

**WOOD TOBE'-COBURN SCHOOL**  
**COMPENDIUM OF COURSE DESCRIPTIONS**  
**ACADEMIC YEARS 1996-97 TO 2016-17**

**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.

**AC101 ACCOUNTING PRINCIPLES I** 4 Credits  
This course introduces the students to accounting in both theory and practice. The concept of debit and credit, the accounting cycle, and the end-of-the-year procedures are covered. (40 Lecture/40 Lab Hours)

**AC102 ACCOUNTING PRINCIPLES II** 4 Credits  
This course is a continuation of Accounting Principles I. The students learn the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business. Accounts receivable, accounts payable, special journals, payroll procedures, the voucher system, promissory notes, and inventory valuation are discussed. (40 Lecture/40 Lab Hours)

**AC103 ACCOUNTING PRINCIPLES III** 4 Credits  
Tangible and intangible assets as well as partnership and corporate accounting are emphasized. Partnership accounting familiarizes the students with the formation and admission of partners, the 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. (40 Lecture/40 Lab Hours)

**AC104 MATHEMATICS FOR ACCOUNTING I** 2 Credits  
Students are introduced to basic mathematical principles as they relate to business and accounting. The students review basic arithmetic operations with whole numbers, decimals, and fractions, as well as calculate percentages, simple and compound interest, depreciation, and trade and cash discounts. (20 Lecture/20 Lab Hours)

**AC105 MATHEMATICS FOR ACCOUNTING II** 2 Credits  
This course is a continuation of Mathematics for Accounting I. The students learn the mathematics of annuities, stocks and bonds, and merchandising. Speed and accuracy are developed operating the electronic calculator. (20 Lecture/20 lab Hours)

**AC106 ACCOUNTING PRINCIPLES I** 3 Credits  
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/46 Lab Hours)

**AC107 ACCOUNTING PRINCIPLES II**

3 Credits

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/46 Lab Hours)

**AC108 ACCOUNTING PRINCIPLES III**

3 Credits

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/46 Lab Hours)

**AC120 INTERMEDIATE ACCOUNTING I**

4 Credits

A variety of concepts introduced in Accounting Principles I, II, and III are addressed in detail. Students review the accounting cycle and study in-depth specific issues relating to the financial statements, specific issues concerning assets and current liabilities, and the accounting of long-term investments. Emphasis is placed on theoretical aspects of these topics while reinforcing the fundamentals. (40 Lecture/40 Lab Hours)

**AC128 ACCOUNTING PRINCIPLES I**

4 Credits

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/40 Lab Hours)

**AC129 ACCOUNTING PRINCIPLES II**

4 Credits

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/40 Lab Hours)

**AC130 ACCOUNTING PRINCIPLES III**

4 Credits

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/40 Lab Hours)

**AC131 BUSINESS MATHEMATICS I**

2 Credits

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/16 Lab Hours)

**AC132 BUSINESS MATHEMATICS II**

2 Credits

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/16 Lab Hours)

**AC133 FEDERAL INCOME TAX**

2 Credits

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/16 Lab Hours)

**AC134 COMPUTERIZED ACCOUNTING**

2 Credits

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/20 Lab Hours)

**AC135 FINANCIAL ANALYSIS AND REPORTING**

2 Credits

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/20 Lab Hours)

**AC136 COMPUTERIZED ACCOUNTING**

1 Credit

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/30 Lab Hours)

**AC137 FINANCIAL ANALYSIS AND REPORTING**

1 Credit

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/28 Lab Hours)

**AC202 INTERMEDIATE ACCOUNTING II**

4 Credits

A continuation of Intermediate Accounting I, this course provides a thorough study of corporate accounting including contributed capital and retained earnings. The students review accounting procedures for stock issuance, stock subscription, bond issuance, redemption of stocks and bonds, and other generally accepted accounting principles. Using a computerized accounting system, the students enter these transactions, post entries, and print appropriate interim and end-of-month period statements. (40 Lecture/40 Lab Hours)

**AC205 PAYROLL ACCOUNTING**

2 Credits

Theoretical and practical applications of payroll procedures are presented in this course. The students learn how to compute wages and salaries, keep records, and prepare various federal and state government reports. Students are required to complete a comprehensive payroll project to show proficiency in the subject. (22 Lecture/16 Lab Hours)

**AC206 COST ACCOUNTING**

2 Credits

This course provides the students with a study of the fundamental principles involved in factor accounting and a study of job order costing with emphasis placed on inventories, payroll, and manufacturing overhead procedures. Students explore process cost and the application of standard costs to the job order or process cost systems. (20 Lecture/20 Lab Hours)

**AC207 INCOME TAX PREPARATION**

2 Credits

Students are provided with a knowledge of federal, state, and local income taxes as they relate to the individual taxpayer. Students learn the calculation of gross income, adjustment to gross income, itemized

deductions, as well as tax credits. The 1040 and 1040A are completed. Additional schedules are also discussed. (20 Lecture/20 Lab Hours)

**AC208 COST ACCOUNTING**

2 Credits

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/14 Lab Hours)

**AC209 INTERMEDIATE ACCOUNTING I**

4 Credits

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/40 Lab Hours)

**AC210 INTERMEDIATE ACCOUNTING II**

4 Credits

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/40 Lab Hours)

**AC220 INTERMEDIATE ACCOUNTING I**

3 Credits

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/46 Lab Hours)

**AC221 INTERMEDIATE ACCOUNTING II**

3 Credits

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/46 Lab Hours)

**AT100 DRAWING**

2 Credits

This course serves as an introduction to art and drawing materials. Students learn the principles of drawing and perspective using still life and other subjects. Individual expression is emphasized and various media are used. Assignments are designed to increase understanding of aesthetics and perspective. (60 Lab Hours)

**BS101 COOPERATIVE MERCHANDISING INTERNSHIP I**

3 Credits

Each student in the Fashion Merchandising Program is employed in a part-time practical retail work internship consisting of a minimum of 135 hours or the equivalent in field experience. A performance appraisal is conducted by the student's supervisor and field coordinator. (135 Externship Hours)

**BS102 BUSINESS MATH**

2 Credits

The basic principles of math will be applied towards both business and consumer functions. This course includes calculating rates of simple interest, methods of calculating markups, analysis of operating statements, and reading financial statements. (20 Lecture/20 Lab Hours)

**BS103 OFFICE PROCEDURES I**

2 Credits

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/14 Lab Hours)

**BS104 OFFICE PROCEDURES II**

2 Credits

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/16 Lab Hours)

**BS201 COOPERATIVE MERCHANDISING INTERNSHIP II**

6 Credits

Each student in the Fashion Merchandising Program is employed in a full-time practical retail work internship consisting of a minimum of 270 hours or the equivalent in field experience. A performance appraisal is conducted by the student's supervisor and field coordinator. (270 Externship Hours)

**BS202 COOPERATIVE DESIGN INTERNSHIP**

3 Credits

Each student in the Fashion Design Program is employed in a practical work internship consisting of 135 hours in the industry. A performance appraisal is conducted by the student's supervisor and field coordinator. Students gain an understanding of professional behavior and attitudes in the fashion industry. They also apply classroom concepts and technical knowledge to a work situation. This course increases the student's awareness of career opportunities in the fashion design field. (135 Externship Hours)

**BS203 CAREER CLINIC**

1 Credit

Students are taught the fundamentals of personnel selection and self-marketing tools. Skills in resume writing, interviewing, and job research are highly developed through role-playing and job market simulations. (15 Lecture Hours)

**BS204 EXECUTIVE LEADERSHIP**

2 Credits

This course presents an analysis of management systems. Included are effective use of human resources and discussion of integrity and ethics in the workplace. Students gain an understanding of executive responsibility and accountability through practical simulation in leadership organization and communication. (30 Lecture Hours)

**BS210 BUSINESS ORGANIZATIONS**

1 Credit

Students are introduced to the basic functions of business, the legal forms of business ownership, and the internal organization and structure of business. (12 Lecture/7 Lab Hours)

**BS211 GROUP INTERACTION**

2 Credits

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 an understanding of the skills necessary for functioning and working effectively in a group context. (22 Lecture/16 Lab Hours)

**BS221 BUSINESS MATH**

3 Credits

The basic principles of math will be applied toward both business and consumer functions. This course includes calculating rates of simple interest, methods of calculating markups, analysis of operating statements, and reading financial statements. (45 Lecture Hours)

**BS222 BUSINESS ORGANIZATIONS**

2 Credits

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/14 Lab Hours)

**BS223 BUSINESS LAW**

2 Credits

In this course, students develop an understanding of contracts, negotiable instruments, wills, trusts, insurance, real and personal property, bailments, and court procedures as they apply to business. (24 Lecture/14 Lab Hours)

**BS224 CONCEPTS OF MANAGEMENT**

4 Credits

The history and heritage of management are described in this course. The rules of management are explained as is the job of management through decision making, planning, organizing, controlling, and staffing. The structure of authority in the business organization, as well as the communication process that must take place in effective business organizations, is also presented. (60 Lecture Hours)

**BS225 CONCEPTS OF MANAGEMENT**

3 Credits

The history and heritage of management are described in this course. The rules of management are explained as is the job of management through decision making, planning, organizing, controlling, and staffing. The structure of authority in the business organization, as well as the communication process that must take place in effective business organizations, is also presented. (36 Lecture/21 Lab Hours)

**BS230 MARKETING PRINCIPLES**

2 Credits

This course provides the students with a theoretical and practical understanding of marketing decision making. Students examine the tasks of marketing: product development, methods of pricing, means of distribution, advertising, promotion, selling, and methods of business management. (24 Lecture/14 Lab Hours)

**BS231 SOCIAL MEDIA MANAGEMENT**

1 Credit

In this class, students will learn to plan and execute a professional social media campaign using several online outlets. (12 Lecture/7 Lab Hours)

**CA101 MICROSOFT OPERATING SYSTEMS**

1 Credit

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/24 Lab Hours)

**CA102 COMPUTER APPLICATIONS—\*NIX**

2 Credits

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. (22 Lecture/16 Lab Hours)

**CA103 PROGRAMMING LOGIC**

2 Credits

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/14 Lab Hours)

**CA104 WEB AUTHORIZING TOOLS**

1 Credit

In this course students learn how 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. (10 Lecture/28 Lab Hours)

**CA110 COMPUTER CONCEPTS**

2 Credits

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/14 Lab Hours)

**CA111 COMPUTER APPLICATIONS—DOS**

2 Credits

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/20 Lab Hours)

**CA112 COMPUTER APPLICATIONS—UNIX**

2 Credits

This course teaches the students how to become a UNIX system 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 how to use X-Windows. (20 Lecture/20 Lab Hours)

**CA113 PC HARDWARE & DIAGNOSTICS**

2 Credits

This course teaches microcomputer hardware concepts. The 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. (20 Lecture/20 Lab Hours)

**CA114 DATABASE CONCEPTS**

2 Credits

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/16 Lab Hours)

**CA115 DATABASE APPLICATIONS**

2 Credits

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

**CA116 INTRODUCTION TO WINDOWS**

2 Credits

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/20 Lab Hours)

**CA117 BASIC PROGRAMMING**

2 Credits

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/20 Lab Hours)

**CA118 INTRODUCTION TO C PROGRAMMING**

4 Credits

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/40 Lab Hours)

**CA119 MICROSOFT OPERATING SYSTEMS**

2 Credits

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/20 Lab Hours)

**CA120 WEB DEVELOPMENT**

2 Credits

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/16 Lab Hours)

**CA121 VISUAL BASIC PROGRAMMING**

2 Credits

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/20 Lab Hours)

**CA122 ADVANCED VISUAL BASIC PROGRAMMING**

4 Credits

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/40 Lab Hours)

**CA123 NETWORKS**

4 Credits

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/40 Lab Hours)

**CA124 NETWORK ADMINISTRATION**

2 Credits

This course teaches the students to administer the network. Students learn to add users and set user privileges, set up device and file shares, and set up and administer print shares. (20 Lecture/20 Lab Hours)



**CA125 WEB AUTHORIZING TOOLS**

2 Credits

In this course students learn how to automate the developmental process of their Web pages using Web authoring tools. Emphasis is placed on proper design elements and enhanced through the use of practical exercises. (20 Lecture/20 Lab Hours)

**CA126 ADVANCED OPERATING SYSTEMS**

2 Credits

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/20 Lab Hours)

**CA127 IT CUSTOMER SUPPORT**

2 Credits

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

**CA128 VISUAL BASIC PROGRAMMING**

4 Credits

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/40 Lab Hours)

**CA129 NETWORK ADMINISTRATION**

1 Credit

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/22 Lab Hours)

**CA130 PC HARDWARE & DIAGNOSTICS**

4 Credits

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/40 Lab Hours)

**CA131 PC HARDWARE & DIAGNOSTICS**

3 Credits

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/46 Lab Hours)

**CA132 .NET PROGRAMMING**

3 Credits

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/46 Lab Hours)

**CA133 NETWORKS**

3 Credits

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/46 Lab Hours)

**CA200 NETWORKS**

2 Credits

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 network software. Students walk through the steps for installing the network software on a server and activating workstations as well as organizing the server and adding users. Topics covered include network topologies, protocols, and the seven layers of the OSI Model. (20 Lecture/20 Lab Hours)

**CA201 ADVANCED C PROGRAMMING**

4 Credits

This advanced C programming course stressed 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/40 Lab Hours)

**CA202 ADVANCED BASIC PROGRAMMING**

2 Credits

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/20 Lab Hours)

**CA203 C++ PROGRAMMING**

4 Credits

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

**CA204 INTRODUCTION TO COBOL PROGRAMMING**

4 Credits

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 debut their own programs. (40 Lecture/40 Lab Hours)

**CA205 ADVANCED COBOL PROGRAMMING**

4 Credits

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/40 Lab Hours)

**CA206 PROJECT DEVELOPMENT**

2 Credits

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/80 Lab Hours)

**CA207 INTRODUCTION TO COBOL PROGRAMMING**

2 Credits

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 debut their own programs. (20 Lecture/20 Lab Hours)

**CA208 ADVANCED COBOL PROGRAMMING** 2 Credits  
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/20 Lab Hours)

**CA209 LINUX ADMINISTRATION** 2 Credits  
In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, Internet services, and system hardware. (20 Lecture/20 Lab Hours)

**CA210 C PROGRAMMING** 2 Credits  
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/20 Lab Hours)

**CA211 INTRODUCTION TO VISUAL C++ PROGRAMMING** 4 Credits  
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/40 Lab Hours)

**CA212 ADVANCED VISUAL C++ PROGRAMMING** 4 Credits  
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/40 Lab Hours)

**CA213 PROJECT DEVELOPMENT** 1 Credit  
In this course students complete multi-week 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/30 Lab Hours)

**CA214 MICROSOFT INTEGRATION** 2 Credits  
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. (20 Lecture/20 Lab Hours)

**CA215 ADVANCED PROJECT DEVELOPMENT** 2 Credits  
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/66 Lab Hours)

**CA216 INTRODUCTION TO C++** 4 Credits  
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/40 Lab Hours)

**CA217 ADVANCED C++** 4 Credits  
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 the 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/40 Lab Hours)

**CA218 VISUAL C++**

2 Credits

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/20 Lab Hours)

**CA219 JAVA**

4 Credits

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. Special emphasis is placed on designing applets of Web pages. Students work in a visual Integrated Development Environment (IDE). (40 Lecture/40 Lab Hours)

**CA220 ADVANCED VISUAL BASIC PROGRAMMING**

2 Credits

This course develops the Visual BASIC skills and knowledge required to complete complex business applications. Topics include advanced GUI design skills and incorporation of database connections inside Visual BASIC code. (20 Lecture/20 Lab Hours)

**CA221 IMPLEMENTING AND ADMINISTERING SQL SERVERS**

4 Credits

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/40 Lab Hours)

**CA222 OBJECT-ORIENTED PROGRAMMING**

4 Credits

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/40 Lab Hours)

**CA223 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS**

4 Credits

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/40 Lab Hours)

**CA224 MANAGING A MICROSOFT NETWORK ENVIRONMENT**

4 Credits

In this course students learn to administer, support, and troubleshoot information systems that incorporate Microsoft network operating systems. Topics include managing permissions for resources such as printer shares, file shares, and remote access. (40 Lecture/40 Lab Hours)

**CA225 DESIGNING SECURITY FOR A MICROSOFT NETWORK**

4 Credits

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. (40 Lecture/40 Lab Hours)

**CA226 MICROSOFT INTEGRATION**

1 Credit

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/30 Lab Hours)

**CA227 MANAGING A MICROSOFT NETWORK ENVIRONMENT**

2 Credits

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/60 Lab Hours)

**CA228 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS**

3 Credits

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. (30 Lecture/46 Lab Hours)

**CA229 IMPLEMENTING AND ADMINISTERING SQL SERVERS**

3 Credits

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. (30 Lecture/46 Lab Hours)

**CA230 DESIGNING SECURITY FOR A MICROSOFT NETWORK**

2 Credits

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/60 Lab Hours)

**CA231 ADVANCED .NET PROGRAMMING**

1 Credit

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/30 Lab Hours)

**CA232 OBJECT-ORIENTED PROGRAMMING**

3 Credits

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. (30 Lecture/46 Lab Hours)

**CA233 JAVA**

2 Credits

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/60 Lab Hours)

**CA240 LINUX ADMINISTRATION**

1 Credit

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

**DS100 TECHNICAL SKILLS**

3 Credits

This course is a basic sewing course. Students learn the professional skills and techniques required. They learn to use correct cutting techniques and experiment with construction alternatives to sew garments for the ready-to-wear market. (60 Hours)

**DS101 CONSTRUCTION I**

2 Credits

Students construct garments from design areas such as dresses, sportswear, intimate apparel, etc. They learn how to choose the right fabric—then proceed to layout, cut, and sew garments for the ready-to-wear market. (60 Hours)

**DS102 DRAPING I (60 Hours)**

2 Credits

**DS202 DRAPING II (120 Hours)**

4 Credits

The basic principles of draping bodices, skirts, and dresses in muslin are introduced in these courses. Students learn to transfer draped muslin garments to fashion fabric garments. Skill and theory are intertwined throughout the courses.

**DS103 PATTERNMAKING I (60 Hours)**

2 Credits

**DS203 PATTERNMAKING II (120 Hours)**

4 Credits

Students learn the principles of translating design ideas into apparel patterns in these courses. Developed patterns are made into garments.

**DS104 APPAREL DESIGN I**

2 Credits

This course introduces the students to basic fashion drawing. Students learn figure proportion with an emphasis on drawing renderings and designing apparel. (60 Hours)

**DS201 CONSTRUCTION II**

2 Credits

This course teaches professional apparel construction skills needed to sew creatively for the purpose of turning out first-quality sample garments for a wholesale line. In addition, students learn to fit and adjust a commercial pattern to the body. They use correct cutting techniques and experiment with construction alternatives for ready-to-wear or made-to-order use. (60 Lab Hours)

**DS204 APPAREL DESIGN II**

2 Credits

In this course, the development of individual fashion attitudes is explored. Students learn the contrasts in designing for different markets. Techniques are taught that translate rough drawing into finished art work. Renderings of original ideas for given garment categories are organized in effective groupings complete with construction notes, back-and-front views, and fabric and color swatches. (60 Lab Hours)

**DS205 APPAREL DESIGN III**

2 Credits

Students utilize the design methods and media explored in Apparel Design II to develop advanced apparel design skills. Practical design problems commonly found within the fashion industry are discussed. Stress is placed upon sourcing, designing, and presenting complete apparel groupings. (60 Lab Hours)

**DS206 PORTFOLIO DEVELOPMENT**

2 Credits

This course is designed to help students develop a portfolio for presentation to a prospective employer or client. The instructor as well as the student critique all work. The work may be redone before including it in the portfolio. Students learn the importance of and the constituents of a well-organized presentation. (60 Lab Hours)

**DS207 ADVANCED CONSTRUCTION**

2 Credits

Students learn the finishing techniques that are indicative of couture clothing. They learn the details that mark a garment as true quality. Fine tailoring techniques, handwork, and beading are covered. (60 Lab Hours)

**EN101 BUSINESS COMMUNICATIONS I**

0 Credits

This course covers the principles of effective communication. The students study such topics as language structure; subject-verb agreement; and the proper usage of plurals, possessives, and pronouns. Guidelines for word division and effective use of reference materials are also discussed. (24 Lecture/14 Lab Hours)

**EN102 BUSINESS COMMUNICATIONS II**

0 Credits

This course provides the students with the basic written communications skills. The focus of the course is on development of facility with the mechanics of report and business writing while reinforcing the principles of English usage. The students learn research techniques and report formats as well as techniques for effective business communication. (24 Lecture/14 Lab Hours)

**EN103 WRITTEN COMMUNICATIONS**

2 Credits

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 including request letters, claim and adjustment letters, and memorandums. (24 Lecture/14 Lab Hours)

**EN104 ORAL COMMUNICATIONS**

2 Credits

This course is a presentation of the fundamental principles of the oral communication process. The components of the process, the importance of the skill of active listening, and the importance of verbal and nonverbal communication are emphasized. Students then apply these skills as they learn proper techniques for telephone and interpersonal office communications. (22 Lecture/16 Lab Hours)

**EN106 BUSINESS COMMUNICATIONS III**

2 Credits

In this course, students continue to develop skills in writing business correspondence through proofreading and editing exercises. Methods for preparing departmentally produced documents are explored. The students proofread prepared text material as well as original student writing samples. Emphasis is placed on proofreading for appearance and content; accuracy of content; and correct use of language, punctuation, and grammar. (24 Lecture/14 Lab Hours)

**EN107 PUBLIC SPEAKING**

2 Credits

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. (24 Lecture/14 Lab Hours)

**EN108 FASHION WRITING**

2 Credits

Students are introduced to writing styles and formats specific to the fashion industry: advertising and public relations copy, catalog copy, fashion reporting, and fashion commentary. Focus is placed on the use of advanced fashion terminology through practical application. (40 Lecture Hours)

**EN120 COMPOSITION**

3 Credits

Students develop individual composition styles based on exploring a variety of readings that illustrate writing forms. Precision in grammar and vocabulary usage is applied. Organization and development of ideas in structured, effective essays are emphasized. (45 Lecture Hours)

**EN200 FASHION WRITING**

3 Credits

Students are introduced to writing styles and formats specific to the fashion industry: advertising and public relations copy, catalog copy, fashion reporting, and fashion commentary. Focus is placed on the use of advanced fashion terminology through practical application. (45 Lecture Hours)

**EN206 BUSINESS COMMUNICATIONS IV**

2 Credits

Social business letters, business reports, and construction of form letters and their uses are emphasized in this course. (24 Lecture/14 Lab Hours)

**EN244 PUBLIC SPEAKING**

2 Credits

The ability to express ideas verbally is developed through group and individual exercises such as role playing, interviewing, and impromptu and formal extemporaneous speaking. Poise and confidence are acquired by preparing and presenting short speeches on culture, personal experience, or fashion. (30 Lecture Hours)

**FD100 FASHION DRAWING**

3 Credits

Drawing techniques appropriate to fashion design are addressed through croquis development and fabric and detail rendering. Students learn to develop elongated fashion figures front view,  $\frac{3}{4}$  view, and back view. A variety of media and techniques are presented. Quick marker fashion sketching is explored. (16 Lecture/60 Lab Hours)

**FD101 APPAREL DESIGN I**

1 Credit

Specific fashion design problems aimed at target markets are presented from which students develop original designs and concept boards. Students learn how to edit their work to make cohesive salable groupings. (40 Lab Hours)

**FD102 APPAREL DESIGN II**

1 Credit

In this course, emphasis is placed on integrating classicism and innovation and fabric and color utilization into the design of sportswear groups aimed at a specific season. (40 Lab Hours)

**FD103 COMPUTER-AIDED APPAREL DESIGN I**

2 Credits

This course provides an introduction to computer-aided apparel design through lecture and hands-on application using fashion industry-appropriate software. Students produce technical flats in a variety of designs using freehand and scanning techniques. (20 Lecture/20 Lab Hours)

**FD104 COMPUTER-AIDED APPAREL DESIGN II**

2 Credits

Students learn advanced apparel design using fashion industry-appropriate software. Print and pattern scanning for resizing and recoloring is addressed. Students create original patterns and apply them to original designs rendered on the computer. (20 Lecture/20 Lab Hours)

**FD105 DRAPING**

3 Credits

The basic principles of draping basic bodies such as bodices, skirts, and dresses are explored. Skill and theory are intertwined throughout the course. (20 Lecture/60 Lab Hours)



**FD106 DESIGN AND CONSTRUCTION I** 3 Credits  
Students learn to apply the techniques learned in Draping to sportswear garments. Transferring draped bodies to flat patterns as well as sewing and construction techniques appropriate to a variety of sportswear finishes are introduced. (20 Lecture/60 Lab Hours)

**FD107 DESIGN AND CONSTRUCTION II** 3 Credits  
Flat patternmaking techniques are introduced as a method for garment sportswear construction. Students learn advanced construction techniques appropriate to sportswear applications. (100 Lab Hours)

**FD108 TECHNICAL SKILLS** 2 Credits  
This course stresses basic professional techniques used to construct first samples. Students learn to use standard industrial equipment. The relationship between the design process and finished samples is explored. (20 Lecture/20 Lab Hours)

**FD109 APPAREL DESIGN AND PRESENTATION** 3 Credits  
Students examine the influence of factors affecting fashion trends in order to interpret garments through a variety of two-dimensional solutions. Focus is placed on the development of presentation boards that incorporate multiple elements that introduce individual creative design exploration and grouping situations. (30 Lecture/30 Lab Hours)

**FD110 DESIGN AND CONSTRUCTION I** 3 Credits  
Students learn to apply the techniques learned in Draping to sportswear garments. Transferring draped bodies to flat patterns as well as sewing and construction techniques appropriate to a variety of sportswear finishes are introduced. (20 Lecture/60 Lab Hours)

**FD111 APPAREL DESIGN AND PRESENTATION** 2 Credits  
Students examine the influence of factors affecting fashion trends in order to interpret garments through a variety of two-dimensional solutions. Focus is placed on the development of presentation boards that incorporate multiple elements that introduce individual creative design exploration and grouping situations. (22 Lecture/35 Lab Hours)

**FD120 DESIGN AND CONSTRUCTION II** 3 Credits  
Flat patternmaking techniques are introduced as a method for garment sportswear construction. Students learn advanced construction techniques appropriate to sportswear applications. (100 Lab Hours)

**FD130 COMPUTER-AIDED APPAREL DESIGN I** 2 Credits  
This course introduces the basics of computer-aided design targeted specifically for the fashion industry. Students learn the fundamentals of Adobe Illustrator: basic drawing, toolbox, menus, and panels. Basic drawing exercises and fashion drawing exercises are used as assignments aimed to gain proficiency in creating fashion flat sketches. (16 Lecture/41 Lab Hours)

**FD131 COMPUTER-AIDED APPAREL DESIGN II** 2 Credits  
This course is developed to teach students advanced techniques of Adobe Illustrator for fashion design. Fashion drawing exercises such as drawing fashion croquis and full-color fashion illustrations are used. Students learn how to draw specific design details, trims, and embellishments. Rendering and creating fabrics and patterns are covered. (16 Lecture/41 Lab Hours)

**FD140 PROFESSIONAL SEWING TECHNIQUES**

3 Credits

This course stresses basic professional techniques used to construct first samples. Students learn to use standard industrial equipment. The relationship between the design process and finished samples is explored. (36 Lecture/21 Lab Hours)

**FD141 FASHION ART AND DESIGN**

2 Credits

Students develop original designs through researching historical periods, current fashion styling, and color trends as they are applied in fashion design. Students learn about the roles of research, design development, and editing in the fashion design process. Emphasis is placed on the knowledge of key fashion categories, markets, seasons, and customers. (8 Lecture/49 Lab Hours)

**FD143 DESIGN AND CONSTRUCTION I**

2 Credits

Students learn to apply the techniques learned in Draping to sportswear garments. Transferring draped bodies to flat patterns as well as sewing and construction techniques appropriate to a variety of sportswear finishes are introduced. (16 Lecture/41 Lab Hours)

**FD144 DESIGN AND CONSTRUCTION II**

3 Credits

Flat patternmaking techniques are introduced as a method for garment sportswear construction. Students learn advanced construction techniques appropriate to sportswear applications. (16 Lecture/60 Lab Hours)

**FD145 DRAPING**

4 Credits

The basic principles of draping basic bodies such as bodices, skirts, and dresses are explored. Skill and theory are intertwined throughout the course. (25 Lecture/70 Lab Hours)

**FD200 SPORTSWEAR DESIGN AND DEVELOPMENT**

3 Credits

Using draping and patternmaking techniques, students design and construct a group of original, related sportswear separates. Focus is placed on design and fabric story development as well as appropriate construction techniques. (20 Lecture/60 Lab Hours)

**FD201 COMPUTER-AIDED APPAREL DESIGN III**

2 Credits

Original CAD designs are prepared for presentation and specification utilizing industry-appropriate software. Students learn to create a fully realized line presentation incorporating croquis, fabric swatches, technical flats, and garment specifications through hands-on applications. (20 Lecture/20 Lab Hours)

**FD202 DESIGN STUDIO**

5 Credits

Students design, develop, and construct an original collection of sportswear from concept through completion. Focus is placed on the development of a cohesive group of related garments through trend analysis, merchandising needs, and cost analysis. (30 Lecture/90 Lab Hours)

**FD203 PORTFOLIO DEVELOPMENT**

3 Credits

Students use traditional and computer techniques to create a sportswear portfolio of original work. (20 Lecture/60 Lab Hours)

**FD204 DESIGN EXTERNSHIP**

6 Credits

This externship provides the students with practical on-the-job experience in at least one fashion design area. Students apply the concepts and the skills learned in the program. Students are evaluated based on performance by their externship coordinator and their on-site supervisor. (270 Externship Hours)

**FD205 DESIGN STUDIO**

3 Credits

Students design, develop, and construct an original collection of sportswear from concept through completion. Focus is placed on the development of a cohesive group of related garments through trend analysis, merchandising needs, and cost analysis. (20 Lecture/60 Lab Hours)

**FD206 PORTFOLIO DEVELOPMENT**

6 Credits

Students use traditional and computer techniques to create a sportswear portfolio of original work. (60 Lecture/60 Lab Hours)

**FD210 COMPUTER-AIDED APPAREL DESIGN III**

2 Credits

Students learn the fundamental and advanced techniques specific to fashion design using Adobe Photoshop. Students learn to create a fully realized line presentation incorporating croquis, fabric swatches, and technical flats. The focus of each design project targets specific customers and categories. (16 Lecture/41 Lab Hours)

**FD220 PORTFOLIO DEVELOPMENT I**

3 Credits

Students produce a professional industry-standard fashion design portfolio in digital format using Adobe Illustrator and Adobe Photoshop programs. Selecting sportswear specializations based on individual creative and technical abilities, students complete several mini-collections highlighting their strengths and skills. (16 Lecture/60 Lab Hours)

**FD222 PORTFOLIO DEVELOPMENT II**

2 Credits

Students use previous industry and classroom experiences to complete an interview-quality portfolio to be used as an individual marketing tool. Traditional and computer-generated solutions are used to create original design presentations. More advanced hand drawing and digital rendering techniques are explored to complete several thematic mini-collections for a specific market. (12 Lecture/ 45 Lab Hours)

**FD223 PORTFOLIO DEVELOPMENT II**

3 Credits

Students use previous industry and classroom experiences to complete an interview-quality portfolio to be used as an individual marketing tool. Traditional and computer-generated solutions are used to create original design presentations. More advanced hand drawing and digital rendering techniques are explored to complete several thematic mini-collections for a specific market. (16 Lecture/ 60 Lab Hours)

**FD225 DIGITAL FLATS AND SPECS**

3 Credits

Students learn to create garment specification sheets by integrating manual and digital skills. Digital design techniques and apparel manufacturing business practices are explored in order to create industry-standard technical packages. Sizing and grading are discussed. Product development steps and production procedures are analyzed. Importance of clear and detailed technical specs for creating a successful fashion line is stressed. (16 Lecture/60 Lab Hours)

**FD230 DESIGN STUDIO**

4 Credits

Students design, develop, and construct an original collection of sportswear from concept through completion. Focus is placed on the development of a cohesive group of related garments through trend analysis, merchandising needs, and cost analysis. (32 Lecture/63 Lab Hours)

**FD231 DESIGN STUDIO**

5 Credits

Students design, develop, and construct an original collection of sportswear from concept through completion. Focus is placed on the development of a cohesive group of related garments through trend analysis, merchandising needs, and cost analysis. (38 Lecture/76 Lab Hours)

**FI200 PERSONAL FINANCE**

2 Credits

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/16 Lab Hours)

**FM102 FASHION FUNDAMENTALS**

3 Credits

This course is structured to provide the students with an understanding of the organization and interrelationships of all levels of the fashion industry: primary markets; secondary markets; and retail and allied services such as publications, advertising, and public relations. Particular attention is placed on terminology, career opportunities, and industry changes. (45 Lecture Hours)

**FM103 CONTEMPORARY DESIGNERS**

2 Credits

This course is an introduction to selected contemporary international fashion designers. Students learn to analyze the difference between fashion market segments and specific designers within those markets. Designers at the upper levels of the fashion market are discussed and analyzed in terms of their overall influence. (30 Lecture Hours)

**FM104 VISUAL MERCHANDISING**

3 Credits

Through various media and materials students become familiar with the elements that create a favorable product image: color, design, display, and presentation. Relationships among product identification, store image, and promotional techniques are analyzed with regard to sale effectiveness. Emphasis is placed on students' creative experimentation in building a total image. (45 Lecture Hours)

**FM105 EVOLUTION OF FASHION**

3 Credits

Students learn to distinguish among historic costume periods and to use appropriate terminology when interpreting period costumes' influence upon contemporary fashion. The contributions of specific current and past international designers are analyzed in terms of business innovation, fabrication, silhouette, and fashion design. (45 Lecture Hours)

**FM106 FABRIC ANALYSIS**

2 Credits

This course emphasizes fabric construction and fabric identification, especially the classic fabrics. In addition, students examine the organization of the textile industry. (30 Lecture Hours)

**FM107 FASHION FUNDAMENTALS**

2 Credits

This course is structured to provide the students with an understanding of the organization and interrelationships of all levels of the fashion industry: primary markets; secondary markets; and retail and allied services such as publications, advertising, and public relations. Particular attention is placed on terminology, career opportunities, and industry changes. (24 Lecture/14 Lab Hours)

**FM108 EVOLUTION OF FASHION**

2 Credits

The development and evolution of stylistic fashion's change from ancient costume periods through the end of the nineteenth century are presented. Social, cultural, technological, and geographical factors that impacted fashion change are explored. Students learn to identify how historical styles and details are used as a basis for contemporary fashion design. (22 Lecture/16 Lab Hours)

**FM109 HISTORY OF 20<sup>TH</sup> CENTURY FASHION**

2 Credits

The history of couture and ready-to-wear in the twentieth century is presented. Focus is placed on the stylistic analysis of French couture designers and the development of American ready-to-wear designers. (40 Lecture Hours)

**FM110 CONTEMPORARY DESIGNERS**

2 Credits

This course is an introduction to selected contemporary international fashion designers. Students learn to analyze the difference between fashion market segments and specific designers within those markets. Designers at the upper levels of the fashion market are discussed and analyzed in terms of their overall influence. (40 Lecture Hours)

**FM111 FABRIC ANALYSIS**

2 Credits

This course emphasizes fabric construction and fabric identification, especially the classic fabrics. In addition, students examine the organization of the textile industry. (22 Lecture/16 Lab Hours)

**FM112 TEXTILE SCIENCE**

2 Credits

Students examine the characteristics of fibers, yarns, dyeing, printing, and other finishing processes. The quality of fabrics and legislation relating to fabrics are explored. (22 Lecture/16 Lab Hours)

**FM113 FASHION MARKETING I**

2 Credits

Students are introduced to concepts of marketing as they apply to the fashion industry. Customer demographics and target markets are defined. The four "Ps" of marketing (price, product, promotion, and placement) are explored through fashion case studies and market research. (40 Lecture Hours)

**FM114 FASHION MARKETING II**

2 Credits

Market research, planning, advertising, and promotions for fashion products are explored. Students learn how to apply the principles of fashion marketing through the development of a marketing plan for a fashion line. (40 Lecture Hours)

**FM115 RETAIL OPERATIONS**

2 Credits

In this course, emphasis is placed on an intensive analysis of store operations. Students learn techniques for anticipating consumer demand, evaluating merchandise resources, and appropriating merchandise. In addition, effective sales methods, efficient inventory control, and appropriate customer services are evaluated. (40 Lecture Hours)

**FM116 VISUAL MERCHANDISING**

2 Credits

Through various media and materials students become familiar with the elements that create a favorable product image: color, design, display, and presentation. Relationships among product identification, store image, and promotional techniques are analyzed with regard to sale effectiveness. Emphasis is placed on students' creative experimentation in building a total image. (20 Lecture/20 Lab Hours)

**FM117 PRODUCT DEVELOPMENT**

3 Credits

The process of fashion product development is explored through hands-on development of a product from concept to final presentation. Students employ fashion market analysis to develop a product(s) aimed at a specific target market. Standard fashion industry product presentation skills are taught through hands-on applications. (20 Lecture/20 Lab Hours)

**FM118 SHOWROOM SALES**

1 Credit

Sales and merchandising techniques for showroom sales are presented. Focus is placed on the differences between the retail and wholesale sectors of the fashion industry. Students learn how to present, merchandise, and sell a collection for maximum sales impact. (14 Lecture/24 Lab Hours)

**FM119 FASHION MARKETING**

2 Credits

Students are introduced to concepts of marketing as they apply to the fashion industry. Customer demographics and target markets are defined. The four "Ps" of marketing (price, product, promotion, and placement) are explored through fashion case studies and market research. (40 Lecture Hours)

**FM119 RETAIL INTERNSHIP I**

1 Credit

Students gain firsthand knowledge of the retail sector of the fashion industry through part-time retail employment. Students are evaluated by their supervisor based on a structured performance appraisal. (60 Externship Hours)

**FM120 RETAIL INTERNSHIP II**

1 Credit

In this course students continue to gain knowledge about the retail sector of the fashion industry. Students work during the highest volume season of the selling year. The student's supervisor conducts a performance appraisal. (60 Externship Hours)

**FM121 RETAIL INTERNSHIP**

2 Credits

This course provides students with hands-on, practical knowledge of the retail sector of the fashion industry. The part-time retail internship takes place during the highest volume season of the selling year. Students are supervised and evaluated by their on-site supervisor based on a structured performance appraisal. (120 Externship Hours)

**FM122 PRODUCT DEVELOPMENT**

3 Credits

The process of fashion product development is explored through hands-on development of a product from concept to final presentation. Students employ fashion market analysis to develop a product(s) aimed at a specific target market. Standard fashion industry product presentation skills are taught through hands-on applications. (16 Lecture/60 Lab Hours)

**FM123 FASHION IN NEW YORK**

2 Credits

This course presents students with an overview of the fashion industry in New York. Emphasis is placed on the relationship between different sectors of the industry through firsthand observation fostered through field trips throughout the city and guest speakers. (22 Lecture/35 Lab Hours)

**FM124 PRESENTATION TECHNIQUES**

2 Credits

In this course a variety of oral and visual presentation techniques appropriate to fashion are explored. Students learn how to create effective visual presentations as well as how to utilize those techniques to communicate fashion content. (22 Lecture/35 Lab Hours)

**FM125 FASHION MAGAZINES**

2 Credits

This course provides an in-depth study of consumer and trade publications specific to the fashion industry. Students learn how fashion publications determine what their target audience wants to read through practical analysis, field trips, and guest speakers. (22 Lecture/16 Lab Hours)

**FM126 VISUAL MERCHANDISING I**

3 Credits

This course familiarizes students with the elements that create a favorable product image: color, design, display, and presentation. Relationships among product identification, store image, and promotional techniques are analyzed with regard to sale effectiveness. Emphasis is placed on student's hands-on creative experimentation in building a total image. (16 Lecture/60 Lab Hours)

**FM127 VISUAL MERCHANDISING II**

2 Credits

This course explores advanced concepts in visual merchandising including in-store retail, showroom, and trade show displays. Careers in visual merchandising are explored as well. (20 Lecture/20 Lab Hours)

**FM128 MARKETING**

2 Credits

This course introduces students to the concepts of marketing as they apply to the fashion industry. Customer demographics and target markets are defined. The four "Ps" of marketing (price, product, promotion, and placement) are explored through fashion case studies and market research. (22 Lecture/16 Lab Hours)

**FM129 MATHEMATICS FOR MERCHANDISING**

2 Credits

This course provides students with the principles and the terminology important to profitable merchandising. Stress will be placed on finding solutions to practical problems, which occur in merchandising situations. (20 Lecture/20 Lab Hours)

**FM130 THE FASHION CONSUMER**

2 Credits

This course focuses on the causes and effects of consumer behavior in fashion. Students will examine the formulation of strategies for targeting customers and meeting the needs of that population. Topics including demographics, marketing research, decision/buying cycles, advertising, and consumer lifestyles will be discussed and analyzed. Emphasis will be placed on current trends in advertising and retailing. (20 Lecture/20 Lab Hours)

**FM131 RETAILING**

2 Credits

In this course an intensive analysis of store operations is covered. Students learn techniques for anticipating consumer demand, evaluating merchandise resources, and appropriating merchandise. In addition, effective sales methods, efficient inventory control, and appropriate customer services are evaluated. (22 Lecture/16 Lab Hours)

**FM132 FASHION BUYING**

2 Credits

This course is an introduction to the principles of buying apparel and accessories. The course emphasizes the buying function and the differences of buyers' responsibilities in various types of merchandising organizations. Students learn the principles, procedures, and techniques practiced by merchandisers of fashion goods in determining what assortments to buy and which resources to select. (22 Lecture/35 Lab Hours)

**FM133 COMPUTERIZED FASHION APPLICATIONS**

1 Credit

In this course students utilize electronic spreadsheet applications to solve and analyze merchandising problems including: sales planning, assortment planning, mark-up and markdown calculations, open-to-buy, and operating results. (8 Lecture/30 Lab Hours)

**FM135 FASHION PROMOTION AND PUBLIC RELATIONS**

2 Credits

In this course students explore the strategies, planning, and execution of special events used to promote fashion products. Students use information on current fashion news, events, and personalities to plan promotional events and to create press kits. (20 Lecture/20 Lab Hours)

**FM136 VISUAL MERCHANDISING II**

1 Credit

This course explores advanced concepts in visual merchandising including in-store retail, showroom, and trade show displays. Careers in visual merchandising are explored as well. (14 Lecture/24 Lab Hours)

**FM139 SHOWROOM SALES**

1 Credit

Sales and merchandising techniques for showroom sales are presented. Focus is placed on the differences between the retail and wholesale sectors of the fashion industry. Students learn how to present, merchandise, and sell a collection for maximum sales impact. (14 Lecture/24 Lab Hours)

**FM140 HISTORY OF MODERN FASHION**

2 Credits

The history of couture and ready-to-wear in the twentieth century is presented. Focus is placed on stylistic analysis of French couture designers and the development of American ready-to-wear designers. American and international designers at the upper levels of the fashion market are discussed and analyzed in terms of their overall influence. (24 Lecture/14 Lab Hours)

**FM141 CAD FOR MERCHANTISERS**

1 Credit

This course introduces the basics of computer-aided design and image editing used in the fashion and merchandising industry. Students learn the fundamentals of Adobe Photoshop and Illustrator software programs, including the toolbox, menus, panels, and basic drawing and image editing. (12 Lecture/26 Lab Hours)

**FM143 COMPUTERIZED FASHION APPLICATIONS**

1 Credit

In this course students utilize electronic spreadsheet applications to solve and analyze merchandising problems including: sales planning, assortment planning, mark-up and markdown calculations, open-to-buy, and operating results. (8 Lecture/30 Lab Hours)



**FM144 DIGITAL PORTFOLIO**

1 Credit

In this course, emphasis is placed on a visual and digital approach to creating and updating portfolios specific to the merchandising, marketing, and product development segments of the industry. The portfolios will communicate the skills of the individual student in a professional manner. (8 Lecture/30 Lab Hours)

**FM145 FASHION STYLIST**

1 Credit

This introductory course explores the skills required for entering the field of styling, whether it is for visual merchandising, fashion shows, photography, video, film, or commercials. Emphasis will be placed on identifying the many styling images and methods used in promoting fashion. (8 Lecture/30 Lab Hours)

**FM146 FASHION PROMOTION AND PUBLIC RELATIONS**

1 Credit

In this course students explore the strategies, planning, and execution of special events used to promote fashion products. Students use information on current fashion news, events, and personalities to plan promotional events and to create press kits. (14 Lecture/24 Lab Hours)

**FM201 FASHION PRESENTATION I**

2 Credits

Students are instructed in the research techniques used in analyzing fashion trends including overall looks, silhouettes, color, and fabrication. They are given practical application assignments interpreting style changes in all areas of the fashion industry. Stress is placed on students' analyses and utilization of professional examples. (45 Hours)

**FM202 SPECIALIZATIONS IN FASHION**

2 Credits

Several areas of fashion specialization are covered in this course including home furnishings, cosmetics, menswear (including boys' and young men's), and fashion communications. Students learn about these specialties through lecture and field studies within the New York fashion industry. (30 Hours)

**FM203 FASHION PRESENTATION II**

1 Credit

Students utilize the methods and principles of fashion research explored in Fashion Presentation I to develop the necessary skills enabling them to execute professional fashion presentations. Emphasis is placed on students' creative exploration in fashion coordination, promotion, and presentation. (30 Hours)

**FM206 TEXTILE SCIENCE**

2 Credits

Students examine the characteristics of fibers, yarns, dyeing, printing, and other finishing processes. The quality of fabrics and legislation relating to fabrics are explored. (30 Hours)

**FM207 FASHION PRESENTATION**

3 Credits

Students are instructed in the research techniques used in analyzing fashion trends including overall looks, silhouettes, color, and fabrication. They are given practical application assignments interpreting style changes in all areas of the fashion industry. Stress is placed on students' analyses and utilization of professional examples. (16 Lecture/60 Lab Hours)

**FM208 FASHION PRESENTATION II**

2 Credits

Students utilize the methods and principles of fashion research explored in Fashion Presentation I to develop the necessary skills enabling them to execute professional fashion presentations. Emphasis is placed on students' creative exploration in fashion coordination, promotion, and presentation. (60 Lab Hours)

**FM209 MANUFACTURING OPERATIONS**

2 Credits

The material includes terminology, quality policies, selling and terms of sale, market weeks, resources, shipping, distribution, traffic, and contracting. The students learn the relationship between the manufacturer and primary markets as well as between the manufacturer and the retail buyer. (24 Lecture/14 Lab Hours)

**FM210 SPECIALIZATIONS IN FASHION**

4 Credits

Several areas of fashion specialization are covered in this course including home furnishings, cosmetics, menswear (including boys' and young men's), and fashion communications. Students learn about these specialties through lecture and field studies within the New York fashion industry. (40 Lecture/40 Lab Hours)

**FM211 MERCHANDISING EXTERNSHIP**

6 Credits

This externship provides the students with practical fashion industry work experience outside of the retail sector. Students apply the concepts and skills learned in the program. Students are evaluated based on performance by their externship coordinator and their on-site supervisor. (270 Externship Hours)

**FM212 FASHION RESEARCH AND REPORTING**

3 Credits

This course allows students to explore traditional and non-traditional fashion products. This course also provides the opportunity to apply previous course knowledge and fashion research techniques for product reporting and presentations. (16 Lecture/60 Lab Hours)

**GD100 DRAWING**

1 Credit

This course is an introduction to the discipline of drawing. Students learn to use a variety of media and techniques as well as drawing concepts and perceptual exercises. With these concepts students will begin to explore the relationship of drawing to graphic design and illustration. (20 Lecture/60 Lab Hours)

**GD101 DESIGN AND COLOR**

3 Credits

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/60 Lab Hours)

**GD102 ILLUSTRATION**

3 Credit

This course builds and develops drawing and marker skills as they are used for commercial purposes. Students explore a variety of techniques while solving conceptual problems through visual means. (20 Lecture/60 Lab Hours)

**GD103 TYPOGRAPHY I**

2 Credits

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/16 Lab Hours)

**GD104 TYPOGRAPHY II**

2 Credits

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. (22 Lecture/16 Lab Hours)

**GD110 ELECTRONIC DRAWING I** 2 Credits  
This course focuses on fundamental techniques, terminology, tools, and commands for creating graphics with an object drawing program. Students learn to apply this knowledge with hands-on projects that create finished computer art. (20 Lecture/20 Lab Hours)

**GD111 ELECTRONIC DRAWING II** 1 Credit  
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/30 Lab Hours)

**GD112 INTRODUCTION TO PRODUCTION** 2 Credits  
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/16 Lab Hours)

**GD113 DESKTOP PUBLISHING** 4 Credits  
In this course students are introduced to advanced desktop publishing concepts, systems, hardware, and software. Specific instruction is given in one page layout program and its interrelationship to illustration and photo retouching software. (40 Lecture/40 Lab Hours)

**GD114 GRAPHIC DESIGN DEVELOPMENT AND PRACTICE** 2 Credits  
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/20 Lab Hours)

**GD115 DRAWING** 1 Credit  
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/24 Lab Hours)

**GD116 COMPREHENSIVE ILLUSTRATION** 1 Credit  
This course builds and develops drawing and marker 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/24 Lab Hours)

**GD117 ELECTRONIC DRAWING I** 3 Credits  
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. (20 Lecture/60 Lab Hours)

**GD118 ELECTRONIC DRAWING II** 1 Credit  
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/30 Lab Hours)

**GD119 HISTORY OF GRAPHIC DESIGN** 2 Credits  
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/14 Lab Hours)

**GD120 WEB DEVELOPMENT WITH HTML** 2 Credits

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, frames, and forms. (20 Lecture/20 Lab Hours)

**GD121 DESKTOP PUBLISHING** 4 Credits

In this course students are introduced to desktop publishing concepts and techniques with specific instruction in digital page composition. (40 Lecture/40 Lab Hours)

**GD122 MULTIMEDIA AND ANIMATION** 2 Credits

In this course, students apply design principles and utilize a popular authoring tool to create multimedia presentations that include animation. (22 Lecture/16 Lab Hours)

**GD123 WEB DEVELOPMENT WITH HTML** 1 Credit

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/24 Lab Hours)

**GD124 DESKTOP PUBLISHING** 3 Credits

In this course students are introduced to desktop publishing concepts and techniques with specific instruction in digital page composition. (16 Lecture/60 Lab Hours)

**GD125 ELECTRONIC DRAWING I** 2 Credits

In this course students learn the basics of computer-based vector drawing, including terminology, tools, palettes, and commands. Topics covered include how to create and manipulate shapes and lines, add basic fills, and work with patterns, gradients, and blends. (22 Lecture/16 Lab Hours)

**GD126 ELECTRONIC DRAWING II** 1 Credit

This course covers advanced techniques of a vector-based drawing program, including working with complex shapes, Bezier forms, and sophisticated fills. Students are also introduced to working with raster images, and special emphasis is placed on converting photos into professional illustrations, in addition to preparing files for print production. (8 Lecture/30 Lab Hours)

**GD127 ELECTRONIC DRAWING III** 1 Credit

In this course, students learn to use an image-editing program to generate raster-based images and prepare photographic files for print. Emphasis is placed on photo retouching, color enhancing, and image compositing. Students will also learn proper scanning methods. (8 Lecture/30 Lab Hours)

**GD200 STUDIO PROCEDURES** 3 Credits

This course uses a problem-solving approach to prepare the students to produce all forms of paste-ups and mechanicals used in the advertising industry. (20 Lecture/60 Lab Hours)

**GD201 DESKTOP PUBLISHING AND ELECTRONIC DESIGN** 3 Credits

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 applications programs to create original pieces. (20 Lecture/60 Lab Hours)

**GD202 DESIGN AND PRESENTATION DEVELOPMENT**

4 Credits

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. (120 Lab Hours)

**GD203 ADVERTISING ART PORTFOLIO**

4 Credits

In this course, students prepare a professional portfolio composed of a variety of projects that demonstrate the skills mastered during the program. Students also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills. (40 Lecture/40 Lab Hours)

**GD204 ELECTRONIC LAYOUT AND DESIGN**

5 Credits

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 to create original pieces. (40 Lecture/80 Lab Hours)

**GD205 WEB DESIGN FOR GRAPHIC DESIGNERS**

2 Credits

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/16 Lab Hours)

**GD206 ADVANCED MULTIMEDIA AND ANIMATION**

2 Credits

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. (24 Lecture/14 Lab Hours)

**GD207 ELECTRONIC LAYOUT AND DESIGN**

4 Credits

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 to create original layouts. (40 Lecture/40 Lab Hours)

**GD208 ELECTRONIC LAYOUT AND DESIGN**

3 Credits

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/60 Lab Hours)

**GD209 PACKAGE DESIGN**

4 Credits

This course is an introduction to the packaging industry and to the elements required in package design from initial concept to printed piece to presentation to the consumer. Marketing strategies, environmental issues, and government regulations will be discussed as well as client-designer roles and responsibilities. The packaging design of actual products made in the United States as well as those made abroad will be discussed. (40 Lecture/40 Lab Hours)

**GD211 DESIGN AND PRESENTATION DEVELOPMENT**

3 Credits

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. (114 Lab Hours)

**GD212 ADVERTISING ART PORTFOLIO**

3 Credits

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/60 Lab Hours)

**GD220 PACKAGE DESIGN**

3 Credits

This course is an introduction to the packaging industry and to the elements required in package design from initial concept to printed piece to presentation to the consumer. Marketing strategies, environmental issues, and government regulations will be discussed as well as client-designer roles and responsibilities. The packaging design of actual products made in the United States as well as those made abroad will be discussed. (30 Lecture/46 Lab Hours)

**GS100 COLLEGE AND INDUSTRY SEMINAR**

1 Credit

This course is designed to introduce the students to the college experience and to the career paths available in the fashion industry. Seminars focus on the knowledge and skills needed to be successful at the college level. Guest speakers are invited from the industry to share their experiences and to provide students with a realistic sense of what is required on the job. (15 Hours)

**GS211 DRAMA AND THE SHORT STORY**

4 Credits

In this course students are provided with practice in analysis of the theme, style, and relevance of various dramatists and short story writers. The course requires student involvement through class discussion and reading aloud. Students write several short critical essays and a term paper. (60 Lecture Hours)

**GS222 PSYCHOLOGY**

4 Credits

An introduction of the scientific study of human behavior is presented in this course. The topics covered include the nature of scientific inquiry, the history of psychology, learning, perception, development, psychological basis of behavior, emotions, motivations, personality theory, abnormal behavior and psychotherapy, psychological testing, and psychology applied to the work setting. (60 Lecture Hours)

**GS223 INTRODUCTION TO SOCIOLOGY**

4 Credits

This course presents the basic concepts and research methods of sociology. Students examine human interactions and institutions from the complex to the most familiar patterns of social behavior. The course introduces the origins of sociology as a social science and the various approaches involved in research. Students learn the basic concepts of culture, society, stratification, social mobility, and group processes. (60 Lecture Hours)

**GS224 PSYCHOLOGY**

3 Credits

An introduction of the scientific study of human behavior is presented in this course. The topics covered include the nature of scientific inquiry, the history of psychology, learning, perception, development, psychological basis of behavior, emotions, motivations, personality theory, abnormal behavior and psychotherapy, psychological testing, and psychology applied to the work setting. (36 Lecture/21 Lab Hours)

**GS225 INTRODUCTION TO SOCIOLOGY**

3 Credits

This course presents the basic concepts and research methods of sociology. Students examine human interactions and institutions from the complex to the most familiar patterns of social behavior. The course introduces the origins of sociology as a social science and the various approaches involved in research. Students learn the basic concepts of culture, society, stratification, social mobility, and group processes. (36 Lecture/21 Lab Hours)

**GS226 DRAMA AND THE SHORT STORY**

3 Credits

In this course students are provided with practice in analysis of the theme, style, and relevance of various dramatists and short story writers. The course requires student involvement through class discussion and reading aloud. Students write several short critical essays and a term paper. (36 Lecture/21 Lab Hours)

**GS232 CONCEPTS OF MANAGEMENT**

4 Credits

The history and heritage of management are described in this course. The rules of management are explained as is the job of management through decision making, planning, organizing, controlling, and staffing. The structure of authority in the business organization, as well as the communication process that must take place in effective business organizations, is also presented. (60 Lecture Hours)

**GS238 ARTS OF NEW YORK**

1 Credit

This course examines the fine, decorative, and performing areas by utilizing in-class audiovisual lectures and outside field studies. (15 Hours)

**HP101 HOTEL OPERATIONS AND ADMINISTRATION**

2 Credits

This course provides the students with insight into the workings of a hotel/motel and tourism as a whole in the accommodations industry. The course provides the students with the knowledge to discuss hotel reference guides, factors that affect the price of a room, and meal plans. The course specifically details the duties and job descriptions of individual departments. (30 Lecture/10 Lab Hours)

**HP102 FOOD AND BEVERAGE OPERATIONS**

1 Credit

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)

**HP103 FRONT AND BACK OFFICE MANAGEMENT**

2 Credits

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, employment practices, and administrative procedures are also reviewed. (40 Lecture Hours)

**HP104 CONVENTION MANAGEMENT**

1 Credit

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)

**HP105 FRONT AND BACK OFFICE OPERATIONS** 1 Credit

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. (14 Lecture/24 Lab Hours)

**HP107 FRONT AND BACK OFFICE OPERATIONS** 2 Credits

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/20 Lab Hours)

**HP201 SALES AND MARKETING FOR TRAVEL AND HOSPITALITY** 2 Credits

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/20 Lab Hours)

**HP205 GUEST RELATIONS MANAGEMENT** 2 Credits

This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations. (22 Lecture/16 Lab Hours)

**HP206 RESORT MANAGEMENT** 2 Credits

This course provides students with the business principles and practices unique to the resort segment of the hospitality industry. Focus is placed on the three elements specific to successful resort management: recreational attractions, housing and services, and activities. Emphasis is placed on resort development, marketing, and operations. (22 Lecture/16 Lab Hours)

**HP208 MEETING AND EVENT PLANNING** 2 Credits

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/16 Lab Hours)

**HP210 MEETING AND EVENT PLANNING I** 2 Credits

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/16 Lab Hours)

**HP213 HOSPITALITY AND TOURISM MARKETING** 2 Credits

This course applies the general principles of marketing to the hospitality and tourism industries and stresses the importance of marketing to the success of these operations. Marketing research, consumer behavior, targeting and positioning, and the product-service mix are covered in depth. The course culminates with the development of a marketing plan, preparing the learner for an effective role in marketing management. (24 Lecture/14 Lab Hours)



**HP215 MEETING AND EVENT PLANNING II**

2 Credits

This course continues the studies of competencies required of a professional event coordinator. Students learn advanced concepts for creating memorable guest experiences. Emphasis is placed on retail events such as wedding planning and parties (graduation, retirement, etc.). Students will apply their skills to plan and host a mock event. (22 Lecture/16 Lab Hours)

**MD100 MEDICAL CLINICAL PROCEDURES I**

4 Credits

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, medical asepsis, vital signs, and the preparation of the patient for examination. (40 Lecture/40 Lab Hours)

**MD101 MEDICAL CLINICAL PROCEDURES II**

4 Credits

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and the preparation of specialty examinations in areas such as OB/GYN and pediatrics. (40 Lecture/40 Lab Hours)

**MD102 MEDICAL LABORATORY PROCEDURES**

4 Credits

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/40 Lab Hours)

**MD103 MEDICAL LABORATORY PROCEDURES**

3 Credits

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/60 Lab Hours)

**MD104 MEDICAL OFFICE PROCEDURES I**

2 Credits

This course is an introduction to the functions and practices of a modern medical office. The role of the administrative medical assistant is explored as well as the communications skills needed by all medical assistants to function as effective members of the health care team. Emphasis is placed upon developing secretarial/administrative knowledge and the practical application of that knowledge. Various office duties are discussed, demonstrated, and practiced. (40 Hours)

**MD105 MEDICAL OFFICE PROCEDURES II**

2 Credits

This course is devoted to manual and computerized financial management of the medical office. (40 Hours)

**MD106 MEDICAL TERMINOLOGY**

2 Credits

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. (40 Lecture Hours)

**MD107 MEDICAL MACHINE TRANSCRIPTION**

1 Credit

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/10 Lab Hours)

**MD108 ANATOMY AND PHYSIOLOGY I**

2 Credits

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)

**MD109 ANATOMY AND PHYSIOLOGY II**

2 Credits

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 psychiatry. (40 Lecture Hours)

**MD110 PSYCHOLOGY FOR HEALTH CARE PROFESSIONALS**

2 Credits

The study of human behavior and relationships is undertaken with emphasis on interaction with the health care client. (40 Hours)

**MD111 MEDICAL LAW AND ETHICS**

2 Credits

This course is designed to give the students a working knowledge of federal and state laws regulating medical practices and introduces the students to the physician/patient relationship. The history of medicine and the code of ethics evolved by medical professionals are studied along with the structure and function of the American Association of Medical Assistants. (40 Hours)

**MD112 PHARMACOLOGY**

2 Credits

This course is designed to provide the medical assisting students with knowledge of the principles of pharmacology utilizing a body systems approach. (24 Lecture/14 Lab Hours)

**MD113 PSYCHOLOGY FOR HEALTH CARE PROFESSIONALS**

1 Credit

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)

**MD114 MEDICAL LAW AND ETHICS**

1 Credit

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)

**MD115 MEDICAL ADMINISTRATIVE PROCEDURES**

2 Credits

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. (40 Lecture Hours)

**MD116 MEDICAL OFFICE SYSTEMS**

2 Credits

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. (20 Lecture/20 Lab Hours)

**MD117 MEDICAL INSURANCE PROCEDURES**

1 Credit

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)

**MD118 CLINICAL AND DIAGNOSTIC PROCEDURES**

2 Credits

Students build on medical assisting skills learned in previous clinical and laboratory courses such as diagnostic testing and patient preparation for specialized procedures. (20 Lecture/20 Lab Hours)

**MD119 CLINICAL PROCEDURES I**

2 Credits

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/16 Lab Hours)

**MD120 CLINICAL PROCEDURES II**

4 Credits

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. (45 Lecture/31 Lab Hours)

**MD123 MEDICAL INSURANCE**

2 Credits

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/14 Lab Hours)

**MD124 ANATOMY AND PHYSIOLOGY I**

2 Credits

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)

**MD125 ANATOMY AND PHYSIOLOGY II**

2 Credits

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 psychiatry. (40 Lecture Hours)

**MD130 MEDICAL ADMINISTRATIVE PROCEDURES I**

2 Credits

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. (22 Lecture/16 Lab Hours)

**MD131 MEDICAL ADMINISTRATIVE PROCEDURES II** 2 Credits  
This course is designed to continue the development of student competency in medical assisting administrative functions. (20 Lecture/20 Lab Hours)

**MD132 MEDICAL TERMINOLOGY I** 2 Credits  
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/14 Lab Hours)

**MD133 MEDICAL TERMINOLOGY II** 2 Credits  
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. (24 Lecture/14 Lab Hours)

**MD134 MEDICAL TERMINOLOGY III** 2 Credits  
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. (24 Lecture/14 Lab Hours)

**MD135 MEDICAL OFFICE SYSTEMS** 2 Credits  
This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations. (20 Lecture/20 Lab Hours)

**MD136 MEDICAL ADMINISTRATIVE PROCEDURES II** 1 Credit  
This course is designed to continue the development of student competency in medical assisting administrative functions. (12 Lecture/26 Lab Hours)

**MD137 MEDICAL OFFICE SYSTEMS** 1 Credit  
This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations. (8 Lecture/30 Lab Hours)

**MD200 MEDICAL INSURANCE PROCEDURES** 1 Credit  
This course introduces the students to insurance terminology, medical coverage, and common procedures and diagnoses for completion of insurance claims. (20 Hours)

**MD202 MEDICAL EXTERNSHIP** 7 Credits  
This externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas. (320 Externship Hours)

**MD203 CLINICAL PROCEDURES III** 4 Credits  
In this course the medical assisting student continues the development of skills learned in Clinical Procedures I and Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations. (40 Lecture/40 Lab Hours)

**MD204 MEDICAL EXTERNSHIP**

7 Credits

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. (320 Externship Hours)

**MD205 CLINICAL PROCEDURES III**

3 Credits

In this course the medical assisting student continues the development of skills learned in Clinical Procedures I and Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations. (16 Lecture/60 Lab Hours)

**MD210 MEDICAL EXTERNSHIP**

6 Credits

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. (270 Externship Hours)

**MD220 CMA REVIEW**

1 Credit

This course is designed to present a comprehensive review for the medical assisting student of the core courses covering medical administration and laboratory and clinical topics in preparation for the *Certified Medical Assisting Examination*. (8 Lecture/30 Lab Hours)

**MR101 MARKETING I**

3 Credits

Trends in the national and international distribution of goods and services are studied with focus on developing strategies for product development, pricing, placement, promotion, and advertising. Emphasis is placed on understanding marketing functions that take place in moving the product from the manufacturer to the consumer. (45 Lecture Hours)

**MR102 RETAIL OPERATIONS**

3 Credits

In this course, emphasis is placed on an intensive analysis of store operations. Students learn techniques for anticipating consumer demand, evaluating merchandise resources, and appropriating merchandise. In addition, effective sales methods, efficient inventory control, and appropriate customer services are evaluated. (45 Lecture Hours)

**MR201 MARKETING II**

3 Credits

This course is a continuation of Marketing I with an emphasis on analyzing case studies, evaluating direct mail marketing, and assessing the effects of international marketing. (45 Lecture Hours)

**MR202 MANUFACTURING OPERATIONS**

3 Credits

The merchandising, showroom sales, and product divisions of apparel and related manufacturing are explored. The material includes terminology, quality policies, selling and terms of sale, market weeks, resources, shipping, distribution, traffic, and contracting. The students learn the relationship between the manufacturer and primary markets as well as between the manufacturer and the retail buyer. The role of the personal computer in manufacturing is explored. (45 Lecture Hours)

**MR203 SALES MANAGEMENT**

2 Credits

Students learn to implement corporation policies in managing time, territories, a sales force, and finances. Forecasted sales goals are evaluated with regard to corporate goals. The principles of sales as well as techniques of selecting, training, and evaluating sales personnel are explored. (30 Lecture Hours)

**OT110 WORD PROCESSING**

2 Credits

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. (20 Lecture/20 Lab Hours)

**OT115 ELECTRONIC SPREADSHEETS**

2 Credits

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/20 Lab Hours)

**OT116 ADVANCED ELECTRONIC SPREADSHEETS**

2 Credits

This course provides instruction in advanced spreadsheet operations. Designing spreadsheets, writing formulas, creating macros, graphing, and using advanced formulas are covered. (20 Lecture/20 Lab Hours)

**OT121 INTRODUCTION TO DATABASE MANAGEMENT**

2 Credits

In this course students learn basic computer terminology and the basic functions and commands of the disk operating system. The information processing cycle is discussed, and students are introduced to the procedures for handling paper and computerized business records. (20 Lecture/20 Lab Hours)

**OT122 DATABASE MANAGEMENT**

2 Credits

Using database management software, students learn to use the microcomputer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats. (20 Lecture/20 Lab Hours)

**GD130 CONCEPTS OF DESKTOP PUBLISHING**

2 Credits

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/20 Lab Hours)

**OT131 INTRODUCTION TO MACINTOSH**

2 Credits

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. (22 Lecture/16 Lab Hours)

**OT132 ELECTRONIC SPREADSHEETS**

2 Credits

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. (22 Lecture/16 Lab Hours)

**OT133 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS** 2 Credits  
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/20 Lab Hours)

**OT134 INTRODUCTION TO DATABASE MANAGEMENT** 2 Credits  
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. (22 Lecture/16 Lab Hours)

**OT135 DATABASE MANAGEMENT** 2 Credits  
Using database management software, students continue to learn to use the microcomputer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats. (22 Lecture/16 Lab Hours)

**OT136 WORD PROCESSING—CORE** 2 Credits  
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. (20 Lecture/20 Lab Hours)

**OT137 WORD PROCESSING—EXPERT** 2 Credits  
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/20 Lab Hours)

**OT138 PRESENTATION DESIGN AND DEVELOPMENT** 2 Credits  
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/20 Lab Hours)

**OT139 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS** 2 Credits  
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. (22 Lecture/16 Lab Hours)

**OT140 WORD PROCESSING—CORE** 1 Credit  
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/30 Lab Hours)

**OT141 WORD PROCESSING—EXPERT** 1 Credit  
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/30 Lab Hours)

**OT142 PRESENTATION DESIGN AND DEVELOPMENT**

1 Credit

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/30 Lab Hours)

**OT208 BUSINESS COMPUTER GRAPHICS**

2 Credits

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/20 Lab Hours)

**OT209 MICROCOMPUTER APPLICATIONS FOR WINDOWS**

2 Credits

This course begins with an overview of the use of the Windows Program Manager. Using Microsoft Office software for electronic spreadsheets and business graphics, students learn multi-tasking. (40 Hours)

**OT210 DATA ANALYSIS**

2 Credits

This course provides clear, step-by-step instruction to applied business statistics. The foundation of statistics and the need to extract useful decision-making information from data collections are emphasized through computerized activities. Charting and graphing are introduced as students learn to arrange, present, and interpret data. (20 Lecture/20 Lab Hours)

**OT211 BASIC WEB PAGE DEVELOPMENT**

2 Credits

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/20 Lab Hours)

**OT212 DATA ANALYSIS**

2 Credits

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. (22 Lecture/16 Lab Hours)

**PD102 PROFESSIONAL DEVELOPMENT**

2 Credits

This course is designed to prepare students for making the transition from student to employee. This course also explores the appropriate techniques for making job applications and participating in job interviews and presents suggestions for starting a new job. 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. Students also learn to manage their time effectively and develop an awareness of stress management techniques. (22 Lecture/16 Lab Hours)

**PD108 HUMAN RELATIONS IN THE WORKPLACE**

2 Credits

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/14 Lab Hours)

**SS105 MACHINE TRANSCRIPTION**

2 Credits

In this course the students learn how to operate dictation equipment and apply language arts skills to produce various kinds of written communications. The development of correct spelling, proper vocabulary usage, and proper proofreading and editing techniques receives special emphasis. (20 Lecture/20 Lab Hours)



**SS110 MACHINE TRANSCRIPTION** 1 Credit

In this course the students learn how to operate dictation equipment and apply language arts skills to produce various kinds of written communications. The development of correct spelling, proper vocabulary usage, and proper proofreading and editing techniques receives special emphasis. (8 Lecture/30 Lab Hours)

**SS116 ESSENTIALS OF ACCOUNTING** 2 Credits

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 reconciliation. A review of fundamental math principles is included as well. (20 Lecture/20 Lab Hours)

**SS205 OFFICE SIMULATIONS** 1 Credit

A full-scale facsimile of the modern office is presented in this course. It is designed to develop and improve technical, administrative, supervisory, and human relations skills in a hands-on realistic setting. Students learn the importance and use of an office manual and an organizational chart. (20 Lecture/20 Lab Hours)

**SS206 INFORMATION PROCESSING** 1 Credit

In this course, emphasis is placed on advanced keyboarding and computer skills in a simulated office environment. Students produce documents using business application software. (8 Lecture/30 Lab Hours)

**SS207 OFFICE SIMULATIONS** 2 Credits

A full-scale facsimile of the modern office is presented in this course. It is designed to develop and improve technical, administrative, supervisory, and human relations skills in a hands-on realistic setting. Students learn the importance and use of an office manual and an organizational chart. (22 Lecture/16 Lab Hours)

**SS213 OFFICE PROCEDURES** 4 Credits

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. (40 Lecture/40 Lab Hours)

**TR101 INTRODUCTION TO TRAVEL AND HOSPITALITY** 2 Credits

This course covers the history, scope, and functions 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 for a career in the travel and hospitality fields. (40 Lecture Hours)

**TR102 GEOGRAPHY** 2 Credits

This course is an introduction to the study of the geography of the various countries and major cities throughout the world. Domestic geography is stressed. (40 Lecture Hours)

**TR103 AIR FARES AND TICKETING** 2 Credits

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/20 Lab Hours)

**TR104 MANUAL RESERVATIONS METHODS**

2 Credits

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/20 Lab Hours)

**TR105 INTRODUCTION TO TRAVEL**

2 Credits

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/14 Lab Hours)

**TR106 WORLDWIDE TOURISM**

2 Credits

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/14 Lab Hours)

**TR107 DOMESTIC DESTINATIONS**

2 Credits

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/14 Lab Hours)

**TR108 WORLDWIDE DESTINATIONS**

2 Credits

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/14 Lab Hours)

**TR109 TRAVEL AGENCY OPERATIONS AND MEETING MANAGEMENT**

2 Credits

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/14 Lab Hours)

**TR110 SALES AND CUSTOMER SERVICE**

2 Credits

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. (22 Lecture/16 Lab Hours)

**TR111 TRAVEL AGENCY AND CORPORATE TRAVEL MANAGEMENT**

2 Credits

This course focuses on the operations and management of a travel agency, the unique needs of the corporate traveler, and the roles and functions of a corporate travel manager. (24 Lecture/14 Lab Hours)

**TR201 COMPUTERIZED RESERVATIONS**

4 Credits

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 (PNRs), 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. (40 Lecture/40 Lab Hours)

**TR202 TRAVEL AGENCY OPERATIONS**

1 Credit

This course focuses on the day-to-day operations of a 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)

**TR203 CORPORATE TRAVEL**

1 Credit

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)

**TR204 TRAVEL/HOSPITALITY EXTERNSHIP**

7 Credits

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 their externship coordinator. (320 Externship Hours)

**TR205 COMPUTERIZED RESERVATIONS**

3 Credits

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 (PNRs), 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/46 Lab Hours)

**TR206 COMPUTERIZED RESERVATIONS**

1 Credit

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 (PNRs), 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. (14 Lecture/24 Lab Hours)

**TR210 TRAVEL/HOSPITALITY EXTERNSHIP**

6 Credits

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 their externship coordinator. (270 Externship Hours)

**TY101 KEYBOARDING I**

1 Credit

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

**TY102 KEYBOARDING II**

1 Credit

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

**TY103 DOCUMENT FORMATTING**

1 Credit

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

**TY104 DOCUMENT PRODUCTION**

1 Credit

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/30 Lab Hours)

**TY110 SKILLBUILDING**

1 Credit

This course is specifically designed for increasing keyboarding speed through drills and timings. (10 Lecture/30 Lab Hours)

**TY201 ADVANCED DOCUMENT PRODUCTION**

1 Credit

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/30 Lab Hours)