

HOTEL, RESTAURANT, AND TOURISM MANAGEMENT

ASSOCIATE DEGREE AND DIPLOMA PROGRAMS

The associate degree and diploma programs in Hotel, Restaurant, and Tourism Management equip students with the knowledge and skills to launch or advance their careers in hospitality, Georgia's second largest industry.

Associate degree students must complete 100 quarter credit hours of coursework to earn an associate of applied science degree, while diploma students must complete 83 quarter credit hours of coursework to earn that credential. Associate degree students complete 30 credit hours of general education, while diploma students complete 13 hours of general core courses. Associate degree and diploma students must also complete 33 hours of occupational courses that focus on hospitality operations, accounting, human resources, marketing, law, leadership, and computers. Students complete 37 additional hours of study in a specialization with options in hotel management or food and beverage management.

CAREER OPPORTUNITIES

The associate degree and diploma programs in Hotel, Restaurant, and Tourism Management provide students with the academic background and real-world internship experience to be successful in fast-paced environments that are centered on working with people. Employment opportunities in Northeast Georgia continue to increase. Graduates may find employment in numerous hotels, restaurants, and country clubs, from limited service to luxury resorts. Graduates may also prepare to work at convention and visitors bureaus, conference centers, catering and special event companies, and in institutional settings such as schools, hospitals or retirement communities.

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 \$2,200 for the associate degree program, \$1,400 for the diploma program, and \$215 for the Hospitality Event Specialist programs)

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*).

HOTEL, RESTAURANT, AND TOURISM MANAGEMENT CURRICULUM OUTLINE

Diploma Program (Major Code: HR02)

Credit Required for Graduation: 83 quarter credit hours

			Credits
General Core			13
EMP	1000	Interpersonal Relations and Professional Development	3
ENG	1010	Fundamentals of English I	5
MAT	1011	Business Math	5
Occupational Courses			33
HRT	101	Introduction to Hotel, Restaurant, and Tourism	5
HRT	104	Hospitality Accounting	5
	OR		
ACC	1101	Principles of Accounting I	6
HRT	105	Hospitality Employee Training	5
HRT	201	Hospitality Marketing	5
HRT	203	Hotel, Restaurant, and Travel Law	5
MSD	103	Leadership	5
SCT	100	Introduction to Microcomputers	3

Specialization Areas

(Students must choose one of the options shown below.)

Food and Beverage Management Specialization

Food and Beverage Management Required Courses			25
CUL	110	Food Service Sanitation and Safety	3
HRT	106	Food and Beverage Management	5
HRT	110	Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) I (Internship)	4
HRT	120	Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) II (Internship)	4
HRT	150	Convention and Meeting Planning	5
HRT	206	Food, Beverage, and Labor Cost Control	4

Food and Beverage Management Electives			12
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(Select from the following list)

HRT	146	Business Etiquette and Communication	3
HRT	147	Spanish for the Hospitality Industry	4
HRT	148	Delivering Superior Service in the Hospitality Industry	3
HRT	204	Front Office Management	4
HRT	205	Hotel Operations Management	5
HRT	210	Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) III (Internship)	4
HRT	220	Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) IV (Internship)	4
HRT	250	Hotel, Restaurant, and Tourism Internship	12

OR

Hotel Management Specialization

Hotel Management Required Courses			27
HRT	106	Food and Beverage Management	5
HRT	110	Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) I (Internship)	4
HRT	120	Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) II (Internship)	4
HRT	150	Convention and Meeting Planning	5
HRT	205	Hotel Operations Management	5
HRT	206	Food, Beverage, and Labor Cost Control	4

Hotel Management Electives			10
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(Select from the following list)

CUL	110	Food Service Sanitation and Safety	3
HRT	146	Business Etiquette and Communication	3
HRT	147	Spanish for the Hospitality Industry	4
HRT	148	Delivering Superior Service in the Hospitality Industry	3
HRT	204	Front Office Management	4
HRT	210	Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) III (Internship)	4
HRT	220	Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) IV (Internship)	4
HRT	250	Hotel, Restaurant, and Tourism Internship	12

HOTEL, RESTAURANT, AND TOURISM MANAGEMENT CURRICULUM OUTLINE

Associate of Applied Science Degree Program (Major Code: HRO3)

Credit Required for Graduation: 100 quarter credit hours

			Credits
General Education Core			30
ECO	2105	Principles of Macroeconomics	
	OR		5
ECO	2106	Principles of Microeconomics	
ENG	1101	Composition and Rhetoric	5
ENG	1102	Literature and Composition	
	OR		5
HUM	1101	Introduction to Humanities	
MAT	1100	Quantitative Skills and Reasoning	
	OR		
MAT	1101	Mathematical Modeling	5
	OR		
MAT	1111	College Algebra	
PSY	1101	Introduction to Psychology	5
SPC	1101	Public Speaking	5
Occupational Courses			33
HRT	101	Introduction to Hotel, Restaurant, and Tourism	5
HRT	104	Hospitality Accounting	5
	OR		
ACC	1101	Principles of Accounting I	6
HRT	105	Hospitality Employee Training	5
HRT	201	Hospitality Marketing	5
HRT	203	Hotel, Restaurant, and Travel Law	5
MSD	103	Leadership	5
SCT	100	Introduction to Microcomputers	3
Specialization Areas			
(Students must choose one of the following options)			
<i>Food and Beverage Management Specialization</i>			
Food and Beverage Management Required Courses			25
CUL	110	Food Service Sanitation and Safety	3
HRT	106	Food and Beverage Management	5
HRT	110	Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) I (Internship)	4
HRT	120	Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) II (Internship)	4
HRT	150	Convention and Meeting Planning	5
HRT	206	Food, Beverage, and Labor Cost Control	4
Food and Beverage Management Electives			12
(Select from the following list)			
HRT	146	Business Etiquette and Communication	3
HRT	147	Spanish for the Hospitality Industry	4
HRT	148	Delivering Superior Service in the Hospitality Industry	3
HRT	204	Front Office Management	4
HRT	205	Hotel Operations Management	5
HRT	210	Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) III (Internship)	4
HRT	220	Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) IV (Internship)	4
HRT	250	Hotel, Restaurant, and Tourism Internship	12

OR

Hotel Management Specialization

Hotel Management Required Courses			27
HRT	106	Food and Beverage Management	5
HRT	110	Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) I (Internship)	4
HRT	120	Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) II (Internship)	4
HRT	150	Convention and Meeting Planning	5
HRT	205	Hotel Operations Management	5
HRT	206	Food, Beverage, and Labor Cost Control	4

Hotel Management Electives			10
(Select from the following list)			
CUL	110	Food Service Sanitation and Safety	3
HRT	146	Business Etiquette and Communication	3
HRT	147	Spanish for the Hospitality Industry	4
HRT	148	Delivering Superior Service in the Hospitality Industry	3
HRT	204	Front Office Management	4
HRT	210	Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) III (Internship)	4
HRT	220	Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) IV (Internship)	4
HRT	250	Hotel, Restaurant, and Tourism Internship	12

HOSPITALITY EVENTS SPECIALIST CURRICULUM OUTLINE
Technical Certificate of Credit (Major Code: SPE1)
Credit Required for Completion: 15 quarter credit hours

Technical Certificate			Credits
			15
HRT	150	Convention and Meeting Planning	5
HRT	201	Hospitality Marketing	5
HRT	203	Hotel, Restaurant, and Travel 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

CULINARY

Department Code: CUL

CUL 110

Food Service Sanitation and Safety (2-4-3)

Banner Title: Food Service Sanitation/Safety

This course emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include cleaning standards; OSHA MSDS guidelines; sanitary procedures following ServSafe® guidelines; HACCAP; safety practices; basic first aid; equipment operations, cleaning, and maintenance; dishwashing; and pot and pan cleaning. Laboratory practice parallels class work.

Prerequisite: Provisional admission

Offered Spring term for Hotel,

Restaurant, and Tourism

Management majors and on annually for Culinary Arts majors

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 diag-*

nostic 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 diag-*

nostic 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

EMPLOYABILITY SKILLS

Department Code: EMP

EMP 1000

Interpersonal Relations and

Professional Development (3-0-3)

Banner Title: Interpersonal Relations

Students study human relations and professional development in today's changing world in order to prepare themselves for living and working in a complex society. Topics include human relations skills, job acquisition skills and communications, job retention skills, job advancement skills, and professional image skills.

Prerequisite: Provisional admission

Offered quarterly

ENGLISH

Department Code: ENG

ENG 1010

Fundamentals of English I (5-0-5)

Banner Title: Fundamentals of English I

This course emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing techniques, applied grammar and writing skills, editing and proofreading skills, research skills, and oral presentation skills.

Prerequisites: ENG 097 with a grade of

C or better and RDG 097 with a*

grade of C or better or placement*

by diagnostic testing

Offered quarterly

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

HOTEL, RESTAURANT, AND TOURISM MANAGEMENT

Department Code: HRT

HRT 101

Introduction to Hotel,

Restaurant, and Tourism (5-0-5)

Banner Title: Intro to HRT

This course provides students with an overview of occupations in the hospitality industry. It emphasizes the career ladder for each occupation and the interrelated responsibilities for customer service that exist across the hospitality industry. Topics include the development of the hospitality industry, food and beverage services, hotel services, travel services, management's role in the hospitality industry, and hospitality trends.

Offered Fall and Spring terms

HRT 103

Travel Geography

(5-0-5)

Banner Title: Travel Geography

This course provides students with a

study of international, national, state, and major city geographic locations and their points of interest to the travel customer. Instructors focus on identifying why people travel and how geography is linked to their needs. Topics include geographical and physical aspects; individual travel needs; the Americas and Greenland, Europe, the Middle East, Africa, the Far East, Australia, New Zealand, and the Pacific Islands; and travel regulations and documents.

Offered Spring term

HRT 104 Hospitality Accounting (5-0-5)

Banner Title: Hospitality Accounting

This course introduces students to accounting as it is applied to the hospitality industry. Instructors place emphasis on how to administer accounting procedures in order to minimize costs and maintain a full range of customer services. Topics include cash flow cycle, accounting principles and procedures, elements of financial statements, and analysis of financial records.

Offered Summer term

HRT 105 Hospitality Employee Training (5-0-5)

Banner Title: Hospitality Employee

Training

This course offers students the opportunity to gain knowledge and skills involved in training employees for various positions in the hotel, restaurant, and travel fields. This course places emphasis on reducing employee turnover. Topics include hospitality-training needs, training methods, developing a training program, employee communications and motivation, interviewing skills, coaching techniques, and customer service training.

Offered Winter term

HRT 106 Food and Beverage Management (5-0-5)

Banner Title: Food and Beverage

Management

This course provides students with an overview of food and beverage operations and management. Instructors emphasize the successful operation of a food and beverage establishment. Topics include industry history and careers, equipment layout and decor, menu and beverage list planning, distribution, merchandising, and service professionalism.

Offered Fall term

HRT 110 Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) I (Internship) (1-9-4)

Banner Title: HRT Internship OBI I

Students obtain a job or arrange an industry practicum as part of this course. Students become acquainted with occupational responsibilities and obtain insights into management applications on the job. Topics include problem solving; adaptability to the job setting; proper interpersonal skills; application of hotel, restaurant, and travel management techniques; and professional development. Instructors implement the occupation-based curriculum using practicums or internships, written individualized training plans, written performance evaluations, and weekly seminars.

Prerequisite: Permission of department

Offered quarterly

HRT 120 Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) II (Internship) (1-9-4)

Banner Title: HRT Internship OBI II

This internship course continues the application and reinforcement of hotel, restaurant, and travel operational principles in actual job or practicum experiences. Students become acquainted with occupational responsibilities through realistic work situations and obtain insights into management applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, professional development, and application of hotel, restaurant, and travel management techniques. Program instructors implement the occupation-based instruction using practicums or internships, written individualized training plans, written performance evaluations, and weekly seminars.

Prerequisite: Permission of department

Offered quarterly

HRT 146 Business Etiquette and Communication (2-2-3)

Banner Title: Business Etiquette

This course focuses on professionalism in a variety of business settings. Topics include professional image and conduct at work, telephone etiquette, table manners, oral and written communication skills, and diversity in the hospitality industry.

Offered quarterly

HRT 150 Convention and Meeting Planning (5-0-5)

Banner Title: Convention/Meeting

Planning

This course introduces students to convention and meeting planning requirements and develops hospitality industry basic skills necessary to plan for conventions or group meetings. Topics covered in the course include meeting and convention basics, selecting meeting times and locations, careers and support services for meetings and conventions, budgeting for meetings and conventions, and meeting and convention marketing and facilitation.

Offered Fall term

HRT 201 Hospitality Marketing (5-0-5)

Banner Title: Hospitality Marketing

Instructors introduce students to marketing techniques associated with hotel, restaurant, and travel fields, and they emphasize identifying and satisfying needs of customers. Topics include marketing research and analysis, marketing strategies, marketing plans, salesmanship, and advertising.

Offered Winter term

HRT 203 Hotel, Restaurant, and Travel Law (5-0-5)

Banner Title: Hotel/Restaurant/Travel

Law

Students study local, state, federal, and international laws that govern the hospitality industry. Instructors place emphasis on licensing and regulating public accommodations and the responsibility of operators to provide quality and safe service. Topics include common law, civil law, contract law, customer rights, and management rights.

Offered Spring term

HRT 204 Front Office Management (4-0-4)

Banner Title: Front Office Management

In this course, instructors introduce students to the knowledge and skills necessary to operate hotel front offices. Topics include communications and human relations, front office operations, reservation systems and procedures, determining room availability and rates, registration procedures, cashier and billing procedures, and night audit procedures.

Offered Winter term

HRT 205
Hotel Operations Management (5-0-5)
Banner Title: Hotel Operations Management

This course introduces students to operational and maintenance procedures for lodging facilities. Program instructors focus on each department and the coordination of all services to meet guest needs. Topics include corporate structures, departmental responsibilities, hotel services and staff, feasibility determination, and industry trends.
Offered Spring term

HRT 206
Food, Beverage, and Labor Cost Control (4-0-4)
Banner Title: Food/Labor Cost Control

This course is a study of the principles of cost controls and their applications to food and beverage operations. Students learn about the diverse elements of sales within food and beverage establishments and about cost controls needed to maintain profitability. Topics include costs and sales relationships, forecasting sales, preparing budgets, cost control systems, controlling inventory, and computer equipment and software.

Prerequisite: HRT 106 or permission of department
Offered Winter term

HRT 210
Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) III (Internship) (1-9-4)
Banner Title: HRT Internship OBI III

This internship course introduces students to the application and reinforcement of hotel, restaurant, and travel operational principles in actual job or practicum experiences. Students become acquainted with occupational responsibilities through realistic work situations and obtain insights into management applications on the job. Topics include problem solving, adaptability to the job setting, proper interpersonal skills, professional development, and applications of hotel, restaurant, and travel management techniques. Program instructors implement the occupation-based instruction using practicums or internships, written individualized training plans, written performance evaluations, and weekly seminars.

Prerequisite: Permission of department
Offered quarterly

HRT 220
Hotel, Restaurant, and Tourism Occupation-Based Instruction (O.B.I.) IV (Internship) (1-9-4)
Banner Title: HRT Internship OBI IV

This course introduces students to the application and reinforcement of hotel, restaurant, and travel operational principles in actual job or practicum experiences. Students become acquainted with occupational responsibilities through realistic work situations and obtain insights into management applications on the job. Topics include problem solving, adaptability to the job setting, proper interpersonal skills, professional development, and applications of hotel, restaurant, and travel management techniques. Program instructors implement the occupation-based curriculum using practicums or internships, written individualized training plans, written performance evaluations, and weekly seminars.

Prerequisite: Permission of department
Offered quarterly

HRT 250
Hotel, Restaurant, and Tourism Internship (0-36-12)
Banner Title: HRT Internship

This course provides students with practical experiences in actual work environments. The internship places emphasis on all phases of the industry in students' areas of specialization (hotel, restaurant, or travel management). Topics include problem solving; adaptability to the job setting; proper interpersonal skills; application of hotel, restaurant, travel management skills and techniques; and professional development.

Prerequisite: Permission of department
Offered quarterly

HUMANITIES

Department Code: HUM

HUM 1101
Introduction to Humanities (5-0-5)
Banner Title: Introduction to Humanities

This course explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. Instructors present the humanities as a source of subjective insights for the understanding of people and society. Topics include historical and cultural developments and contributions of the humanities. Students will complete a research project as part of this course.

Prerequisite: ENG 1101 with a grade of C or better
Offered Fall, Winter, and Spring terms

MATHEMATICS

Department Code: MAT

MAT 1011
Business Math (5-0-5)

Banner Title: Business Math
Students study the basic mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills used in business-related problem solving, mathematical information for documents, graphs, and mathematical problems using electronic calculators (not to include the touch method).

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

Offered Fall and Spring terms

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 trigonometry, 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 1111
College Algebra (5-0-5)

Banner Title: College Algebra
This course emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, systems of equa-

tions, analytic geometry, and optional topics, including sequences, series, and probability.

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

MANAGEMENT AND SUPERVISORY DEVELOPMENT

Department Code: MSD

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

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