value of money and how it relates to the valuation process, the cost of capital, and the capital budgeting process.

### **2133 Principles of Accounting III--Managerial**

5 credit hours, 5 contact hours (5 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 2123. This course is open only to Accounting Majors.

This course continues development of the techniques presented in Accounting 2113 and 2123. The topics introduced include consolidated financial statements, statement of cash flows, analysis and interpretation of financial statements, accounting for manufacturing operations, and cost accounting systems.

### **2147 Cost Accounting I**

4 credit hours, 5 contact hours (3 hours lecture and 2 hours lab). Prerequisite: C grade (2.00) or better in 2133.

Presents basic cost accounting and cost management concepts along with a description of activity cost behavior. This course includes both product and service costing in a job-order and a process-system environment. Other important components of this course are:

support department cost allocations; joint product and by-product costing; activity-based costing; strategic cost management; life cycle cost management; JIT; cost-volume-profit analysis; and international issues in cost management.

### **2148 Cost Accounting II**

4 credit hours, 5 contact hours (3 hours lecture and 2 hours lab). Prerequisite: C grade (2.00) or better in 2147.

This course is a continuation of 2147 Cost Accounting I. Traditional and contemporary decision making and planning and control systems are presented and analyzed. The following topics are examined: relevant costing; capital investment decisions; inventory management; the theory of constraints; pricing and revenue analysis; and profitability analysis. Other critical components of this course include: budgeting; standard costing; contemporary responsibility accounting; and productivity measurement and control.

### **2150 Computer Aided Accounting I**

1 credit hour, 2 contact hours (0 hours lecture and 2 hours lab). Prerequisite: C grade (2.00) or better in 2113 and 2123.

This course uses a general ledger software program to solve selected accounting problems. The program demonstrates the immediate effects of each transaction and helps students understand the use of computers in a real world accounting environment. The student will journalize transactions, prepare adjusting entries, close temporary accounts, prepare classified financial statements, prepare a bank reconciliation, prepare perpetual system inventory records, journalize payroll transactions, and work with partnership accounting entries.

### **2153 Accounting for Not-for-Profit Organizations**

5 credit hours, 5 contact hours (5 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 2133.

This course will introduce students to fund accounting and the accounting practices of not-for-profit organizations. The basic accounting and recording procedures for governmental units and other not-for-profit organizations will be discussed. Specific topics introduced include: development and use of budgetary data, accounting for general fund operations, other funds and account groups, interfund relationships and combined financial statements, federal government accounting, accounting for other organizations, and interpreting non-profit organization financial statements.

### **2160 Computer Aided Accounting II**

2 credit hours, 3 contact hours (1 hour lecture and 2 hours lab). Prerequisite: C grade (2.00) or better in 2150.

This course utilizes an accounting package to provide experience to the student in operating a computerized, integrated accounting system. The student will work with the general ledger, accounts receivable system, accounts payable system, financial statement analysis, inventory system, and payroll system individually, and then as an integrated whole. In this way, the student's knowledge of accounting principles and the accounting

cycle learned in previous courses will be reinforced and given a practical focus.

### **2161 Auditing**

5 credit hours, 5 contact hours (5 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 2133.

This course covers the theory and processes of auditing. Areas of study include: generally accepted auditing standards, reports on audited statements, audit work papers, audit planning, internal control evaluation, audit sampling, and fraud awareness auditing. Audit applications will be discussed relating to the revenue and collection cycle and the acquisition and expenditure cycle.

### **2169 Spreadsheet Applications in Accounting**

2 credit hours, 3 contact hours (1 hour lecture and 2 hours lab). Prerequisite: (2916 or 2953) and C grade (2.00) or better in 2148.

This class is designed as a capstone course in spreadsheet applications for graduating Accounting Technology majors. Students will be required to perform such tasks as: costing, budgeting, analysis, and intermediate accounting problems.

### **2172 Intermediate Accounting I**

4 credit hours, 5 contact hours (3 hours lecture and 2 hours lab). Prerequisite: C grade (2.00) or better in 2133.

This course continues development of the theory and processes of accounting. Accounting functions emphasized include: balance sheets; income and retained earnings statements; analysis of working capital; and methods of valuations.

### **2173 Intermediate Accounting II**

4 credit hours, 5 contact hours (3 hours lecture and 2 hours lab). Prerequisite: C grade (2.00) or better in 2172.

This course is a continuation of 2172 Intermediate Accounting II and presents in-depth study in the following areas of the balance sheet: inventories, cost measurement, flow assumptions, and special valuation issues: acquisition, disposal, depreciation and depletion of property, plant and equipment; intangibles; and investments.

### **2174 Intermediate Accounting III**

4 credit hours, 5 contact hours (3 hours lecture and 2 hours lab). Prerequisite: C grade (2.00) or better in 2173.

This course is a continuation of 2173 Intermediate Accounting II and concludes the in-depth study of the balance sheet in the following areas: current liabilities and contingencies; long-term liabilities and receivables; contributed capital; earnings per share and retained earnings; accounting for leases. In addition, the statement of cash flows will be explored.

### **2175 Taxation I**

3 credit hours, 4 contact hours (2 hours lecture and 2 hours lab). Prerequisite: C grade (2.00) or better in 2133.

This course covers the theory and practice of federal income taxation and presents an in-depth study of gross income inclusions and exclusions, deductions and losses, business expenses, depreciation and cost recovery, and employee expenses.

### **2176 Taxation II**

3 credit hours, 4 contact hours (2 hours lecture and 2 hours lab). Prerequisite: C grade (2.00) or better in 2175.

This course is a continuation of 2175 Taxation I and presents the study of itemized deductions, passive activity losses, tax credits and withholding treatment of gains/losses, taxation of partnerships and corporations; state and city income tax returns for individuals; corporate franchise tax; personal property tax; and city business income tax returns.

### **2177 Current Issues in Accounting**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: C grade (2.00) or better in 2172.

This course is designed to provide the student with experience in exploring issues of current importance in business. Although subject to change, topics of study could include: employee rights and obligations, business responsibilities to consumers and competitors, environmental and social responsibilities of businesses, and governmental regulation of business. The course will utilize videotapes, case studies, group discussion, and simulation methods to confront current issues.

### **2203 Word Processing I**

3 credit hours, 4 contact hours (2 hours lecture and 2 hours lab). Prerequisite: Typing 25-30 wpm.

Students work toward increased speed and accuracy in typewriting. Emphasis is on the development of skill for use in a variety of applications including personal and business correspondence, tables, topical outlines, and professional reports. The goal is for the student to be able to keyboard alpha-numeric data at 40-45 words per minute.

### **2204 Word Processing II**

3 credit hours, 4 contact hours (2 hours lecture and 2 hours lab). Prerequisite: 2203 (or equivalent).

This course is designed primarily to develop skill in typing a wide variety of business correspondence. Letter styles, including many commonly used special features, interoffice memorandum format, and administrative communications are emphasized. Punctuation and grammar are stressed. The self-paced learning concept provides the student with personalized and individualized instruction. The goal is for the student to be able to keyboard alpha-numeric data at 50-55 words per minute.

## **2208 Legal Machine Transcription and Word Processing**

4 credit hours, 6 contact hours (2 hours lecture and 4 hours lab). Prerequisite: 2218, 2229 and 2261.

This legal transcription and word processing course is designed to give the student a background in basic legal terminology used in courts, legal systems, and specialized areas of law. Upon successful completion of this course, the student should be able to correctly spell, pronounce, and define the legal terms presented, and transcribe the legal terms and assignments directly from cassettes. Word processing equipment may be utilized in laboratory experiences.

## **2209 Medical Machine Transcription and Word Processing**

4 credit hours, 6 contact hours (2 hours lecture and 4 hours lab). Prerequisite: 2203, 2218, 2229, 2266 and 4028.

This specialized medical transcription and word processing course introduces a broad base of medical terms and phrases, provides medical transcription practice, and the experience of working with various common medical specialty reports used in medical institutions. Realistic patient cases and histories will be covered. Word processing equipment will be utilized in transcribing the medical dictation from cassette tapes.

## **2210 Medical Information Coding**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: 4028.

This medical coding course is designed to teach students how to find, use, and apply the codes of the ICD-9-CM (International Classification of Diseases) in order to classify medical documents efficiently, accurately, and effectively to optimize reimbursements of medical practices or medical facilities.

## **2218 Introduction to Microsoft Word I**

4 credit hours, 6 contact hours (2 hours lecture and 4 hours lab). Prerequisite: 2204 and 2229.

This introductory Windows-based program is designed especially for beginners who want to learn Microsoft Word for Windows, Version 7. Word for Windows operates within the Windows 95 program. It provides a practical and focused approach where the student begins immediately to interact with Windows in the business office. The student will perform a variety of tasks and create documents. Continued emphasis is placed on developing grammar and communications skills.

## **2219 Microsoft Word II**

4 credit hours, 6 contact hours (2 hours lecture and 4 hours lab). Prerequisite: 2204, 2218, and 2229.

2219 is a continuation of 2218 Introduction to MS Word I. The course reinforces basic concepts, procedures, terminology, and text editing skills for advanced applications. Step-by-step exercises provide the student the opportunity to practice the new concepts and

applications using Word 7 for Windows. The student will keyboard and revise from hand-written documents using microcomputers.

### **2220 Microsoft Word III**

4 credit hours, 6 contact hours (2 hours lecture and 4 hours lab). Prerequisite: 2204 (or equivalent), 2219 and 2229.

This advanced, specialized word processing course provides the student with more advanced Word features along with desktop publishing terminology and concepts. Practical in-depth applications and documents will be completed which build on previously presented concepts and developed skills. Special commands and functions using basic type-oriented design techniques will be utilized to enhance visual appearance of business and personal documents. Step-by-step instructions are given for the completion of all activities, applications, and projects.

### **2225 Keyboarding**

2 credit hours, 3 contact hours (1 hour lecture and 2 hours lab). Prerequisite: None. This course is not open to students enrolled in the Office Administration Technology and may not count toward graduation if previous credit for 2225 Keyboarding has been granted.

This course introduces the basic touch system for keyboarding/inputting alpha-numeric data on the typewriter and calculator. The self-paced learning concept provides the student with personalized and individualized instruction. Accuracy is stressed in keyboarding/inputting and proofreading. The goal is for students to be able to keyboard/input alpha-numeric data on the computer at 25-30 words per minute and to input numeric data on the computer keypad at 125 c.p.m.

### **2229 Business Language Skills**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: 2203 or concurrent enrollment.

This course is designed to refine the basic language skills that relate to business and to assist students in the preparation of written business documents through the use of realistic learning materials. Major punctuation, grammar, capitalization, and number usage principles are emphasized and reinforced through the introduction of the proper use of the required reference manual.

### **2230 Records and Database Management**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: None.

This course is the study of principles and procedures of how records are created, stored, retrieved, retained, and disposed of; procedures for the operation and control of manual and automated storage systems; alphabetic, geographic, numeric, and subject filing systems; principles of the selection for record storage methods, personnel, equipment, and supplies. Access database is used to reinforce the alphabetic storage method adapts it to geographic, numeric and subject filing.

### **2261 Legal Terms I**

1 credit hour, 1 contact hour (1 hour lecture and 0 hours lab). Prerequisite: 2203 and 2290.

This course considers the structure of legal words including their spelling and definition. It is designed to provide practical learning activities simulating actual legal terms used in law office situations. The students will learn common law terms and develop a legal vocabulary.

### **2266 Machine Transcription I**

4 credit hours, 6 contact hours (2 hours lecture and 4 hours lab). Prerequisite: 2203, 2218 and 2229.

This introductory course is designed to provide general knowledge of machine transcription equipment. Laboratory experience includes continuous typing from the transcriber. Language arts skills are an integral part of this course.

### **2267 Office Seminar**

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: 2204, 2220, 2229, 2230, 2266, 2268 (or concurrent enrollment) and 2290.

This course is designed as a capstone, integrated activity simulation that presents students with a variety of challenges. Students will prepare documents and complete tasks like those required in today's high performance, technologically advanced office. The simulation is intended to be culminating activity at the end of the Office Administration degree program of study. Microsoft Office Professional is the software that is used for this simulation.

### **2268 Integrated Office Applications**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: 2204, 2220, 2229, 2230, 2266, 2277, 2278 and 2290.

This course integrates several office applications. It emphasizes the basic touch system for keyboarding/inputting and proofreading numeric data on the calculator, and/or the microcomputer keyboard. This course stresses the fundamentals of effective telephone communications in business. It is designed to familiarize the student with effective ways of using the telephone in a variety of business situations. This course also accents preparation, personal effectiveness, and office etiquette through the study of basic secretarial problems and procedures. The course closes instructing the student on job seeking and interviewing skills. Special projects will enable the student to analyze and establish priorities.

### **2290 Spreadsheets (Excel)**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: 2204, 2900 and 2957.

This course provides the student the opportunity to further develop the skills necessary to increase productivity and efficiency in the creation of spreadsheets. It is designed to take

the student step-by-step through the features of Microsoft Excel for Windows. Numerous practical in-depth spreadsheets will be completed which build on previously presented concepts.

### **2291 Legal Terms II**

1 credit hour, 1 contact hour (1 hour lecture and 0 hours lab). Prerequisite: 2261.

This course is a continuation of 2261 Legal Terms I. It is designed to provide practical learning activities simulating actual legal terms used in law office situations. The student will continue to learn common law terms and build on legal vocabulary.

### **2294 Patient Billing**

3 credit hours, 4 contact hours (2 hours lecture and 2 hours lab). Prerequisite: 2204 and 4028.

This course will help prepare the student to master many of the medical billing skills that are highly regarded and sought after in the health care profession. The student will learn how to use Medisoft (a widely used patient accounting program) to perform the following tasks: add new billing codes, input patient information, process patient transactions, produce various reports, print statements and insurance forms, and process claims.

### **2295 Legal Word Processing**

3 credit hours, 4 contact hours (2 hours lecture and 2 hours lab). Prerequisite: 2204, 2220, 2229 and 2291.

This advanced, specialized word processing course is designed to provide practical learning activities simulating actual law office situations. A variety of word processing experiences will be introduced including legal correspondence, legal documents, and legal terms and their meanings. Emphasis will be placed on legal formats, styles, punctuation, spelling, terminology, legal protocol, and legal procedures. The ability to use judgement in completing the keying of legal documents will be stressed.

### **2300 Personal Finance**

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: None.

This course will provide fundamentals in money management. Financial planning will include: budgeting, interest rates and credit care use; financing of short-term and long-term assets; insurance; market investment opportunities; and retirement planning.

### **2302 Business Financial Institutions**

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: None.

This course presents the role of money in a financial system, financial institutions and their services, the Federal Reserve system, interest rate concepts, the money market, and monetary policy.

### **2306 Analyzing Financial Statements**

3 credit hours, 4 contact hours (2 hours lecture and 2 hours lab). Prerequisite: 2416 or permission of the instructor.

This course provides students the opportunity to further develop the skills necessary to conduct a comprehensive and effective financial analysis of a business borrower in order to assess repayment capacity. Upon successfully completing this course, students will have a practical understanding of the importance of financial analysis in commercial lending, types of business borrowers, how to analyze a company's income statement and balance sheet, how to calculate and develop key ratios used in the commercial lending process, and various other analytical techniques used in this area of banking.

### **2310 Cases in Finance**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: 2031, 2123, 2130, and 2306.

This course is designed as a capstone course in the finance option. The student will enhance and demonstrate his or her ability to define and solve a variety of problems in the broad areas of financial analysis. This will entail situation analysis, problem identification, and the selection and application of concepts and practical solutions. The student will present cases in written and oral forms that will detail how managers use quantifiable information to solidify decision-making strategies in order to achieve organizational goals. Emphasis will be on bridging the gap between classroom training and the workplace.

### **2407 Advertising**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: 2022.

This course approaches advertising and promotion from an integrated marketing communication perspective that integrates theory with planning, management, and strategy. The course is designed to acquaint the student with the real world of advertising - - Atelling it the way it is@ -- not just for the 100 leading advertisers, but for the hundreds of thousands of retailers, regional manufacturers, and small business persons. The student will gain experience in copyrighting, preparing radio and TV commercials, producing direct mail peices, designing outdoor advertising, and preparing other sales promotion materials.

### **2409 Advanced Marketing**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: 2022.

This course will cover more advanced topics in marketing. More emphasis is given to influence to the competitive environment form the global competition and the necessary positioning strategies that apply to both domestic and international markets. Distribution strategies will focus on the nature of distribution in retailing and wholesaling. Review of distribution systems will be covered along with the global implications of larger logistical systems. Finally, the course will cover the pricing strategies and tactics required in the global economic system and the role that price plays in the marketing mix.

### **2410 Market Research**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: 2701.

This course offers a unique, practical insight into trends, technology, and methodology found in contemporary marketing research practice. The student is challenged to become a user of research in furthering decision making as well as gain knowledge of the research process and proper statistical applications to research data. This process includes defining the problem and identifying what information is required to solve the problem, designing the method for collecting information, managing, implementing and collection of data, analyzing the results, and communicating the findings and their implications.

### **2416 Managerial Accounting I**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: 2113. This course is not open to Accounting Technology students without permission of the Division Chair.

In this last of the first year sequence of accounting courses, the Business Management student is introduced to a variety of managerial accounting techniques used by businesses to analyze and control their operations. The course begins with an analysis of cost behavior from a managerial standpoint, and covers topics such as break-even analysis and leverage, analysis and control of decentralized business operations, business uses of standard costing and variance analysis. The emphasis throughout will be on analyzing and problem solving.

### **2417 Managerial Accounting II**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: 2113.

This course is a continuation of 2416 Managerial Accounting I and begins with coverage of additional areas in managerial accounting: pricing of products and services, relevant costs and financial statement analysis techniques. Several topics in financial management are then discussed (working capital management and financing, time value of money, valuation and rates of return, cost of capital and capital budgeting).

### **2423 Cases in Marketing**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: 2407, 2409, and 2410.

This course is designed as a capstone course in the marketing option. The student will enhance and demonstrate his or her ability to define and solve a variety of problems in the broad areas of consumer and industrial marketing. This will entail situation analysis, problem identification, and the selection and application of concepts and practical solutions.

Students will present cases in written and oral forms which will detail how managers can change a firm's product, price, place and promotional strategies in order to achieve organizational goals. Emphasis will be on bridging the gap between classroom training and the workplace.

### **2464 Personal Computer Applications in Business**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: None.

This course is designed to give students standardized, progressive, detailed, hands-on instruction in the most popular personal computer software used today by business and

industry. The student will demonstrate the ability to integrate word processing, spreadsheets, and graphic design through group projects. The course combines demonstration and self-paced instruction. Students will be tested and the course will be graded.

### **2516 AS/400 CL Programming**

2 credit hours, 4 contact hours (1 hour lecture and 3 hours lab). Prerequisite: C grade (2.00) or better in 2575.

This course is designed to introduce the student to CLP (Command Language Programming) - the language that interfaces with the AS/400 operating system. The student will write both interactive and batch control programs. The course will emphasize the language's programming constructs and will provide the student with an introduction to the language's capabilities in object creation and manipulation; system, process, and device management and control; and error trapping and handling.

### **2553 Mathematics for Programming**

5 credit hours, 5 contact hours (5 hours lecture and 0 hours lab). Prerequisite: High school algebra (or equivalent) or 1201 or 1205.

Areas of study include numeration systems, matrix and boolean algebra, probability, mathematics of finance, and other mathematical topics used in programming.

### **2569 Systems Design**

4 credit hours, 5 contact hours (2 hours lecture and 3 hours lab). Prerequisite: C grade (2.00) or better in 2555.

This is an advanced study of structured systems development. Emphasis is on strategies and techniques of structured design for producing logical methodologies for dealing with complexities in the development of information systems. File design concepts, hardware considerations, and the design of program specifications utilizing structured tools and techniques are emphasized. Data security and integrity techniques are covered.

### **2575 Principles of Programming with Visual Basic**

4 credit hours, 6 contact hours (2 hours lecture and 4 hours lab). Prerequisite: None.

This course introduces the student to computer hardware and software. Hands-on lab exercises help to give the student an understanding of computer programming. The basic theories of algorithm development and programming logic are included. Students write and execute programs in Visual Basic.

### **2576 Visual Basic**

4 credit hours, 6 contact hours (2 hours lecture and 4 hours lab). Prerequisite: C (2.00) grade or better in 2575.

This course is a continuation of 2575 Principles of Programming with Visual Basic. The student will design and write complex programs using Visual programming skills which

include the ability to create and integrate text and graphics in an interactive environment. File handling will include the creation and the maintenance of sequential and indexed files, as well as accessing databases. Object-oriented programming concepts are introduced and structured programming techniques are emphasized.

### **2577 RPG Programming**

4 credit hours, 6 contact hours (2 hours lecture and 4 hours lab). Prerequisite: C (2.00) grade or better in 2575.

This course introduces the student to RPG programming concepts and techniques through a series of programs illustrating typical business applications. The student will use the RPG programming language on an IBM AS/400 computer to write and execute their programs.

### **2578 Advanced RPG**

5 credit hours, 7 contact hours (3 hours lecture and 4 hours lab). Prerequisite: C (2.00) grade or better in 2577.

This course is a continuation of 2577 RPG Programming. The student will write complex RPG programs for business applications with an emphasis on sequential and indexed-sequential access files. The course includes coverage of processing techniques for systems of programs for batch and interactive environments. RPG III and RPG/400 enhancements are included.

### **2579 Systems Analysis**

5 credit hours, 7 contact hours (3 hours lecture and 4 hours lab). Prerequisite: C (2.00) grade or better in 2576.

This course is an overview of the system development life cycle. Emphasis is on current system documentation through the use of both classical and structured tools/techniques for describing process flows, data flows, data structures, file designs, input and output designs, and process descriptions. Information gathering and reporting activities, feasibility analysis, and the transition from analysis to design are discussed.

### **2580 Visual Basic II**

4 credit hours, 6 contact hours (2 hours lecture and 4 hours lab). Prerequisite: 2514.

This course expands on the fundamentals of database access, manipulation, report generating, and design. Preference will be given to current commercial methods, engines, and components. PC, Mainframe, Internet, and Intranet database solutions will be covered. The course also covers the fundamentals of graphing and charting techniques; communications via high speed RS prots and Internet Winsock ports; advanced programming techniques such as API calling procedures, Windows registry and NT services, OLE and DDE implementation, classing and sub classing, and application deployment.

### **2581 Internet Programming and Design**

4 credit hours, 6 contact hours (2 hours lecture and 4 hours lab). Prerequisite: C (2.00)

grade or better in 2587.

This course is an introduction to Web page design and development with static and dynamic contents. The student will be introduced to HTML, CGI programming, and Java. The course includes communication mechanisms.

### **2582 Database with RPG**

5 credit hours, 7 contact hours (3 hours lecture and 4 hours lab). Prerequisite: C (2.00) grade or better in 2578.

An introduction to database development with an emphasis in creating, loading, modifying, and querying the database. Data structure and various file structures supporting direct and relational experience by programming the high-level language, RPG, utilizing a relational database.

### **2583 Database and Integration with Micros**

5 credit hours, 7 contact hours (3 hours lecture and 4 hours lab). Prerequisite: C (2.00) grade or better in 2576.

This course will introduce the student to the concepts, terminology, and consideration of database development. The student will use database tools to create, populate, extract, update, and report integrated data. The student will learn to develop customized screen displays and formatted reports. This course will provide the basic in programming with ANSI SQL as well as an introduction of VBA and integration tools.

### **2584 COBOL**

4 credit hours, 6 contact hours (2 hours lecture and 4 hours lab). Prerequisite: C (2.00) grade or better in 2575 (or concurrent enrollment).

This is an introduction to computer programming in a business environment. Emphasis is on the fundamentals of structured program design, development, testing, implementation, and documentation of common business-oriented applications using COBOL. Top-down design strategies and structured programming techniques for designing and developing problem solutions are discussed and applied. Language syntax, data and file structures, input and output devices, and operating system facilities for implementing batch programs for report generation, input editing, and sequential file creation and access are covered.

### **2585 Data Communications**

4 credit hours, 6 contact hours (2 hours lecture and 4 hours lab). Prerequisite: C (2.00) grade or better in 2900.

This course introduces the principles, design approaches, and standards involved in computer data communications. Networking considerations, communication architecture, data encoding and transmission, switching, network access protocols, and transport protocols will be emphasized as well as an overview of the concepts of Integrated Services Digital Network. Lab work will involve hands-on experiences dealing with communications software and hardware.

### **2586 Object Oriented Programming with C++**

4 credit hours, 6 contact hours (2 hours lecture and 4 hours lab). Prerequisite: C (2.00) grade or better in 2576.

This course offers a basic introduction o Object-Oriented concepts and programming techniques. Issues such as declaring, defining, and using classes, declaring and defining objects and functions in the context of classes are covered. The concepts and techniques of Object class hierarchy and inheritance are applied. Using pointers as a means of creating dynamic arrays and for using strings is covered. The process of building Object algorithms is also emphasized.

### **2587 Advanced C++**

4 credit hours, 6 contact hours (2 hours lecture and 4 hours lab). Prerequisite: C (2.00) grade or better in 2586.

This course is a continuation of 2586 Object Oriented C++. The course provides hands-on experience in the design and writing of more complex business oriented programs.

### **2588 Directed Studies with RPG**

6 credit hours, 8 contact hours (4 hours lecture and 4 hours lab). Prerequisite: C (2.00) grade or better in 2569 and 2582.

This is the application of computer programming using a relational database and systems development concepts, principles, and practices to a comprehensive systems development project. The approach is for the student to analyze, design, program, test, and document realistic systems of moderate complexity. The student will work on an independent study basis with the guidance of faculty.

### **2589 Directed Studies with Micros**

6 credit hours, 8 contact hours (4 hours lecture and 4 hours lab). Prerequisite: C (2.00) grade or better in 2569 and 2583.

This is the application of computer programming using a relational database and systems development concepts, principles, and practices to a comprehensive systems development project. The approach is for the student to analyze, design, program, test, and document realistic systems of moderate complexity and implement those systems on a microcomputer using a specified current database technology. The student will work on an independent study basis with the guidance of faculty.

### **2632 Real Estate Principles & Practices**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None.

This is the first course in the real estate series and is the foundation for further study in the field. The principles, practices, and terminology of real estate are introduced and the topics studied include economics, marketing, production, and administration of real estate.

### **2633 Real Estate Appraisal**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None.

This course presents the factors influencing the value of real estate, rates, and income capitalization methods as well as farm and development land appraisal techniques. Actual appraisal of property will be done by the students.

### **2643 Real Estate Law**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None.

The duties and responsibilities of a real estate salesperson or broker as related to the law are discussed. Topics of study include the classification and types of estates, fee simple, fee detail, freehold estates, working of deeds, rights in land, titles, interest, and the inheritability and disinheritability in estates and wills.

### **2652 Real Estate Finance**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None.

The major instruments used in financing, the borrowing practices, and the procedures used in the purchase of real estate are discussed. Topics included in the course work are the mortgage market, fund flows, financial institutions in the real estate market, government influence in the mortgage market, evaluation of risks in real estate lending, and the financing of income properties.

### **2655 Real Estate Investments**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None.

This course focuses on a detailed analysis of real estate as an investment. Students will learn to distinguish among various investment choices and objectives and to discern benefits and risks involved in real estate investing. The mechanics of real estate investing, tax aspects, property management and the "value added" concept, rate of return and cash flow, and steps in actually making a real estate investment are covered in depth.

### **2700 Introduction to Entrepreneurship**

1 credit hour, 1 contact hour (1 hour lecture and 0 hours lab). Prerequisite: None.

This course introduces the various skills involved in running a successful business. It also examines various methods of starting a small business, including franchising.

### **2701 Small Business Market Research**

1 credit hour, 1 contact hour (1 hour lecture and 0 hours lab). Prerequisite: None.

It is imperative that the small business entrepreneur know his/her market and be able to accurately target that market. The Market Research course examines various techniques of conducting market research. Also covered are the topics of copyright, patent, or trademark protection.

### **2702 Small Business Market Planning**

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: 2701 or concurrent enrollment.

This course introduces the student to the marketing considerations surrounding product and price for the small business person. During this course the student will commence the development of a marketing plan, which shall be completed in Small Business Marketing Mix.

### **2703 Small Business Marketing Mix**

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: 2701 and 2702 or concurrent enrollment.

As a continuation of 2702 Small Business Market Planning, the course examines the marketing considerations of place, packaging, and promotion. The student will also continue and complete the marketing plan started in 2702.

### **2704 Money and Finance in Small Business**

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: None.

One of the major reasons for the failure of any small business is adequate financial planning. In order to prepare the student to better deal with these concerns, this course examines various techniques of financial forecasting and various methods of financing new ventures.

### **2705 Small Business Record Keeping/Budgeting**

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: None.

This course identifies and discusses the fundamentals of financial record keeping as applied to a new venture. This course also focuses upon the development of various budgets for the new venture.

### **2706 Small Business Operations**

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: None.

This course discusses various operational concepts, such as purchasing, inventory management, taxation, and insurance as they apply to a small business.

### **2707 Human Resource Management in a Small Business**

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: None.

Specifically addressed in this course are the concerns of recruiting, selection, and training as they apply to the small business. Also examined are the record keeping requirements in these areas.

### **2708 Supervision in Small Business**

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: None.

This course examines and discusses the issues of leadership and supervision as they apply to the small business.

### **2709 Development of a Business Plan**

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: 2701, 2702, 2703, 2704, and 2705.

As the culmination of the offerings in Small Business and Entrepreneurship, the student will develop a Business Plan for the new venture.

### **2727 Leadership**

1 credit hour, 1 contact hour (1 hour lecture and 0 hours lab). Prerequisite: None.

This workshop course will develop the individual, group, and one-on-one skills a person needs in an evolving management structure dealing with changing roles and responsibilities.

### **2728 Productivity and Quality**

1 credit hour, 1 contact hour (1 hour lecture and 0 hours lab). Prerequisite: None.

This workshop course will explore the fundamentals of Total Quality Management. Course objectives will include the goals for quality and increasing internal and external satisfaction.

### **2729 Conflict Resolution and Negotiation**

1 credit hour, 1 contact hour (1 hour lecture and 0 hours lab). Prerequisite: None.

This workshop course will provide tools on managing disagreement constructively. This process will include helping managers understand why performance problems occur and how to resolve them.

### **2730 Performance Appraisal**

1 credit hour, 1 contact hour (1 hour lecture and 0 hours lab). Prerequisite: None.

Many managers find it difficult to evaluate employees. Learn why most reviews fail after being used a short period of time. Then learn steps to establish an environment of trust and create a system that achieves the goal of improved performance.

### **2731 Customer Service**

1 credit hour, 1 contact hour (1 hour lecture and 0 hours lab). Prerequisite: None.

This workshop course provides for a usable process for developing skills, attitudes, and thinking needed to win customer satisfaction and loyalty. This includes the tools for dealing with unhappy customers and providing skills to lead, expand, and empower the service

process.

### **2732 Managing People**

1 credit hour, 1 contact hour (1 hour lecture and 0 hours lab). Prerequisite: None.

This workshop course will show a student how to manage for commitment with today's more independent workforce. Included in this course will be a step-by-step checklist for establishing performance goals and measuring progress.

### **2846 Compensation and Benefits**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: None.

This course will provide an in-depth study of the history, principles, and theory of both monetary and non-monetary compensation. The course will also examine the laws governing compensation, and the processes and methods used to develop compensation and benefit packages, and policies.

### **2850 Employee Relations**

4 credit hours, 4 contact hours (4 hours lecture, 0 hours lab). Prerequisite: 2849 or permission of instructor.

The course deals with both the traditional areas of labor relations (history of the labor movement, labor legislation, collective bargaining, contract administration) and with issues that arise in today's white collar, service oriented workforce and economy. Students will simulate actual collective bargaining, grievance procedures and arbitration cases. Emphasis is placed on negotiation objectives, strategy and tactics, and students will develop skills suitable for advancing the objectives of either management or of a labor union.

### **2855 Problem Solving and Managerial Decision Making**

4 credit hours, 4 contact hours (4 hours lecture and 0 hours lab). Prerequisite: 2021, 2022, (2416 or 2417), and 2859.

This course will provide an opportunity for the student to integrate knowledge and skills gained in previous courses in management, marketing, human resources, and finance. Emphasis is placed upon familiarization with the types of decisions that managers must make and the development of skills necessary to make them.

### **2859 Introduction to Human Resource Management**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None.

This course is designed to familiarize the student with the vital roles of human resource management in determining the success of an organization. Students will develop an awareness of the complexity of the issues surrounding the management of today's employee. Employee rights, employee responsibilities, Equal Employment Opportunities, right-to-work laws benefits, legal environments, performance appraisal, and the training and development of employees will be explored.

## **2860 Personnel Interviewing**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None.

This course will examine the six types of personnel interviews (selection, performance, appraisal, counseling, career development, disciplinary and exit). Legal aspects of interviewing will be studied to provide the student insights into the personnel functions. There will be an emphasis on developing usable interviewing techniques and skills from the management and employees or probable employee prospective.

## **2865 Customer Service**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None.

This course helps students understand customer expectations and develop skills necessary to providing any and all types of quality service. Customer service skills will focus on change, communication, data usage, excellence, negotiations, perception, problem solving, and teamwork toward action plans for continuous improvement.

## **2870 Health, Safety and Security**

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: None.

Employees are every business's most important asset and resource. Therefore, businesses have a vested interest in a safe and healthy work environment economically, physically and mentally. Health connotes a state of well being free of illness or disease. Health management focuses on the well being of employees,. Safety relates to freedom from danger, risk injury, and programs focusing on prevention. Security is the reduction or elimination of risks or losses pertaining to the organizational assets.

## **2875 Training and Development**

2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: None.

Training and Development work to support organizational goals and to solve performance problems throughout an entire organization. This incorporates assuming a number of roles with a full range of competencies. The Training and Development roles include needs analyst, program designer, instructional writer, media specialist, instructor, facilitator, change agent, program administrator and evaluator. In assuming these roles, especially in society today, one must be able to do more using fewer resources. In addition, due to developing technology and growing work requirements, organizations have to invest in the retraining and reassignment of existing as well as new employees.

## **2900 Introduction to the Personal Computer**

2 credit hours, 20 total contact hours. (2 hours lecture and 0 hours lab) Prerequisite: None.

The student will become acquainted with the basic computer hardware components, some computer application software, some of the more popular commands, some basics of Windows Operating System, some basics of multimedia, and basic hardware and software

troubleshooting.

This course is designed for the individual who is just starting to learn about PC's. Both hardware and software are explored on a basic, introductory level. Persons interested in general PC knowledge, fixing simple software and hardware problems, and purchasing a new or used PC will all greatly benefit from this course. Windows, networks, multimedia, and DOS concepts are all introduced.

### **2926 Introduction to the Internet**

1 credit hour, 1 contact hour (1 hour lecture and 0 hours lab). Prerequisite: None. S/U Graded Course.

This course covers the skills and concepts needed to effectively use Internet resources. Concepts covered: Internet fundamentals, connecting to the Internet, browsing the Internet, Hypertext Links, Bookmarks, News and Discussion Groups, e-mail, downloading from FTP sites, Telnet, Web search engines, the World Wide Web, Netscape Navigator. This course is graded on a Satisfactory/Unsatisfactory basis.

### **2927 Introduction to Networking**

1 credit hour, 1 contact hour (1 hour lecture and 0 hours lab). Prerequisite: None. S/U Graded Course.

This course introduces the student to Networking fundamentals. Concepts covered: LAN fundamentals, connecting LANS to other computing resources, token rings, Ethernet, installing a typical application, managing network printing, providing network access and maintaining security, shared resources, server utilities, workstation utilities, administrative tools. This course is graded on a Satisfactory/Unsatisfactory basis.

### **2936 Introduction to Windows 95**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: None. Software Version: 4.0 or higher. S/U Graded Course.

This course covers the skills and concepts a student would need to know to use Windows 95 based programs effectively and efficiently. This course starts with the basics of how to name files, use the mouse, and understand the desktop. Then the course introduces running applications, My Computer, Explorer, Control Panel, and some multimedia features. This course is graded Satisfactory/Unsatisfactory.

### **2937 Advanced Windows 95**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2936. Software version: 4.0 or higher. S/U Graded Course.

This course continues concepts introduced in 2936 by covering them in more detail. Procedures and trouble shooting techniques are introduced for adding and removing software and hardware from a Windows 95 system. This course is graded Satisfactory/Unsatisfactory.

### **2942 WordPerfect I for Windows**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2936 or 2940. Software Version: 6.1 for Windows. S/U Graded Course.

This course covers the basic, Student Level, skills necessary for using a Windows-based word processor. Concepts covered: spell checking, using a thesaurus, using a grammar checker, margins, line spacing, special characters, saving, retrieving, printing, and using templates. This course is graded Satisfactory/Unsatisfactory.

### **2943 WordPerfect II for Windows**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2942. Software Version: 6.1 for Windows. S/U Graded Course.

This course covers the intermediate, Business Level, skills necessary for using a Windows-based word processor. Concepts covered: Watermarks, Graphics, Abbreviation Feature, Outlining, Bullets, Document Layout, Document Merging, Special Business Features. This course is graded Satisfactory/Unsatisfactory.

### **2944 WordPerfect III for Windows**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2943. Software Version: 6.1 for Windows. S/U Graded Course.

This course covers the advanced, Professional Level, skills necessary for using a Windows-based word processor. Concepts covered: Tables, Equations, Data Embedding, Mail Merging, Columns, Macros, Document Masters. This course is graded Satisfactory/Unsatisfactory.

### **2945 MS Word I**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2936 or 2940. Software Version: 6 for Windows. S/U Graded Course.

This course covers the basic, Student Level, skills necessary for using a Windows-based word processor. Concepts covered: spell-checking, using a thesaurus, using a grammar checker, margins, line spacing, special characters, saving, retrieving, printing, and using templates. This course is graded Satisfactory/Unsatisfactory.

### **2946 MS Word II**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2945. Software Version: 6 for Windows. S/U Graded Course.

This course covers the intermediate, Business Level, skills necessary for using a Windows-based word processor. Concepts covered: paragraph formatting, page layout, tables, graphics, columns. This course is graded Satisfactory/Unsatisfactory.

### **2947 MS Word III**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2946. Software Version: 6 for Windows. S/U Graded Course.

This course covers the advanced, Professional Level, skills necessary for using a Windows-based word processor. Concepts covered: Tables, Equations, Data Embedding, Mail Merging, Columns, Macros. This course is graded Satisfactory/unsatisfactory.

### **2949 PageMaker I**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2936 or 2940. Software Version: 5 for Windows. S/U Graded Course.

This course covers the basic, Student Level, skills necessary for using PageMaker. Concepts covered: page layouts, page designs, importing text, printing, templates, fonts, sizing, moving, and object and action terminologies. This course is graded Satisfactory/Unsatisfactory.

### **2950 PageMaker II**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2949. Software Version: 5 for Windows. S/U Graded Course.

This course covers the intermediate, Business Level skill necessary for using PageMaker. Concepts covered: creating publications, page layouts, using master pages, rules/guidelines used in DP, threading and unthreading, indents, tabs, layers, grammar tools, and using simple graphic objects. This course is graded Satisfactory/Unsatisfactory.

### **2951 PageMaker III**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2950. Software Version: 5 for Windows. S/U Graded Course.

This course covers the advanced, Professional Level skill necessary for using PageMaker. Concepts covered: complex graphic objects, clip-art, contouring text, style sheets and templates, advanced column features, professional publications. This course is graded Satisfactory/ Unsatisfactory.

### **2952 Lotus 1-2-3 I**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2936 or 2940. Software Version: 4 or 5 for Windows. S/U Graded Course.

This course covers the basic, Student Level, skills necessary for using a Windows-based spreadsheet package. Concepts covered: Open/Save/Print, Typing Data, Copy/Move/Format Data, Simple Formulas, Data Entry Skills, Uses for Spreadsheets. This course is graded Satisfactory/Unsatisfactory.

### **2953 Lotus 1-2-3 II**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2952. Software Version: 40 or 5 for Windows. S/U Graded Course.

This course covers the intermediate, Business Level, skills necessary for using a Windows-based spreadsheet package. Concepts covered: Column/Row Operations,

Graphics, Charting, Database Features, Macro Buttons, Spell Checking, Data importing and exporting, and additional more complex formulas. This course is graded Satisfactory/Unsatisfactory.

### **2954 Lotus 1-2-3 III**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2953. Software Version: 40 or 5 for Windows. S/U Graded Course.

This course covers the advanced, Professional Level, skills necessary for using a Windows-based spreadsheet package. Concepts covered: 3D spreadsheets, more macros, program data exchanging, analyze tools, advanced spreadsheet designs, user selected topics. This course is graded Satisfactory/Unsatisfactory.

### **2956 MS EXCEL I**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2936 or 2940. Software Version: 5 for Windows. S/U Graded Course.

This course covers the basic, Student Level, skills necessary for using a Windows-based spreadsheet package. Concepts covered: open/save/print, typing data, copy/move/format data, simple formulas, data entry skills, uses for spreadsheets. This course is graded Satisfactory/Unsatisfactory.

### **2957 MS EXCEL II**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2956. Software Version: 5 for Windows. S/U Graded Course.

This course covers the intermediate, Business Level, skills necessary for using a Windows-based spreadsheet package. Concepts covered: column/row operations, graphics, charting, database features, macro buttons, spell checking, data importing and exporting, and additional more complex formulas. This course is graded Satisfactory/Unsatisfactory.

### **2958 MS EXCEL III**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2957. Software Version: 5 for Windows. S/U Graded Course.

This course covers the advanced, Professional Level, skills necessary for using a Windows-based spreadsheet package. Concepts covered: 3D spreadsheets, more macros, program data exchanging, analyze tools, advanced spreadsheet designs, user selected topics. This course is graded Satisfactory/Unsatisfactory.

### **2959 Quattro Pro I**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2936 or 2940. Software Version: 6.01 for Windows. S/U Graded Course.

This course covers the basic, Student Level, skills necessary for using a Windows-based spreadsheet package. Concepts covered: Open/Save/Print, typing Data, Copy/Move/Format Data, Simple Formulas, Data Entry Skills, Uses for spreadsheets. This

course is graded Satisfactory/Unsatisfactory.

### **2960 Quattro Pro II**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2959. Software Version: 6.01 for Windows. S/U Graded Course.

This course covers the intermediate, Business Level, skills necessary for using a Windows-based spreadsheet package. Concepts covered: Column/Row operations, Graphics, Charting, Database Features, Macro Buttons, Spell Checking, Data Importing and Exporting, and additional more complex formulas. This course is graded Satisfactory/Unsatisfactory.

### **2963 PowerPoint I**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2936 or 2940. Software Version: 4 for Windows. S/U Graded Course.

This course covers the basic, Student Level, skills necessary for a Windows-based graphics package. Concepts covered: create/edit different types of charts (bar, pie, text, area), add symbols (clip art) to charts, create simple slide shows, spell-checking, chart outlining. This course is graded Satisfactory/Unsatisfactory.

### **2964 PowerPoint II**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2963. Software Version: 4 for Windows. S/U Graded Course.

This course covers the intermediate, Business Level, skills necessary for using a Windows-based graphics package. Concepts covered: documenting charts, page layouts, adding graphs/tables to charts, creating professional video presentations. This course is graded Satisfactory/Unsatisfactory.

### **2965 MS ACCESS I**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2936 or 2940. Software Version: 2 for Windows. S/U Graded Course.

This course covers the basic, Student Level, skills necessary for using a Windows-based database package. Concepts covered: creating a table/database of information, database information entry, terminologies used, creating queries and forms and reports, sorting data in a database. This course is graded Satisfactory/Unsatisfactory.

### **2966 MS ACCESS II**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2965. Software Version: 2 for Windows. S/U Graded Course.

This course covers the intermediate, Business Level, skills necessary for using a Windows-based database package. Concepts covered: more complex queries and forms, filters, searching crosstabs, customizing forms and reports, graphics and graphs, and macro basics. This course is graded Satisfactory/Unsatisfactory.

### **2967 MS ACCESS III**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2966. Software Version: 2 for Windows. S/U Graded Course.

This course covers the advanced, Professional Level, skills necessary for using a Windows-based database package. Concepts covered: creating professional looking and functional databases, forms, reports, and queries; macros; linking; and user selected topics. This course is graded Satisfactory/Unsatisfactory.

### **2968 PerfectOffice**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2936 or 2940. Software Version: 3.0 for Windows. S/U Graded Course.

This course covers the intermediate, Business Level, skills necessary for using PerfectOffice. Concepts covered: Using the different modules in Office, exchanging data, using DAD and QuickTasks, recognizing Office extensions, using Envoy. This course is graded Satisfactory/Unsatisfactory.

### **2969 MS Office Professional**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: 2936 or 2940. Software Version: 6 for Windows. S/U Graded Course.

This covers the intermediate, Business Level, skills necessary for using MS Office. Concepts covered: using the different modules in Office, exchanging data, recognizing Office extensions, embedding different module data in Word and EXCEL. This course is graded Satisfactory/Unsatisfactory.

### **2970 Professional Applications in Business**

1 credit hour, 1 contact hour (1 hour lecture and 0 hours lab). Repeatable up to 3 credit hours. Prerequisite: None. S/U Graded Course.

Professional experience is incorporated for business student to complete a voluntary program within an industry, agency or school. This assignment will be supervised by an instructor and employer and is evaluated by the Student in Free Enterprise program. This course requires the student to account for 10 to 15 hours of voluntary service per quarter. Recommendations to take this course may be obtained through the faculty advisor for SIFE or Division Chair. Students may repeat up to three credit hours of this course. This course is graded on a Satisfactory/Unsatisfactory basis.

### **2971 Special Topics in Business**

5 credit hours for 35 contact hours per week Independent Study [Miscellaneous Applications Course]. Prerequisite: Approval of the Division Chair.

This course provides a thorough presentation of financial material covered in a series of other courses leading to graduation. It is designed to be a capstone course.

### **2973 Special Topics in Business Management**

1 credit hour for 7 contact hours per week Independent Study [Miscellaneous Applications Course]. Prerequisite: Approval of the Division Chair.

This course is designed to allow the Business student the opportunity to choose a topic for independent study related to management. The student will work closely with the Business faculty or Division Chair in determining the appropriate of the topic area.

### **2974 Special Topics in Accounting**

1 credit hour for 7 contact hours per week Independent Study [Miscellaneous Applications Course]. Prerequisite: Approval of the Division Chair.

This course is designed to allow the Accounting student the opportunity to choose a topic for independent study related to accounting. The student will work closely with the Business faculty or Division Chair in determining the appropriate of the topic area.

### **2975 Management Cases**

3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None.

This special topics study course is designed to provide the student with the opportunity to work on special topics within the field of business under the directive of the Business Division faculty. This course may be substituted for a business technical elective if the course is applicable. The course may be repeated.

### **2980 Introduction to Visual Programming**

1 credit hour, 10 total contact hours (1 hour lecture and 0 hours lab). Prerequisite: (2936 or 2940) working knowledge of Windows v3.x or Windows 95, or two quarters of programming experience or equivalent. S/U Graded Course.

This course is designed for those who have some programming experience (BASIC, COBOL, Fortran, C, C++, Pascal, etc.) who would like to learn about the new visual programming aspects of writing programs. While Visual BASIC for Windows v4 (or higher, 16 and 32-bit versions) will be the program used, the features covered will lend to most other visual languages. Users will be able to write/debug programs for Windows, Windows 95, and Windows NT. Topics covered: event programming, object-oriented programming, using forms, graphics and icons.

### **2990 Field Experience - Business**

1-3 credit hours depending on the amount of work experience per week (1 credit hour per 12 hours work experience). Repeatable up to 12 credit hours. Prerequisite: Permission of Division Chair upon recommendation of academic advisor. S/U Graded Course.

This flexible course offering is composed of a paid work experience coordinated by the student's advisor. The work experience must be related to the student's academic program. Technical or basic elective credit is awarded on a Satisfactory/Unsatisfactory basis.

## **29XX Special Topics in Business**

1-5 credit hours for 7 contact hours per week per credit hour Independent Study [Miscellaneous Applications Course]. Prerequisite: Permission of the Division Chair.

Special topic study is designed to provide a student with the opportunity to work on special topics within the field of business under the directive of the Business faculty. This course may be substituted for a business technical elective if the course is applicable. The course may be repeated.