

COURSES OF INSTRUCTION

The following pages contain descriptions of the courses offered. The courses are arranged under the various university academic disciplines.

The number of credit hours granted for each course is in parentheses.

The University reserves the right to withdraw a course from its schedule if the enrollment is not sufficient.

CO101, CO102, CO103

Professional Practice Option

These courses are designed to allow the associate degree candidate to receive on-the-job experience. Each quarter is graded S/U based on satisfactory completion of course assignments and a successful work experience.

ACCOUNTING

AC111 Accounting I

Students receive a basic knowledge in double-entry accounting theory. Instruction will be given in journalizing and posting accounts, periodic adjustments, closing entries, statement preparation, special journals, and cash controls.

No Prerequisite. (4)

AC112 Accounting II

The study of accounting principles continues with more specific processes explained. Students will be exposed to receivables, inventory, depreciation methods, asset disposition, current liabilities, partnership and corporation formation.

Prerequisite: AC111. (4)

AC113 Accounting III

This course is an extension of AC112 with emphasis on corporation activities. Topics covered include (but are not limited to) accounting for income taxes, bonds issued for financing and acquired for investment, cash flow statements, and financial statement analysis.

Prerequisite: AC112. (4)

AC117 Personal Taxes

Students are introduced to income tax laws and regulations to prepare federal income tax returns and sole proprietorships.

No Prerequisite. (5)

AC122 Payroll Accounting

Students are acquainted with various laws relating to the payment of wages and salaries. Payroll accounting systems and procedures commonly followed in the development of personnel and payroll records are described. Practice in payroll operations is included.

Prerequisite: AC111. (3)

AC130 Introduction to QuickBooks

Students will be introduced to QuickBooks, a business software, to create and customize forms, reports and journals for a simulated business applying learned accounting skills and principles.

Prerequisite: AC112 and DP150. (3)

AC202 Managerial Accounting

A study of accounting data: how it can be interpreted and used by management in planning and controlling business activities. Business problems are discussed from the point of view of internal management to show how accounting can aid in the solving of problems confronting management. The use of accounting data by investors and potential investors is also addressed whenever applicable.

Prerequisite: AC113. (5)

AC215 Intermediate Accounting I

Students are familiarized with the basic assumptions that underlie modern accounting. The principles, procedures and methods used in the development of financial statements are studied. Revenue recognitions, expense allocation, current assets and current liability accounts are examined to explain their position in business.

Prerequisite: AC113. (4)

AC216 Intermediate Accounting II

Students continue their study of asset and liability accounts with particular emphasis on valuation and financial analysis.

Prerequisite: AC215. (4)

AC217 Intermediate Accounting III

Students are introduced to additional activities and common disclosures of a business. In-depth study of leases, income taxes, employee compensation, financial disclosures, earnings per share, accounting error adjustments and financial analysis will be the focus.

Prerequisite: AC216. (4)

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AC225 Governmental & Not-for-Profit Accounting

This course will provide an overview of the characteristics of accounting for governmental and not-for-profit organizations. Study of the various governmental funds, the budgetary process, reporting standards, and preparation of financial statements for both governmental and not-for-profit organizations will also be included.

Prerequisite: AC216. (3)

AC301 Cost Accounting I

This specialized course focuses on the methods of accounting for costs and expenditures in a manufacturing, retail or service business. Definitions, behavior and application of costs will be studied leading the students into one of three fields of cost accounting.

Prerequisite: AC217. (5)

AC302 Cost Accounting II

This course involves a continuation of practical work in each of the specialized fields of cost: job order, process and standard accounting.

Prerequisite: AC301. (5)

AC310 Business Taxes

An in-depth study of business tax law and its applications. Partnership and corporation tax returns are also examined.

Prerequisites: AC117 and AC217. (5)

AC321 Corporate Governance

Students are introduced to the increased need for corporate governance such as effective internal controls as a result of recent corporate scandals. This course includes the study of the requirements set forth by the Sarbanes-Oxley Act of 2002 in an effort to reduce/eliminate potential future scandals.

Prerequisite: AC216. (3)

AC375 Accounting Professional Ethics

A study of the impacts and risks associated with professional decisions and behaviors on the public environment. This course will investigate how professional and accounting ethics become a factor for success, improved decision-making, and defensible actions in the public forum. The ethical environment, accountability, special issues concerning accountants and managing ethics, risks and opportunities will be discussed.

Prerequisite: AC217. (3)

AC382 Special Topics

This course provides the students with the opportunity to study specific topics of interest in the field of accounting.

Prerequisite: AC375. (3)

AC405 Accounting Information Systems

Students are introduced to Accounting Information Systems. These systems are a collection of resources created to transform financial and other pertinent data into information to be communicated to many different decision makers.

Prerequisite: AC217. (5)

AC411 Auditing I: A Survey of Auditing

Students are introduced to attestation and auditing terminology, standards and reports. In-depth study of Generally Accepted Auditing Standards, types of acceptable reports, internal control investigation and working papers will be addressed.

Prerequisite: AC217. (3)

AC412 Auditing II: Fraud Accounting

Fraud examination (sometimes referred to as forensic accounting) will study such topics as fraud prevention, detection and investigation. Emphasis is placed on various accounting/auditing skills including technology updates, interviewing, documents and record examination.

Prerequisite: AC411. (3)

AC413 Auditing III

This is a more in-depth study of the auditing process to include risk management, evaluating internal control of financial reports, understanding the integrated audit process and an overview and analysis of the gathering of final evidence in the preparation of reports and financial statements.

Prerequisites: AC412. (5)

AC435 Advanced Accounting I

Students are introduced to advanced accounting concepts including business combinations, stock investments, consolidations, consolidated working papers and related financial statements.

Prerequisite: AC217. (5)

AC436 Advanced Accounting II

Students are introduced to additional advanced accounting concepts including foreign currency transactions, branch operations, partnerships and corporation liquidations and reorganizations. Consolidation income taxation and consolidated basic and diluted earnings per share are included in course material.

Prerequisite: AC435. (5)

AC440 Financial Statement Analysis

Students are introduced to steps involved to effectively and completely analyze financial statements. These steps will involve industry economics, business strategy, generally accepted accounting principles and quality of accounting information, assessment of profitability and risk, forecasts of future profitability and risk and valuation of firms.

Prerequisite: AC217. (5)

AC442 Governmental and Nonprofit Accounting

Students are acquainted with the accounting differences between government and not-for-profit organizations compared with for-profit businesses. Exposure will be provided to the various government funds, capital projects and debt service. Students will be introduced to accounting for the various contributions to a not-for-profit organization.

Prerequisite: AC435. (5)

AC443 Accounting Theory

Students are acquainted with the formulation of accounting theory and standard setting from the early 1900s to the present. Students will study various accounting issues within the conceptual framework to include such topics as financial reporting, disclosure, mark to market accounting and the nature of liabilities.

Prerequisite: AC217. (5)

AC452 CPA Review - Financial Accounting and Reporting

This CPA review study centers on the section of the CPA exam that focuses on the financial accounting and reporting elements. It includes the study of financial statement concepts and standards, cash and investments, receivables, inventories, intangible and other assets, employee benefits, long-term liabilities, leases, governmental fund accounting and reporting, and not-for-profit accounting and reporting.

Prerequisite: AC443. (3)

AC453 CPA Review - Business Environment and Concepts

This CPA review study centers on the section of the CPA exam that focuses on the business environment and concepts. It includes the study of business structures such as proprietorships, general partnerships, non-corporate limited liability entities, formation of corporations, microeconomics, macroeconomics, working capital policy and management, long-term capital financing, information technology, planning and budgeting, and standard costs and variance analysis.

Prerequisite: AC443. (3)

AC454 CPA Review - Regulation

This CPA review study centers on the section of the CPA exam that focuses on regulation. It includes the study of AICPA ethics, CPAs and the law, agency, contracts, government regulation of business, tax computations and tax procedures, property transactions, corporate taxable income, corporate tax computations, S corporations, partnerships and estates and trusts.

Prerequisite: AC443. (3)

AC455 CPA Review - Auditing and Attestation

This CPA review study centers on the section of the CPA exam that focuses on the auditing and attestation elements. It includes engagement responsibilities, risk assessment, internal control concepts, tests and controls, key considerations in gathering evidence, the sampling of evidence, reports to include the review and compilation of special reports, and governmental audits.

Prerequisite: AC443. (3)

**AGRIBUSINESS
MARKETING/MANAGEMENT**

AG107 Fundamentals of Agribusiness

Students should learn the methods and procedures used by agribusiness in decision making. The scope, personal characteristics, and skills used in agribusiness will be taught.

No Prerequisite. (5)

AG125 Agriculture Law

Study of the law as it applies to agriculture and ag business. Study of the application of grain, futures, livestock marketing, equipment, and land contracts, along with other major areas of concern in ag business today.

Prerequisite: AG107. (5)

AG145 Agricultural Sales

Students will examine the fundamentals of selling as it relates to agriculture. The selling process of agriculture products are explored in detail.

Prerequisite: AG107. (5)

AG208 Agricultural Economics

Basic macro- and microeconomic principles relative to agribusiness are discussed in this course.

Prerequisite: AG107. (5)

AG209 Agricultural Marketing

The application of basic marketing principles to the field of agribusiness with emphasis on products/services.

Prerequisites: AG107 and MT220. (5)

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AG210 Agronomy

Basic characteristics of soils and its fertility, management alternatives, environmental concerns and profitable plant production practices are discussed.

Prerequisite: AG107. (5)

AG211 Animal Science

Students should learn about the livestock industry and the appropriate management practices of selecting, breeding, feeding, housing, waste management, health and marketing for the purpose of maintaining a profitable operation.

Prerequisite: AG107. (5)

AG230 Agronomy II

Characteristics of plant anatomy including an understanding of nutrient and health needs of plants are discussed. The influence of management alternatives and environmental applications using profitable plant production in today's agriculture are also covered.

Prerequisites: AG107 and AG210. (5)

AG300 Agribusiness Strategies and Management

Expands the application of the four functions of management: planning, organizing, directing, and controlling plus viable business strategies relative to agribusiness.

Prerequisite: Junior Standing. (5)

AG310 Agribusiness Entrepreneurship, Finance and Marketing

Study of entrepreneurship, finance, and marketing including (1) establishing a relationship with financial institutions, (2) marketing challenges, and (3) solutions relative to agribusiness.

Prerequisite: Junior Standing. (5)

AG315 Professional Agribusiness Selling

Expands the concepts and applications of the total selling process relative to agribusiness and the clientele involved.

Prerequisite: Junior Standing. (5)

AG400 Agricultural Policy

Study of U.S. food and agricultural policy and how it affects the agribusiness sector and the domestic and international populations.

Prerequisite: Senior Standing. (5)

AG405 Agricultural Price Analysis

This course examines the forces that influence agricultural prices including the final product and analytical techniques in predicting price changes and the consequences of those price changes.

Prerequisite: Senior Standing. (3)

AG406 Special Problems in Agribusiness

Case studies of agribusiness firms and enterprises are studied.

Prerequisite: Senior Standing. (3)

ART

AR105 Beginning Drawing

This course introduces students to classical and contemporary drawing techniques and concepts, with emphasis on the understanding of their formal language and the fundamentals of artistic expression. Previous drawing experience is not a prerequisite for this course. Linear perspective, pictorial composition, figure/ground relationships, shading techniques, tonal value, visual perception, spatial concepts, and critical thinking skills are all emphasized extensively. The class will study and research major drawing styles and movements in historical context. The hope is that students will use this global approach to develop a "critical eye" in the evaluation of contemporary drawing. Demonstrations, slide lectures, group and individual critiques will be given throughout the course. Various dry drawing media, such as graphite and charcoal, are the primary tools for this class.

No Prerequisite. (3)

AR305 Composing Your Life: Exploration of Self through Visual Arts & Writing

Students explore a variety of visual and written tools for self exploration and self expression. Through discussion, written assignments, and directed exercises, students practice utilizing a variety of media to explore and express who they are. Students will need access to a camera.

No Prerequisite. (3)

BUSINESS

BU100 Survey of Business Leaders--Past & Present

This course will address the historical background of the foundations of business management and how industrialists and entrepreneurs have influenced how America and the world have grown to do business. The works of Andrew Carnegie, Henry Ford III, James Cash Penney, William Henry Gates, etc. will be studied to understand their influence on modern business management practices.

No Prerequisite. (3)

BU109 Customer Service

Provides the student with an understanding of customer service. The course will cover customer needs and wants, values, trends, customer psychology, customer behavior, customer satisfaction, service performance,

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quality improvement, and use of information to improve business decisions.

No Prerequisite. (3)

BU115 Contract Law

Students will be introduced to the basic concepts of law and how it operates. Emphasis will be on contract law and the Uniform Commercial Code and its impact on business.

No Prerequisite. (5)

BU120 Introduction to Business

Students should develop an understanding of the broad areas of activity known as business. A vocabulary of terms, the varied careers available in the business world and an understanding of the methods and procedures used by business in decision making will be discussed.

No Prerequisite. (Should be taken prior to the fourth quarter of enrollment.) (3)

BU240 International Business I

This course is designed to provide students with knowledge of worldwide aspects of different business functions. Emphasis will be on the nature of international business, international government and foreign environment.

Prerequisites: MA121 and MT220. (5)

BU250 International Business II

More detailed information about the operations of international business is provided. Students will apply learned information and research different aspects of international business such as various international forces, marketing, exporting and importing procedures.

Prerequisite: BU240. (3)

BU310 Microeconomics

Microeconomics is the level of economic analysis that deals with the choices made by households, firms, and government and how those choices affect the market. Emphasis will be on the firm and industry. This course will enhance the students' understanding of the relationships among variables and issues that concern business. Students examine levels of competition, elasticity, marginal cost and revenue. These tools will enable the student to make more informed business decisions and ultimately become a more informed citizen.

No Prerequisite. EC215 recommended. (3)

BU315 Business Law I

This course offers a comprehensive study of the legal aspects of personal property and bailments. Further concentration is placed on studying sales and leases of personal property, which includes such legal subjects as, risk of loss, obligations of performance, product warranties, remedies for breach of sales contract, and consumer protection.

Prerequisite: Junior Standing. (3)

BU316 Business Law II

This course offers a comprehensive study of negotiable instruments, covering such legal topics as the kinds of negotiable instruments, transfer of negotiable instruments, rights of holders and defenses, as checks and funds transfers. Further concentration is placed on studying secured transactions, bankruptcy, and insurance.

Prerequisite: BU315. (3)

BU410 Seminar in Business

Students will complete this one-hour course prior to beginning their practicum. They will discuss the expectations of the University as well as the supervising facility or organization.

Prerequisite: Senior Standing. (1)

BU411, BU412, BU414 Practicum in Business

Field experience is designed to allow the degree candidate to receive on-site training under the supervision of a practitioner. Students must be in good academic standing and have senior status to apply for this experience. Application should be made one quarter prior to the anticipated participation and approval must be granted by the supervising instructor. Students are required to work a minimum of 50 hours per credit granted. This course should be taken in the senior year.

Prerequisite: BU410. Credit hours will vary.

COMMUNICATION

CO179 Introduction to Human Communication

Students are introduced to theory and skill building in the basic areas of human communication: interpersonal communication, nonverbal communication, small group dynamics, and public communication.

No Prerequisite. (3)

CO312 Media and Pop Culture

This course is designed to give students an introduction to media literacy through the analysis of the media and pop culture. The course will directly address the definitions, purposes, principles, and theoretical models of media literacy. This course will include active discussion of gender stereotyping in both print and tele-

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vision ads, AdBusters and anti-ad techniques, television news segments, propaganda in both print and television media, branding, the World Wide Web, and the values and ideologies conveyed in selected television and music media.

No Prerequisite. (3)

CO445 Group Dynamics

A more in-depth study of the factors which affect the behavior of individuals who make up diverse groups in society.

Prerequisite: CO179. (3)

COMPUTER FORENSICS

CF101: Introduction to Computer Forensics

This course examines the use of computers in the commission of crimes and civil wrongs, the elements of computer crimes and civil wrongs, and the detection, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

Corequisite: IT110. (4)

CF130 Analysis of Digital Media

Information relating to all five human senses can—or soon will—be represented in digital form. This course will examine digital media and digital information in detail, to include different types of media, different file systems, and different data types, leading to an understanding of how information is saved to, organized on, and retrieved from digital media. The culmination of this subject will be to examine how information can be altered, deleted, and hidden on various digital media.

Prerequisite: CF101. (5)

CF140 White-Collar Crime

This course will provide students with a thorough presentation of the various types of white-collar crime identified by the law enforcement community. Students will gain insight into the motives behind white-collar crime and methods used by white-collar criminals to pursue their criminal endeavors. Students will also be presented with enforcement strategies and techniques.

Prerequisite: CF101 and PL100. (3)

CF201 Advanced Computer Forensics

In this course students examine the techniques used to gather evidence from digital media in a court-acceptable manner and then analyze that evidence using advanced tools and techniques. Students will use computer resources to conduct analyses on actual digital media and attempt to recover evidence that can be used in a classroom “investigation” exercise.

Prerequisite: CF101 and PL100. (3)

CF202 Intrusion Detection & Prevention

In this course, students learn the complexities, technical details, and skills involved in investigating instances in which network and computer defenses have been compromised due to intrusions. Because of the sheer scope of a network, this course will require students to expand their technical and analytical skills. They will examine the planning of intrusions, methods employed in the surveillance of networks, and techniques intruders employ to penetrate and damage them. These concepts will be put into the context of investigating crimes that occur where computer networks are the “victim.”

Prerequisite: CF201. (3)

CF210 Cybercrime

This course will focus on economic and other crimes perpetrated over the Internet or other telecommunications networks. This course will discuss crimes ranging from auction fraud and social engineering to e-mail scams and phishing. Network forensics and investigative techniques will also be presented.

Prerequisite: CF101.

Corequisite: PL202. (5)

CF230 Search & Seizure – Legal, Ethical, & Privacy Issues

This course will introduce students to the processes involved in seizing computer equipment and data and searching them for evidence. Legal aspects of search and seizure will be covered as well as ethical issues relating to data recovery for investigative purposes. Topics will also include guidelines for preparing legal documentation and proper handling of digital evidence.

Prerequisites: CF210 and PL202. (3)

CF240 Computer Forensics and Incident Response

This course will introduce the students to the processes in planning for incident response. The students will learn how to communicate with site personnel, how to implement an organizational policy, and how to minimize the impact on the organization if an incident occurs. Topics also include the methodology in performing incident analysis, restoring systems, and capturing volatile information relating to the incident.

Prerequisite: CF201. (3)

CF280 Advanced Topics in Computer Forensics and Investigations

The purpose of this advanced topics course is to provide an in-depth study of the fundamental issues related to computer security and forensic analysis, by building upon the knowledge from the previous Computer Forensics courses. The state-of-the-art technology, both in software and hardware, will be addressed. Commercial tools for setting up firewalls, intrusion detection, event monitoring

and logging, forensic analysis, will be used in the teaching labs to provide the hands-on experience. Further, applicable computer crime laws and statues will be discussed using documented trial cases for demonstration. We will also use expert speakers from the relevant domains including security system administrators, law enforcement officers, attorneys and lawyers in cyber laws, to provide guest lectures.

Prerequisite: CF210. (4)

CF295 Safety and Security of Critical Infrastructure

A critical infrastructure can be defined as any facility, system, or function which provides the foundation for national security, governance, economic vitality, reputation, and way of life. The continuity of critical infrastructure is also essential to avoid panic and hysteria during the impact of a disaster. Every day each person's life is shaped or affected in some way by one or more critical infrastructure. This course will focus on the basic goals of infrastructure protection, continuity of government, continuity of private sector, and continuity of public services. The students will learn about the mission of protecting critical infrastructure and how it does not depend upon any unique intelligence collection nor does it require any unique intelligence integration functions. In addition, students will learn the importance of secrecy in protecting critical infrastructures. Topics regarding intelligence about threats to the infrastructure, analysis of where the weaknesses are, and then the recommendations on how to protect against those weaknesses have to be communicated or alerted to a wide range of people, all without "leaks" to the very parties who are involved in putting our citizens or the organization at risk.

Prerequisites: CF240. (3)

DATA PROCESSING

DP117 Database Applications

The concepts of relational databases and their manipulation will be presented. Microsoft Access is used to illustrate relational database concepts. The application of relational databases to typical business problems, especially on microcomputers in small businesses, is extensively discussed. (This course provides preparation for Microsoft® Application Certification Testing.) Students taking this course via Virtual College must have access to a computer with appropriate software installed.

Prerequisite: IT114 or WP138. (3)

DP139 Relational Database Programming

This course proceeds into a more advanced level of the relational database operations and theory. Students will learn to analyze business problems and design solutions using a relational database. Other topics including database normalization, database reporting, and

database maintenance will be covered utilizing an ANSI SQL language.

Prerequisite: DP117. (5)

DP144 Developing Business Presentations

In this course students develop audio-visual business presentations using Microsoft PowerPoint. The course begins with introductory software instruction, continues with the completion of practice presentations and finishes with the development of a comprehensive presentation utilizing the full range of features available in the software. (This course provides preparation for Microsoft® Application Certification Testing.) Students taking this course via Virtual College must have access to a computer with appropriate software installed.

Prerequisite: WP138. (3)

DP150 Spreadsheet Applications

This introductory course exposes students to a wide variety of fundamental electronic spreadsheet operations and functions through business-related applications. (This course provides preparation for Microsoft® Application Certification Testing.) Students taking this course via Virtual College must have access to a computer with appropriate software installed.

No Prerequisite. (3)

DP210 Advanced Spreadsheet Applications

This hands-on course will implement advanced features of the electronic spreadsheets software in business-related applications. Topics include table creation, database operations and advanced macro operations. (This course provides preparation for Microsoft® Application Certification Testing.) Students taking this course via Virtual College must have access to a computer with appropriate software installed.

Prerequisite: IT114 or DP150. (3)

DIGITAL MULTIMEDIA

DM119 Digital Design Fundamentals

In this course the students will learn the basic fundamentals of digital design using new media. The students will learn the elements of design by exploring visual components, various colors, lines, shapes, textures and combine the elements to determine proper balance, composition and layout, abstraction, style, perspective and emphasis. The student will learn how these principles apply to new media technologies and will build on this knowledge with the remaining digital multimedia software courses.

Corequisite: IT110. (4)

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DM120 Web Page Design Concepts

HTML documents are a major component of the WWW on the Internet as well as Electronic Commerce web sites. Students will learn how to develop web pages for use on the Internet or on an Intranet for organizations that are using HTML. Students will use Macromedia Dreamweaver to enhance and create dynamic HTML web pages.

Prerequisite: KY080 or Proficiency Credit and IT110. (4)

DM125 Graphic Imaging

This course will give the students the skills necessary to select and manipulate image selections using all of the selection tools, navigate images efficiently at different magnifications, create and manipulate layers, work with layer opacity and mode, combine images, create text and apply layer effects, adjust image color, use the painting tools, use gradients, create painting effects, adjust color saturation and work with mask and channels.

Prerequisite: IT110. (3)

DM180 Applied Digital Drawing

The student will explore the fundamentals of digital art design, creation, and manipulation. Students will create artwork for various media in a digital format using drawing design skills and software of the digital drawing trade.

Prerequisite: IT110. (3)

DM190 Interactive Graphic Animation

This course covers the basics of creating interactive and animated elements utilizing graphics, sound and video. The techniques learned will be used to create multimedia elements that will be incorporated into web pages.

Prerequisite: DM125. (3)

DM200 Digital Multimedia

This course continues the experience of creating a multimedia production. The authoring tool will be used to integrate graphics, animations, sound, video and web pages together into a fully interactive multimedia presentation.

Prerequisite: DM120. (5)

DM220 Applied Digital Video Editing

This is an introductory course in capturing and editing digital video in the creation of interactive motion graphics. The student will learn to create, edit, add transitions, capture and store video files, and add effects to video files while using Adobe Premiere Pro.

Prerequisite: DM125. (5)

DM221 Advanced Digital Video Editing

This course continues the study of digital video editing. Students will learn advanced techniques such as chroma key, organic animation, and integration with other Adobe products. Students will also gain hands-on experience with equipment such as lighting, green screens, and digital camcorders.

Prerequisite: DM220. (3)

DM230 Advanced Graphic Imaging

A continuation of Graphic Imaging, this course further explores the nuances of manipulating graphic images. The student will become skilled in the tools used for these manipulations to gain professionalism in this art. Many common techniques will be studied in depth through projects.

Prerequisite: DM125. (3)

DM240 Applied 3-D Modeling Concepts

The student will explore the fundamentals of digital art design, 3-D modeling, and incorporating animation into a digital multimedia presentation. Students will create artwork for various media in a digital format using lines and shapes, fills and strokes, blending and gradients using a 3-D animation software of the digital trade.

Prerequisite: DM190. (5)

DM250 Applied 3-D Animation Concepts

The work environment and tool sets will be further explored in this continuation of 3-D Modeling Concepts. The student will further their skills and techniques in perspective, patterns, advanced layouts, layering, color management, lighting, and animation modeling concepts.

Prerequisite: DM200. (3)

DM263 Advanced Digital Multimedia

This course concludes the experience of creating a multimedia production by introducing advanced techniques that includes programming concepts. The student will put all this learning into practice by learning the techniques to deploy these productions for use on the web and on optical media.

Prerequisite: DM200. (3)

ECONOMICS

EC215 Macroeconomics

Macroeconomics is the level of economic analysis that deals with the activity of the whole economy and with the interaction between the major sectors of the economy, such as all households, all businesses or all governments.

Prerequisite: MH169 or MH205. (3)

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ENGLISH

EN070 Basic English

Students are provided with a thorough review of English grammar usage as well as an introduction to writing. The course is required of students who score less than 70% on the English placement test. Class meets daily. (Credit is not counted towards graduation.)

No Prerequisite. (3)

EN180 Composition I

The aim of this course is to help students learn to write competently at the university level. Emphasis is placed on organization and development of ideas. Some essays are typed and revised on the microcomputer. Outside lab time is required.

Prerequisite: EN070 or Proficiency Credit. (5)

EN200 Advanced Composition

This advanced course includes the writing processes common to a variety of academic disciplines, such as investigating and evaluating topics and responding to literature. It emphasizes critical reading and thinking skills and their use in writing essays. Students must write a well-documented research paper.

Prerequisite: EN180. (5)

EN250 Introduction to Literature

This course introduces students to the study of fiction, poetry, and drama by various writers and from various periods. Elements of literature such as plot, character, and setting, as well as techniques for writing about literature, will be presented.

Prerequisite: EN180. (3)

EN278 Short Stories

This course has two objectives: to introduce students to the short story genre and its techniques and to provide the opportunity to become careful, aware readers. The study begins briefly with the earliest types of stories—legends, fables and allegories—and extends through modern-day writings.

Prerequisite: EN180. (3)

EN279 Creative Writing

This course is designed to introduce students to the craft of writing creatively. Students will explore the various forms of writing from fiction to non-fiction as well as poetry. Through writing, reading, and analysis, students will develop their own technique of writing creatively.

Prerequisite: EN180. (3)

EN280 Film and Literature

This course presents the relationships between film and literature. Attention will be given to problems involved in adapting literature to another art form.

Prerequisite: EN180. (3)

EN290 Women and Literature

The objectives of the course are to read several novels, stories and poems by women authors, with women as main characters, and explore themes dealing with women's issues, including the search for independence and the question of roles in society.

Prerequisite: EN180. (3)

EN315 Special Topics in Literature

Selected topics in literature will be available some quarters. A specific course description will be posted when offered.

Prerequisite: EN180. (3)

EN316 Mystery Fiction

This class will explore the mystery genre, ranging from Sherlock Holmes stories to contemporary fiction.

Prerequisite: EN180. (3)

EN317 Classics of the 20th Century

Several short classic novels from the 20th century will be read and discussed, examining them both as literature and as expressions of important social themes in their historical and cultural settings.

Prerequisite: EN180. (3)

EN318 Gothic Literature

This course explores imaginative literature of the sub-conscious and dreams, including the work of Mary Shelley, Edgar Allen Poe, William Faulkner, and Joyce Carol Oates. Elements of suspense, horror, and psychological intrigue will be examined in relation to the dramatic events and settings of these works.

Prerequisite: EN180. (3)

EN325 Sherlock Holmes

Selected stories of the "great detective" will involve both literary analysis and specific applications of deductive reasoning and critical thinking. The course includes a review of the socioeconomic and political climate of Victorian England which coincided with the popularity of the detective story in the 1880s (the Jack the Ripper murders) and led to the development of crime fiction as a genre.

Prerequisite: EN180. (3)

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EN326 Shakespeare

A survey of William Shakespeare's major works will focus on an analysis of human motivations and classic themes and conflicts. The course will include theatrical background on the English Renaissance period and emphasize the role of theatre as a form of popular entertainment. Films and film excerpts will be used with the viewing of a live performance when possible.

Prerequisite: EN180. (3)

EN420 Myth and Fairy Tales

This course presents a history of myth and fairy tales. Students will examine traditional and popular versions of these stories, as well as exploring their cultural and social influences.

Prerequisite: EN180. (3)

FINANCIAL

FI210 Principles of Finance

Students are introduced to financial theories, institutions, investments and management. The course will provide an overview in the field of finance for associate degree students and provide the foundation for students taking the upper level courses in finance.

Prerequisites: AC111 and EC215. (5)

FI310 Personal Finance

An overview of personal and family financial planning with an emphasis on financial record keeping, consumer spending decisions, tax planning, consumer credit, insurance protection, selecting investments and retirement and estate planning.

Prerequisite: FI210. (3)

FI400 Corporate Finance

This course surveys current finance theory and practice including such topics as financial statement analysis, cash budgeting, working capital management and capital budgeting.

Prerequisites: FI210 and MH269. (4)

FI410 Investments

This is a course for the student interested in learning the fundamentals of investments. Topics include investment philosophy, the time value of money, the language of investing, stocks and bonds, mutual funds, and basic portfolio management.

Prerequisite: FI210. (3)

FI425 Money and Banking

This course covers three major components and their impact on the economy. Money and credit are defined. Financial institutions as well as the forces that shape them are studied. The Federal Reserve System with its impact through monetary policy are evaluated.

Prerequisite: EC215. (3)

FORENSIC ACCOUNTING

FA380 White Collar Crime

This class provides students with information about white collar crime and its affects and an understanding of theories and law pertaining to the policies and regulations of white collar crime as well as the prosecution and defense of white collar criminals.

Prerequisite: PL202. (3)

FA415 Forensic Accounting

This class provides students with knowledge about corporate fraud and the types of schemes that are used as well as the detection and prevention of these schemes. With the use of case studies, students will be looking at how to detect and prevent such schemes as cash larceny, bill schemes, skimming, and check tampering.

Prerequisite: AC302. (5)

HEALTH CARE

HC300 Health Care Management

This course views health care from a management perspective. Included are such topics as the roles health care institutions play, the terminology of the industry and the relationships of the various segments of health care.

Prerequisite: Junior Standing. (3)

HC310 Health Care Law

This course will introduce the student to important medical and legal issues that apply to the health care field.

Prerequisite: Junior Standing. (3)

HC315 Quality in Health Care Management

This course will examine total quality assurance used in health care as both strategy and control device. Additionally, the course will emphasize identification, modifications, and implementation of problem solving and process improvement.

Prerequisite: MH269. (3)

HC320 Managing Wellness Across the Continuum

Wellness, or preventative health care, is a growing field following the development of managed care. This course is designed to provide students an opportunity to develop a better understanding of the wellness products and how to manage these products.

Prerequisite: Junior Standing. (3)

COURSES OF INSTRUCTION

HC410 Health Care Management Seminar

Students will complete this one-hour course prior to beginning their practicum. They will discuss the expectations of the University as well as the supervising facility or organization.

Prerequisites: Senior Standing and Three Quarters from Graduation. (1)

HC411, HC412, HC414

Health Care Management Practicum

Field experience is designed to allow the degree candidate to receive on-the-site training under the supervision of a practitioner and a faculty member. Students must be in good academic standing and be of senior status to apply for this experience. Application should be made during HC410 Healthcare Seminar and approval must be granted by the supervising instructor.

Prerequisite: HC410. Credit hours will vary.

HC450 Special Topics in Health Care

This course offers students an opportunity to explore special topics in health care. The topics may vary each quarter and will be determined by the instructor.

Prerequisite: HC300. (3)

HC467 Health Care Finance

This course is an introduction to health care financial management and accounting. The student will gain competencies in creating financial information, using financial information in decision making and application of financial information in a managed care environment.

Prerequisite: Junior Standing. (5)

HC470 Health Care Economics

This course examines supply, demand, resource utilization, allocation, provider concerns, and managing financial risk in health care.

Prerequisite: HC300. (3)

HC475 Contemporary Issues in Health Care

Students will research current topics relevant to their specific interests in health care administration. Research papers and a final research project will be assigned.

Prerequisites: HC300 and Senior Standing. (3)

HISTORY

HI225 A Brief History: Women in Modern America: 1890 to Present

This course is designed to give the student an introduction to American women's history from the dates 1890 to present. It will examine the historical situations of female reformers, working class women, immigrant and ethnic women, farm women, women of color, and lesbi-

ans. This course will consider the ways in which these women have affected various social and economic issues, which include industrialization and the move to the cities, changing attitudes and behaviors in sexual expression and marriage, the growing power of the mass media and consumer culture, the expansion of the economy and of certain occupations within it that were identified with women, technological advancements that offered women more leisure time, and discrimination toward racial, ethnic, and sexual minorities.

No Prerequisite. (3)

HI260 Special Topics in History

Selected topics in history will be available some quarters. Course descriptions will be posted when offered.

Prerequisite: EN180. (3)

HI280 United States Formative History

This class is a survey of the United States from the beginnings of European colonization in the Western hemisphere through the American Civil War and early Reconstruction. The course includes an examination of the Exploration Age, Jamestown, the Massachusetts Bay Colony, the French and Indian War, the American Revolution, the Constitutional Convention, westward migration, and the sectional conflict over slavery. The course also takes an in-depth look at the American Civil War. Particular attention is paid to the political and social characteristics and developments of the period.

Prerequisite: EN180. (3)

HI285 United States History—1870 to Present

A survey of the history of the United States from 1870 to the present with a view toward the rise to world prominence of the U.S., the course will include an examination of both World War I and II, plus the "roaring" twenties, "depressionary" thirties, and "crises" of the sixties, seventies and eighties, focusing upon the social and political effects of each era.

Prerequisite: EN180. (3)

HI310 The American Civil War & Reconstruction

This class is a thorough examination of the causes, events and effects of the American Civil War. The course examines the nature of sectional conflict, the debate over slavery, the major political and military events of the war and its social ramifications in terms of gender and race. The class also discusses Abraham Lincoln's assassination, the struggles of the Radical Republicans and Southern Democrats and the "unfinished business" of Reconstruction.

Prerequisite: EN180. (3)

COURSES OF INSTRUCTION

HI312 The American Experience in World War II

This course is both an overview of the entire conflict known as World War II and also an exploration into the unique experience of the United States in the war. The class examines the specific causes of the war, American hesitance to get involved, and its level of commitment once war had been declared. The class investigates Pearl harbor, rationing and production, Japanese internment, Allied strategy, important battles, the Manhattan Project, and Axis war crimes. The course also examines war as an instrument of social change.

Prerequisite: EN180. (3)

HI315 American Frontier & the Old West

This course examines the major events relating to westward expansion in the United States beginning with the first white settlements in Kentucky and ending with the boom/bust settlements in the Southwest. The class studies the Lewis and Clark Expedition, the Mormon settlement in Utah, the California gold rush, the Oregon Trail, the transcontinental railroad and the Texas cattle drives. The course also discusses the peculiar Western society that was created by fur trappers, miners, explorers, gamblers and outlaws. The class delves into Native American culture; the influx and influence of Asians, Latinos and Africans; and the role of the frontier in changing gender identity in the United States.

Prerequisite: EN180. (3)

INFORMATION TECHNOLOGY

IT110 Modern Computing Concepts

This introductory course will discuss many of today's newer computer hardware and software technologies. This class also gives the student a general overview of the computer industry and the responsibilities expected of a computer professional.

No Prerequisite. (3)

IT114 Business Applications

This introductory course will expose students to the fundamentals of electronic spreadsheet operations using Microsoft Excel, word processing using Microsoft Word, and audio-visual business presentations using Microsoft PowerPoint. (This course provides preparation for Microsoft® Application Certification Testing.)

No prerequisite. (3)

IT184 Ethics In Information Technology

The student will learn concepts covering ethics for IT professionals and IT users as it applies to information technology. Students will examine the different ethical situations that arise in the realm of information technology and, where appropriate, gain practical advice for addressing these issues. The student will also learn concepts regarding ethics related to

computer and internet crime, privacy, freedom of expression, intellectual property, and software development.

Prerequisite: IT110. (4)

KEYBOARDING

KY080 Keyboarding for Beginners

Students are provided with a knowledge of the keyboard. Emphasis is placed on accuracy, speed and proofreading. A speed of 25 NWPM (net words per minute) must be attained. This course is required of students who key less than 25 NWPM on the placement test. (Credit is not counted toward graduation.)

No Prerequisite. Graded S/U. (2)

KY146 Keyboarding I

Students are given a review of the keyboard and are introduced to vertical and horizontal centering, tables, placement and style of letters, reports and memoranda.

Prerequisite: KY080. (5)

KY147 Keyboarding II

Students take an in-depth look at personal and business correspondence, advanced tables and preparing interoffice communications while applying the rules from KY146.

Prerequisite: KY146. (5)

KY250 Keyboarding III

Students work on office simulation projects which focus on special reports, letters, tables and manuscripts.

Prerequisite: KY147. (5)

MANAGEMENT

MA121 Principles of Management

This course combines the analysis of the familiar management principles and the newer systems concept of management. The planning, organization, leadership and control functions of management are analyzed in detail.

No Prerequisite. (5)

MA122 Small Business and the Entrepreneur

As the dominant type of business in the United States, small business is attractive to many people as a way of life. This introductory course provides examination of a broad range of concepts, including typical personality characteristics, understanding the given industry, analyzing competition and customers, establishing groundwork for the business, legal and operational foundations, and the option of franchising.

Prerequisite: MA121. (3)

COURSES OF INSTRUCTION

MA127 Computer-Assisted Management

Students should acquire basic knowledge of the automotive management field, encompassing the use of the microcomputer in parts ordering and handling, inventory control and system pricing. Instruction will include service management, covering such areas as manager, writer and advisor. Students will be exposed to the evaluation of technicians, including time study proficiency as well as the use of the microcomputer in assisting with management operations.

Prerequisite or Corequisite: DP105 or WP138. (5)

MA128 Principles of Management II

A continuation of the first course in management, this course builds upon the management concepts introduced in MA121. Emphasis is greater in-depth coverage of management functions with application by skill exercises and case studies.

Prerequisite: MA121. (3)

MA130 Introduction to the Automotive Industry

This course is designed to provide an overview of the automotive/vehicle industry, including the history, terminology and trends.

No Prerequisite. (5)

MA150 Applied Business Principles I: SIFE

This course provides students the opportunity to apply their classroom education to real world experience. Students design and implement educational outreach projects that teach others about the free enterprise system, globalization, business ethics, and personal fiscal responsibility. They will practice leadership, teamwork, and communication skills to become better future business leaders. Students taking this class are required to join the University of Northwestern Ohio Students in Free Enterprise Team (SIFE).

Prerequisite: EN180. (1)

MA210 Parts and Service Management

The activities involved in managing parts and service departments in an automotive/vehicle business—organization, equipment and operations—are discussed.

No Prerequisite. (3)

MA215 Automotive Aftermarket Management

This course discusses procedures and relationships involving all aspects of the automotive/vehicle aftermarket—from manufacturer to consumer. Those areas covered are marketing, sales, advertising, budgeting and professional activities.

No Prerequisite. (5)

MA225 Retail Management

All phases of the retailing trade are thoroughly covered in this course, which include such topics as selling, buying, pricing, display, stock control, store organization, advertising and government regulations.

Prerequisite: MA121. (5)

MA226 Human Resources Management I

This course is designed to aid human resource managers in the methods used to implement human resource programs in business. Emphasis is placed in the areas of planning, staffing, performance appraisal, training and development, and equal employment opportunity laws.

Prerequisite: MA121. (3)

MA235 Electronic Commerce

Most businesses find they are required to architect change that incorporates e-business in some form or another to stay competitive. This course will study the organizational, technological and business implications of incorporating e-commerce into an organization by covering topics such as retailing, advertising, internet services, consumer behavior, corporate strategies and even public policy.

No Prerequisite. (4)

MA310 Automotive Dealerships

All aspects of the automotive dealerships will be introduced. Also included will be such topics as location and design of facilities, financing requirements and management.

Prerequisite: Junior Standing. (3)

MA311 Automotive Aftermarket and Manufacturing

The various functions in the relationship between the automotive aftermarket and manufacturing activities are studied. Students will be introduced to planning, marketing, sales, budgeting, and research.

Prerequisite: MA310. (3)

MA312 Automotive Aftermarket and Retailing

Managing an aftermarket business is emphasized. Parts management and marketing, especially with techniques of Electronic Data Imaging, will be studied.

Prerequisite: MA311. (3)

MA322 Organizational Behavior

This course will study the interrelationships among the various constituencies in organizations. Particular emphasis will be given to the dynamics of the workings of individuals and the organizational variables that include job satisfaction, productivity, absenteeism, and turnover.

Prerequisite: Junior Standing. (5)

COURSES OF INSTRUCTION

MA324 Organizational Behavior II

This course will discuss the dynamics of the individual, groups and the organization in more detail. The course is designed to build on the foundation of knowledge discussed in MA322 Organizational Behavior.

Prerequisite: MA322. (3)

MA325 Training in Organizations

This course provides information to help students learn the necessary steps for training within organizations. A systematic approach to needs assessment, development and evaluation will be taught.

Prerequisite: MA322. (3)

MA326 Human Resources Management II

This course is designed to provide students with an understanding of human resources management. Special emphasis will be placed on employee relations, establishing pay plans, pay-for-performance and financial incentives, benefits and services, labor relations and collective bargaining, guaranteed fair treatment, and employee safety and health.

Prerequisite: MA226. (3)

MA327 Leadership

This course will focus on the historical origins of leadership, major theoretical approaches to leadership and current applications of leadership theory.

Prerequisite: MA322. (3)

MA350 Applied Business Principles II: SIFE

Students taking this class are required to join the Students in Free Enterprise Team (SIFE). This course provides students the opportunity to apply their classroom education to real world experience. Students are to create, manage and implement outreach projects that teach others about the free enterprise system, globalization, business ethics, and personal fiscal responsibility. They will develop leadership, teamwork, and communication skills to become better future business leaders themselves and to help develop others through the outreach programs.

Prerequisite: MA150. (1)

MA380 Human Relations in Organizations

This course examines the concepts of self-management, self-motivation, goal setting, problem-solving, personal wellness and dealing with others within the organization so that students can learn to develop healthy habits and relationships while still being efficient and effective within the workplace.

Prerequisite: Junior Standing. (3)

MA395 Managing Change in Organizations

Examines topics related to organization development and change, including diagnosing the need for change, overcoming resistance to change, implementing and evaluating interventions, and confronting the ethical dilemmas of change.

Prerequisite: Junior Standing. (3)

MA401 Moral Issues In Business

This course will discuss the procedures in business ethics that business professionals face every day. The focus will be on the nature of morality, ethical theory, and economic justice in general business.

Prerequisite: Junior Standing. (3)

MA406 Information Management

This course is a survey of information systems and the management issues associated with such systems. Management of personnel, equipment and information are discussed. Students will also become familiar with the terminology associated with the data processing industry.

Prerequisite: Senior Standing. (3)

MA412 Parts and Service Merchandising

Students are introduced to practical approaches and techniques for effectively organizing practical applications of a mechanical service department for optimum customer retention and satisfaction. They learn how to incorporate modern personnel and inventory management techniques for improved productivity and achieve practical parts and accessories in wholesale and retail.

Prerequisite: MA312. (3)

MA413 Automotive Jobber/Wholesaler Aftermarket

The cataloging and layout of various product lines, inventory cost and personnel pertaining to the wholesale segment of the automotive aftermarket are analyzed and evaluated. Organization and capitalization are explored in detail.

Prerequisite: MA312. (3)

MA420 Automotive Entrepreneurship

Current entrepreneurial practices will be introduced. Case studies will provide additional visionaries for analyzing entrepreneurial and management techniques in specific automotive aftermarket companies.

Prerequisite: Senior Standing. (5)

MA426 Introduction to Production and Operations Management

This course provides an overview of the fundamentals of management of operations of firms, design of production systems, operation, coordination and control of production activity, and major analytical tools for management.

Prerequisite: An elective to be taken in conjunction with BU412 or BU414. (3)

MA430 Entrepreneurship

In this course students will discuss and analyze the theories and concepts relating to entrepreneurship. Part of the learning process will focus on application of textbook ideas to real life entrepreneurial opportunities. Students will gain an understanding and appreciation of the process and steps that must be used in researching, creating, building, and maintaining their own business ideas.

Prerequisite: Senior Standing. (3)

MA440 Project Management

This course is designed to provide practical and applied approaches to making managers better at controlling a complex process. The course will concentrate on the ideas and strategies presented by practicing project managers from a variety of industries. The student will develop specific skills such as conflict resolution and group problem-solving in various areas of project management.

Prerequisite: Senior Standing. (3)

MA445 Global Management Issues

Contemporary challenges in management are analyzed through research and application of management concepts. Linking the management framework to global considerations enhances student perspective of competitive developments worldwide.

Prerequisite: BU240. (3)

MA465 Strategic Management and Business Policy

Long-run managerial decision-making is the essence of this case-study course. As the capstone for business and health care majors, students apply their knowledge of the functional areas of management to simulate strategic management decisions experienced in actual cases. Coursework includes integration of internal organizational analysis, external environmental examination, strategy formulation and strategy implementation and control.

Prerequisites: FI400 for Business Majors; HC467 for Health Care Majors. (3)

MARKETING

MT111 Professional Selling

Numerous aspects of the sales profession are explored. The concepts and applications of adaptive selling and the selling process as a series of interrelated activities will be included.

No Prerequisite. (3)

MT120 Advertising

Students will study advertising concepts and the proper use of advertising in business, designing advertisements and the advertising media.

No Prerequisite. (3)

MT210 Public Relations

This course will focus on public relations problems, policies, and practices applied to business and non-profit organizations, along with media methods of communications.

No Prerequisite. (3)

MT220 Marketing I

The philosophy of marketing is introduced. The marketing environment, consumer and business markets, demographics and marketing research are covered. Special attention is given to the product: development, product-mix strategies, brands, packaging and other product features.

No Prerequisite. (5)

MT230 Marketing II

Topics covered relate to the marketing mix: price, distribution, product and promotion. Emphasis will be on pricing strategies, channels of distribution and promotional programs. Wholesaling, retailing, personal selling, advertising and public relations are studied.

Prerequisite: MT220. (5)

MT321 International Marketing

This course combines the components of international business and marketing. Emphasis will be placed on the significance of sociocultural, economic and geopolitical environments in global marketing.

Prerequisites: MT220 and BU240. (3)

MT342 Marketing Research I

This course emphasizes the problem-oriented nature of marketing research and investigates how marketing research activities are implemented. Students will study sampling theory, questionnaire design and an overview of acquiring data. This course, in conjunction with MT343 Marketing Research II, prepares students for collecting research related to marketing objectives.

Prerequisites: MH269. (3)

COURSES OF INSTRUCTION

MT343 Marketing Research II

This course emphasizes the problem-oriented nature of marketing research and investigates how marketing research activities are implemented. Students will study sampling theory, questionnaire design and an overview of acquiring data. This course, in conjunction with MT342 Marketing Research I, prepares students for collecting research related to marketing objectives.

Prerequisites: MT342. (3)

MT351 Services Marketing

This services marketing course delves into the conceptual and analytical framework for applying marketing principles to the service section of the economy. The focus will be on developing and understanding the impact of unique service characteristics on the development of marketing strategies.

Prerequisite: MT220. (4)

MT352 Internet Marketing

This course explores how marketing and networked economy knowledge can be utilized for the business world. Students will learn how to design a marketing program for the online environment of today's organizations. Using technology to create a competitive advantage for a company will be an important theme of the course.

Prerequisite: MT230. (3)

MT401 Special Topics in Marketing

Current topics in the marketing field will be studied. Special attention will be given to development, planning, and needs analysis research.

Prerequisite: MT220. (3)

MT421 Logistics and Distribution

Students examine marketing channels and integrate principles of channel elements and structural functions. The complementary subjects of inventory and routing as components of the total marketing relationship are studied.

Prerequisite: MT220. (5)

MT422 Marketing Management

Decision-making in marketing is discussed. Each case studied is designed to bring an important and difficult marketing concept to life. Students will observe the marketplace and reflect on their own past experiences as consumers to make decisions.

Prerequisite: MT342. (4)

MT423 Brand Management

Students will be introduced to the fundamentals of brand management including key branding terms, definitions, and language. Students will learn the importance of a brand's value, the responsibilities a brand manager

should fulfill, various methods and strategies used to meet those responsibilities, and the signals of a troubled brand strategy.

Prerequisite: Senior Standing. (3)

MT425 Marketing Strategies

Specific methods for pricing, policy making, planning, budgeting, and distribution will be included.

Prerequisite: MT220. (4)

MT450 Marketing Capstone

This course will provide students with a practical approach to analyzing, planning, and implementing marketing strategies. The students will use a creative process of applying the knowledge and concepts of marketing to the development and implementation of marketing strategy by means of case studies. The course will allow students to understand the essence of how marketing decisions fit together to create a coherent strategy.

Prerequisite: Senior Standing. (3)

MBA

MBA500 Introduction to Graduate Studies

This course is designed to provide students with graduate skills they will need in many of the other MBA courses and workplace situations. This course will focus on critical issues for graduate-level students. Emphasis will be placed on orienting students to UNOH, addressing writing techniques, informational technology resources, critical analytical thinking, and case analysis methodology. The course will also address additional outcomes required for graduate school success.

Prerequisite: MBA Level - Must be taken first quarter (4)

MBA540 Learning Organizations

In this course students acquire knowledge of how organizational learning occurs at the individual, team, and system levels. Systems thinking is analyzed and applied to a variety of organizational processes and situations. The class includes brief lectures, assigned readings with prepared class discussions, exercises, and discussion of the results of the simulation to demonstrate systems thinking competency.

Prerequisite: MBA Program Acceptance. (4)

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MBA560 Legal and Ethical Environment of Business

This course examines the legal and ethical environments that organizations and managers face and how these environments impact business. Course topics include privacy and technology, government regulation in the workplace, valuing diversity, environmental protection, marketing legalities, product liability, and intellectual property.

Prerequisite: MBA Program Acceptance. (4)

MBA580 Global Business Issues and Strategies

This course will investigate the major themes in international business today. The main emphasis will be on the four major subject areas of global business issues and strategies which include management, economics, political science and strategy. This course will provide a truly global perspective by exposing the student to cultural diversity for both the practitioner and the scholar.

Prerequisite: MBA Program Acceptance. (4)

MBA600 Marketing Management

This course examines the role of the marketing function for both consumer and business markets. Relevant theory and practice are discussed in relation to principles, analysis, and planning for developing and implementing marketing strategies.

Prerequisite: MBA Program Acceptance. (4)

MBA610 Human Resources Management

This course examines the policies and regulations affecting human resources issues. Emphasis will be on analysis of the management of human resources from legal, organizational and practical viewpoints.

Prerequisite: MBA Program Acceptance. (4)

MBA620 Accounting for Managers

Students are introduced to methods of utilizing accounting and financial information for decision-making processes. Alternative financial structures, cost accounting, working capital and cash flows, and short-term/long-term budgeting concepts are discussed in the context of internal management needs.

Prerequisite: MBA Program Acceptance. (4)

MBA625 Accounting Theory

Presentation of standard setting and accounting theory formulation and how these translate toward providing financial information about economic entities to investors and creditors who do not control these business entities, but do have a financial interest in their operations.

Prerequisite: MBA Program Acceptance. (4)

MBA630 Production and Operations Management

This course presents design, planning, and control for effective supply chain and process control. Learners apply the techniques and principles to effectively manage market leadership, organizational growth, and innovation.

Prerequisite: MBA Program Acceptance. (4)

MBA640 Quantitative Analysis for Management

Probability, decision theory, and forecasting are studied to make objective business decisions in the face of uncertainty. Business models are developed and linear programming is studied to make the most effective use of a business organization's resources. Inventory control, project management, and queuing theory are studied to improve the operating efficiency of most business organizations. Microsoft EXCEL software is used throughout the course.

Prerequisite: MBA Program Acceptance. (4)

MBA650 Leadership

In this course students acquire knowledge of and apply effective leadership practices as they work to understand their own personal leadership style. Students will also compare and contrast other common leadership styles. Students will analyze their own leadership strengths and areas for improvement. Additionally, students will be assessing their organization's framework for leadership.

Prerequisite: MBA Program Acceptance. (4)

MBA660 Management Information Systems

In this course students are introduced to the processes necessary to align the organization's information systems to create a competitive strategy. Students will examine the processes and factors involved in the successful application of information technology to support the organization's strategy.

Prerequisite: MBA Program Acceptance. (4)

MBA670 Finance for Managers

This course focuses on the application of financial information to a wide range of management decisions, including: assessing the financial health and performance measurement, project analysis using discounted cash flows, organizational budgeting, and product pricing. Students will apply basic financial management theories and techniques to real-world case studies.

Prerequisite: MBA Program Acceptance. (4)

MBA680 Managerial Economics

This course applies economic theory and methods to business and administrative decision-making and tells managers how decisions should be analyzed to achieve organizational objectives efficiently, also helps

COURSES OF INSTRUCTION

managers recognize how macroeconomic forces affect organizations and describes the economic consequences of managerial behavior. Special attention is paid to the operation of the firm in a global economy.

Prerequisite: MBA Program Acceptance. (4)

MBA690 Management Capstone

This course is designed to be a capstone course for the MBA program. Students will have the chance to analyze, synthesize and evaluate theories, terms and concepts discussed in other MBA courses through the use of cases and real-life situations. This course is designed to be an information application course.

Prerequisite: MBA Program Acceptance. (4)

MATH

MH065 Review Math

Basic mathematical operations are studied with emphasis on concepts, facts and properties to prepare the student for college-level mathematics. Use of calculators is limited. The course is required of students who score less than 70% on the math placement test or less than 18 in math on the ACT. Credit does not apply to graduation requirements.

No Prerequisite. Graded S/U. (3)

MH169 Business Math

Business math applications are studied and include banking, business statistics, trade and cash discounts, markup and markdown, payroll, simple and compound interest, consumer credit, annuities and sinking funds, mortgages, depreciation and inventory valuation. A business or scientific calculator is required.

Prerequisite: MH065. (5)

MH205 College Algebra

This course is an applied approach to algebra studying real numbers, functions and the rectangular coordinate system, variable expressions, exponents, polynomials, factoring, rational expressions, linear and quadratic equations and inequalities. Topics include: finding domain and range of functions, intercepts, inverse of a function, operations with functions, modeling with functions and applications, and solving systems of equations. A scientific or graphing calculator is required.

Prerequisite: MH065. (5)

MH269 Descriptive Statistics

Statistics is the science of collecting, organizing, presenting and interpreting numerical data with variation. Descriptive statistics provides the tools to analyze this data and present the results in a meaningful form. A TI-83 Plus or TI-84 Plus calculator is required.

Prerequisite: MH205. (3)

MH369 Inferential Statistics

Inferential statistics provides the tools necessary to estimate characteristics of a population and to make a decision concerning the population from data collected from a sample of the population. Microsoft Excel software is used.

Prerequisite: MH269. (3)

MH380 Quantitative Business Methods

This course provides an introduction to quantitative approaches to decision making in business applications. Topics studied include quantitative analysis and decision making; linear programming with graphical solutions, computer solutions, sensitivity analysis, interpretation of solution, and applications; project scheduling with PERT/CPM; waiting line models; and decision analysis. Microsoft Excel software is used with The Management Scientist add-in.

Prerequisite: MH269. (3)

MEDICAL TECHNOLOGY

MO140 Human Anatomy, Pathophysiology, and Terminology I

Students are introduced to the medical language. The course begins with a strong emphasis on the division of words into prefixes, root words, suffixes and building medical words from these components as well as learning the definitions. This course encourages active student participation in the learning process through regular class discussion and written textbook assignments. Introduction to human anatomy begins at the cellular level through tissues, organs and systems. The digestive system, including structure and function, related disease processes, clinical procedures and tests, and medical terminology are discussed.

No Prerequisite. (3)

MO141 Medical Law and Ethics

An introductory course providing an overview and discussion of legal, ethical, and bioethical issues pertaining to the health care field, particularly in an ambulatory care setting, this course encourages active student participation in the learning process through regular class discussion of these various issues. A variety of topics are discussed including the legal system, physician-client relationships, professional liability, public duties of the physician, the medical record, medical malpractice, confidentiality issues, importance of patient/family education and documentation and specific responsibilities of the allied health professional.

No Prerequisite. (2)

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MO142 Human Anatomy, Pathophysiology, and Terminology II

This course is a continuation of MO140. Students will learn the structure and function of individual body systems, various pathological conditions, clinical procedures and tests specific to that system. Medical terminology relevant to each system is integrated and reviewed. This course encourages active student participation in the learning process through regular class discussion and written textbook assignments. Students are introduced to the importance of relevant patient/family education and documentation.

Prerequisites: MO140 and MO164. (3)

MO143 Understanding Health Insurance

A course designed to introduce students to major nationwide medical insurance programs, including relevant patient/family education.

Prerequisites: MO140, MO141 and MO164.

Prerequisite: MO264 for Medical Coding, Medical Office Management, and Medical Transcriptionist Majors Only. (2)

MO144 Pharmacology for Medical Assisting I

A review of basic mathematics, dosage calculations, drug sources, schedules, forms, medication order and medication administration.

Prerequisites: MO140 and MO164.

Prerequisites: MO163 for Medical Coding Majors Only. (3)

MO145 Human Anatomy, Pathophysiology, and Terminology III

This course is a continuation of MO142. Various body systems, including structure, function, pathology, tests and procedures for each system are discussed as well as related medical terminology. This course encourages active student participation in the learning process through regular class discussion and written textbook assignments. Relevant patient/family education and documentation are emphasized.

Prerequisites: MO142, MO144 and MO165. (3)

MO146 Pharmacology for Medical Assisting II

This is a study of allergic reactions, antifungals, antivirals, immunizing agents, antineoplastic agents, vitamins, minerals, psychotropics, substance abuse and medications for musculoskeletal, gastrointestinal, cardiovascular, respiratory, urinary, endocrine, nerves and reproductive systems.

Prerequisites: MO142, MO144 and MO165.

Prerequisites: MO264 for Medical Coding Majors Only. (3)

MO163 Medical Terminology I

A vocabulary course for students enrolled in the medical field. It is designed to aid in the spelling, definition and pronunciation of the terminology related to human anatomy/pathophysiology.

No Prerequisite. (3)

MO164 Clinical I

This course is an introduction to the profession and practices of a Medical Assistant. Legal, moral, and ethical issues related to the medical field, as well as patient education, are discussed. Emphasis on universal precautions and aseptic procedures are included. Clinical competencies are practiced and evaluated in the clinical lab. Relevant patient/family education and documentation are emphasized.

No Prerequisite. (2)

MO165 Clinical II

This course is a continuation of MO164. Emphasis is placed on clinical procedures performed in the office environment. Theory includes HIV, hepatitis, and other blood-borne pathogens. Practice and evaluation in the clinical lab includes obtaining a patient history, taking vital signs, and preparing a patient for an exam in a general office setting.

Prerequisite: MO164. (2)

MO167 Clinical III

This course is a continuation of MO165. Theory and practice introduce the student to safe administration of medications and collection of urine and blood specimens. Discussion of x-rays and their diagnostic/therapeutic use are emphasized. Nutrition and diet therapy are included. Relevant patient/family education and documentation are included.

Prerequisite: MO165. (4)

MO250 Human Anatomy, Pathophysiology, and Terminology IV

This course is a continuation of MO145. It is a detailed discussion of body systems, including structure; function; disease processes; and relevant tests, procedures and medical terminology. Additional topics of oncology, radiology, nuclear medicine, radiation therapy and psychiatry are included. This course encourages active student participation in the learning process through regular class discussion and written textbook assignments. A strong emphasis on patient/family education and documentation are included.

Prerequisites: MO145 and MO167. (3)

COURSES OF INSTRUCTION

MO264 Medical Terminology II

Students continue the study of medical terms, their spelling and usage. Emphasis is on terminology related to specific human body systems/pathophysiology.

Prerequisite: MO163. (3)

MO269 Clinical IV

This course is a continuation of MO267. Theory and practice introduce the students to more advanced skills such as EKG, chest x-ray, pulmonary function, and minor surgeries. Venipuncture and capillary punctures are included. Assisting with specialized patient exams will be covered. Competency is determined after students practice the techniques necessary to perform treatments/procedures. Beginning externship is associated with this course. Mandated weekly conferences will allow the student to review and discuss this experience. Competencies will include relevant patient/family education and documentation.

Prerequisite: MO167. (4)

MO272 Medical Coding I

This course will introduce the student to the fundamentals of the CPT coding system required for reimbursement of medical visits, procedures and tests.

Prerequisite: MO142.

Prerequisite: MO264 for Medical Coding, Medical Office Management, and Medical Transcriptionist Majors Only. (3)

MO273 Medical Coding II

A continuation of Medical Coding I with the addition of the fundamentals of the ICD-9-CM coding system for statistical and reimbursement purposes.

Prerequisite: MO145.

Prerequisite: MO265 for Medical Coding, Medical Office Management, and Medical Transcriptionist Majors Only. (3)

MO274 Medical Coding III

This course is designed to work with various coding systems. The student will code both diagnoses and procedures and work with complex coding situations. Computerized coding applications will be presented as well as guidelines for outpatient and inpatient reimbursement.

Prerequisites: MO272 and MO273. (4)

MO277 Administrative Skills for the Medical Assistant

This course is designed to prepare the medical assistant for duties that are performed on the administrative side of the medical office setting. Concepts covered include the facility environment, computers, patient scheduling, written communications, accounting practices, office

management and employment strategies. Additional topics and concepts will be introduced in order to prepare the student for the CMA exam.

Prerequisite: WP138. (4)

MO279 Medical Terminology III

Students continue the study of medical terms, their spelling, and usage. Emphasis is on terminology related to specific human body systems/pathophysiology.

Prerequisite: MO264. (3)

MO285 Medical Assisting Externship I

A supervised practicum that allows the student to observe and begin to utilize administrative and clinical skills in an ambulatory care setting. Exposure to the various responsibilities of the medical assistant including legal/moral/ethical obligations, professional behavior, and effective communication skills is given. Mandatory weekly conferences allow the student to review and discuss the externship experience.

Prerequisites: MO141, MO145 and MO272. (1)

MO286 Medical Assisting Externship II

This course is a continuation of MO285. Students continue to develop the necessary administrative and clinical skills through experience in an ambulatory care setting including focus on legal/moral/ethical issues, professional behavior, and effective communication. The practicum remains supervised but allows the student to participate in a more independent role. Mandatory weekly conferences allow the student to review and discuss the externship experience. (The student will also have the opportunity to prepare for the CMA exam.)

Prerequisite: MO285. (1)

MO287 Medical Assisting Externship III

This course is a continuation of MO286. Students continue to develop the necessary administrative and clinical skills through experience in an ambulatory care setting including focus on legal/moral/ethical issues, professional behavior, and effective communication. The practicum remains supervised but allows the student to participate in a more independent role. Mandatory weekly conferences allow the student to review and discuss the externship experience. (The student will also have the opportunity to prepare for the CMA exam.)

Prerequisite: MO286. (1)

MICROSOFT NETWORKING

MN270 Administering a Client Operating System

This course will give students the skills necessary to install, customize, integrate, network and troubleshoot Windows® XP Professional. This course prepares students for the Microsoft® Certified System Engineer

COURSES OF INSTRUCTION

(MCSE)/Microsoft® Certified Professional (MCP) core exam 70-270 with the same title. Students taking this course via Virtual College must have access to a computer with appropriate software installed. This course is equivalent to Microsoft® Course 2285.

Prerequisite: IT110. (3)

MN290 Administering a Server Environment

This course will give students the skills necessary to install, customize, integrate, network and troubleshoot Windows® 2003 Server. This course prepares students for the Microsoft® Certified System Engineer (MCSE)/Microsoft® Certified Professional (MCP) core exam 70-290 with the same title. Students taking this course via Virtual College must have access to a computer with appropriate software installed. This course is equivalent to Microsoft® Course 2273.

Prerequisite: IT110. (4)

MN291 Maintaining a Network Infrastructure

This course will give students the skills necessary to install, manage, monitor, configure and troubleshoot the many facets of networking Windows® Server 2003 including DNS, DHCP, Remote Access, Network IP Routing and WINS. This course prepares students for the Microsoft® Certified System Engineer (MCSE)/Microsoft® Certified Professional (MCP) core exam 70-291 with the same title. Students taking this course via Virtual College must have access to a computer with appropriate software installed. This course is equivalent to Microsoft® Course 2277.

Prerequisites: MN270 and MN290. (4)

MN293 Planning a Network Infrastructure

This course will introduce students to the skills necessary to configure, manage, secure, administer and troubleshoot Windows 2003 Servers and client computers. It also consists of the study of network infrastructure in the Windows 2003 environment including DHCP, DNS, remote access, network IP routing and WINS. This course prepares the students for the Microsoft Certified Systems Engineer exam 70-293 with the same title. Students taking this course via Virtual College must have access to a computer with appropriate software installed. This course is equivalent to Microsoft® Course 2278.

Prerequisite: MN291. (4)

MN294 Configuring and Maintaining a Directory Service

This course will introduce students to the skills necessary to install, configure and troubleshoot Windows® Server 2003 Active Directory components, DNS for Active Directory and Active Directory security solutions. The student will also learn how to manage, monitor and optimize the desktop environment by using Group Policy. This course prepares students for the Microsoft® Certi-

fied System Engineer (MCSE)/Microsoft® Certified Professional (MCP) core exam 70-294 with the same title. Students taking this course via Virtual College must have access to a computer with appropriate software installed. This course is equivalent to Microsoft® Course 2279.

Prerequisite: MN291. (3)

MN297 Designing a Network Directory Service Architecture

This course will give students the skills necessary to analyze the business requirements and design a directory service architecture that includes directory services such as Active Directory and Windows® NT domains, connectivity and data replication. This course prepares students for the Microsoft® Certified System Engineer (MCSE)/Microsoft® Certified Professional (MCP) core exam 70-297 with the same title. Students taking this course via Virtual College must have access to a computer with appropriate software installed. This course is equivalent to Microsoft® Course 2282.

Prerequisite: MN291. (3)

MN298 Designing Network Security

This course will give students the skills necessary to analyze the business requirements for security and design a security solution that meets business requirements. These skills include controlling access to resources, auditing access to resources, authentication and encryption. This course prepares students for the Microsoft® Certified System Engineer (MCSE)/Microsoft® Certified Professional (MCP) core elective exam 70-298 with the same title. Students taking this course via Virtual College must have access to a computer with appropriate software installed. This course is equivalent to Microsoft® Course 2830.

Prerequisite: MN294. (4)

MN299 Developing Security in a Network Architecture

This course will introduce students to the skills necessary to analyze the business requirements for a network infrastructure and design a network infrastructure that meets business requirements. The network infrastructure topics include network topology, routing, IP addressing, WINS, DNS,VPN, remote access and telephony. This course prepares students for the Microsoft® Certified System Engineer (MCSE)/Microsoft® Certified Professional (MCP) core elective exam 70-299 with the same title. Students taking this course via Virtual College must have access to a computer with appropriate software installed. This course is equivalent to Microsoft® Course 2823.

Prerequisite: MN291. (4)

COURSES OF INSTRUCTION

NETWORKING SECURITY

NS147 Windows Client/Server Operating Systems

This course provides students with the fundamental knowledge and skills necessary to install and configure Microsoft Windows XP on client computers that are part of a network domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2003 Server while ensuring server security for users, groups, file and print services and group policy objects. This course is supplemented with many hands-on exercises that reinforce the lectures.

Prerequisite: IT110. (3)

NS148 Linux Operating System Fundamentals

This course introduces the Linux and UNIX operating systems to students with a basic knowledge of computers. The course covers the UNIX/Linux file system, communication with other users, editors, file manipulation and processing, basics of pipes and redirection, graphical environments within Linux, terminal interfaces and bash, data manipulation commands, software tools, networking tools, and system administration tools. This course is supplemented with many hands-on exercises that reinforce the lectures.

Prerequisite: IT110. (3)

NS183 Network Security Fundamentals

This course will give students the skills necessary to maintain a secure network environment and is designed to prepare the student for CompTIA's Security + Certification Exam. Students will learn how to implement authentication, prevent network attacks against malicious code, secure a remote access point, e-mail and web security, encryption with wireless technologies, and how to develop security baselines for implementing a secure network topology. The student will learn how to manipulate intrusion detection systems, firewalls, routers and mobile devices to ensure information integrity by completing hands-on lab exercises. Students taking this course via Virtual College must have access to a computer with appropriate software installed.

Prerequisite: IT110. (5)

NS190 Local and Wide Area Networks

Computer networks are classified according to their reach and complexity within an infrastructure. This class will cover in-depth, the LAN/WAN environment, interconnectivity, physical transmission options, transmission equipment and the various protocols that can be used accordingly. The student will learn the various media types as well as the equipment involved in creating a networked environment such as a router,

switch, bridge and others. The student will learn the fundamentals in laying out a network topology and review key features in creating a secure Local Area and Wide Area network.

Prerequisite: NS183. (3)

NS195 Network Defense and Countermeasures

The practice of intrusion detection encompasses virtually all aspects of network security, and provides a good entry point to the fundamental concepts associated with protecting computers and networks in the 21st century. These concepts include: deterring attacks; detecting intrusion attempts; responding to break-ins and intrusion attempts; assessing the damage of hack attacks; anticipating future attacks; and the steps involved in locating and prosecuting intruders. This course provides the student with a solid foundation in network security fundamentals; while the primary emphasis is on intrusion detection, the student will also learn essential practices in developing a security policy and implementing the policy. The student will perform Network Address Translation, packet filtering, and install proxy servers, firewalls, and Virtual Private Networks.

Co-requisite: NS183. (4)

NS200 Internet Security

This course expands basic security concepts, strategies, and tools and focuses these specifically to the Internet. It provides a detailed discussion of basic security concepts including assessing risk, building security policy and identifying security resources as well as a variety of organizational issues related to securing networks and data. The student will learn to distinguish threats to information technology assets, devices, strategies for defense, intrusion detection, and operating system security (both Windows and UNIX). The course reviews security standards and compliance issues and discusses strategies for testing security of an organization. This course assists in preparing the student for the CIW Security Professional Exam (#1 DO-470).

Prerequisites: NS147 and NS148. (3)

NS203 Network Disaster Recovery

When a business or organization is interrupted by disasters, accidents, or natural events, a loss in money, data, or productivity occurs. The extent to which the loss affects the health of the organization is often determined by how prepared the organization is for dealing with these interruptions. This course provides the student with a foundation in disaster recovery principles including preparation of a disaster recovery plan, assessment of the risks in the enterprise, development of the policies and procedures, understanding the roles and relationships of the various members of the organization, implementation of the

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plan, testing and rehearsing the plan, and actually recovering from a disaster.

Prerequisite: NS200. (3)

NS259 Implementing Internet/Intranet Firewalls

Firewalls have become a fundamental security tool. This course provides the student with an in-depth look at firewall technologies and how these technologies are incorporated into the information security policy of an organization. It introduces the student to different varieties of firewall configurations and describes popular firewall tools by Check Point, Cisco, and other vendors. It takes the student through the steps involved in installation, configuration, and administration of firewalls on a network system. The course culminates with a project in which the student constructs a sophisticated firewall. This course maps to the exam objectives for CheckPoint's CCSA Certification.

Prerequisite: NS190. (3)

NS278 Operating Systems Security

This course expands the network student's basic network and operating system skills to include planning, implementation, and auditing of the system's security. The student will participate in many hands-on projects using a variety of operating systems including a Windows client operating system, Windows server operating systems, Linux, NetWare, and Mac OS. Through these hands-on projects and case studies, the student can practice setting up and managing these network operating systems in a secure environment.

Prerequisite: NS147 and NS148. (3)

NS288 Security Policy and Procedures

This course is designed to prepare the student for a career in network security. It focuses on some of the important business issues related to network security including the various threats, legal issues, and risk management. The student will learn to create strategies used in planning for continuity and maintaining security including security topologies, physical security alternatives, and policies and procedures related to an organization's personnel.

Prerequisite: IT184. (3)

OFFICE PROCEDURES

OP130 Medical Accounting Software

This course will focus on the critical role of medical accounting software in a medical office and will equip students with the general concepts and procedures behind medical billing and database software. The course will be a hands-on experience with tutorial and simulation activities related to adding patients to the system; entering charges, payments, and adjustments; creating accounting reports; and preparing claims. The students

will learn to follow complicated procedures in an office's accounting, billing, and insurance reimbursement systems using specialized software.

Prerequisites: KY146 or WP138. (2)

OP149 Records Management

Students will study the principles and procedures of records storage, retrieval and disposition. The filing methods introduced include: alphabetic, numeric, geographic, subject and chronologic. Manual simulation projects will be completed.

No Prerequisite. (3)

OP252 Machine Transcription

Students become acquainted with the use of the machine transcriber through the transcription of pre-dictated audio files. This course emphasizes proficiency in grammar, spelling, and written communications skills. Speed and accuracy are developed. Students taking this course via Virtual College must have access to a computer with appropriate software installed and must buy the foot pedal required for this course.

Prerequisites: EN070 or proficiency exam credit and KY146. (3)

OP255 Medical Machine Transcription

Students type pre-dictated documents and forms used in the different kinds of medical offices. Good grammar, spelling, and written communication skills are essential. Students taking this course via Virtual College must have access to a computer with appropriate software installed and must buy the foot pedal required for this course.

Prerequisites: OP252 and MO279.

Prerequisites: OP252 and MO163 for Medical Office Management and Medical Transcriptionist Majors Only. (3)

OP256 Word Language Specialist

This course emphasizes proficiency in the necessary skills to correct the formatting and grammar errors in voice recognition documents. Grammar, spelling, and written communication skills are also emphasized. Students taking this course via Virtual College must have access to a computer with appropriate software installed and must buy the foot pedal required for this course.

Prerequisite: OP252. (3)

OP259 Medical Word Specialist

This course emphasizes proficiency in the necessary skills to correct the formatting and grammar errors in voice recognition medical documents. Students will correct medical reports from pre-typed documents that contain a variety of medical fields and topics and will face more challenging sources of syntax errors primarily from a hospital in-patient environment. Students taking this

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course via Virtual College must have access to a computer with appropriate software installed and must buy the foot pedal required for this course.

Prerequisites: MO264 and OP255. (3)

OP260 Workplace Technologies

In this course students develop an understanding of new and current office technologies used in the office environment. Technologies taught will be voice applications, scanners, tablet PC, digital cameras, and palm pilots.

Prerequisites: EN180 and WP138. (3)

OP270 Office Systems and Procedures

In this capstone course, students begin to set priorities and work independently in an office simulation. Excellent keyboarding, research and communication skills are required, as well as a strong knowledge of document processing, spreadsheets and database software.

Prerequisites: DP117, DP150, KY147 and WP138. (5)

OP275 Integrated Software Applications

This course is a project-based experience that integrates the use of the core level skills of Microsoft Word, Excel, Powerpoint, and Access, as well as the use of the Internet, to improve the student's level of efficiency and effectiveness in completing office tasks and projects. Students will set priorities, practice time management, and work independently or in groups within the confines of the projects' criteria. Excellent keyboarding and written/oral communication skills are required as well as a strong knowledge base for document processing, creating and using spreadsheets and database software.

Prerequisites: DP117, DP144, DP150, EN180 and WP138. (3)

OP276 Office Procedures

This course will expose future administrative professionals to the changing global market place, continual advances in technology and an increasingly diverse labor force. This course will prepare students to perform in a professional office environment. Students will complete activities such as preparing presentations, learning about office professionalism and office confidentiality, composing documents, and developing telephone techniques. Students will learn to be a productive member of an office team, behave ethically, process information, and communicate effectively - both orally and in writing.

Prerequisites: EN180, KY146, and WP138. (5)

PARALEGAL

PL100 Introduction to the Legal System

A general overview of the legal system and its terminology is provided. Special emphasis is placed on the duties of the paralegal. Legal research is introduced.

No Prerequisite. (5)

PL101 Litigation

An introduction to the process of civil and criminal litigation, this course defines and explains basic principles of discovery and pretrial procedures, as well as many other legal aspects. Preparation of summary judgments is included.

Prerequisite: PL100. (5)

PL102 Probate Administration

The basic legal concepts of wills, trusts and intestacy will be studied. The organization and jurisdiction of the Probate Court will be included, as well as applicable writing assignments.

Prerequisite: PL100. (5)

PL106 Domestic Relations

Students will study many laws relating to family law including marriage, divorce, annulment, adoption, guardianship and custody and support. Applicable writing assignments will be included.

Prerequisite: PL100. (4)

PL107 Real Estate

The basic concepts of real estate property laws will be studied. Completion of applicable documents will be included.

Prerequisite: PL100. (4)

PL108 Juvenile Law

The basic legal concepts of juvenile law, including paternity, abuse/neglect/dependency of children and delinquency will be studied.

Prerequisite: PL100. (5)

PL201 Legal Research and Writing

The students should learn the basics of legal research projects, including use of library resources.

Corequisite: PL100. (5)

PL202 Criminal Law

Students will study the basics of criminal law from both a prosecution and defense viewpoint. The course will follow the steps of criminal litigation from arraignment to post-conviction relief. Emphasis will be placed on the paralegal's role in motion drafting and pre-trial investigation.

Prerequisite: PL100. (3)

COURSES OF INSTRUCTION

PL203 Automated Research

Students will receive training in computerized database research.

Prerequisites: PL100 and PL201. (2)

PHILOSOPHY

PH310 Ethics

This course is designed to introduce students to the study of ethics and moral philosophy. The course will explore the moral impact of acts not only on the individual but also on the community as a whole. Emphasis will be placed on developing individual critical thought.

Prerequisite: EN200; for freshman and sophomore students with permission. (3)

POLITICAL SCIENCE

PS274 The American Political Scene

This course is designed to inform students about government and politics in America: how the system works, its history and its strengths and weaknesses. It attempts to integrate the traditional with the modern approach so that students can understand the interconnection between political thought/the formal structure of politics on one hand and the policymaking process/political behavior on the other.

Prerequisite: EN070. (3)

POPULAR CULTURE

PO300 Women Who Rock

A survey of women in rock music from the 1960s to the 21st century will focus on their musical prowess and styles in relation to their artistic philosophies as well as the contributions they have made to the rock music genre.

Prerequisite: EN180. (3)

PO320 The Beatles

This course will examine the story of the Beatles, including their lives, music, and times in which they produced their music, the 1960s. We will explore their most famous songs and albums, learning the stories behind the songs and the influences the Beatles had on music and society.

Prerequisite: EN180. (3)

PSYCHOLOGY

PY177 Introduction to Psychology

Introduction to Psychology is designed to introduce the concepts required for the study of social perceptions, conditioning, learning, intelligence, motivations, emotions, and personality. The primary focus of the course will be an examination of human behaviors that are effectively valuable for work and professional environments

and contribute positively to personal well being. Students will also examine the history, methods, and theories of psychology as a behavioral science and the interaction of heredity and environment.

No Prerequisite. (3)

PY270 Social Psychology

The study of how individuals think, feel, and behave in regard to other people. Topics may include the social self, perceiving others, stereotypes and prejudice, attitudes, conformity, group processes, attraction, helping others, aggression, law, business, and health.

Prerequisite: PY177. (3)

PY276 Life Span Development

This course will study normal patterns of cognitive, physical, emotional, and psycho-social growth and development from infancy through end of life.

Prerequisite: EN070 and PY177. (3)

PY375 Abnormal Psychology

This course provides a broad overview of the world of abnormal behavior. Students will discover the history, causes, and types of abnormal behavior. A variety of treatment options will also be discussed.

Prerequisite: PY177. (3)

PY376 Child and Adolescent Psychology

This course will give the students a broad introduction into the cognitive, psychosocial, and physical development of children. Students will be exposed to the various widely recognized stages of child development, including infancy, early childhood, middle childhood and adolescence.

Prerequisite: PY177. (3)

RELIGION

RE270 Religions of the World

This course is a survey of the major world religions, examining their beliefs and values. Current issues in religion will also be discussed.

Prerequisite: EN180. (3)

SCIENCE

SC300 Environmental Science

A study of the environment, including technology, social concepts, and natural phenomena.

Prerequisite: EN180. (3)

COURSES OF INSTRUCTION

SC301 Planet Earth: A Survey of Zoology, Taxonomy, and Community Ecology

Students will be introduced to the diversity of life on our planet. Analysis of the past, present, and future conditions of the environment will be performed. Underlying themes include community ecology, conservation genetics, and environmental sustainability.

Prerequisite: EN180. (3)

SOCIOLOGY

S0205 U.S. Travel Experience

Through course lectures, secondary research, and travel experience, students are introduced to cultures, landmarks, entertainment, and geographic features of an urban environment. Possible travel destinations include Washington D.C., New York City, and Chicago.

Prerequisite: EN180 and Good Academic Standing. (2)

S0210 International Experience

Students will be able to study the culture(s) of other countries through a short trip in the fall or spring quarters.

Prerequisite: EN180 and Good Academic Standing. (3)

S0220 Cultural Diversity in the United States

Students will explore topics related to diversity in the United States today, such as race, class, religion, sex, and gender, to learn how to better relate to a diverse society.

No Prerequisite. (3)

S0286 Introduction to Sociology

An introductory approach to the field of sociology, topics include a study of the individual's behavior in diverse social groups, ranging from family to bureaucracies, social stratification, group personality and social change.

Prerequisite: EN180. (3)

S0305 U.S. Travel Experience

Through course lectures, secondary research, and travel experience, students are introduced to cultures, landmarks, entertainment, and geographic features of an urban environment. Possible travel destinations include Washington D.C., New York City, and Chicago. Additional coursework is required beyond SO205.

Prerequisite: EN180 and Good Academic Standing. (2)

S0310 International Experience

Students will be able to study the culture(s) of other countries through a short trip in the fall or spring quarters. Additional coursework is required beyond SO210.

Prerequisite: EN180 and Good Academic Standing. (3)

SO320 Multicultural Voices

In this course students experience customs, food, history and literature of several cultures. The subject matter will vary. The course is often team taught.

Prerequisite: EN180; for freshman and sophomore students with permission. (3)

SO380 Death and Dying

This course will introduce the student to the phenomenon of death and dying. The student will be exposed to theories of death and dying as well as the needs of the terminally ill. The many cultural views of death and dying will also be explored.

Prerequisite: EN200. (3)

SPANISH

SP259 Conversational Spanish

Language emphasis will be on learning practical and functional Spanish that can be used in everyday situations. This course is designed for students who have no, or very little, understanding of the Spanish language.

No Prerequisite. (3)

TRAVEL & HOTEL MANAGEMENT

TR121 North & Central American Destinations

Destination geography will be taught and covers the United States, Canada, Mexico and Central America. Included will be cities, major tourist attractions and physical characteristics which would attract travelers and tourists to those areas.

Corequisite: TR122. (4)

TR122 Introduction to the Travel Industry

An overview of the travel and tourism industry will be given. Included in the course will be discussion of hotels, cars, motorcoach and rail travel, as well as domestic and international air. Opportunities for employment in travel and related fields will also be discussed.

Corequisite: TR121. (3)

TR123 Europe & South American Destinations

A continuation of TR121, covering Europe and South America.

Prerequisite: TR121. (4)

TR124 Cruises & Tours

This course examines the cruise line and tour industry. A wide variety of topics are covered including how the cruise line and tour industry operated, domestic and international experiences, presenting packages to clients and what the clients can expect on their trip.

Prerequisite: TR122. (3)

COURSES OF INSTRUCTION

TR125 Computerized Reservations

This course is an introduction to computerized reservation systems, using both GDS and Internet options. Hands-on demonstrations with GDS software and Internet-based web sites allow students to learn how to make airline, hotel, cruise, tour, and car rental reservations. Students are trained in search techniques to find the lowest fares for specific travel requirements.

No Prerequisite. (3)

TR209 Introduction to Hospitality

An introduction to hospitality that explores lodging, groups, meetings, food service and related fields.

No Prerequisite. (3)

TR210 Advanced Destinations

A continuation of TR123, covering Asia, Africa, Australia, and the South Pacific.

Prerequisite: TR123. (4)

TR211 Hotel & Motel Operations

Students are provided with a basic understanding of hotel and motel operations. Topics studied will be trends and techniques in the industry, front office operations, guest relations, rooming procedures, handling of cash and auditing procedures. Students will also examine the variety of careers available in the hotel and hospitality industry. Hotel, motel, and resort operations are covered. (A hotel "site inspection" is required.)

Prerequisite: TR209. (3)

TR216 Hospitality Supervision

This is a practical course designed to teach students how to be supervisors in a hospitality setting. Skills for handling the transition from worker to a management level are covered, such as how to counsel subordinates, delegate the workload, build a productive team, and document work performance. Handling problem employees and termination procedures are two of the more difficult areas for new supervisors. The course gives students who will be new supervisors those skills necessary for success in their first management role.

No Prerequisite. (5)

TR217 Event Planning

This course allows students to explore the careers of planning meetings and events, with employment opportunities in conference centers, hotels, convention centers, larger corporations, and meeting planning companies. Fundraisers, corporate events, expositions (trade shows), conventions, parties, incentive trips, sporting events, catering, and conferences will be examined. Students will learn how to work with destination management companies, service contractors, convention and visitors bureaus, and caterers to provide quality meetings and events.

No Prerequisite. (5)

TR218 Hospitality & Travel Marketing

An introduction to marketing and sales in the hospitality and tourism industries. Students will learn how to develop a marketing plan, covering market research, selecting target markets, positioning the product, and creating and implementing marketing strategies. Sales will be introduced as a vital process in marketing hospitality, with distribution channels, advertising, sales promotion, and public relations as integral components.

No Prerequisite. (5)

TR219 Hospitality & Travel Sales

Students explore the hotel and travel agency as a workplace and learn sales techniques, such as qualifying, features/benefits, answering objections, closing, and follow up. Sales promotion, public relations, and customer service are also addressed. (Required observation at a hotel or Northwestern Travel Service.)

Prerequisite: TR218. (3)

UNIVERSITY SURVEY COURSES

UN070 Success Strategies

Students receive information on the grading system, note taking, study habits, methods of reading textbooks, methods of test taking and other related areas of college learning. This course is required for all students.

No Prerequisite. (1)

UN071 Success Strategies for Virtual College

This course introduces students to the Virtual College environment. Students will learn to use e-mail, chat, the World Wide Web, threaded conferences, live audio and video. Other topics include working in groups at a distance, communication on the Internet and learning on-line. In addition, students will complete forms as required of all Virtual College students. This course is designed to give students the skills necessary to be successful in Virtual College courses. All students wishing to attend Virtual College courses must successfully pass this course before additional Virtual College courses are taken. This course may not be taken as a specialized elective.

No Prerequisite. (1)

UN101 Chess

An introduction to the game of chess. Students will learn the rules, strategies, and tactics of the game, while also improving critical thinking skills. No prior chess experience is necessary.

No Prerequisite. (1)

COURSES OF INSTRUCTION

UN102 Introduction to Hatha Yoga

The Introduction to Hatha Yoga class is specifically designed for those with little or no yoga experience. Students will learn the basic principles and techniques of Yoga, a 4,000 year old ancient art and science of creating a healthy mind and body. During this ten-week session, the fundamentals, the Yoga Asanas (the physical postures), Pranayama (breathing practices), Yoga Nidra (Yogic Sleep), and basic meditation are also introduced. Learn how to use yoga practice to enhance the quality of life, reduce stress, and improve focus and concentration while increasing physical strength and flexibility. Create a harmonious unity in the body, mind, and spirit with yoga.

No Prerequisite. (1)

UN105 Orientation for the College of Business

Students participating in orientation will receive information and training in the use of the online scheduling system, applying for financial aid, housing/safety services, career services, and academic resources.

No Prerequisite. (1)

UN150 21st Century Thinking

This course will focus on the fundamental concepts related to critical thinking and reasoning in order to prepare students to think critically in future classes, within their jobs and within their daily lives. Learning the fundamental skills will help students better evaluate any topic and will present a solid foundation for becoming better thinkers.

No Prerequisite. (3)

UN154 Prior Learning Assessment

In this class, documentation will be prepared for a complete and thorough portfolio that will be presented for credit for experiential learning.

Prerequisites: Students must have completed at least six credit hours of college-level work to apply for this course. (1)

UN292 Portfolio Capstone

This course is designed for students who are in the final quarter of their associate degree program. It will provide students with the opportunity to prepare a comprehensive portfolio. In this course students will gather documentation and participate in activities to show their ability to demonstrate the University of Northwestern Ohio Goals for Institutional Effectiveness and Student Success.

Prerequisite: Last quarter of associate degree. (1)

UN415 Practicum (Prior Learning Assessment)

This course provides students with structural methods, concepts and information to create a portfolio that documents their experiential learning. Only students who

have had a minimum of two years of professional experience related to their major are eligible to take this course. (Satisfactory/Unsatisfactory)

Prerequisite: Advanced Standing. (1)

UN416 Practicum (Experiential Learning Portfolio)

This course allows students to gain university credit for major-related work experience and learning. During this course students will create a portfolio that documents job/work experience that they have had relating to their major. Documentation will center around one topic or a variety of major-related topics. Only students who have had a minimum of two years of professional experience related to their major are eligible to take this course.

Prerequisite: UN415. (5)

UN490 Portfolio Capstone

This course is designed for students who are in the final quarter of the baccalaureate degree program. It will provide students with the opportunity to prepare a comprehensive portfolio. In this course students will gather documentation and participate in activities to show their ability to demonstrate the University of Northwestern Ohio Goals for Institutional Effectiveness and Student Success.

Prerequisite: Last quarter of Baccalaureate Degree. (1)

WOMEN'S STUDIES

WS310 Women and Psychology

This course is designed to provide students with an overview of women's psychology, social issues affecting women, and an opportunity to consider the historical roots of persisting United States social issues, particularly sexism, racism, homophobia, and classism. Special attention will be given to how these social issues play out in the work place and to the changing role of business leaders.

Prerequisites: EN200. (3)

WS315 Women and Technology

This course is designed to provide students with an overview of women's issues regarding technologies, including reproductive and computer technologies. This course will also introduce students to the concept of gendered technologies and provide an opportunity to consider the historical roots of persisting United States social issues, particularly sexism, sex role expectations, divisions of labor, racism, homophobia, and classism. Special attention will be given to how social expectations about technology play out in the work place, to the changing organizational characteristics of businesses, and to the changing role of business leaders.

Prerequisites: EN200. (3)

WORD PROCESSING**WP138 Introduction to Word Processing Applications**

This is an introductory course in the use of Microsoft Word. Students will also be introduced to Windows and file management concepts. The functions will include creating, editing and formatting documents, tables, and labels. (This course provides preparation for Microsoft Application Certification Testing.) Students taking this course via Virtual College must have access to a computer with appropriate software installed.

Prerequisite: KY080. (3)

WP267 Advanced Word Processing Applications

This course examines the application of automated formatting and layout functions available on word processing software systems. A wide variety of documents will be generated and formatted according to business reports, correspondence and routine publications. (This course provides preparation for Microsoft Office Expert Credential test.) Students taking this course via Virtual College must have access to a computer with appropriate software installed.

Prerequisites: WP138. (3)

WP273 Advanced Document Processing Concepts

This course utilizes a lab environment in which a collection of short-, medium- and long-range projects will be completed. A variety of software will be applied to complete the projects, including word processing software and its desktop publishing features, graphic presentations software and Internet browser software. Students taking this course via Virtual College must have access to a computer with appropriate software installed.

Prerequisite: WP267. (5)