

GENERAL BUSINESS

ASSOCIATE DEGREE PROGRAM

The associate degree program in General Business provides students with academic and technical knowledge about the concepts, principles, and techniques found in general business settings. This program also prepares individuals to pursue careers in business enterprises. The program combines theory and practical applications from a variety of business concepts to help students develop a better understanding of the working environment for careers in business. The program provides graduates with the opportunity for continuing career mobility and facilitates continuing education at the baccalaureate level. Graduates of the program receive an associate of applied science degree in general business.

CAREER OPPORTUNITIES

Graduates are eligible for employment in a variety of business fields, including manufacturing, retailing, and service occupations, with the potential for advancement to managerial positions. Some examples of job categories for which program graduates might apply include retail managers, office managers, sales directors, operations managers, and human resource specialists.

PROGRAM EXPENSES

The recent reauthorization of the Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses:

- Quarterly tuition (\$45 per credit hour)
- Quarterly student activity fees (\$16)
- Quarterly registration fee (\$26)
- Quarterly accident insurance fee (\$4)
- Quarterly instructional and technology supply fee (\$35)
- Textbooks (Approximately \$3,600 for entire program)

The expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- a. Completed and signed application for admission and a \$20 nonrefundable application fee;
- b. Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see *General Admission Requirements*); and
- c. Valid COMPASS, ASSET, SAT, or ACT test scores (see *ASSET and COMPASS Placement Tests*).

GENERAL BUSINESS CURRICULUM OUTLINE

Associate of Applied Science Degree Program (Major Code: ABN3)

Credit Required for Graduation: 109 quarter credit hours

			Credits
General Education			30
ECO	2105	Principles of Macroeconomics	
	OR		5
ECO	2106	Principles of Microeconomics	
ENG	1101	Composition and Rhetoric	5
ENG	1102	Literature and Composition	5
MAT	1100	Quantitative Skills and Reasoning	
	OR		
MAT	1101	Mathematical Modeling	
	OR		5
MAT	1113	Pre-Calculus	
	OR		
MAT	1127	Introduction to Statistics	
PSY	1101	Introduction to Psychology	5
SPC	1101	Public Speaking	5
Professional Core			21
(Choose one of the three options listed on the next page)			

E-Business

CIS	106	Computer Concepts	5
CIS	1140	Networking Fundamentals	6
CIS	2191	Internet Business Fundamentals	4
CIS	2201	HTML Fundamentals	3
SCT	100	Introduction to Microcomputers	3

OR

Entrepreneurship

MKT	101	Principles of Management	5
MKT	110	Entrepreneurship	8
MKT	103	Business Law	5
SCT	100	Introduction to Microcomputers	3

OR

Office Management and Operations

BUS	1130	Document Processing	6
BUS	1140	Word Processing	5
BUS	1240	Office Procedures	5
BUS	2160	Electronic Mail Fundamentals	3
SCT	100	Introduction to Microcomputers	3

OR

Supervision and Leadership

MKT	101	Principles of Management	5
MKT	103	Business Law	
	OR		5
MSD	102	Employment Law	
MSD	103	Leadership	5
MSD	104	Human Resources Management	5
SCT	100	Introduction to Microcomputers	3

Business Major

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ACC	1101	Principles of Accounting I	6
ACC	1102	Principles of Accounting II	6
ACC	1103	Principles of Accounting III	6
ACC	2155	Legal Environment of Business	5
FIN	1191	Introduction to Finance	5
MKT	100	Introduction to Marketing	5
MKT	101	Principles of Management	
	OR		5
MKT	123	Small Business Management	

Electives

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Suggested Elective

ACC	1104	Computerized Accounting	3
ACC	1151	Individual Tax Accounting	5
ACC	1152	Payroll Accounting	5
ACC	2154	Personal Finance	5
ACC	2160	Advanced Spreadsheet Applications	5
BUS	1130	Document Processing	6
BUS	1160	Desktop Publishing	3
BUS	2150	Presentation Applications	3
BUS	2160	Electronic Mail Applications	3
CIS	122	Microcomputer Installation and Maintenance	7
CIS	127	Advanced Word Processing and Presentation Graphics	6
MKT	108	Advertising	4

MKT	110	Entrepreneurship	8
MKT	123	Small Business Management	5
MSD	102	Employment Law	5
MSD	103	Leadership	5
MSD	104	Human Resource Management	5
PLS	191	Introduction to Law and Ethics	5
PLS	292	Business Organizations	5
PLS	293	Contracts and Commercial Law	5

ACCOUNTING

Department Code: ACC

ACC 1101

Principles of Accounting I (4-4-6)

Banner Title: *Principles of Accounting I*

This course introduces the basic concepts of the complete accounting cycle and provides students with the necessary skills to maintain a set of books for sole proprietorships. Topics include accounting vocabulary and concepts, the accounting cycle and accounting for personal service businesses and merchandising enterprises, and cash control. Laboratory work demonstrates theory presented in class.

Prerequisite: *Diploma-level program admission*

Offered quarterly

ACC 1102

Principles of Accounting II (4-4-6)

Banner Title: *Principles of Accounting II*

This course applies the basic principles of accounting to specific account classifications and introduces subsidiary record accounting. Topics include receivables, inventory, plant assets, payroll, payables, partnerships, and sales tax returns. Laboratory work demonstrates theory presented in class.

Prerequisite: *ACC 1101*

Offered Winter and Summer terms

ACC 1103

Principles of Accounting III (4-4-6)

Banner Title: *Principles of Accounting III*

This course emphasizes a fundamental understanding of corporate and cost accounting. Topics include accounting for corporations, statements of cash flows, cost accounting, budgeting, and long-term liabilities. Laboratory work demonstrates theory presented in class.

Prerequisite: *ACC 1102*

Offered Fall and Spring terms

ACC 1104

Computerized Accounting (1-4-3)

Banner Title: *Computerized Accounting*

This course emphasizes the operation of computerized accounting systems from manual input forms. Topics include equipment use, general ledgers, accounts

receivable and payable, payroll, cash management, and financial reports. Laboratory work includes theoretical and technical applications.

Prerequisite: *SCT 100*

Corequisite: *ACC 1102*

Offered Fall and Spring terms

ACC 1151

Individual Tax Accounting (4-2-5)

Banner Title: *Individual Tax Accounting*

This course provides instruction for preparing both state and federal income tax documents. Topics include taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

Offered Spring term

ACC 1152

Payroll Accounting (4-2-5)

Banner Title: *Payroll Accounting*

This course provides an understanding of the laws that affect company payroll structures and practical application skills in maintaining payroll records. Topics covered in the course include payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing transactions.

Prerequisite: *ACC 1101*

Offered Winter and Summer terms

ACC 2154

Personal Finance (5-0-5)

Banner Title: *Personal Finance*

This course introduces practical applications of concepts and techniques used to manage personal finance. Topics include cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

Offered Fall, Winter, and Spring terms

ACC 2155

Legal Environment of Business (5-0-5)

Banner Title: *Legal Environment of Business*

Instructors introduce law and its relationship to business in this course. Topics

include legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

Prerequisite: *Program admission*

Offered quarterly

ACC 2160

Advanced Spreadsheet Applications (4-2-5)

Banner Title: *Advanced Spreadsheets*

This course provides the fundamental, intermediate, and advanced Microsoft Excel competencies to users in order to develop the skills they need to obtain the expert user certification. Topics include spreadsheet creation, financial statements, forecast, amortization schedules, and workgroup editing. This course also covers advanced features such as macros, using charts, importing and exporting data, HTML creation, formulas, web queries, built-in functions, templates, and trends and relationships.

Prerequisite: *ACC 1106*

Corequisite: *ACC 1103*

Offered Fall and Spring terms

BUSINESS ADMINISTRATIVE TECHNOLOGY

Department Code: BUS

BUS 1100

Introduction to Keyboarding (1-4-3)

Banner Title: *Introduction to*

Keyboarding

This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum typing speed of 30 gross words a minute (GWAM) on 3-minute timings with no more than 3 errors. Students who already have credit for BUS 1130 or BUS 101 are not eligible to take this course for program credit.

Prerequisite: *Provisional admission*

Offered quarterly

BUS 1130**Document Processing (2-8-6)**

Banner Title: Document Processing

This course reinforces the touch system of keyboarding, placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proof-reading, and work area management.

Prerequisite: The ability to key at least 30 words per minute or BUS 1100
Offered quarterly

BUS 1140**Word Processing (2-6-5)**

Banner Title: Word Processing

This course emphasizes an intensive use of word processing software to create and revise business documents. Topics include creating, organizing, and formatting content; collaborating on documents; formatting and managing documents.

Prerequisites: SCT 100 and BUS 1100 or BUS 1130
Offered Summer and Winter terms

BUS 1160**Desktop Publishing (1-4-3)**

Banner Title: Desktop Publishing

This course emphasizes the intensive use of desktop publishing (DTP) software to create publications such as letterheads, resumes, fliers, posters, brochures, reports, newsletters, and business cards. Topics include DTP concepts, operation of DTP software, publication page layout, basic graphic design, and practical applications.

Prerequisites: BUS 1100 or BUS 1130, SCT 100
Offered Spring term

BUS 2150**Presentation Applications (1-4-3)**

Banner Title: Presentation Applications

This course provides a study of creating, modifying, and delivering presentations. Topics include creating a presentation, formatting content, collaborating with others, managing a presentation, creating output, and delivering a presentation.

Prerequisite: SCT 100
Offered Summer and Winter terms

BUS 2160**Electronic Mail Applications (1-4-3)**

Banner Title: Electronic Mail Applications

This course provides instruction in the fundamentals of communicating with oth-

ers inside and outside the organization via a personal information management program. It emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include internal and external communication, message management, calendar management, navigation, contact usage, tasks usage, notes usage, journal usage, and security and privacy.

Prerequisites: Program admission, SCT 100
Offered Fall term

COMPUTER INFORMATION SYSTEMS

Department Code: CIS

CIS 106**Computer Concepts (5-0-5)**

Banner Title: Computer Concepts

Instructors provide students with an overview of computers and information technology. Topics include computer history and terminology, data representation, data storage concepts, fundamentals of information processing, fundamentals of hardware operation, fundamentals of communications and networking, structured programming concepts, program development methodology, system development methodology, and computer number systems.

Prerequisite: Diploma-level program admission
Offered quarterly

CIS 122**Microcomputer Installation and Maintenance (4-6-7)**

Banner Title: Microcomputer Install/Maint

This course introduces the fundamentals of installing and maintaining microcomputers. Topics include identifying components and their functions, safety, installation procedures, troubleshooting techniques, and preventive maintenance.

Prerequisite: CIS 106 with a grade of C or better
Offered Winter and Summer terms

CIS 127**Comprehensive Word Processing and Presentation Graphics (4-4-6)**

Banner Title: Presentation Graphics

Students study word processing and desktop publishing techniques. Topics include word processing and desktop publishing fundamentals, advanced word process-

ing concepts, the development of macros, presentation graphics concepts, and troubleshooting applications.

Prerequisite: SCT 100
Offered Summer and Winter terms

CIS 1140**Networking Fundamentals (4-4-6)**

Banner Title: Networking Fundamentals

This course introduces networking technologies and covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. This course also focuses on operating network management systems and implementing the installation of networks. This course also reviews cabling, connection schemes, the fundamentals of LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting.

Prerequisite: CIS 106 with a grade of C or better
Offered quarterly

CIS 2191**Internet Business Fundamentals (3-2-4)**

Banner Title: Internet Business Fundamentals

This course teaches students how to access the Internet and the World Wide Web using a web browser as a general-purpose Internet application. Students learn to use the Internet for email, the World Wide Web, news-groups, Gopher, Veronica, File Transfer Protocol (FTP), and Telnet. Students gain experience using and configuring both Netscape Navigator and Microsoft Internet Explorer to access rich multimedia data and objects, as well as Java, Shockwave, and Active X content. Students will use a variety of web-based search engines to conduct advanced searches and learn the basics of project leadership, security, and e-business solutions. Students will also learn about conducting business and using business research on the Internet to gain market intelligence.

Prerequisite: CIS 106 with a grade of C or better
Offered annually

CIS 2201**HTML Fundamentals (2-3-3)**

Banner Title: HTML Fundamentals

This course teaches basic through intermediate concepts in Hypertext Markup

Language (HTML) authoring, including forms, complex table designs, graphic elements, and client-side image maps. Students design inter-linking pages that incorporate design elements, graphic elements, and client-side image maps. Students also design inter-linking pages that incorporate, in practical applications, a wide range of HTML tags and attributes.
Prerequisite: CIS 105 with a grade of C or better, CIS 106 with a grade of C or better
Offered annually

ECONOMICS

Department Code: ECO

ECO 2105 **Principles of** **Macroeconomics (5-0-5)**

Banner Title: Macroeconomics

This course provides a description and analysis of macroeconomic operations in contemporary society. Students develop an understanding of macroeconomic concepts, theories, and policies. Topics include basic economic principles; macroeconomic principles, theories, and policies; money and banking; and the United States economy in perspective.

Prerequisites: ENG 099 with a grade of C or better or placement by diagnostic testing, MAT 097 with a grade of C* or better and MAT 099 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

ECO 2106 **Principles of** **Microeconomics (5-0-5)**

Banner Title: Microeconomics

This course provides a description and analysis of microeconomic operations in contemporary society. Students develop an understanding of microeconomic concepts and theories as they apply to daily life. Topics include basic economic principles; theories of the corporate firm; the market system; market structures, pricing, and government regulations; resource markets; and international trade.

Prerequisites: ENG 099 with a grade of C or better or placement by diagnostic testing, MAT 097 with a grade of C* or better and MAT 099 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

ENGLISH

Department Code: ENG

ENG 1101 **Composition and Rhetoric (5-0-5)**

Banner Title: Composition and Rhetoric
Students practice various modes of writing ranging from exposition to argumentation and persuasion. The course also explores the analysis of literature and articles about issues in the humanities and in society. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics covered in the course include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

Prerequisites: ENG 099 with a grade of C or better and RDG 098 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

ENG 1102 **Literature and Composition (5-0-5)**

Banner Title: Literature and Composition

This course emphasizes the ability of students to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research, and writing about literature.

Prerequisite: ENG 1101 with a grade of C or better

Offered quarterly

FINANCE

Department Code: FIN

FIN 1191 **Introduction to Finance (5-0-5)**

Banner Title: Introduction to Finance

Students receive an introduction to financial markets, institutions, and management to develop an understanding of the financial markets, the financial institutions participating in and facilitating the trade of funds, and the financial principles and concepts behind sound financial management. Topics include the financial system, business finance, and management and financing of other sectors of the economy.
Offered Fall, Winter, and Spring terms

MARKETING MANAGEMENT

Department Codes: MKT

MKT 100 **Introduction to Marketing (5-0-5)**

Banner Title: Intro to Marketing

This introductory course emphasizes the trends and dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include marketing strategies, marketing mix, marketing trends, and dynamic forces affecting markets.

Prerequisite: Provisional admission

Offered quarterly

MKT 101 **Principles of Management (5-0-5)**

Banner Title: Principles of Management

Students develop the skills and behaviors they need to supervise people and job responsibilities successfully. Topics include personnel management, the basic supervisory functions, supervisory skills and techniques, and the special challenges and demands of supervising employees. Topics also include management theories; motivation, supervision, and evaluation of employees; recruitment, screening, and selection of employees; supervision techniques; and functions of management.

Prerequisite: Provisional admission

Offered quarterly

MKT 103 **Business Law (5-0-5)**

Banner Title: Business Law

Students study contracts and other business obligations in the legal environment. Topics include creation and evolution of laws, court decision processes, sales contracts, commercial papers, risk-bearing devices, and the Uniform Commercial Code.

Prerequisite: Provisional admission

Offered Fall term

MKT 108 **Advertising (3-2-4)**

Banner Title: Advertising

This course introduces the fundamental principles and practices associated with advertising activities. Topics include purposes of advertising; principles of advertising; budgeting; marketing and advertising plans; regulations and controls; media evaluation, target marketing, and selection; campaign planning; and trends in advertising.

Prerequisite: Program admission

Offered Summer and Winter terms

MKT 110
Entrepreneurship (6-4-8)

Banner Title: Entrepreneurship

This course provides an overview of the activities that are involved in planning, establishing, and managing a small business enterprise. Topics include planning, location analysis, financing, and business plan development.

Prerequisite: Program admission-level math competency

Offered Winter term

MKT 123
Small Business Management (5-0-5)

Banner Title: Small Business Management

This course summarizes competencies included in the entrepreneurship specialization and provides opportunities for application and demonstration of skills. Topics include management principles, marketing functions, financial applications, and entrepreneurial growth potential.

Prerequisite: Program admission

Offered Winter term

MANAGEMENT AND SUPERVISORY DEVELOPMENT

Department Code: MSD

MSD 102
Employment Law (5-0-5)

Banner Title: Employment Law

This course develops a working knowledge of the laws of employment necessary for managers. Topics include Employment Law, the Courts, and Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Worker's Compensation, Unemployment Compensation, and the National Labor Relations Act.

Prerequisite: Provisional admission

Offered Winter term

MSD 103
Leadership (5-0-5)

Banner Title: Leadership

Students become familiar with the principles and methods of sound leadership and decision-making. Topics include characteristics of effective leadership styles, history of leadership, leadership models, the relationship of power and leadership, team leadership, and the role of leadership in effecting change.

Prerequisite: Provisional admission

Offered Fall and Spring terms

MSD 104
Human Resource Management (5-0-5)

Banner Title: Human Resource Management

This course provides an overview of the human resource management (HRM) function and the role of managers and supervisors in managing the career cycle from organizational entry to exit. This course acquaints students with the authority, responsibility, functions, and problems of the human resource manager. Instructors will guide students in developing familiarity with the real work applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include strategic human resource management; contemporary issues in HRM; ethics, diversity, and globalization; the human resource and supervisor partnership; human resource planning and productivity; and job description analysis, development, and design. The course also focuses on recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development; disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

Prerequisite: Provisional admission

Offered Summer and Winter terms

MATHEMATICS

Department Code: MAT

MAT 1100
Quantitative Skills and Reasoning (5-2-6)

Banner Title: Quantitative Skills/Reasoning

MAT 1100 is an overview course covering algebra, statistics, and the mathematics of finance. Topics include fundamental operations of algebra, sets and logic, probability and statistics, geometry, mathematics of voting and districting, and the mathematics of finance.

Prerequisite: MAT 097 with a grade of C or better and/or MAT 099 with a grade of C* or better or placement by diagnostic testing*

Offered annually

MAT 1101
Mathematical Modeling (5-0-5)

Banner Title: Mathematical Modeling

This course is an alternative to *College Algebra* for those who will not take trigo-

nometry, pre-calculus, or calculus. It is an applications-driven course that introduces functions using real-world phenomena as models. Topics include fundamental algebra concepts; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models of real-world phenomena; systems of equations; and additional topics in algebra.

Prerequisite: MAT 097 with a grade of C or better and/or MAT 099 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

MAT 1113
Pre-Calculus (5-0-5)

Banner Title: Pre-Calculus

This course prepares students for calculus. Topics include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions, and their graphs. Applications include simple maximum and minimum problems and exponential growth and decay.

Prerequisites: MAT 1111 with a grade of C or better

Offered Fall, Winter, and Spring terms

MAT 1127
Introduction to Statistics (5-0-5)

Banner Title: Introduction to Statistics

This course discusses the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing, chi square tests, and linear regression.

Prerequisite: MAT 097 with a grade of C or better and/or MAT 099 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

PARALEGAL STUDIES

Department Code: PLS

PLS 191
Introduction to Law and Ethics (5-0-5)

Banner Title: Intro to Law and Ethics

This course introduces the American legal system, the role of the lawyer and legal assistant within that system, and the ethical obligations of lawyers and legal assistants. Topics include the American common law system, federal and state court systems, case and statutory analysis, legal reasoning and problem-solving, ethical standards and concerns, and a brief introduction to substantive areas of law.

Prerequisite: Program admission-level English competency

Offered quarterly

PLS 292

Business Organizations (5-0-5)

Banner Title: Business Organizations

Students develop an understanding of various business organizations, including their formation, dissolution, and tax consequences of choosing a particular form of organization. Topics include corporations, partnerships, limited partnerships, limited liability companies, professional corporations, and ethical considerations. Students must pay a \$10 supply fee when registering for this course.

Prerequisite/Corequisite: PLS 191

Offered Spring term annually and

Summer term during even-number years

PLS 293

Contracts and Commercial Law (5-0-5)

Banner Title: Contracts and Commercial Law

This course teaches legal principles applicable in a variety of business settings. Topics include elements of a valid contract, parole evidence, statute of frauds, defenses to contract actions, the Uniform Commercial Code, sales, commercial paper, secured transactions, insurance law, antitrust law, and ethical considerations. Students must pay a \$10 supply fee when registering for this course.

Prerequisite/Corequisite: PLS 191

Offered Spring term

PSYCHOLOGY

Department Code: PSY

PSY 1101

Introduction to Psychology (5-0-5)

Banner Title: Introduction to Psychology

This course emphasizes the basics of psychology. Topics include the science of psychology; social environments; life stages; physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence.

Prerequisites: ENG 099 with a grade of

C or better and RDG 098 with a*

grade of C or better or placement*

by diagnostic testing

Offered quarterly

SCIENCE AND TECHNOLOGY

Department Code: SCT

SCT 100

Introduction to Microcomputers (1-4-3)

Banner Title: Intro to Microcomputers

This course introduces the fundamental concepts and operations necessary to use microcomputers. Course content emphasizes basic functions and familiarity with computer use. Topics include computer terminology and an introduction to the Windows environment, networking, word processing, spreadsheets, presentation graphics, and databases.

Prerequisite: Provisional admission

Offered quarterly

SPEECH

Department Code: SPC

SPC 1101

Public Speaking (5-0-5)

Banner Title: Public Speaking

This course introduces the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, and analysis of ideas presented by others, and professionalism.

Prerequisites: ENG 099 with a grade of

C or better and RDG 098 with a*

grade of C or better or placement*

by diagnostic testing

Offered quarterly