

KING'S COLLEGE
COMPENDIUM OF CATALOG COURSE DESCRIPTIONS
ACADEMIC YEARS 1990-91 TO 2017-18

Definition of Academic Credit: A clock hour is equal to a minimum of 50 minutes of instruction. Credit for academic and financial aid purposes is measured in semester credit hours. A semester credit hour is equivalent to a minimum of 15 clock hours of lecture, 30 clock hours of laboratory where classroom theory is applied and explored or manipulative skills are enhanced, 45 clock hours of externship/practicum, or a combination of these three.

AC100 ACCOUNTING PRINCIPLES I

This course provides students with an introduction to the fundamental principles and concepts of accounting, including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

AC101 ACCOUNTING PRINCIPLES I (1990-91)

This course provides the students with an introduction to the fundamental principles and concepts of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business. Discussed also are such specific topics as accounts receivable, accounts payable, special journals, payroll procedures, and the voucher system. (120 Clock Hours—8 Semester Credits)

AC101 ACCOUNTING PRINCIPLES II

This course is a continuation of Accounting Principles I with special emphasis on internal control, accounting for cash, short-term investments, and receivables. Inventories, plant asset accounting, and intangible assets are included. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

AC102 ACCOUNTING PRINCIPLES II (1990-91)

This course is a continuation of Accounting Principles I with special emphasis on accounts receivable, promissory notes, inventory valuations, tangible and intangible assets, and partnership and corporate accounting. Partnership accounting deals with formation and admissions of partners, division of income and losses, and the dissolution and liquidation of a partnership. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, long-term liabilities, and short-term investments. Also covered is the statement of changes in financial position on a cash basis. (120 Clock Hours—8 Semester Credits)

AC102 ACCOUNTING PRINCIPLES III

This course is a continuation of Accounting Principles II and includes the study of partnership and corporate accounting. Partnership accounting deals with division of income and losses. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, current and long-term liabilities, and long-term investments. Also covered is the statement of

cash flow. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

AC103 MATHEMATICS FOR ACCOUNTING I (1990-2002)

This course covers basic mathematical principles as they relate to business and accounting. Students review basic arithmetic operations including addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions. This course also includes instruction in the use of the base/rate/portion formula and the calculation of simple interest as it relates to promissory notes. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

AC103 BUSINESS MATHEMATICS I

This course covers basic mathematical principles as they relate to business and accounting. Students review basic operations including decimals, fractions, equations, and percentages. This course also includes instruction in the calculation of base, rate, and percentage; markup and markdown; and trade and cash discounts. Basic statistical concepts are also introduced. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

AC104 MATHEMATICS FOR ACCOUNTING II (1990-2002)

This course is a continuation of Mathematics for Accounting I. The course is divided into two four-week modules. During one module the students receive instruction in the calculation of compound interest for single sums/annuities, in computing the purchase price and rate of return for stocks/bonds, and in figuring the selling price for items sold by a retail business. During the other module, the students learn all the basic functions of the electronic calculator, as well as develop speed and accuracy by using the 10-key touch method. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

AC104 BUSINESS MATHEMATICS II

This course is a continuation of Business Mathematics I. The course is divided into two 4-week modules. During one module, the students receive instruction in the mathematics of simple and compound interest, annuities, and consumer credit. During the second module, the students develop speed and accuracy in the use of a 10-key pad. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

AC105 PAYROLL ACCOUNTING

This course is a presentation of the theoretical and practical applications of payroll procedures. It emphasizes the methods of computing wages and salaries, keeping records, and the preparation of various federal and state government reports. Students are required to complete a comprehensive payroll project to show proof of mastery of subject content. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

AC106 COMPUTERIZED GENERAL LEDGER

This course is a hands-on approach to learning how automated accounting systems function. The students operate a computerized general ledger system accounts receivable system, accounts payable system, and payroll system. Students perform financial statement analysis and depreciation comparisons using the computer. (40 Clock Hours—2 Semester Credits)

AC107 ESSENTIALS OF ACCOUNTING

This course presents an introduction to the fundamental principles of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. (40 Clock Hours—2 Semester Credits)

AC108 ACCOUNTING PRINCIPLES I

This course provides students with an introduction to the fundamental principles and concepts of accounting, including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

AC109 ACCOUNTING PRINCIPLES II

This course is a continuation of Accounting Principles I with special emphasis on internal control, accounting for cash, short-term investments, and receivables. Inventories, plant asset accounting, and intangible assets are included. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

AC110 ESSENTIALS OF ACCOUNTING

This course presents an introduction to the fundamental principles of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Also discussed are such specific topics as payroll procedures and bank statement reconciliations. A review of fundamental math principles is included as well. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

AC111 ACCOUNTING PRINCIPLES III

This course is a continuation of Accounting Principles II and includes the study of partnership and corporate accounting. Partnership accounting deals with division of income and losses. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, current and long-term liabilities, and long-term investments. Also covered is the statement of cash flow. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

AC200 PERSONAL INCOME TAX

This annually updated tax course provides students with a thorough explanation of the federal tax structure, while training them to apply tax principles to specific problems. Students obtain a brief introduction to the partnership and corporation tax returns, with emphasis placed on the 1040 individual income tax return and their supplementary schedules. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

AC201 COMPUTERIZED ACCOUNTING

This course is a hands-on approach to learning how automated accounting systems function. Students operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

AC201 INTERMEDIATE ACCOUNTING (1990-1991)

This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I and II. Topics discussed include a review of the accounting cycle, specific issues relating to financial statements, specific issues concerning current assets and current liabilities, the accounting of fixed assets and intangible assets, the accounting of long-term investments, and a more thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals. (130 Clock Hours—8 Semester Credits)

AC201 INTERMEDIATE ACCOUNTING I

This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III. Topics discussed include a review of the accounting cycle, specific issues relating to financial statements, and specific issues concerning current assets and current liabilities. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

AC202 COMPUTERIZED ACCOUNTING SIMULATION

Using the computer as a tool, this course reinforces Intermediate Accounting. The students review accounting procedures for stock issuance, stock subscriptions, bond issuance, redemption of stocks and bonds, and other generally accepted accounting principles. Students enter transactions, post entries, and print appropriate interim and end-of-period statements. (30 Clock Hours—2 Semester Credits)

AC202 FINANCIAL ANALYSIS AND REPORTING

This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques in the evaluation of financial reports. Topics discussed include financial statement analysis, the cash flow statement, the voucher system and internal control, and departmentalized profit and cost centers. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

AC202 INTERMEDIATE ACCOUNTING II

This course includes the accounting of fixed assets and intangible assets, the accounting of long-term investments, and a more thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals. A computerized business simulation is also included. (80 Clock Hours—4 Semester Credits)

AC203 COST ACCOUNTING

This course is an introductory course that covers job order costing, as well as the preparation of a worksheet and financial statements for a manufacturing concern. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

AC204 COMPUTERIZED ACCOUNTING

In this course students learn to convert a manual set of books into a computerized general ledger system. Students will complete a comprehensive project to demonstrate mastery of the subject content. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

AC205 ELECTRONIC SPREADSHEETS

Using Lotus 1-2-3, this course instructs the students on the concepts and uses of electronic spreadsheets. Through hands-on activities, students learn to use a spreadsheet program as an accounting tool. (40 Clock Hours—2 Semester Credits)

AC205 FINANCIAL ANALYSIS AND REPORTING

This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques. These techniques include vertical, horizontal, and ratio analysis and industry comparisons. This information is then compiled in a student portfolio. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

AC206 INTERMEDIATE ACCOUNTING I

This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III. Topics discussed include a review of the accounting cycle, preparation of financial statements, analysis of cash, receivables, and inventories. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

AC207 FEDERAL INCOME TAX

This annually updated tax course offers students a thorough explanation of the federal tax structure, while training them to apply tax principles to specific problems. Emphasis is placed on the 1040 individual income tax return with supplementary schedules. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

AC208 INTERMEDIATE ACCOUNTING II

This course continues the in-depth analysis of specific accounting topics such as fixed assets, intangible assets, leases, investments, and a thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

AC209 COMPUTERIZED ACCOUNTING

This course is a hands-on approach to learning how automated accounting systems function. Students operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

AC210 COST ACCOUNTING

This course is concerned with job order and process cost accounting systems with emphasis on the cost cycle, raw materials, labor, factory overhead, and financial statements for the business that operates as a manufacturing concern. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

AC211 FINANCIAL ANALYSIS AND REPORTING

This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques. These techniques include vertical, horizontal, and ratio analysis and industry comparisons. This information is then compiled in a student portfolio. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

AC212 INTERMEDIATE ACCOUNTING I

This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III. Topics discussed include a review of the accounting cycle, preparation of financial statements, analysis of cash, receivables, and inventories. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

AC214 INTERMEDIATE ACCOUNTING II

This course continues the in-depth analysis of specific accounting topics such as fixed assets, intangible assets, leases, investments, and a thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

CA103 DATABASE CONCEPTS

This course introduces the students to relational databases. The important design concepts and the common standards to which all database packages adhere are discussed. Students also learn to query for information and generate reports using a popular database package. (12 Lecture Hours/26 Laboratory Hours—1 Semester Credit)

CA104 MICROSOFT OPERATING SYSTEMS

This course focuses on Microsoft operating systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

CA105 COMPUTER APPLICATIONS—DOS

This course teaches the students how to communicate with the PC operating system using DOS commands. The students learn shell and batch programming as applied to DOS systems. The students apply these skills in their laboratory assignments where they learn to write complete functions needed in the daily administration of business systems. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA105 MICROSOFT OPERATING SYSTEMS

This course focuses on legacy and popular Microsoft operating systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA106 DATABASE CONCEPTS

This course introduces the students to relational databases. The important design concepts and the common standards to which all database packages adhere are discussed. Students also learn to query for information and generate reports using a popular database package. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CA107 ADVANCED OPERATING SYSTEMS

This course is a continuation of the study of popular Microsoft operating systems with further development of skills in installation, configuration, and troubleshooting techniques. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA107 UNIX OPERATING SYSTEM

This course teaches the students how to communicate with the PC operating system using UNIX commands. The students learn how to construct shell programs for UNIX systems. The students apply these skills in their laboratory assignments where they learn to write complete functions needed in the daily administration of business systems. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA108 DOS OPERATING SYSTEM

This course teaches the students how to communicate with the PC operating system using DOS commands. The students learn shell and batch programming as applied to DOS systems. The students apply these skills in their laboratory assignments where they learn to write complete functions needed in the daily administration of business systems. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA109 DATABASE CONCEPTS/APPLICATIONS

Students learn to design, develop, and implement database applications using fourth-generation language software associated with such commonly used packages as Informix and dBASE. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA110 COMPUTER CONCEPTS

This course is designed to provide the students with a conceptual understanding of computer hardware and operating system software. The range of computer types from mainframes to micros (PCs) is covered with an emphasis on explaining the types of applications and job skills that are common to all computer career environments as well as those that are unique to each type of system. (64 Lecture Hours/16 Laboratory Hours—4 Semester Credits)

CA111 COMPUTER APPLICATIONS—DOS

This course teaches the students how to communicate with the PC operating system using DOS commands. The students learn shell and batch programming as applied to DOS systems. The students apply these skills in their laboratory assignments where they learn to write complete functions needed in the daily administration of business systems. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA111 COMPUTER CONCEPTS

This course is designed to provide the students with a conceptual understanding of computer hardware and operating system software. The range of computer types from clients to servers is covered with emphasis on explaining types of applications. Job skills that are common to all computer career environments as well as those that are unique to each type of system are discussed. Students also develop Internet search strategies and examine Internet ethics and responsibilities. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

CA112 COMPUTER APPLICATIONS—UNIX

This course teaches the students how to become a UNIX systems administrator. The students learn system administration functions that allow them to add new users and establish system-level defaults and user privileges. Students also learn how to log in as a regular user and use the standard set of commands. Additionally, the students learn to use X-Windows. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA113 PC HARDWARE AND DIAGNOSTICS

This course teaches microcomputer hardware concepts. Students learn how to detect problems and install add-on equipment, such as monitors and printers. Additionally, the students learn how to format hard drives, install add-on memory boards, run cabling, and complete other hardware-related activities. Students learn to use software diagnostic utility packages. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA114 DATABASE CONCEPTS

This course is an introduction to database concepts on microcomputers. After learning the basic concepts of database structures, the students learn how to design and implement a database application. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CA114 INTRODUCTION TO WINDOWS

This course begins with an overview of the basics of the Windows environment including mouse usage, terminology, and types of windows. Students also learn more advanced topics such as setting up and managing the system, printing, and object linking and embedding (OLE). (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA114 WEB DEVELOPMENT

In this course, students learn to use HTML, CSS, and JavaScript to develop well-designed Web pages. Students learn to apply appropriate techniques and to include forms, images, and tables. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CA115 DATABASE APPLICATIONS

In this course, students learn advanced theories of database design. Students design, critique, optimize, and implement database solutions to business applications. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

CA116 IT CUSTOMER SUPPORT

This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

CA116 SOFTWARE DOCUMENTATION DEVELOPMENT

This course teaches the students how to use popular text editors, such as DOS's Edlin, Unix's vi, and other line and screen editors. The students also learn how to use the Unix text formatting tools, such as nroff, troff, and eroff to produce printed output. Students learn to create effective documentation, which is crucial in software development projects. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA117 BASIC PROGRAMMING (1993-1998)

CA117 VISUAL BASIC PROGRAMMING

This course introduces the students to the Microsoft Visual BASIC package. The first half of the course teaches programming rules and syntax, and the second half is dedicated to computer assignments where the students enter, debug, test, and document their programs. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA118 NETWORKS

In this course, students learn networking fundamentals and become familiar with the components of a LAN network as well as the major features and functions of the network software. Students walk through the steps for installing network software on a server and activating workstations as well as organizing the server and adding users. Topics covered include network topologies, protocol, and the seven layers of the OSI Model. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA118 PC HARDWARE AND DIAGNOSTICS

This course teaches computer hardware concepts related to installation, configuration, and upgrading of motherboards, processors, and memory. Additional topics covered include diagnosing, troubleshooting, and preventive maintenance. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA119 NETWORKS

This course introduces the students to the Novell, Windows NT, and UNIX TCP/IP networks and explores the interoperability of these networks. Students learn networking fundamentals, the components of a LAN network, and the major features and functions of the network software. Students walk through the steps for installing the network software on a server and organizing the server. Additional topics include network topologies, protocols, and the layers of the OSI Model. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA120 ADVANCED VISUAL BASIC PROGRAMMING

This course develops the Visual BASIC skills and knowledge required to complete complex business applications. Topics include creating network applications, using the Windows API calls, and utilizing OLE to incorporate database functions inside Visual BASIC code. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA121 NETWORK ADMINISTRATION

This course teaches students to administer the server. Students learn to configure server roles and features, including domain directory services. Students will also learn to set up security, to audit using event logs, and to configure NICs and backup storage. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CA122 WEB AUTHORING TOOLS

In this course, students learn to automate the developmental process of their Web pages using Web authoring tools, including integrated development environments. Emphasis is placed on

proper design elements and enhanced through the use of practical exercises. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CA123 VISUAL BASIC PROGRAMMING

This course introduces the students to the Microsoft Visual BASIC package. The first half of the course teaches programming rules and syntax, and the second half is dedicated to computer assignments where the students enter, debug, test, and document their programs. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA124 PROGRAMMING LOGIC

This course introduces the students to computer programming and problem solving in structured and procedural environments. Students will also learn syntax, algorithms, program design, and logic controls. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

CA125 COMPUTER APPLICATIONS—*NIX

This course introduces the students to the *NIX operating and file systems. The students learn shells, command line syntax, and basic scripting. Students learn to use X-Windows. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

CA127 PC HARDWARE AND DIAGNOSTICS

This course teaches computer hardware concepts related to installation, configuration, and upgrading of motherboards, processors, and memory. Additional topics covered include diagnosing, troubleshooting, and preventive maintenance. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

CA128 .NET PROGRAMMING

This course introduces the students to the Microsoft Visual Studio packages. The course teaches programming rules and syntax and includes computer assignments where the students create, debug, test, and document their programs. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

CA129 NETWORKS

This course introduces the students to the networks and explores the interoperability of these networks. Students learn networking fundamentals, the components of a LAN, and the major features and functions of the network software. Students walk through the steps for installing the network software on a server and organizing the server. Additional topics include network topologies, protocols, and the layers of the OSI Model. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

CA130 DATABASE CONCEPTS

This course introduces the students to relational databases. The important design concepts and the common standards to which all database packages adhere are discussed. Students also learn to query for information and generate reports using a popular database package. (12 Lecture Hours/26 Laboratory Hours—1 Semester Credit)

CA131 IT CUSTOMER SUPPORT

This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry. (12 Lecture Hours/26 Laboratory Hours—1 Semester Credit)

CA132 NETWORK ADMINISTRATION

This course teaches students to administer the server. Students learn to configure server roles and features, including domain directory services. Students will also learn to set up security, to audit using event logs, and to configure NICs and backup storage. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

CA133 MICROSOFT INTEGRATION

In this course, students learn to work efficiently with multiple applications using the automation and integration capabilities of Microsoft Office. PowerPoint, advanced features of Word, and the Microsoft mini-applications are also covered. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

CA200 C PROGRAMMING

This course introduces the students to the syntax and rules of C coding. Students master the fundamentals and create basic applications using the C programming language. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA200 INTRODUCTION TO C PROGRAMMING

This introductory course explains the language features and syntax of C. This is followed by a variety of coding examples that start with the most basic functions and progress to the more complex programs. A step-by-step approach is taken to be sure that the students master the fundamentals and learn to appreciate the intricacies of this apparently simple set of commands. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA201 ADVANCED C PROGRAMMING

This advanced C programming course stresses the wider use of “pointer” addressing, complex C structures, and the endless opportunities provided by mastering the use of functions and custom-developed library routines. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA201 ADVANCED VISUAL BASIC PROGRAMMING

This course develops the Visual BASIC skills and knowledge required to complete complex business applications. Topics include creating network applications, using the Windows API calls, and incorporating database connections inside Visual BASIC code. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA201 INTRODUCTION TO VISUAL C++ PROGRAMMING

This introductory course explores the relationship between C and Visual C++. Students are introduced to object-oriented programming concepts. Students develop Windows applications using the object-oriented techniques available through Visual C++. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA202 ADVANCED VISUAL C++ PROGRAMMING

This course teaches the students the programming skills needed to build complete Windows applications. The students learn to enhance their applications, to create Dynamic Link Libraries (DLLs), and to use the Object Linking and Embedding (OLE) features of Visual C++. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA202 IMPLEMENTING AND ADMINISTERING SQL SERVERS

In this course, students learn to implement, administer, and troubleshoot SQL servers. Topics include optimizing database performance, extracting and transforming data, and creating and managing database users. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA202 INTRODUCTION TO COBOL PROGRAMMING

This course is an introduction to the newest versions of the COBOL language. The language rules and syntax are presented with sample applications. The students learn to code simple programs and advance to more complex business applications. The students enter, test, and debug their own programs. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA203 ADVANCED COBOL PROGRAMMING

This course teaches advanced COBOL programming concepts using a variety of indexing and problem-solving software tools. These concepts are supported with explained examples. The students learn to apply these concepts to typical business applications. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA203 INTRODUCTION TO COBOL PROGRAMMING

This course is an introduction to the COBOL language. The language rules and syntax are presented with sample applications. The students learn to apply these concepts to typical business applications. The students enter, test, and debug their own programs. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA203 OBJECT-ORIENTED PROGRAMMING

This course introduces the students to the syntax and rules of object-oriented programming. Students master the fundamentals and apply the principles of object-oriented design to write programs to solve business problems. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA204 ADVANCED COBOL PROGRAMMING

This course teaches advanced COBOL programming concepts using a variety of problem-solving software tools. Special emphasis is placed on techniques for finding and correcting date fields related to the Year 2000 conversion. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA204 ASSEMBLY PROGRAMMING

This course introduces the students to the Microsoft Macro Assembler language. This course strengthens the students' knowledge of the interrelations of hardware and software. The students enter, compile, link, test, and debug their program assignments. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA204 COMPUTER SOFTWARE INSTALLATION

In this course, students learn software installation in both DOS and Windows environments as well as network and stand alone versions. They learn the necessary steps to fine tune software for optimum performance along with troubleshooting techniques for typical software problems found in the workplace. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA205 ADVANCED BASIC PROGRAMMING

This course requires that the students apply BASIC to solve a set of advanced business application problems using microcomputers. The instructor provides examples of various coding options. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA206 PROJECT DEVELOPMENT

In this course, students complete multiweek projects that require application of previously learned skills in one or more of the following areas: networking, database application, web development, and Visual BASIC programming. Students are required to design, document, and program their solutions. (10 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

CA206 WINDOWS APPLICATIONS

This course covers the beginning and intermediate levels of the Microsoft applications—Windows, Word, PowerPoint, Access, and Excel. Students learn to create, modify, and move objects as well as link and embed objects. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA207 C++ PROGRAMMING

In this course, students learn the C++ object-oriented programming language beginning with concepts and the coding syntax. Students document and write C++ programs using object-oriented data classes and supporting libraries. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA208 LEARNING THE INTERNET

This course teaches the students how to utilize the use of the internet in a more effective manner. The students learn the use of the two most popular web browsers. They also learn how to use most of the available search engines to find information quickly. Students learn how to download files using File Transfer Protocol (FTP). The students also learn how to compose and process e-mail. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA209 MICROSOFT INTEGRATION

In this course, students learn to work efficiently with multiple applications using the automation and integration capabilities of Microsoft Office. PowerPoint, advanced features of Word, and the Microsoft mini-applications are also covered. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CA210 PROJECT DEVELOPMENT (1993-1998)

This course takes the students into their final academic efforts where they must tackle real-world challenges directly involved with software development. These challenges take the form of two

software projects of chosen types that represent what they will likely face in their career pursuits. The students are required to design, document, and program their solutions. Students learn to use standard text processing tools to document programming projects. (0 Lecture Hours/80 Laboratory Hours—2 Semester Credits)

CA210 ADVANCED PROJECT DEVELOPMENT

This capstone course takes the students into their final academic effort. The students are required to design, document, and program their solutions to problems they will likely face in their career pursuits. (10 Lecture Hours/66 Laboratory Hours—2 Semester Credits)

CA211 INTRODUCTION TO C++

This course introduces the students to the syntax and rules of C++ coding. Students master the fundamentals and create basic applications using the C++ programming language. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA212 ADVANCED C++

In this course, students continue to develop their knowledge of the structure and syntax of C++. Students are introduced to object-oriented programming (OOP) concepts and apply principles of OOP design to write programs to solve business problems. Additionally, students learn to respond to keyboard and mouse events in Visual C++. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

CA213 VISUAL C++

This course teaches the students the programming skills needed to build complete Windows applications. The students learn to enhance their applications, to create Dynamic Link Libraries (DLLs), and to use the Object Linking and Embedding (OLE) features of Visual C++. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

CA214 JAVA

This course instructs students in the use of the Java language to design and implement applications using object-oriented topics of classes and objects, inheritance, and polymorphism. Students work in a visual Integrated Development Environment (IDE). (45 Lecture Hours/31 Laboratory Hours—4 Semester Credits)

CA215 OBJECT-ORIENTED PROGRAMMING

This course introduces the students to the syntax and rules of object-oriented programming. Students master the fundamentals and apply the principles of object-oriented design to write programs to solve business problems. (22 Lecture Hours/35 Laboratory Hours—2 Semester Credits)

CA216 IMPLEMENTING AND ADMINISTERING SQL SERVERS

In this course, students learn to implement, administer, and troubleshoot SQL servers. Topics include optimizing database performance, extracting and transforming data, and creating and managing database users. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

CA217 ADVANCED .NET PROGRAMMING

This course develops the .NET skills and knowledge required to complete complex business applications. Topics include advanced GUI design skills and incorporation of database connectivity, object-oriented programming, and graphics within .NET applications. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CA218 ADVANCED .NET PROGRAMMING

This course develops the .NET skills and knowledge required to complete complex business applications. Topics include advanced GUI design skills and incorporation of database connectivity, object-oriented programming, and graphics within .NET applications. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

CA219 JAVA

This course instructs students in the use of the Java language to design and implement applications using object-oriented topics of classes and objects, inheritance, and polymorphism. Students work in a visual Integrated Development Environment (IDE). (16 Lecture Hours/60 Laboratory Hours—2 Semester Credits)

EN101 BUSINESS COMMUNICATIONS I

This course will provide an introduction to business writing. Assignments support the writing demands that students will face in a business environment with a particular emphasis on language skills. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

EN102 BUSINESS COMMUNICATIONS II

This course continues the development of the student's ability to produce clear and effective business documents. Assignments support the writing demands that students will face in a business environment and will focus on proper utilization of writing mechanics. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

EN103 BUSINESS COMMUNICATIONS III

This course emphasizes mastery of punctuation. Studies include end marks, commas, semicolons, quotation marks, capitalization, and numbers. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

EN104 ORAL COMMUNICATIONS IN THE WORKPLACE (2016-2018)

EN104 ORAL COMMUNICATIONS (Prior to 2016)

This course is designed to develop and enhance the oral communication skills required in the workplace. Special emphasis is placed on proper techniques for telephone and interpersonal office communications. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

EN105 BUSINESS COMMUNICATIONS III

This course completes the student's foundation in the mechanics of writing and editing for business. Upon completion of this course, students should be able to apply these rules to their own written documents as well as those produced by others. Assignments support the writing demands that students will face in a business environment. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

EN105 BUSINESS CORRESPONDENCE

This course is designed to develop student writing skills. The students learn to write good sentences and learn to combine them to form effective paragraphs. They then apply these skills to the planning and writing of basic business communications. (20 Clock Hours—1 Semester Credit)

EN106 BUSINESS COMMUNICATIONS II

In this course the students complete an extensive review of grammar principles. (20 Clock Hours—1 Semester Credit)

EN107 BUSINESS COMMUNICATIONS III

This course includes instruction in the use of punctuation. The students apply the rules learned by editing sentences, paragraphs, and business letters. (20 Clock Hours—1 Semester Credit)

EN108 BUSINESS COMMUNICATIONS IV

The course is a continuation of EN107 Business Communications III. The students conclude an extensive study of punctuation. The students also receive instruction in capitalization and number usage. They have an opportunity to apply the principles learned by editing sentences, paragraphs, and business correspondence. (20 Clock Hours—1 Semester Credit)

EN110 BUSINESS COMMUNICATIONS

This course is designed to develop language arts skills. Course work includes extensive study in the areas of punctuation, grammar, spelling, word division, capitalization, and the use of numbers. The students learn how to write effective business letters. (60 Clock Hours—4 Semester Credits)

EN111 ORAL COMMUNICATIONS

This course covers the speaking and listening phases of the communication process. The purpose of this course is to develop communication skills that will enable the students to work effectively with people in business situations. Communication barriers, listening skills, questioning techniques, methods of persuasion, one-to-one communication, and group communication are some of the topics covered. (24 Clock Hours—1 Semester Credit)

EN200 INTERPRETING LITERATURE

This course is an introduction to the art of reading and appreciating short stories, poems, and plays. Students are encouraged, both in class discussions and in writing assignments, to draw on their own experiences to aid in their understanding of literature. (60 Lecture Hours/0 Laboratory Hours—4 Semester Credits)

EN200 PUBLIC SPEAKING

In this course, students prepare and deliver informative and persuasive speeches; participate in problem-solving group discussions; and prepare and deliver introductions, presentations, acceptances, welcomings, and tributes. (60 Clock Hours—4 Semester Credits)

EN201 WRITTEN BUSINESS COMMUNICATIONS (2016-2018)**EN201 WRITTEN COMMUNICATIONS (Prior to 2016)**

This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence, which may include letters, memorandums, short reports, and emails. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

EN202 PUBLIC SPEAKING

This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative, persuasive, and special occasion speeches. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

EN203 INTERPRETING LITERATURE

This course is an introduction to the art of reading and appreciating short stories, poems, and plays. Students are encouraged, both in class discussions and in writing assignments, to draw on their own experiences to aid in their understanding of literature. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

EN204 COMPOSITIONAL WRITING

This course focuses on the development of fluency and productivity in writing and on the development of effective techniques for revising and editing papers for a variety of purposes and audiences. (33 Lecture Hours/24 Laboratory Hours—3 Semester Credits)

EN206 BUSINESS COMMUNICATIONS IV

This course provides in-depth attention to a variety of specialized communication topics, including the use of abbreviations, communicating data in the briefest form, and the function and application of capitalization. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

EN207 BUSINESS COMMUNICATIONS IV

This course is the capstone course in the business communications course sequence. Students will apply previously learned material to create a variety of business documents appropriate to meet industry standards. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

EN215 RESEARCH AND REPORT WRITING

This course teaches the students techniques for writing research papers, writing reports, and conducting analysis. The students learn to obtain detailed information through utilization of the library for research, interviews, and personal knowledge. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

EN216 RESEARCH AND BUSINESS REPORT WRITING (2016-2018)**EN216 RESEARCH AND REPORT WRITING (Prior to 2016)**

This course further develops the students' knowledge of the fundamental requirements for effective business communication and addresses the role of reports in business. Students will plan, research, draft, revise, edit, and produce a variety of business-related reports. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

FI200 PERSONAL FINANCE

This course provides a survey of the major economic decisions facing the typical American household and examines the influence of social and economic change on individual financial planning. Students acquire the knowledge and develop the necessary analytical skills to make informed choices related to topics such as managing finances and budgeting, banking and saving, earning and reporting income, buying goods and services, using credit, and protecting against risk. This course puts emphasis on goal setting, lifelong learning, and active decision making. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

GD100 DRAWING

GD100 DRAWING I (1993-1994)

This course is an introduction to the art of drawing. Students learn to use a variety of media and techniques as they explore the relationship of drawing to graphic design and illustration. (20 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD101 DRAWING

This course is an introduction to the art of drawing. Students learn to use a variety of media and techniques as they explore the relationship of drawing to graphic design and illustration. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

GD102 INTRODUCTION TO MACINTOSH

This survey course covers the basics of Macintosh computer operations, including file management and lab hardware. Students are also introduced to the fundamental techniques of graphic software interface. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

GD104 INTRODUCTION TO MACINTOSH

This survey course covers the basics of Macintosh computer operations. Students are also introduced to the fundamental techniques of vector-based illustration. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

GD105 DRAWING II

This course emphasizes mastery of the traditional drawing skills. Students study the principles of good composition and continue their study of perspective while developing their technical competence. (10 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

GD106 DRAWING III

This course emphasizes the mastery of perspective drawing. Students work with one-, two-, and three-point perspective. (10 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

GD107 ELECTRONIC DRAWING I

This course focuses on fundamental techniques, terminology, tools, and commands for creating graphics in a drawing program. Students learn to apply this knowledge in basic hands-on projects that create free-form computer art. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

GD108 ELECTRONIC DRAWING II

In this course, students continue to learn to use a drawing program to create more complex computer graphics. The students learn how to use fills and strokes, how to use masks, and how to reshape paths, as well as how to enhance scanned images and customize clip art. (10 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

GD109 ELECTRONIC DRAWING I

This course focuses on intermediate to advanced techniques, terminology, tools, and commands for creating graphics in a vector-based drawing program. Students are also introduced to raster-based graphics. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD110 DESIGN AND COLOR

In this course, students explore the basic principles and elements of two-dimensional design techniques and color theory. Students learn to identify these elements in successful designs and also learn to use these elements to solve their own design problems. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD111 ELECTRONIC DRAWING II

In this course, students learn to use an image-editing program to generate raster-based images and to prepare photographic files for print production. (10 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

GD114 ELECTRONIC DRAWING II

In this course, students learn to use an image-editing program to manipulate and edit raster-based images and to prepare photographic files for print production and optimization for web design. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD115 TYPOGRAPHY I

This course introduces the students to the fundamentals of typography. The students learn to distinguish between various typefaces. They also learn formatting, specifying timesteps and sizes, leading, readability requirements, basic typesetting, and the history of type. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

GD116 ADVERTISING PRODUCTION

This course fully and clearly explains the production of printed matter. Upon completion of the course, the students possess the basic knowledge to make informed production decisions from the rough comp stage to the finished printed piece. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

GD116 INTRODUCTION TO PRODUCTION

This course fully and clearly explains the production of printed matter. Upon completion of the course, the students will possess the necessary knowledge to make informed production decisions from the rough comp stage to the finished printed piece. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

GD117 GRAPHIC DESIGN

This course analyzes and explains the elements that combine to form a graphic design—signs, symbols, words, pictures, and supporting forms. Students discuss the innovative ways in which designers combine words and pictures and apply this knowledge as they solve graphic design problems. (20 Lecture Hours/40 Laboratory Hours—2 Semester Credits)

GD117 INTRODUCTION TO PRODUCTION

This course explains the production of professional quality printed materials. Upon completion of the course, the students possess the basic knowledge to make informed production decisions from the rough comp stage to the finished printed piece. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

GD118 GRAPHIC DESIGN

This course analyzes and explains the elements that combine to form a graphic design—signs, symbols, words, pictures, and supporting forms. Students discuss the innovative ways in which designers combine words and pictures and apply this knowledge as they solve graphic design problems. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

GD119 GRAPHIC DESIGN DEVELOPMENT AND PRACTICE

This course includes a survey of graphic design styles, including its history and contemporary practices. The role of the graphic designer is examined through theoretical discussions and practical applications. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

GD120 STUDIO PROCEDURES

GD120 STUDIO PROCEDURES I (1992-1994)

This course uses a problem-solving approach to prepare the students to produce all forms of paste-ups and tools used in the advertising industry. (20 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD121 HISTORY OF GRAPHIC DESIGN

This course includes a survey of graphic design styles, including its history and contemporary practices. The role of the graphic designer is examined through theoretical discussions and practical applications. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

GD122 ILLUSTRATION

This course builds and develops drawing and painting skills used by the student to visually define subject matter accurately for commercial purposes. Students explore the use of a variety of materials and techniques. (20 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD123 COMPREHENSIVE ILLUSTRATION

This course builds and develops illustration skills used by the student to visually define subject matter accurately for commercial purposes. Students explore the use of a variety of materials and techniques. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

GD124 TYPOGRAPHY II

In this course, students continue to develop their typographic skills. Students design letterforms, learn to use type appropriately, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

GD125 ADVERTISING

This course enables the students to gain knowledge of the basic principles of advertising. Emphasis is placed on the advantages and disadvantages of each advertising medium. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

GD125 DESKTOP PUBLISHING

In this course, students are introduced to desktop publishing concepts and techniques with specific instruction in digital page composition. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

GD126 WEB DEVELOPMENT WITH HTML

This course is designed to teach the fundamentals of Hypertext Markup Language (HTML). Students learn to develop well-designed Web pages using HTML tags to format text and to include links, tables, images, frames, and forms. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

GD127 MULTIMEDIA AND ANIMATION

In this course, students apply design principles and utilize a popular authoring tool to create multimedia applications that include animation. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

GD128 ELECTRONIC LAYOUT AND DESIGN

In this course, students master electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications programs to create original pieces. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

GD129 TYPOGRAPHY II

In this course, students continue to develop their typographic skills. Students design letterforms, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

GD130 WEB DEVELOPMENT WITH HTML

This course is designed to teach the fundamentals of Hypertext Markup Language (HTML). Students learn to develop well-designed Web pages using HTML and CSS to format text and to include links, tables, images, and forms. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

GD131 DESKTOP PUBLISHING

In this course, students are introduced to desktop publishing concepts and techniques with specific instruction in digital-page composition. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

GD132 ELECTRONIC LAYOUT AND DESIGN

In this course, students continue to develop strengths in electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications to create original layouts. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD133 MULTIMEDIA, ANIMATION, AND EXPERIENCE DESIGN

In this course, students apply design principles and utilize popular authoring tools to create multimedia applications that focus on creating interactive experiences. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

GD200 ADVANCED MULTIMEDIA AND ANIMATION

This course is a continuation of Multimedia and Animation. Students design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, animation, and sound. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

GD200 STUDIO PROCEDURES II

In this course students continue to develop their skills in producing paste-ups and mechanicals. This course emphasizes industry standards and industry-standard time frames. (20 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD201 ADVERTISING ART PORTFOLIO

In this course, students prepare a professional portfolio and also examine comprehensive methods and techniques that will enable them to best present their resumes and portfolios. (20 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD201 WEB DESIGN FOR GRAPHIC DESIGNERS

This course provides instruction and experience in the use of a popular web authoring package to create, edit, and manage well-designed Web sites. Students utilize the software package to quickly build user-friendly, interactive Web sites that employ image maps and forms. Students also learn how to add interactivity to their HTML pages while being able to preview it at the design stage. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

GD202 ADVERTISING ART PORTFOLIO

In this course, students prepare a professional portfolio and also examine comprehensive methods and techniques that will enable them to best present their resumes and portfolios. (10 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

GD202 ELECTRONIC LAYOUT AND DESIGN

In this course students master electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text

imported from other applications programs to create original layouts. (40 Lecture Hours/80 Laboratory Hours—5 Semester Credits)

GD203 ADVERTISING ART PORTFOLIO

In this course, students prepare a professional portfolio of graphic design pieces and also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills. (45 Lecture Hours/31 Laboratory Hours—4 Semester Credits)

GD205 DESIGN AND PRESENTATION DEVELOPMENT

This course is designed to integrate the knowledge and skills previously learned in the program. The students develop, manage, and execute various projects from the initial design stage through completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product. (0 Lecture Hours/120 Laboratory Hours—4 Semester Credits)

GD206 MICROSOFT SKILLS

This course covers the fundamental techniques of the Microsoft Office Suite. Students will be introduced to Word, PowerPoint, and Excel. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

GD207 ADVANCED MULTIMEDIA AND ANIMATION

This course is a continuation of Multimedia and Animation. Students design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, and animation. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

GD208 DESIGN AND PRESENTATION DEVELOPMENT

This course is designed to integrate the knowledge and skills previously learned in the program. The students develop, manage, and execute various projects from the initial design stage through prepress completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD209 SOCIAL MEDIA MANAGEMENT

In this course, students will learn to plan and execute a professional social media campaign using several online outlets. (12 Lecture Hours/7 Laboratory Hours—1 Semester Credit)

GD210 ADVERTISING ART PORTFOLIO

In this course, students prepare a professional portfolio of graphic design pieces and also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD211 ADVANCED MULTIMEDIA, ANIMATION, AND EXPERIENCE DESIGN

This course is a continuation of GD133 Multimedia, Animation, and Experience Design. Students design and publish functional, professional-looking multimedia presentations that incorporate text, graphics, video, and animation. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

GD212 SOCIAL MEDIA MANAGEMENT

In this course, students will learn to plan, execute, measure, and evaluate a professional social media campaign using several online outlets. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

GS200 PRINCIPLES OF ECONOMICS

In this course, students study macroeconomic and microeconomic concepts. Topics considered include the method of economics, supply and demand, the price mechanism, money and the American banking system, national output and national income, monetary and fiscal policies, the problems resulting from economic progress, and today's economic systems. (60 Lecture Hours/0 Laboratory Hours—4 Semester Credits)

GS201 INTRODUCTION TO PSYCHOLOGY

This course provides a study of the basic topics in classic psychology. Included are principles of learning, memory, personality, perception, child development, mental health, and human relations. (60 Lecture Hours/0 Laboratory Hours—4 Semester Credits)

GS202 PHYSICAL GEOGRAPHY

This course, aimed at developing an understanding of the physical environment, presents a study of the basic physical elements of geography. (60 Lecture Hours/0 Laboratory Hours—4 Semester Credits)

GS203 SOCIOLOGY

This course provides the students with a basic understanding of group dynamics and explores leadership and dispute resolution in a group setting. The students develop a knowledge of the skills necessary for functioning and working effectively in a group context. (30 Lecture Hours/10 Laboratory Hours—2 Semester Credits)

GS204 PRINCIPLES OF ECONOMICS

In this course, students study macroeconomic and microeconomic concepts. Topics considered include the method of economics, supply and demand, the price mechanism, money and the American banking system, national output and national income, monetary and fiscal policies, the problems resulting from economic progress, and today's economic systems. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

GS205 PHYSICAL GEOGRAPHY

This course, aimed at developing an understanding of the physical environment, presents a study of the basic physical elements of geography. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

GS206 INTRODUCTION TO PSYCHOLOGY

This course provides a study of the basic topics in classic psychology. Included are principles of learning, memory, personality, perception, child development, mental health, and human relations. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

GS207 QUANTITATIVE PRINCIPLES

This course is designed to develop mathematical reasoning skills through interpreting formulas, graphs, and schematics; displaying real-world situations symbolically, numerically, and verbally; and utilizing algebraic, geometric, and statistical models to solve problems. (33 Lecture Hours/24 Laboratory Hours—3 Semester Credits)

HP101 INTRODUCTION TO THE HOTEL INDUSTRY

This course gives students an overview of the lodging industry yesterday and today. Career opportunities in the hospitality field are highlighted, and students study hospitality terminology, front office operations, and customer service. (40 Clock Hours—2 Semester Credits)

HP101 INTRODUCTION TO THE TRAVEL AND HOTEL INDUSTRY (1992-1993)

HP101 INTRODUCTION TO THE TRAVEL AND HOTEL INDUSTRIES

This course provides an historical overview of the travel and hotel industries. Career opportunities in the travel and hospitality fields are highlighted, and students study terminology, front office operations, and customer service. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

HP101 INTRODUCTION TO TRAVEL AND HOSPITALITY

This course covers the history, scope, and function of the travel and hospitality industries. It provides students with an understanding of and skills in constructing itineraries; utilizing the Official Airlines Guide (OAG) reference material; handling hotel, motel, and resort reservations; arranging cruises; and booking tours and car rentals. Students learn about geographic destinations, sales techniques, and the technical and personal skills needed in the travel and hospitality fields. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

HP102 SCHEDULING RESERVATIONS, TRIP PLANNING, AND TERMINOLOGY

In this course students learn to use five of the most widely used reference manuals to find information about major hotels throughout the world. (10 Lecture Hours/10 Laboratory Hours—1 Semester Credit)

HP102 SCHEDULING RESERVATIONS, TRIP PLANNING, AND TERMINOLOGY

(1991-1993)

In this course students learn to use five of the most widely used reference manuals to find information about major hotels throughout the world. (40 Clock Hours—2 Semester Credits)

HP103 FRONT/BACK OFFICE OPERATIONS

This course teaches the principles of effective front and back office management. Emphasis is placed on the reservation, check-in/check-out procedures, and customer service. Accounting functions and administrative procedures are also reviewed. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

HP103 FRONT OFFICE MANAGEMENT

This course teaches principles of effective hotel front office management. Emphasis is placed on the reservation process, registration, room assignment, room rates, the room rack,

communications systems, and accounts receivable. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

HP104 EVENT PLANNING

This course provides an overview of the competencies required of a professional event coordinator. Students examine the full event planning process from early conceptualization, sourcing, and contracting to last-minute details and follow-ups. At the end of this course students should be able to create event experiences that serve the needs of the client or host and fulfill the expectations of the guest or attendee. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

HP104 FOOD AND BEVERAGE OPERATIONS

This course introduces the students to the role of food and beverage services in the hospitality industry. The course concentrates on such departments as food production, food service, beverage operations, and banquet operations. (20 Lecture Hours/0 Laboratory Hours—1 Semester Credit)

HP105 SALES AND MARKETING FOR HOSPITALITY AND TRAVEL

This course emphasizes marketing and sales in the hospitality and travel industries. It includes defining the tourism product; psychology of the traveler; market research; corporate image development; and effective advertising, publicity, and promotion. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

HP105 SALES & MARKETING FOR THE HOSPITALITY INDUSTRY

This course teaches the theory of marketing and sales in the hospitality industry. It includes the study of defining the tourism product; psychology of the traveler; market research; corporate image development; and effective advertising, publicity, and promotion. (40 Clock Hours—2 Semester Credits)

HP105 SALES AND MARKETING FOR TRAVEL AND HOSPITALITY

In this course, students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

HP106 FOOD AND BEVERAGE MANAGEMENT

This course introduces students to the role of food and beverage services in the hospitality industry. The course concentrates on such departments as food production, food service, beverage operations, and banquet/catering operations. Convention and meeting planning and arranging are also addressed as part of this course. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

HP107 GUEST RELATIONS MANAGEMENT

This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

HP108 FRONT/BACK OFFICE OPERATIONS

This course teaches the principles of effective front and back office management. Emphasis is placed on the reservation, check-in/check-out procedures, and customer service. Accounting functions and administrative procedures are also reviewed. Students complete a computerized front office simulation. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

HP109 CONVENTION MANAGEMENT

This course is designed to provide students with an overview of the meeting planning/convention management industry. The course explores marketing meetings and conventions, selling conventions, and anticipating the needs of meeting planners. (20 Lecture Hours/0 Laboratory Hours—1 Semester Credit)

HP110 GUEST RELATIONS MANAGEMENT

This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

HP115 HOTEL OPERATIONS AND ADMINISTRATION

This course teaches the principles of effective office procedures. Emphasis is placed on the reservation, check in/check out procedures, and customer service. Accounting functions, administrative procedures, factors that affect the price of a room, and meal plans are discussed. (30 Lecture Hours/10 Laboratory Hours—2 Semester Credits)

HP201 HOTEL COMPUTER AUTOMATION

HP201 HOTEL COMPUTER AUTOMATION I (1991-1992)

This course introduces the fundamentals of hotel computer automation using a simulated reservation system. Emphasis is placed on accessing client information, determining room availability, entering reservations, posting room charges, and generating final billing. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

HP202 HOTEL COMPUTER AUTOMATION II

This course is a continuation of HP201. The course provides students with additional hands-on experience using the simulated reservation system introduced in the beginning course. (20 Clock Hours—1 Semester Credit)

HP203 BACK OFFICE MANAGEMENT

This course continues the study of office management in the hospitality industry, focusing on back office activities. Topics include credit and credit procedures, the city ledger, audit procedures and reports, and hotel statistics. (10 Lecture Hours/10 Laboratory Hours—1 Semester Credit)

HP250-W EXTERNSHIP

This eight-week externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in local hotels, travel agencies, or other businesses in the travel and hospitality field. (160 Clock Hours—3 Semester Credits)

HP250 TRAVEL/HOSPITALITY EXTERNSHIP (1992-1995)

HP251 TRAVEL/HOSPITALITY EXTERNSHIP

This externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in hotels, travel agencies, and other businesses in the travel and hospitality fields. Externship experiences are supervised and evaluated by personnel at the extern site and by King's College faculty. (0 Lecture Hours/0 Laboratory Hours/320 Externship Hours—7 Semester Credits)

MD101 MEDICAL TERMINOLOGY (1990-1991)

Students study the language of medicine through an investigation of the structure and formation of medical terms. The students develop a basic knowledge of how complex medical terms are formed from Latin and Greek word parts. Emphasis is placed on achieving a spoken and written command of medical terminology. (60 Clock Hours—4 Semester Credits)

MD101 MEDICAL TERMINOLOGY

This course is designed for the medical assisting students to develop a basic knowledge of how complex medical terms are formed from Latin and Greek word parts utilizing root words, prefixes, and suffixes. Emphasis is placed on spelling and pronunciation of medical terms. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

MD102 MEDICAL ADMINISTRATIVE PROCEDURES

In this course the students are introduced to a competency-based approach to learning the principles of management applied in a modern medical facility. Competencies include appointment scheduling, telephone triage, medical records management, and pegboard concepts. (30 Lecture Hours/10 Laboratory Hours—2 Semester Credits)

MD102 MEDICAL OFFICE PROCEDURES I

This course is an introduction to the functions and practices of the modern medical office (hospital, clinic, or private practice) along with the communication skills necessary to function within this office. Emphasis is placed on developing the students' secretarial/administrative knowledge. Various office duties are discussed, demonstrated, and practiced, and students are introduced to formatting and typing medical forms. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

MD103 CLINICAL I

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or technologist in the medical facility. Procedures covered include OSHA rules and regulations, vital signs, medical/surgical asepsis, and the preparation of the patient for examination. (60 Lecture Hours/20 Laboratory Hours—4 Semester Credits)

MD103 MEDICAL ASSISTING PROCEDURES I

Medical Assisting Procedures is designed to be a practical exploration of clinical procedures

utilized in a physician's office. Emphasis is placed on both the theory behind and the practical application of these procedures. The lab class requires application of the procedures studied in the lecture class. (140 Clock Hours—7 Semester Credits)

MD104 INTRODUCTION TO HEALTH CARE

This course is designed for the medical assisting students to develop basic knowledge of health care systems and specialty areas. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

MD104 LABORATORY PROCEDURES I (1991-1992)

Students study the basic theories of routine medical office laboratory procedures in areas such as urinalysis, venipuncture, and blood banking. The laboratory class requires application of the procedures studied in the lecture class. (80 Clock Hours—4 Semester Credits)

MD104 LABORATORY PROCEDURES I

Students study the basic theories of routine medical office laboratory procedures in areas such as urinalysis, venipuncture, and blood banking. The laboratory class requires application of the procedures studied in the lecture class. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

MD104 MEDICAL ASSISTING PROCEDURES II

Students study the basic theories of routine medical office laboratory procedures in areas such as urinalysis, blood counts, chemistry, microbiology, etc. The laboratory class requires application of the procedures studied in the lecture class. (140 Clock Hours—7 Semester Credits)

MD105 MEDICAL MACHINE TRANSCRIPTION

This course is designed for the medical assisting students to learn how to operate dictation equipment and apply medical terminology and formatting techniques in the production of various kinds of documents such as mailable letters, histories and physicals, and x-ray and operative reports. Emphasis is placed on spelling and proofreading skills. (10 Lecture Hours/10 Laboratory Hours—1 Semester Credit)

MD105 MEDICAL MACHINE TRANSCRIPTION I (1990-1993)

This is a basic course in which students develop competency in transcribing from machine dictation, in using language arts, and in formatting office papers. (20 Clock Hours—1 Semester Credit)

MD106 CLINICAL PROCEDURES I

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, documentation and charting, vital signs, and the preparation of the patient for examination. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

MD106 INSURANCE CLAIMS PROCESSING

This course is designed to provide students with a firm foundation in the knowledge necessary to code and file claims. Students gain a basic understanding of the various kinds of insurance plans and policies, the actions required for dealing with denied and unpaid claims, how to post

insurance payments to patients' accounts, and prior authorization certification. (10 Lecture Hours/10 Laboratory Hours—1 Semester Credit)

MD106 MEDICAL MACHINE TRANSCRIPTION II

This is an intermediate course in which students develop competency in transcribing from machine dictation using medical terminology and correct medical formatting. (20 Clock Hours—1 Semester Credit)

MD107 MEDICAL ADMINISTRATIVE PROCEDURES I

In this course the students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

MD107 MEDICAL MACHINE TRANSCRIPTION III

This is an advanced course in which students further develop competency in transcribing from machine dictation using medical terminology. Students transcribe medical data, such as histories and physicals, x-ray reports, consultant's reports, etc., using proper medical record format. (20 Clock Hours—1 Semester Credit)

MD107 MEDICAL OFFICE COMPUTER SIMULATION

This course involves practical applications of principles learned in Medical Office Procedures II by utilizing a "hands-on" simulation of computer activities in a medical office. Students complete exercises involving patient demographics, patient billing, collections, banking, and insurance claim processing. (10 Lecture Hours/10 Laboratory Hours—1 Semester Credit)

MD108 CLINICAL PROCEDURES II

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and the preparation for specialty examinations. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

MD109 HUMAN RELATIONS (1990-1992)

MD109 MEDICAL HUMAN RELATIONS

This course assists the students in attaining a better understanding of human behavior. Basic psychological principles of self-understanding and interpersonal relationship skills are studied. Situations specific to a medical setting are discussed. (20 Lecture Hours/0 Laboratory Hours—1 Semester Credit)

MD109 PSYCHOLOGY FOR HEALTH CARE PROFESSIONALS

This course is designed for the medical assisting students to learn the basic principles of psychology in order to provide an understanding of patient behavior and management as it relates to the medical facility. Areas discussed include therapeutic communication, theories of hierarchy, time management, cultural diversity, and professionalism. (20 Lecture Hours/0 Laboratory Hours—1 Semester Credit)

MD110 ANATOMY AND PHYSIOLOGY (1990-1991)

In this course students study the gross and microscopic structures of the human body. The body systems are studied in terms of their anatomy, their physiology, and the disease processes. (60 Clock Hours—4 Semester Credits)

MD110 ANATOMY AND PHYSIOLOGY I (1991-1992)

This course is an introduction to the study of the gross and microscopic structures of the human body. The body systems are studied in terms of their anatomy, their physiology, and the disease processes. (20 Clock Hours—1 Semester Credit)

MD110 HUMAN ANATOMY AND PHYSIOLOGY I (1992-1998)

MD110 ANATOMY AND PHYSIOLOGY I

This course is designed to introduce the medical assisting students to basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions. Body systems studied include digestive, urinary, female and male reproductive, nervous, cardiovascular, and respiratory. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

MD111 MEDICAL ADMINISTRATIVE PROCEDURES II

This course is designed to continue the development of medical administrative procedures. Competencies include bookkeeping, facility management, medical machine transcription, and use of the pegboard system. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

MD111 MEDICAL TERMINOLOGY APPLICATIONS

This course applies the medical terminology principles learned in Medical Terminology to pharmacology, medical insurance claim processing, and insurance coding for diagnoses, medical services, and procedures. Emphasis is placed on pronunciation, spelling, and utilization of resource materials in practical application exercises. (10 Lecture Hours/10 Laboratory Hours—1 Semester Credit)

MD111 MEDICAL TERMINOLOGY II

In this course, which is a continuation of MD101, students continue to apply medical terminology in order to gain spoken and written competence in common medical terms. (20 Clock Hours—1 Semester Credit)

MD112 PHARMACOLOGY

This course is designed to provide the medical assisting students with knowledge of the principles of pharmacology. Topics to be discussed include the calculation and dosage of medications, drug legislation, drug classifications and actions, and administration of medications. The students are also introduced to the preparation and translation of prescriptions while using drug reference resources. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

MD112 PHARMACOLOGY AND CODING

This course applied the medical terminology principles to the study of drug names, classifications, actions, and insurance coding for diagnoses, services, and procedures. Emphasis is placed on pronunciation, spelling, and utilization of resource materials in practical application exercises. (10 Lecture Hours/10 Laboratory Hours—1 Semester Credit)

MD113 CLINICAL II (1991-1992)

This course is a continuation of MD103. Students continue learning clinical procedures routinely performed in a physician's office. Students have the opportunity to apply those procedures in the lab portion of the class. Continued study includes OB/Gyn, pediatrics, pharmacology, and CPR certification. (80 Clock Hours—4 Semester Credits)

MD113 CLINICAL II

This course is a continuation of MD103. Students continue learning clinical procedures routinely performed in a physician's office. Students have the opportunity to apply those procedures in the lab portion of the class. Continued study includes OB/GYN, pediatrics, pharmacology, and CPR certification. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

MD113 MEDICAL INSURANCE

This course provides the students with knowledge of the basic fundamentals of ICD-9 and CPT coding, managed-care contracts, reimbursement procedures, and insurance referrals for the health care industry. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

MD114 LABORATORY PROCEDURES II (1991-1992)

This course is a continuation of MD104 in which students continue studying basic laboratory procedures and applying them in the lab portion of the class. Areas covered include hematology and blood chemistry and microbiology and disease. (40 Clock Hours—2 Semester Credits)

MD114 LABORATORY PROCEDURES II

This course is a continuation of MD104 in which students continue studying basic laboratory procedures and applying them in the lab portion of the class. Areas covered include hematology and blood chemistry and microbiology and disease. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

MD114 MEDICAL INSURANCE

This course provides the students with knowledge of the basic fundamentals of ICD-9 and CPT coding, managed care contracts, reimbursement procedures, and insurance referrals for the health care industry. (20 Lecture Hours/0 Laboratory Hours—1 Semester Credit)

MD115 MEDICAL OFFICE PROCEDURES II

This course builds on the knowledge learned in Medical Office Procedures I, offering greater depth and details of the medical office administrative duties. Included are accounts payable and accounts receivable. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

MD115 MEDICAL OFFICE SYSTEMS

This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

MD116 LABORATORY PROCEDURES (1995-1998)**MD116 MEDICAL LABORATORY PROCEDURES**

This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA 88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy. (60 Lecture Hours/20 Laboratory Hours—4 Semester Credits)

MD117 MEDICAL LABORATORY PROCEDURES

This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA '88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

MD118 CLINICAL II

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or technologist with the following procedures: EKG, minor surgery and instrumentation, administration of medication, and the preparation of specialty examinations in areas such as OB/GYN and pediatrics. (60 Lecture Hours/20 Laboratory Hours—4 Semester Credits)

MD119 CLINICAL PROCEDURES III

In this course, the medical assisting student continues the development of skills learned in Clinical Procedures I, Clinical Procedures II, and Medical Laboratory Procedures. Additional skills and procedures presented include CPR, first aid, EKGs, and preparation for specialty examinations. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

MD120 ANATOMY AND PHYSIOLOGY II (1991-1992)

This course is a continuation of the study of the body systems, anatomy, physiology, and disease processes introduced in MD110. (40 Clock Hours—2 Semester Credits)

MD120 HUMAN ANATOMY AND PHYSIOLOGY II (1992-1998)

MD120 ANATOMY AND PHYSIOLOGY II

This course is a continuation of the study of the body structures. The principles of biological and physical sciences that contribute to an understanding of the human body processes are studied. Systems covered include blood, lymphatic and immune, musculoskeletal, skin, sense organs, and endocrine. Other topics covered include oncology and psychology. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

MD121 ANATOMY AND PHYSIOLOGY I

This course is designed to introduce the medical assisting students to basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions. Body systems studied include musculoskeletal, digestive, urinary, female and male reproductive, nervous, skin, and sense organs. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

MD122 CLINICAL PROCEDURES III

In this course the medical assisting students continue the development of skills learned in MD106 Clinical Procedures I and MD108 Clinical Procedures II. Additional skills and

procedures include emergency preparedness, EKGs, and preparation for specialty examinations. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

MD123 MEDICAL ADMINISTRATIVE PROCEDURES I

In this course, the medical assisting students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

MD124 CLINICAL PROCEDURES II

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and the preparation for specialty examinations. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

MD125 CLINICAL PROCEDURES III

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: EKGs, fecal occult blood, and preparation for specialty examinations, including pediatrics and gynecology. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

MD126 MEDICAL ADMINISTRATIVE PROCEDURES II

This course is designed to continue the development of student competency in medical assisting administrative functions. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

MD127 ANATOMY AND PHYSIOLOGY II

This course is a continuation of the study of the body structures. The principles of biological and physical sciences that contribute to an understanding of the human body processes are studied. Systems covered include cardiovascular, respiratory, blood, lymphatic and immune, and endocrine. Other topics covered include oncology and psychology. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

MD128 MEDICAL LABORATORY PROCEDURES

This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA '88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

MD129 MEDICAL ADMINISTRATIVE PROCEDURES II

This course is designed to continue the development of student competency in medical assisting administrative functions. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

MD130 MEDICAL OFFICE SYSTEMS

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

procedures. Students also learn to dictate progress notes. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

MD203 MEDICAL OFFICE PROCEDURES II

This course builds on the knowledge learned in Medical Office Procedures I, offering greater depth and details of the medical office administrative duties. Included are accounts payable and accounts receivable. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

MD204 MEDICAL LAW AND ETHICS

This course is designed to give the students a working knowledge of medical ethics and of federal and state laws regulating medical practices today. Information covered includes laws pertinent to the medical facility and major ethical issues and their impact on society. (20 Lecture Hours/0 Laboratory Hours—1 Semester Credit)

MD205 MEDICAL ASSISTING EXTERNSHIP (1990-1992)

This practicum provides the medical assisting students with experience in a physician's office or clinic. The students are supervised and evaluated for work performance in both clinical and administrative areas. (240 Clock Hours—5 Semester Credits)

MD205 MEDICAL ASSISTING EXTERNSHIP (1992-1998)

MD205 MEDICAL EXTERNSHIP (1998-2012)

This unpaid externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas. (0 Lecture Hours/0 Laboratory Hours/320 Externship Hours—7 Semester Credits)

MD206 MEDICAL EXTERNSHIP (2012-2018)

This unpaid externship provides the students with practical on-the-job medical assisting experience in a medical facility. The unpaid externship experience is a combination of both performance and observation. The students are supervised and evaluated by personnel at the extern site and by King's College faculty for work performed in both the administrative and clinical areas. (0 Lecture Hours/0 Laboratory Hours/270 Externship Hours—6 Semester Credits)

MD207 CMA REVIEW

This course is designed to present a comprehensive review, for the medical assisting student, of the courses covering medical administration, laboratory, and clinical topics in preparation for the Certified Medical Assisting examination. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

NW200 LINUX ADMINISTRATION

In this course, students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, services, and system hardware. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

NW201 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS

In this course, students learn to implement, administer, and troubleshoot information systems that incorporate Microsoft operating systems. Topics include installing, configuring, monitoring, and securing resources. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

NW202 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS

In this course, students learn to implement, administer, and troubleshoot information systems that incorporate Active Directory Domain Controllers, member servers, and workstations. Topics include installing, configuring, monitoring, and securing resources. (22 Lecture Hours/35 Laboratory Hours—2 Semester Credits)

NW203 MANAGING A MICROSOFT NETWORK ENVIRONMENT

In this course, students learn to administer, support, and troubleshoot enterprise network environments. Topics include managing permissions for resources such as printer shares, file shares, and remote access. (45 Lecture Hours/31 Laboratory Hours—4 Semester Credits)

NW204 DESIGNING SECURITY FOR A MICROSOFT NETWORK

This course teaches students the skills required to analyze the business requirements for security and to design a security solution. Topics include audit policies, encryption, authentication, and controlling access to resources. Students will create disaster recovery documents to replace a network. (45 Lecture Hours/31 Laboratory Hours—4 Semester Credits)

NW205 LINUX ADMINISTRATION

In this course, students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, services, and system hardware. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

NW206 MANAGING A MICROSOFT NETWORK ENVIRONMENT

In this course, students learn to administer, support, and troubleshoot enterprise network environments. Topics include managing permissions for resources such as printer shares, file shares, and remote access. (16 Lecture Hours/60 Laboratory Hours—2 Semester Credits)

NW207 DESIGNING SECURITY FOR A MICROSOFT NETWORK

This course teaches students the skills required to analyze the business requirements for security and to design a security solution. Topics include audit policies, encryption, authentication, and controlling access to resources. Students will create disaster recovery documents to replace a network. (16 Lecture Hours/60 Laboratory Hours—2 Semester Credits)

OT101 RECORDS MANAGEMENT

This course is designed to provide instruction in the alphabetic system of filing. An introduction to numeric, subject, and geographic systems of filing is also provided. Students learn about the information processing cycle and the important role filing plays within this cycle. (20 Clock Hours—1 Semester Credit)

OT102 MICROCOMPUTER OPERATIONS

This course is an introduction to information processing applications. It provides the students with “hands-on” experience in utilizing the microcomputer disk operating system and word processing, spreadsheet, and database management application software. (40 Clock Hours—2 Semester Credits)

OT103 MICROCOMPUTER OPERATIONS I

This course is an introduction to information processing applications. It provides the students with “hands-on” experience in utilizing the microcomputer disk operating system and word processing, spreadsheet, and database management application software. (20 Clock Hours—1 Semester Credit)

OT104 MICROCOMPUTER OPERATIONS II

This course is a continuation of OT103. Students continue to explore the capabilities of word processing, spreadsheet, and database management application software. (20 Clock Hours—1 Semester Credit)

OT109 WORD PROCESSING—CORE

This course provides information and training on the use of microcomputer software for word processing. Students will use a word processing software package to produce a variety of documents from various application exercises. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT110 WORD PROCESSING (1990-2001)

OT110 WORD PROCESSING—CORE

This course provides information and training on the use of microcomputer software for word processing. The students use a word processing software package to produce a variety of documents from various application exercises. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT111 PRESENTATION DESIGN AND DEVELOPMENT

In this course, students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT111 WORD PROCESSING I

This course provides information and training on the use of microcomputer software for word processing. The students use WordPerfect software to produce a variety of documents from various application exercises. (20 Clock Hours—1 Semester Credit)

OT112 WORD PROCESSING II

This is a continuation of Word Processing I. In this course students learn and apply advanced word processing functions to create a variety of mailable documents. (20 Clock Hours—1 Semester Credit)

OT113 PRESENTATION DESIGN AND DEVELOPMENT

In this course, students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT115 MEDICAL WORD PROCESSING

This course is designed to provide students with the basic concepts and skills in word processing with “hands on” experience utilizing a microcomputer. (10 Lecture Hours/10 Laboratory Hours—1 Semester Credit)

OT116 ELECTRONIC SPREADSHEETS

This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT116 WORD PROCESSING FOR ACCOUNTING

This course is designed to provide students with the basic concepts and skills in word processing with “hands on” experience utilizing a microcomputer. (25 Clock Hours—1 Semester Credit)

OT117 WORD PROCESSING

This course provides information and training on the use of microcomputer software for word processing. The students produce a variety of documents from various application exercises. (10 Lecture Hours/10 Laboratory Hours—1 Semester Credit)

OT118 ELECTRONIC SPREADSHEETS

This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT120 BUSINESS ORGANIZATION

In this course the students are introduced to the basic functions of business, the legal forms of business ownership, and the internal organization and structure of business. Government regulation of business, labor-management relations, and business strategies are also discussed. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

OT121 INTRODUCTION TO DATABASE MANAGEMENT

In this course, students learn the basic principles of filing using the ARMA-recommended unit-by-unit method and are introduced to a relational database management system. They learn to use database commands to build and modify tables and forms and to create reports. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT122 DATABASE MANAGEMENT

Using database management software, students learn to use the computer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT123 INTRODUCTION TO DATABASE MANAGEMENT

In this course, students learn the basic principles of filing using the ARMA-recommended unit-by-unit method and are introduced to a relational database management system. They learn to use database commands to build and modify tables and forms and to create reports. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT124 DATABASE MANAGEMENT

Using database management software, students continue to learn to use the computer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT125 COMPUTER GRAPHICS

This course focuses on the design techniques that can make full use of computer software. Students learn computer graphics terminology and procedures common to computer graphics applications and create graphic designs for a variety of visual communications. (20 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

OT130 LEGAL COMPUTER APPLICATIONS

This course provides the students with the essential background and knowledge they need to understand computer technology and applications. The course examines how computers are utilized in law offices, as well as hardware and software. Special attention is given to time management software and billing software. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

OT201 COMPUTER SIMULATION

In this course students complete word processing activities that require them to exercise judgment, work independently, and demonstrate effective, efficient office technological skills. (40 Clock Hours—2 Semester Credits)

OT205 WORD PROCESSING—EXPERT

In this course, students are introduced to desktop publishing concepts and advanced word processing features. Students learn terminology and advanced formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT206 WORD PROCESSING—EXPERT

In this course, students are introduced to desktop publishing concepts and advanced word processing features. Students learn terminology and advanced formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT208 BUSINESS COMPUTER GRAPHICS

This course introduces the students to business graphics as demonstrated through the use of the Harvard Graphics package and others. The students learn to use graphics software packages to produce charts and graphs. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT209 ADVANCED ELECTRONIC SPREADSHEETS

This course provides instruction in advanced spreadsheet operations. Working with multiple worksheets and files, creating charts and maps, enhancing charts and worksheets, and using database applications are covered. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT210 DATA ANALYSIS

This course provides clear, step-by-step instruction in the integration of various computer software applications. The need to extract useful decision-making information from data collections is emphasized through computerized activities. The students learn to arrange, present, and interpret data in a realistic business context. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT211 BUSINESS ORGANIZATION

In this course, the students are introduced to the basic functions of business, the legal forms of business ownership, and the internal organization and structure of business. Government regulation of business, labor management relations, and business strategies are also discussed. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

OT212 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS

This course provides instruction in advanced spreadsheet operations and electronic communications. Working with multiple worksheets and files, using database applications, and integrating electronic communications tasks are covered. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT213 CONCEPTS OF DESKTOP PUBLISHING

In this course, students are introduced to desktop publishing. Students learn terminology and formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT214 DESKTOP PUBLISHING

In this course, students are introduced to desktop publishing concepts, systems, hardware, and software with specific instruction in one desktop publishing program. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

OT215 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS

This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic communications are covered. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT215 DESKTOP PUBLISHING AND ELECTRONIC DESIGN

In this course, students master electronic page layout by completing advanced desktop publishing applications. Projects require the students to use graphics and/or text imported from other application programs to create original pieces. (20 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

OT215 DESKTOP PUBLISHING AND ELECTRONIC DESIGN

In this course, students master electronic page layout by completing advanced desktop publishing applications. Projects require the students to use graphics and/or text imported from other application programs to create original pieces. (20 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

OT216 BASIC WEB PAGE DEVELOPMENT

In this course students learn basic design principles and learn to use web authoring software to create and enhance Web pages with links, graphics, tables, frames, and “form applications.” (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

OT217 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS

OT217 ADVANCED ELECTRONIC SPREADSHEETS (2012-2013)

This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic communications are covered. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT218 DATA ANALYSIS

This course provides clear, step-by-step instruction in the integration of various computer software applications. The need to extract useful decision-making information from data collections is emphasized through computerized activities. The students learn to arrange, present, and interpret data in a realistic business context. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT219 BUSINESS LAW

In this course, students develop an understanding of contracts, negotiable instruments, wills, trusts, insurance, real and personal property, bailments, bankruptcy, forms of business ownership, labor and employment laws, and court procedures. The course also explores occupational safety and health topics, such as the Health Insurance Portability and Accountability Act (HIPAA) and the Occupational Safety and Health Administration (OSHA). (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

OT220 ELECTRONIC OFFICE SYSTEMS

In this course, students study an extensive overview of software concepts and how they work together in an information technology environment. Applications, concepts, procedures, and systems in business and other segments of society are explored. (30 Lecture Hours/10 Laboratory Hours—2 Semester Credits)

OT221 COMPUTER SYSTEMS

In this course, students study an overview of computer topics including basic concepts of both hardware and software. Basic understanding of networks and the Internet will be discussed as well

as various computer systems. Students also learn how computers affect society including current and future applications and uses of different types of computers. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

PD102 PROFESSIONAL DEVELOPMENT

This course is designed to prepare the students for making the transition from student to employee. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for completing job applications, participating in job interviews, and starting a successful new career. Students learn to analyze their job skills and needs and learn how to market and present those skills and needs to prospective employers in a professional manner. Effective time management techniques, as well as stress management techniques, are also introduced. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

PD103 PROFESSIONAL DEVELOPMENT

This course is designed to develop both personal and professional habits and attitudes necessary in making a successful transition from student to employee. Separate weekly sessions cover personal development and psychology, self-image, grooming, and goal setting. Job-oriented topics including applications, resumes, interviews, and employer-employee relations are also covered. (20 Clock Hours—1 Semester Credit)

PD103 PROFESSIONAL DEVELOPMENT FOR DESIGNERS

This course explores the appropriate techniques for making job applications and participating in job interviews in the design field. Additional topics for discussion include types of jobs, agencies, hiring practices, portfolios, resumes, salaries, networking, freelancing, and ethics. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

PD104 PROFESSIONAL DEVELOPMENT

This course is designed to develop professional habits and attitudes necessary in making a successful transition from student to employee. The course stresses job-oriented topics including applications, resumes, job interviews, and employer-employee relations. (35 Clock Hours—2 Semester Credits)

PD108 HUMAN RELATIONS IN THE WORKPLACE

This course emphasizes the importance of the development of proper attitude in the workplace. The course also covers self-image, motivation, conflict management, team building, and improvement of interpersonal skills. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

PD110 HUMAN RELATIONS AND MOTIVATION

An understanding of human relations is of utmost importance in the “people business” of retailing. This course explores human relations concepts such as adapting to change, resolving conflict, problem solving, decision making, and group interaction. (20 Clock Hours—1 Semester Credit)

PL100 INTRODUCTION TO LAW AND THE LEGAL SYSTEM

This course provides a general perspective of the legal system and exposes the students to the

operating structures and terminology of law. The students are introduced to the variety of functions and roles of the paralegal within the legal system. Discussion also focuses on the ethics of the profession in accordance with principles of the American Bar Association. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

PL101 BUSINESS LAW

PL101 BUSINESS LAW I

This course is designed to teach students the legal concepts dealing with all aspects of substantive business law; it is meant to expand their awareness of legal rights in business transactions. Students learn the meaning and proper usage of legal terminology as applied to business transactions. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

PL102 BUSINESS LAW II

This course is a continuation of Business Law I. It is designed to teach students the legal concepts dealing with substantive business law. Students learn the laws dealing with commercial paper, agency and employment, and property—real and personal. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

PL103 INTRODUCTION TO LAW AND THE LEGAL SYSTEM

This course provides a detailed overview of the American legal system: its structures, its substance, and its terminology. The nature and function of the legal process as well as the roles of the paralegal and legal secretary are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association. (80 Lecture Hours/0 Laboratory Hours—5 Semester Credits)

PL105 INTRODUCTION TO LAW AND THE LEGAL SYSTEM

This course provides a detailed overview of the American legal system: its structures, its substance, and its terminology. The nature and function of the legal process as well as the roles of the paralegal and legal administrative assistant are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

PL110 BUSINESS ORGANIZATIONS

Students gain understanding of the various forms of business ownership, such as sole proprietorships, partnerships, limited partnerships, corporations, and S corporations. Laws and concepts relating to these entities are explained, and students are required to draft documents and forms utilized by these entities. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

PL111 LITIGATION

This course offers a basic understanding of civil litigation and the functions and operations of the state and federal court systems. Students learn the basic principles of pleadings, discovery, motions, court orders, and judgments. Drafting of the necessary litigation documents is emphasized. (40 Lecture Hours—2 Semester Credits)

PL115 CIVIL PROCEDURE

This course provides the students with detailed overviews of the major forms for the process of dispute resolution: civil procedure and administrative procedure, as well as the process of constitutional adjudication. The focus is on (1) the evolution and development of procedural rules; (2) broader jurisprudential questions concerning the nature of litigation, due process, and constitutional adjudication of public values; and (3) detailed exploration of actual cases to provide vivid litigation experience. The emphasis in this course is on the legal procedures to which substantive legal rules are applied. (40 Lecture Hours—2 Semester Credits)

PL116 CIVIL LITIGATION AND PROCEDURE

This course offers a basic understanding of the process of civil litigation, the rules of civil procedure, and the functions and operations of the state and federal court systems. Students learn the basic principles and rules that regulate civil pleadings, pre-trial discovery, motions, court orders, and judgments. Drafting litigation documents using the correct application of the rules of civil procedure is emphasized. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

PL120 LEGAL RESEARCH

This course provides students with a working knowledge of the major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and researching and analyzing case law. The importance of finding documentation for these areas of law, such as digests, treatises, and related material, is emphasized. (55 Lecture Hours/0 Laboratory Hours—3 Semester Credits)

PL121 CLIENT INTERVIEW AND COMMUNICATION SKILLS

The focus of this course is on learning techniques that can be used to become an effective interviewer and communicator when dealing with clients. Students have the opportunity to practice the techniques and to give and receive constructive feedback. (12 Lecture Hours/7 Laboratory Hours—1 Semester Credit)

PL122 LEGAL RESEARCH AND LEGAL WRITING I

This course provides the students with a working knowledge of the major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and to researching and analyzing case law. This course lays the foundation for the intensive case analysis and research that are to follow in Legal Research and Legal Writing II. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

PL123 LEGAL RESEARCH AND LEGAL WRITING I

This course provides the students with a working knowledge of the major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and to researching and analyzing case law. This course lays the foundation for the intensive case analysis and research that are to follow in PL125 Legal Research and Legal Writing II. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

PL124 LEGAL RESEARCH AND LEGAL WRITING II

This course is designed to familiarize students with the legal system and the sources of law generated by each branch of government. The course should enable students to undertake, with

the supervision of an attorney, research assignments in which they research and write memorandums, briefs, and other legal documents, while accurately citing research sources. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

PL125 LEGAL RESEARCH AND LEGAL WRITING II

This course is designed to familiarize students with the legal system and the sources of law generated by each branch of government. The course should enable students to undertake, with the supervision of an attorney, research assignments in which they research and write memoranda, briefs, and other legal documents, while accurately citing research sources. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

PL126 ETHICS

This course provides the students with a clear understanding of the concepts and rules that govern the practice of legal ethics. Topics include the unauthorized practice of law, advocacy, the duty of confidentiality, conflicts of interest, advertising and solicitation, and competency. The major ethical codes applicable to legal assistants are analyzed. A conscious quest for professionalism is emphasized. (12 Lecture Hours/7 Laboratory Hours—1 Semester Credit)

PL130 TORT LAW

In this course, students become familiar with all aspects of tort law and the handling of civil cases. Topics include negligence, strict liability, product liability, intentional torts, and the various forms of damages. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

PL140 REAL ESTATE LAW

In this course, students study the law of real property and of common types of real estate transactions and conveyances, such as deeds, leases, mortgages, and contracts of sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

PL141 REAL ESTATE LAW

In this course, students study the law of real property and of common types of real estate transactions and conveyances, such as deeds, leases, mortgages, and contracts of sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures. (60 Lecture Hours/0 Laboratory Hours—4 Semester Credits)

PL142 REAL ESTATE LAW

In this course, students study the law of real property and of common types of real estate transactions and conveyances, such as deeds, leases, mortgages, and contracts of sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures. (24 Lecture Hours/33 Laboratory Hours—2 Semester Credits)

PL145 CONTRACTS

This course is designed to teach students the legal concepts of contract law. Students learn the basic requirements, performance, and remedies of a contract. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

PL150 CONTRACTS

This course focuses on common law contracts. Topics discussed include the nature and classification of contracts, agreement and consideration, capacity and legality, genuineness of assent and form, the rights of third parties to contracts, breach of contract, and warranties and product liability. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

PL200 ESTATE PLANNING AND ADMINISTRATION

This course provides a general overview of the basic laws relating to probate, wills, and estates. Students analyze estate, administrative, and fiduciary accounting principles and study the organizational and jurisdictional laws of the probate courts. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

PL201 DOMESTIC RELATIONS AND FAMILY LAW

In this course, students gain an understanding of the legal aspects of marriage, divorce, annulment, child custody and support, adoption, guardianship, and paternity. Students learn to handle client interviews and to draft necessary pleadings and other supporting documents. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

PL202 ADMINISTRATIVE LAW

This course provides students with information about administrative law and the function of administrative agencies on the state and federal levels. The focus is on the practical and theoretical approach to the rulemaking and adjudicatory powers of administrative agencies. (40 Clock Hours—2 Semester Credits)

PL202 BUSINESS LAW

In this course, students develop an understanding of contracts, negotiable instruments, wills, trusts, insurance, real and personal property, bailments, bankruptcy, forms of business ownership, labor law, and court procedures as they apply to business. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

PL203 ESTATE PLANNING AND ADMINISTRATION

This course provides a general overview of the basic laws relating to probate, wills, and estates. Students analyze estate, administrative, and fiduciary accounting principles and study the organizational and jurisdictional laws of the probate courts. (60 Lecture Hours/0 Laboratory Hours—4 Semester Credits)

PL204 BUSINESS ORGANIZATIONS

This course provides the students with an understanding of the various forms of business ownership, such as sole proprietorships, partnerships, limited partnerships, corporations, limited liability companies, and S corporations. Students study the laws and concepts relating to these entities and draft documents and forms utilized by the various entities. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

PL205 ESTATE PLANNING AND ADMINISTRATION

This course provides a general overview of the basic laws relating to probate, wills, and estates. Students analyze estate, administrative, and fiduciary accounting principles and study the

organizational and jurisdictional laws of the probate courts. (24 Lecture Hours/33 Laboratory Hours—2 Semester Credits)

PL210 LEGAL WRITING

This course is designed to provide the students with a working knowledge of the major techniques of legal writing. Emphasis is given to preparation of trial and appellate briefs, pleadings, leases, wills, interoffice memoranda, and other formal documents. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

PL211 LAW OFFICE MANAGEMENT

This course introduces the student to some of the basic concepts of managing a law office as a business. Students learn about how the various types of legal environments are organized and how to bill clients, set up client filing systems, keep accounting and timekeeping records for the business, and deal with personnel administration. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

PL220 CRIMINAL LAW

This course provides an understanding of the criminal justice system. It explores substantive and procedural aspects of criminal law and provides a working knowledge of the nature of various crimes, potential charges, and penalties. The students learn to prepare the necessary documents in order to assist and participate with the attorney in the administration of the criminal justice system. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

PL221 LEGAL ADMINISTRATIVE LAW

This course offers a basic understanding of the major areas of administrative law, including workers' compensation, unemployment security, Social Security, immigration, and bankruptcy. Students learn the basic principles and rules that apply to administrative law practice. Gaining familiarity with agency-mandated document formats and identification of relevant information are emphasized. (12 Lecture Hours/7 Laboratory Hours—1 Semester Credit)

PL222 CRIMINAL LAW

This course provides an understanding of the criminal justice system. It explores substantive and procedural aspects of criminal law and provides a working knowledge of the nature of various crimes, potential charges, and penalties. The students learn about documents and procedures in criminal cases in order to assist and participate with the attorney in the administration of the criminal justice system. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

PL223 PARALEGAL CAPSTONE COURSE

This course is taken in the academic term immediately preceding externship placement. The course requires the student to synthesize the specialized information and resources learned in all previously completed paralegal courses and to apply this knowledge to capstone activities. Hands-on work with proprietary court computer systems and software as well as gaining familiarity with courthouse and clerk of court operations are emphasized. (12 Lecture Hours/7 Laboratory Hours—1 Semester Credit)

PL230 LEGAL EXTERNSHIP (1992-1994)

This course provides the students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 135 hours of actual work experience. The students must submit written reports describing their experiences. The students are evaluated by their supervisor at the conclusion of the externship. The students are also required to compile and maintain a notebook of legal documents drafted by the student throughout their work experience. (0 Lecture Hours/0 Laboratory Hours/135 Externship Hours—3 Semester Credits)

PL235 LEGAL EXTERNSHIP

This course provides the students with an opportunity to gain supervised practical work experience in a legal environment through 270 hours of actual work experience. The students must submit written reports describing their experiences. The students are supervised and evaluated by personnel at the extern site and by King's College faculty. (0 Lecture Hours/0 Laboratory Hours/270 Externship Hours—6 Semester Credits)

RT101 PRINCIPLES OF RETAIL MERCHANDISING

This is an introductory course that provides the students with a broad overview of the entire apparel industry including manufacturing, wholesaling, and retailing. (40 Clock Hours—2 Semester Credits)

RT102 PRODUCT KNOWLEDGE I (1990-1991)

The key to retail sales with a profit is product knowledge. This course provides the students with a basic knowledge of several softline merchandise categories—juniors' and misses' apparel, children's wear, men's wear, jewelry, and accessories. (60 Clock Hours—4 Semester Credits)

RT102 PRODUCT KNOWLEDGE I

This course provides the students with an introduction to merchandising with special emphasis on jewelry, leather, footwear, handbags, hosiery, fashion accessories, children's wear, and women's wear. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

RT103 PRODUCT KNOWLEDGE II (1990-1991)

This course expands the concept of retail sales with a profit through knowledge of the product. Students learn this concept as it applies to the area of housewares, china, glass, silver, and furniture. (40 Clock Hours—2 Semester Credits)

RT103 PRODUCT KNOWLEDGE II

This course is a continuation of Product Knowledge I. Special emphasis is placed on men's wear. Projects, hands-on activities, and a study of the merchandise distribution cycle prepare the students for the class trip, generally to Atlanta. (10 Lecture Hours/10 Laboratory Hours—1 Semester Credit)

RT104 PRODUCT KNOWLEDGE III

This course is a continuation of Product Knowledge II with special emphasis given to cosmetics, federal laws, the male market, and growth trends. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

RT105 MERCHANDISING MATHEMATICS I

This course provides an overview of basic mathematical principles and their relationship to merchandising procedures. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

RT106 SELLING

RT106 THE SELLING PROCESS (1991-1992)

Professional, service-oriented salesmanship is essential in retailing. This course emphasizes the principles of the personal selling process: customer buying motives, the approach, merchandise presentation, product knowledge, overcoming sales resistance, suggestive selling, and closing the sale. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

RT106 THE SELLING PROCESS (1990-1991)

Professional, service-oriented salesmanship is essential in retailing. This course emphasizes the principles of the personal selling process: customer buying motives, the approach, merchandise presentation, product knowledge, overcoming sales resistance, suggestive selling, and closing the sale. (60 Clock Hours—4 Semester Credits)

RT107 VISUAL MERCHANDISING

In this course the students study the principles, techniques, and purposes of visual merchandising. The students also demonstrate an understanding of the principles of design arrangement by creating actual displays in a lab situation. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

RT108 MERCHANDISING EXTERNSHIP (1993-1994)

This course provides on-the-job merchandising experience in area department, discount, and specialty stores. This work experience is supervised and reviewed by the school and by the employer so that the students experience as fully as possible the retail environment. (0 Lecture Hours/0 Laboratory Hours/280 Externship Hours—6 Semester Credits)

RT108 MERCHANDISING WORK PRACTICUM (1990-1992)

This course provides an on-the-job merchandising experience during the busy Christmas season in area department, discount, and specialty stores. This work experience is supervised and reviewed by the school and by the employer so that the students experience the retail environment as fully as possible. The students are required to work 33 hours a week in the assigned store and to attend five 1-hour classroom seminars. (203 Clock Hours—4 Semester Credits)

RT108 MERCHANDISING WORK PRACTICUM (1992-1993)

This course provides an on-the-job merchandising experience during the busy Christmas season in area department, discount, and specialty stores. This work experience is supervised and reviewed by the school and by the employer so that the students experience as fully as possible the retail environment. (280 Externship Hours—6 Semester Credits)

RT109 ADVERTISING (1990-1991)

This course enables the student to gain knowledge of the basic principles of advertising. Emphasis is placed on the advantages and disadvantages of each advertising medium, the stages in preparing an ad, and the production of ad layouts. (24 Clock Hours—1 Semester Credit)

RT109 ADVERTISING

This course enables the students to gain knowledge of the basic principles of advertising. Emphasis is placed on the advantages and disadvantages of each advertising medium, the stages in preparing an ad, and the production of ad layouts. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

RT110 MARKETING

This course introduces the activities and institutions involved in the distribution of goods from producers to consumers. Emphasis is placed on the major aspects of the marketing process such as marketing research, product development, market segmentation, and consumer behavior. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

RT110 MARKETING PRINCIPLES

This course involves a study of the activities and institutions involved in the distribution of goods from producers to consumers. Emphasis is placed on the major aspects of the marketing process such as marketing research, product development, market segmentation, consumer behavior, and distribution and their relation to retailing. (60 Clock Hours—4 Semester Credits)

RT111 SPECIAL EVENTS PROMOTION

This course is a study of special events as devices used in promoting the sale of products. The course emphasizes the various types of special events and their objectives, as well as the components of and steps involved in fashion show production. The students plan and produce a special event as a class project. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

RT112 INVENTORY MAINTENANCE AND CONTROL (1991-1993)

In this course students explore the necessary forms and requisitions mandatory to maintaining inventory control. Various inventory control methods are studied and used beginning with the basic order form and continuing through stock inventory, warehousing management, transfers, sales analysis, and complete merchandise handling from vendor to customer deliveries. Emphasis is placed on knowledge and accuracy of systematic inventory maintenance and shrinkage control in the retailing industry. (40 Clock Hours—2 Semester Credits)

RT112 INVENTORY MAINTENANCE AND CONTROL

In this course students explore the necessary forms and requisitions mandatory to maintaining inventory control. Various inventory control methods are studied and used beginning with the basic order form and continuing through stock inventory, warehousing management, transfers, sales analysis, and complete merchandise handling from vendor to customer deliveries. Emphasis is placed on knowledge and accuracy of systematic inventory maintenance and shrinkage control in the retailing industry. (20 Lecture Hours/0 Laboratory Hours—1 Semester Credit)

RT113 SUPERVISORY SKILLS IN MANAGEMENT

This course deals with the art/science of accomplishing work through and with people. It emphasizes preparing the students for supervisory responsibilities. Topics include motivating, communicating, appraising, creating a productive working climate, setting priorities, and time management. (20 Clock Hours—1 Semester Credit)

RT116 PRACTICUM SEMINAR

Through role playing and practical applications, students learn selling techniques, theory, and professional retail sales techniques to help prepare them for their six-week practicum experience. (50 Clock Hours—3 Semester Credits)

RT120 ADVANCED MARKETING PRINCIPLES

In this continuation of the study of marketing principles, students learn about product decisions, price determination, and product distribution and promotion. (20 Clock Hours—1 Semester Credit)

RT201 MERCHANDISING MATHEMATICS II (1990-1991)

A continuation of Merchandising Mathematics I, this course is a study of mathematics including the pricing and repricing of goods, profit factors, and inventory control procedures as they relate to buying and selling at the retail level. (24 Clock Hours—1 Semester Credit)

RT201 MERCHANDISING MATHEMATICS II

A continuation of Merchandising Mathematics I, this course is a study of mathematics including the pricing and repricing of goods, profit factors, and inventory control procedures as they relate to buying and selling at the retail level. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

RT202 BUYING TECHNIQUES

In this course, students examine the buyer's function of planning and maintaining balanced merchandise assortments, the buyer's role in the market, buyer-vendor relationships, the basic principles of merchandising for profit, the buyer's function as a manager, and buyer-branch store relationships. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

RT203 SUPERVISORY SKILLS IN MANAGEMENT

This course deals with the art/science of accomplishing work through and with people. It emphasizes preparing the students for supervisory responsibilities. Topics include motivating, communicating, appraising, creating a productive working climate, setting priorities, and time management. (24 Clock Hours—1 Semester Credit)

RT204 STORE/DEPARTMENT MANAGEMENT (1990-1991)

In this course the students study the responsibilities of managing a store or department. The course emphasizes store and department layout, personnel management, merchandise handling and control, security, and expense control. (24 Clock Hours—1 Semester Credit)

RT204 STORE/DEPARTMENT MANAGEMENT

In this course students study the responsibilities of managing a store or department. The course emphasizes store and department layout, personnel management, merchandise handling and control, security, and expense control. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

RT205 COMPUTER SIMULATION

This course provides an introduction to business entrepreneurship, marketing, retailing, and managing by way of programming team decisions into a personal computer. The students analyze computer printouts to understand what impact pricing, salaries, taxes, and operating costs have on a business's net income. (35 Clock Hours—2 Semester Credits)

RT206 SPRING COOPERATIVE WORK EXPERIENCE

In this course the students apply the knowledge gained in the previous eight months. The students work approximately ten hours a week in a field of retailing other than sales. This enables the students to gain work experience from retail career professionals and to apply knowledge learned in the classroom. The students also attend seven 1-hour classroom seminars and a 2-hour research presentation session. (79 Clock Hours—1 Semester Credit)

SS101 SPEEDWRITING THEORY

Speedwriting is a system of shorthand based on the alphabet. The students learn the Speedwriting theory principles and transcribe accurately from shorthand notes. Simultaneously, students build speed in recording dictation. (80 Clock Hours—5 Semester Credits)

SS102 TRANSCRIPTION TECHNIQUES

This course is designed to teach the proper techniques of transcribing from shorthand notes into mailable form, which includes error correction, letter setup, letter styles, word division, and reference material usage. The students also review principles of theory, increase shorthand vocabulary, and continue to build shorthand speed. (80 Clock Hours—5 Semester Credits)

SS103-L TRANSCRIPTION I

This course is designed to teach and review principles of punctuation. The students apply these rules when transcribing shorthand notes into mailable short business letters. The students continue to develop shorthand recording speed. This course has a required lab. (40 Class Hours/12 Laboratory Hours—3 Semester Credits)

SS104-L TRANSCRIPTION II

This course is designed to teach and review capitalization and number rules. The students apply these rules when transcribing shorthand notes into mailable average-length business letters that contain special notations. The students continue to develop shorthand recording speed. This course has a required lab. (40 Class Hours/12 Laboratory Hours—3 Semester Credits)

SS105 MACHINE TRANSCRIPTION

In this course students learn how to operate dictation equipment and apply language-usage and other skills to produce various kinds of written communications. The development of correct spelling and proper proofreading and editing techniques receives special emphasis. The students apply these skills and techniques while proofreading a variety of documents. (40 Clock Hours—2 Semester Credits)

SS106 BUSINESS MATHEMATICS

This course is designed to reinforce the basic mathematical processes of addition, subtraction, multiplication, and division. Additionally, sales records, decimals, and percentages are covered. (20 Clock Hours—1 Semester Credit)

SS107 MACHINE TRANSCRIPTION

In this course students learn to operate dictation equipment and apply language-usage and other skills to produce various kinds of written communications. (20 Clock Hours—1 Semester Credit)

SS108 TRANSCRIPTION TECHNIQUES

This course is designed to teach the proper techniques for transcribing from shorthand notes into mailable form, which includes error correction, letter setup, letter styles, word division, and reference material usage. The students also review principles of theory, increase shorthand vocabulary, and continue to build shorthand speed. (40 Clock Hours—2 Semester Credits)

SS109-L TRANSCRIPTION I

This course is designed to teach and review principles of punctuation. The students apply these rules when transcribing shorthand notes into mailable short business letters. The students continue to develop shorthand recording speed. (40 Class Hours/10 Laboratory Hours—3 Semester Credits)

SS110 OFFICE PROCEDURES I

This course is designed to include instruction in general office practices and procedures. Topics include time and task management, computer hardware and software systems, reprographics, and mail procedures and regulations. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

SS110-L TRANSCRIPTION II

In this course the students continue to review and apply the principles of punctuation, as well as to develop shorthand recording speed. This course has a required lab. (20 Class Hours/10 Laboratory Hours—1 Semester Credit)

SS116 MATH AND ACCOUNTING CONCEPTS

This course is designed to reinforce basic mathematical processes. Students also develop an understanding of basic accounting concepts and their relevance in business. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

SS120 WORK PRACTICUM I (160 Clock Hours—3 Semester Credits)

SS121 WORK PRACTICUM II (160 Clock Hours—3 Semester Credits)

SS122 WORK PRACTICUM III (160 Clock Hours—3 Semester Credits)

SS123 WORK PRACTICUM IV (160 Clock Hours—3 Semester Credits)

Throughout the Secretarial Cooperative Program the students work for an employer. During these practicums the students are under the direct supervision of the employer with a close liaison between the school and the employer.

SS201 TRANSCRIPTION III

This course is designed to teach abbreviation rules as well as specialized vocabulary for eight different types of offices. The students apply these rules and use the vocabulary when transcribing shorthand notes into mailable average-length business letters and memorandums that contain special notations. Students continue to develop shorthand speed. (40 Class Hours/1 Laboratory Hour—2 Semester Credits)

SS202 SECRETARIAL PROCEDURES (1990-1991)

This course integrates the knowledge and skills previously learned in the students' program. The course provides the students with practical applications in standard secretarial office responsibilities and emphasizes time-management skill development. (80 Clock Hours—5 Semester Credits)

SS202 SECRETARIAL PROCEDURES

This course integrates the knowledge and skills previously learned in the students' program. The course provides the students with practical applications in standard secretarial office responsibilities and emphasizes time-management skill development. (80 Clock Hours—4 Semester Credits)

SS203 TRANSCRIPTION III (1990-1991)

SS203-L TRANSCRIPTION III

This course is designed to teach and review capitalization and number rules. The students apply these rules when transcribing shorthand notes into mailable average-length business letters that contain special notations. The students continue to develop shorthand recording speed. This course has a required lab. (20 Class Hours/10 Laboratory Hours—1 Semester Credit)

SS204 TRANSCRIPTION IV (1990-1991)

SS204-L TRANSCRIPTION IV

This course is designed to teach abbreviation rules as well as specialized vocabulary for eight different types of offices. The students apply these rules and use the vocabulary when transcribing shorthand notes into mailable average-length business letters and memorandums that contain special notations. Students continue to develop shorthand speed. (20 Class Hours/5 Laboratory Hours—1 Semester Credit)

SS205 BUSINESS LAW

In this course students study basic legal principles and their applications to specific problems. Students also discuss international law, business ethics, and corporate social responsibility. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

SS205 THE LAW OFFICE

This course is designed to familiarize the students with the procedures of maintaining a professional law office. Discussions include a study of the court system, the various areas of law, the lawyer's role and code of ethics, the secretary's role and code of ethics, fees and billing, law office filing, record keeping, document preparation, sources of information for the legal secretary, and the law library. (30 Clock Hours—2 Semester Credits)

SS206 LEGAL OFFICE PROCEDURES (1991-1992)

This course prepares the students to handle legal secretarial procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. Students transcribe from rough drafts; type legal documents, forms, and case reports; keep court and office calendars up to date; handle telephone situations; prepare clients' ledger cards for fees and expenses; write checks for filing and recording fees; and file and record legal documents. (60 Clock Hours—4 Semester Credits)

SS206 LEGAL OFFICE PROCEDURES

This course prepares the students to handle legal administrative procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. Students transcribe from rough drafts; type legal documents, forms, and case reports; keep court and office calendars up to date; handle telephone situations; prepare clients' ledger cards for fees and expenses; write checks for filing and recording fees; and file and record legal documents. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

SS207 LEGAL TERMINOLOGY AND TRANSCRIPTION

Through the use of specially prepared text and tape materials, the students are exposed to the technicalities of legal terminology, collocations, Latin and French phrases, legal correspondence, and formatting and preparing court and non-court documents. Heavy emphasis is placed on machine transcription. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

SS207 LEGAL TRANSCRIPTION

Through the use of specially prepared text and tape materials, the students are exposed to the technicalities of legal terminology, collocations, Latin and French phrases, legal correspondence, and formatting and preparing court and noncourt documents. Heavy emphasis is placed on machine transcription. (60 Clock Hours—4 Semester Credits)

SS208 LEGAL TRANSCRIPTION

Through the use of specially prepared text and tape materials, the students are exposed to the technicalities of legal terminology, collocations, Latin and French phrases, legal correspondence, and formatting and preparing court and non-court documents. Heavy emphasis is placed on audio transcription. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

SS208 SECRETARIAL PROCEDURES

This course integrates the knowledge and skills previously learned in the students' program. The course provides the students with practical applications in standard secretarial office responsibilities and emphasizes time-management skill development. (40 Clock Hours—2 Semester Credits)

SS208 SECRETARIAL PROCEDURES I

This course integrates the knowledge and skills previously learned in the students' program. The course provides the students with practical applications in standard secretarial office responsibilities and emphasizes time-management skill development. (20 Clock Hours—1 Semester Credit)

SS209 SECRETARIAL PROCEDURES II

This course is a continuation of SS208 Secretarial Procedures I, which provides the students with practical applications in standard secretarial office responsibilities and emphasizes time-management skill development. (20 Clock Hours—1 Semester Credit)

SS210 SECRETARIAL PROCEDURES III

This course is a continuation of SS209 Secretarial Procedures II, in which students continue to apply standard office procedures with emphasis on time-management skill development and simulated work experience through case studies. (20 Clock Hours—1 Semester Credit)

SS211 LEGAL OFFICE PROCEDURES

This course prepares the students to handle legal administrative procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. Students transcribe from rough drafts; type legal documents, forms, and case reports; keep court and office calendars up to date; handle telephone situations; prepare clients' ledger cards for fees and expenses; write checks for filing and recording fees; and file and record legal documents. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

SS212 LEGAL OFFICE MANAGEMENT

This course prepares the students to handle legal administrative procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. Students create rough drafts; type legal documents, forms, and case reports; keep court and office calendars up to date; handle telephone situations; document clients' fees and expenses; and file and record legal documents. (24 Lecture Hours/33 Laboratory Hours—2 Semester Credits)

SS213 OFFICE PROCEDURES (1992-1993)

This course is designed to integrate the knowledge and skills previously learned in the program. Through office simulations students develop time-management skills as well as skills in handling various office tasks. (80 Clock Hours—4 Semester Credits)

SS213 OFFICE PROCEDURES II

This course is designed to provide thorough coverage of the administrative assistant's role in providing research and in organizing data for written reports, speeches, procedures, and publications; in assisting executives with travel arrangements and conference planning; and in handling financial duties. Through office simulations students develop time-management skills as well as skills in handling various office tasks. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

SS220 WORK PRACTICUM V

Throughout the Secretarial Cooperative Program the students work for an employer. During this practicum the students are under the direct supervision of the employer with a close liaison between the school and the employer. (160 Clock Hours—3 Semester Credits)

TR101 INTRODUCTION TO TRAVEL

This course covers the history, scope, and functions of the travel industry. Students gain knowledge of domestic and international air travel, tours, ground transportation, and the

technical and personal skills needed for a career in the travel field in the twenty-first century. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

TR101 OVERVIEW OF THE TRAVEL INDUSTRY

This course gives the students an overview of the major components of the travel industry including history, growth, and government regulation of travel. Marketing techniques for identifying and meeting travelers' motivations, needs, and expectations are also studied, as well as career opportunities in the travel industry and travel terminology. (20 Clock Hours—1 Semester Credit)

TR102 SALES & MARKETING FOR TRAVEL AND TOURISM

Students discuss basic direct sales and telemarketing techniques with special application to the travel industry. Communication and listening skills, identifying customer needs, closing the sale, service, and handling complaints are also stressed. (40 Clock Hours—2 Semester Credits)

TR102 WORLDWIDE TOURISM

In this course, students explore the diverse areas of the hospitality and tourism industries. Special emphasis is placed on the functional areas of hotels, cruises, and resorts. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

TR103 DOMESTIC DESTINATIONS

This course is an introduction to the study of the geography of the United States, Canada, Mexico, and the Caribbean and their major attractions. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

TR103 PRINCIPLES AND METHODS OF SCHEDULING AIRLINE RESERVATIONS

In this course emphasis is placed on how to schedule and reserve airline travel. Knowledge of the tools and references used in scheduling gives students information about "where to look and who to ask." These tools include official airline guides, airline schedules and reservations, regulations of the airline industry, air carrier identification, and airline terminology. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

TR104 INTRODUCTION TO SURFACE TRAVEL (1991-1992)

This course presents an introduction to surface travel, such as the fast-growing cruise and tour industries. Railroads, the motorcoach industry, car rentals, and mass transit systems are also studied. The history and growth of each component of surface travel, travel terminology, and career opportunities are also discussed. (40 Clock Hours—2 Semester Credits)

TR104 INTRODUCTION TO SURFACE TRAVEL

This course presents an introduction to surface travel, such as the fast-growing cruise and tour industries. Railroads, the motorcoach industry, car rentals, and mass transit systems are also studied. The history and growth of each component of surface travel, travel terminology, and career opportunities are also discussed. (20 Lecture Hours/0 Laboratory Hours—1 Semester Credit)

TR104 SALES AND CUSTOMER SERVICE

In this course, students learn and apply the steps involved in an effective sales presentation.

Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

TR105 AIRFARE COMPUTATION AND TICKETING

In this course, students gain fundamental knowledge of the principles of airfare computation, ticketing, and completion of manually issued documents. Accuracy, neatness, legibility, and completion of tasks within time limits are stressed in this class. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

TR105 WORLDWIDE DESTINATIONS

This course is an introduction to the study of the geography of Europe, South America, Asia, Oceania, and Africa and their major attractions. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

TR106 GEOGRAPHY (1991-1993)

This course gives students a basic understanding of geography, climates, time zones, and map reading. Students present oral reports on assigned states, countries, or destinations. (20 Clock Hours—1 Semester Credit)

TR106 GEOGRAPHY

This course is an introduction to the study of the geography of various countries and major cities throughout the world. Domestic geography and popular tourist destinations are stressed. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

TR107 MANUAL RESERVATIONS METHODS

In this course, emphasis is placed on how to schedule and reserve airline travel. Students learn “where to look and who to ask” by gaining knowledge of the tools and references used in scheduling. These tools include the Official Airline Guide (OAG), airline schedules, and timetables. The regulations of the airline industry, air carrier and city transport codes, and airline terminology are also discussed. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

TR107 TRAVEL AGENCY REGULATIONS

This course is designed to provide basic knowledge of hotel and hospitality law, travel agency regulations, contracts, antitrust laws, liability, and collection of accounts. (20 Clock Hours—1 Semester Credit)

TR108 INTRODUCTION TO THE CRUISE INDUSTRY

This course teaches basic cruise knowledge to the students. The course emphasizes how to sell cruises, price cruises, and interpret cruise brochures. Emphasis is also placed on familiarizing students with popular cruise destinations as well as how major cruise lines attempt to attract the leisure traveler. (20 Lecture Hours/0 Laboratory Hours—1 Semester Credit)

TR108 TRAVEL AGENCY OPERATIONS AND MEETING MANAGEMENT

This course focuses on the operations of a travel agency and examines the unique needs of the

corporate traveler. In addition, students are presented with an overview of the meeting planning/convention management industry. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

TR109 CORPORATE TRAVEL

This course focuses on the unique needs of the business traveler and how those needs relate to the travel and hospitality industries. The students are exposed to the differences between corporate and leisure travel; the particular needs of the corporate traveler; and the special services offered by travel agencies, airlines, car rental firms, and hotels. (20 Lecture Hours/0 Laboratory Hours—1 Semester Credit)

TR110 AIR FARES AND TICKETING

This course provides the students with fundamental knowledge of air fare computation, ticketing, completion of manually issued documents, calculation of air transportation taxes, airport/city codes, and the ARC sales report. (20 Lecture Hours/20 Laboratory Hours—2 Semester Credits)

TR111 SALES AND CUSTOMER SERVICE

In this course, students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

TR112 TRAVEL AGENCY OPERATIONS

This course focuses on the day-to-day operations of the travel agency. Topics covered include ARC requirements, bank relations, agency accounting, and financial planning. Familiarity with documents, the ARC sales report, and other “back office” functions are also stressed. (20 Lecture Hours/0 Laboratory Hours—1 Semester Credit)

TR113 CORPORATE TRAVEL MANAGEMENT

This course focuses on the unique needs of the business traveler. Students are exposed to the differences between corporate and leisure travel. Stress is placed on the particular needs of the corporate traveler and the special services offered to them from the hotel, airline, and car rental industries. Students also learn basic travel agency operations. (40 Lecture Hours/0 Laboratory Hours—2 Semester Credits)

TR201 AIRLINE COMPUTER AUTOMATION (1991-1993)

Using a computerized simulation, students learn SABRE*, the language of the largest computerized reservation system in the world. Used by one-third of the automated retail travel agencies in the United States, SABRE allows agents to make reservations and issue tickets for major airlines, to reserve hotel rooms, and to book car rentals for clients. *Registered trademark of American Airlines. (80 Clock Hours—5 Semester Credits)

TR201 AIRLINE COMPUTER AUTOMATION

Using a computerized simulation, students learn SABRE*, the language of the largest computerized reservation system in the world. Used by one-third of the automated retail travel agencies in the

United States, SABRE allows agents to make reservations and issue tickets for major airlines, to reserve hotel rooms, and to book car rentals for clients. *Registered trademark of American Airlines. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

TR202 COMPUTERIZED RESERVATIONS

This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. Students learn the concepts and skills required to create and modify Passenger Name Records (PNR), provide fares, interpret and modify availability, sell air space, modify and price itineraries, issue tickets, and utilize and issue seat assignments. Students also learn to access hospitality, travel, and tourism resources on the Internet. (40 Lecture Hours/40 Laboratory Hours—4 Semester Credits)

TR203 COMPUTERIZED RESERVATIONS

This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. Students learn the concepts and skills required to create and modify Passenger Name Records (PNR), provide fares, interpret and modify availability, sell air space, modify and price itineraries, issue tickets, utilize client profiles, and issue seat assignments. Students will also learn to access hospitality, travel, and tourism resources on the Internet. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

TR204 TRAVEL/TOURISM EXTERNSHIP

This externship provides the students with hands-on, practical work experience for careers in the travel and tourism industries. Students are placed in hotels, travel agencies, and other businesses in the travel and tourism fields. Externship experiences are supervised and evaluated by personnel at the extern site and by King's College faculty. (0 Lecture Hours/0 Laboratory Hours/320 Externship Hours—7 Semester Credits)

TR205 TRAVEL/TOURISM EXTERNSHIP

This externship provides the students with hands-on, practical work experience for careers in the travel and tourism industries. Students are placed in hotels, travel agencies, and other businesses in the travel and tourism fields. Externship experiences are supervised and evaluated by personnel at the extern site and by King's College faculty. (0 Lecture Hours/0 Laboratory Hours/270 Externship Hours—6 Semester Credits)

TY101 KEYBOARDING I (1990-1991)

This course is designed for those students who have minimal or no knowledge of the keyboard. The students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Additionally, vertical and horizontal centering is taught. The techniques and procedures for acquiring stroking accuracy and speed, as well as error identification, are emphasized during this course. (40 Clock Hours—2 Semester Credits)

TY101 KEYBOARDING I

In this course, students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Techniques and procedures for acquiring stroking accuracy and speed, as well as error identification, are emphasized. A brief introduction of the current operating system will be included. (8 Lecture Hours/30 Laboratory Hours—1 Semester

Credit)

TY102 KEYBOARDING II (1990-1991)

This course is designed to improve the students' keyboarding speed and accuracy skills through the use of various methods and drills. Errors are analyzed and individual prescriptive methods are assigned. A production unit on basic business correspondence and one-page reports is included. (40 Clock Hours—2 Semester Credits)

TY102 KEYBOARDING II

This course is designed to improve the students' keyboarding speed and accuracy skills through the use of various methods and drills. Creating and editing different types of business correspondence and reports are also covered. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

TY103 DOCUMENT FORMATTING (1990-1991)

This course develops document formatting skills as well as keyboarding speed and accuracy. The students produce business correspondence, tables, reports, and forms. (40 Clock Hours—2 Semester Credits)

TY103 DOCUMENT FORMATTING

This course continues development of basic production skills as well as speed and accuracy. The students will produce business correspondence, tables, and reports. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

TY104 DOCUMENT PRODUCTION (1990-1991)

This course is designed to develop expertise in producing a variety of business documents utilizing word processing software. Students begin to use decision-making techniques to produce acceptable business communications. Greater emphasis is placed on keyboarding speed and accuracy. (40 Clock Hours—2 Semester Credits)

TY104 DOCUMENT PRODUCTION

This course is designed to develop expertise in producing a variety of business documents utilizing word processing software. Students begin to use decision-making techniques to produce acceptable business communications. Greater emphasis is placed on keyboarding speed and accuracy. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

TY105 MEDICAL TYPING I

This course presents intensive keyboard, manipulative, and technique review with emphasis on speed, accuracy, and speed building. Special attention is given to developing the students' competence in medical office procedures. (20 Clock Hours—1 Semester Credit)

TY201 ADVANCED DOCUMENT PRODUCTION (1990-1991)

Emphasis in this course is placed on using word processing software to create documents containing statistical copy, such as complex tables, specialized correspondence, and financial reports. This course continues to build the students' keyboarding speed and accuracy and formatting skills. (40 Clock Hours—2 Semester Credits)

TY201 ADVANCED DOCUMENT PRODUCTION

Emphasis in this course is placed on using word processing software to create documents containing statistical copy, such as complex tables, specialized correspondence, and financial reports. This course continues to build the students' keyboarding speed and accuracy and formatting skills. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

TY202 ADVANCED DOCUMENT PRODUCTION II (1990-1991)

This course is designed to refine keyboarding skills through drill work and assigned production tasks. Students utilize word processing software to complete the production tasks and gain experience in organizing both time and materials to meet deadlines. (40 Clock Hours—2 Semester Credits)

TY202 ADVANCED DOCUMENT PRODUCTION II

This course is designed to refine keyboarding skills through drill work and assigned production tasks. Students utilize word processing software to complete the production tasks and gain experience in organizing both time and materials to meet deadlines. (40 Clock Hours—1 Semester Credit)

TY203 ADVANCED DOCUMENT PRODUCTION III (1990-1991)

This course continues to refine keyboarding skills through production tasks. Students complete weekly production assignments as they assume roles in specialized offices. (40 Clock Hours—2 Semester Credits)

TY203 ADVANCED DOCUMENT PRODUCTION III

This course continues to refine keyboarding skills through production tasks. Students complete weekly production assignments as they assume roles in specialized offices. (40 Clock Hours—1 Semester Credit)

TY204 MEDICAL TYPING (1990-1991)

This course presents intensive keyboard, manipulative, and technique review with heavy emphasis on speed, accuracy, and speed building. All keyboarding relates to medical office procedures. Production assignments include typing insurance forms, patient records, charts, histories, physicals, and operative reports. (40 Clock Hours—2 Semester Credits)

TY204 MEDICAL TYPING II

This course is a continuation of TY105 in which students drill on speed and accuracy while completing medical-specific forms, charts, operative records, physicals, and correspondence. (20 Clock Hours—1 Semester Credit)