

**2012-2013 MASTER COURSE SCHEDULE**

- Visit the MyUNOH Portal for scheduling links and resources: <https://my.unoh.edu>
- On the Portal in Quick Links, view your Program Evaluation when scheduling to ensure you taking courses required in your program.
- Refer also to your program's rotation sheet by going to MyUNOH >> Registration & Advising >> Documents >> Rotation Sheet categories.

**\*New for 2012-2013:** Some Management Courses (MA) have had an extra quarter offering added. See the Management course section for new offerings.

Keyboarding for Beginners (KY080) will be required *only* for programs that include Keyboarding I (KY146). Students in all other programs are not required to take KY080 unless they choose to do so.

**Print out your Program Evaluation(s) and check for the changes listed below.**

It is very important that you contact the Registrar's Office/Advising Office if you have any unanswered questions about how the changes listed below may affect your program requirements after you have reviewed your program evaluation at MyUNOH.

**BACHELOR'S DEGREE:** SUMMARY OF CHANGES TO REQUIREMENTS FOR CURRENT STUDENTS

- **MH205:** If you have completed MH205, it is equivalent to the new Algebra course MH190.
- **PH310:** The offerings for this course have been changed. Check your plans with the new offerings.
- **PS274:** PS274 American Political Scene will continue to be offered although it is no longer a general education requirement. If your program evaluation includes PS274, take it fall quarter, once the prerequisite is met.

**ASSOCIATE'S DEGREE:** SUMMARY OF CHANGES TO REQUIREMENTS FOR CURRENT STUDENTS

- **MH205:** If you have completed MH205, it is equivalent to the new Algebra course MH190.
- **PS274:** PS274 American Political Scene will continue to be offered although it is no longer a general education requirement. If your program evaluation includes PS274, take it fall quarter, once the prerequisite is met.
- **WP267 & WP273:** WP267 Advanced Word Processing Applications is now offered in the winter quarter only. This course was previously offered both winter and summer quarters. WP273 Advanced Document Processing Concepts is now offered in the spring quarter only. This course was previously offered both fall and spring quarters.

### COURSE NUMBER CHANGES

Several courses have changed numbers and possibly credit hours over the past several catalog years. Some of the course numbers listed in your program evaluation may be out of date; however, your required courses and credit hours can be adjusted by the Registrar's Office or Advising Office. For example, if you took AC111 Accounting I, the new course number is now AC114. Contact the Registrar's Office or Advising Office before you unnecessarily take the same course with a new course number. Your course requirements are set by the catalog year of your program. If your program's catalog year is updated, some courses may no longer match the current course numbers, but they can be adjusted.

### CREDIT HOUR CHANGES

Along with course number changes, some courses also changed credit hours, either increasing or decreasing credit hours. The Specialized Elective credit hours requirements in your program(s) must be adjusted in order to ensure you have sufficient total credit hours to graduate. Because of this, the Request for Graduation process is very important.

### GENERAL EDUCATION ELECTIVES & SPECIALIZED ELECTIVES

Students in Associate Degree programs must take general education electives and specialized electives at the 100 or 200 course level. Courses at the 300 or 400 course level are for Baccalaureate Degree programs. The same elective course cannot be used for both the Associate Degree level and the Baccalaureate Degree level.

### ARTS & HUMANITIES SUBJECT CATEGORIES

Beginning with the 2010 Catalog and later, there is a General Education sub-category of Arts & Humanities. The subjects in that category can include courses in Literature (EN), History (HI), Communications (CO), Pop Culture (PO), and Women's Studies (WS). Check the most recent edition of this Master Schedule for further details as more courses and subjects are added. Be sure to choose from the proper course level: 100/200 level courses for an Associate's Degree and 300/400 level courses for a Bachelor's Degree.

### ANTICIPATED COMPLETION DATES & LONG TERM PLANNING

When you view your Program Evaluation, the Anticipated Completion Date (also called Anticipated Graduation Date or AGD) is located in the upper left-hand corner of the document. It will be expressed as a month/date; 06/15, for example. This means your planned graduation date is June 2015. It is very important that your planned graduation date be kept as accurate as possible. The student is responsible for keeping this date updated with the Registrar's Office. It is also very important for Financial Aid processes as well. If you see that your date is incorrect, all you have to do is email [advisor@unoh.edu](mailto:advisor@unoh.edu) and let us know what it should be. The number of credit hours you plan to take each quarter and course offering/availability affects your graduation date. Some courses are only offered once or twice each year and can delay graduation for students who do not plan courses for the long-term. These factors are the reasons the Registrar's Office is dependent on the student to keep us apprised of changes to the anticipated completion date. Students who make long-term scheduling plans are less likely to run into problems that may delay graduation plans.

### REQUEST FOR GRADUATION FORM

Students who wish to graduate in their Diploma, Associate Degree, or Baccalaureate Degree program need to complete the Request to Graduate Form and submit it to the Advising Office three quarters before the graduation quarter. Complete instructions and other information is located at the MyUNOH Portal website in the **Registration & Advising** documents section. The Advising Office sends an email to remind students to complete the Request for Graduation. The scheduling packet posted each quarter also has a copy of the form for the appropriate quarter of graduating students.

- 1) Courses offered each quarter and prerequisites are subject to change.
- 2) Courses may not always be available for students who are out of sequence in their rotation, especially students who start in quarters other than fall quarter.
- 3) Courses will be offered according to availability of faculty and priority of classes needed.
- 4) VC Only indicates courses offered only in Virtual College format. Also, some courses may not be offered in Virtual College format during the year.
- 5) Courses will only be offered with sufficient enrollment or by special permission granted for graduating students.
- 6) See the current quarter's scheduling materials for the Elective courses being offered. One page is dedicated to listing Practicum and General Education electives.

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DAY AND DISTANCE LEARNING (VC) (PAGES 3-10)

EVENING COURSES (SEE LAST PAGE)

COURSE NUMBER	PREVIOUS COURSE NUMBER	COURSE NAME	CREDIT HOURS	FALL	WIN	SPR	SUM	PREREQUISITES (UNLESS OTHERWISE NOTED)
<b>AC</b>		<b>ACCOUNTING</b>						
AC114	AC111	Accounting I	5	•	•	•	•	
AC115	AC112	Accounting II	5	•	•	•		AC114
AC116	AC113	Accounting III	5		•	•		AC115
AC117		Personal Taxes	5		•	•		
AC122		Payroll Accounting	3	•	•			AC114
AC131	AC130	Introduction to Accounting Software	5			•	•	AC114
AC202		Managerial Accounting	5			•	•	AC116
AC218	AC215&216	Intermediate Accounting I	5			•	•	AC116
AC219	AC216&217	Intermediate Accounting II	5	•			•	AC218
AC225		Governmental and Not-For-Profit Accounting	3		•			AC219
AC301		Cost Accounting I	5		•			AC219
AC302		Cost Accounting II	5			•		AC301
AC310		Business Taxes	5			•		AC117 AND AC219
AC321		Corporate Governance	3		•			AC219
AC375		Accounting Professional Ethics	3				•	AC219
AC382		Special Topics	3	•				AC375
AC405		Accounting Information Systems	5			•		AC219
AC411		A Survey of Auditing	3				•	AC219
AC412		Auditing for Fraud	3	•				AC411
AC413		Auditing for Compliance	5		•			AC412
AC435		Advanced Accounting I	5		•			AC219
AC436		Advanced Accounting II	5			•		AC435
AC440		Financial Statement Analysis	5		•			AC219
AC442		Governmental & Nonprofit Accounting	5				•	AC435
AC443		Accounting Theory	5			•		AC219
AC452		CPA Review—Financial Accounting & Reporting	3				•	AC443
AC453		CPA Review—Business Environment & Concepts	3	•				AC443
AC454		CPA Review—Regulations	3	•				AC443
AC455		CPA Review—Auditing & Attestation	3		•			AC413 AND AC443
<b>AG</b>		<b>AGRIBUSINESS</b>						
AG106	AG107	Agribusiness Fundamentals	3	•				
AG125		Agriculture Law	5		•			AG106
AG145		Agriculture Sales	5				•	AG106
AG208		Agricultural Economics	5		•			AG106
AG209		Agricultural Marketing	5			•		AG106 AND MT220
AG210		Agronomy	5			•		AG106
AG211		Animal Science	5				•	AG106
AG230		Agronomy II	5				•	AG210
AG300		Agribusiness Strategies and Management (VC ONLY)	5	•				JUNIOR STANDING
AG310		Agribusiness Entrepreneurship, Finance & Marketing (VC ONLY)	5	•				JUNIOR STANDING
AG315		Professional Agribusiness Selling (VC ONLY)	5		•			JUNIOR STANDING
AG400		Agricultural Policy (VC ONLY)	5			•		SENIOR STANDING
AG405		Agricultural Price Analysis (VC ONLY)	3			•		SENIOR STANDING
AG406		Special Problems in Agribusiness (VC ONLY)	3				•	SENIOR STANDING

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<b>AM</b>		<b>AUTOMOTIVE MANAGEMENT</b>						
AM128	AM127	Customer Relations Automated Management	3		•			
AM130	MA130	Introduction to the Automotive Industry (VC ONLY)	5		•			
AM210	MA210	Parts & Service Management (VC ONLY)	3			•		
AM215	MA215	Automotive Aftermarket Management (VC ONLY)	5				•	
AM310	MA310	Automotive Dealerships (VC ONLY)	3			•		JUNIOR STANDING
AM311	MA311	Automotive Aftermarket & Manufacturing (VC ONLY)	3				•	AM310
AM312	MA312	Automotive Aftermarket & Retailing (VC ONLY)	3	•				AM311
AM412	MA412	Parts & Service Merchandising (VC ONLY)	3		•			AM312
AM413	MA413	Automotive Jobber/Wholesaler Aftermarket (VC ONLY)	3		•			AM312
AM420	MA420	Automotive Entrepreneurship (VC ONLY)	5			•		SENIOR STANDING
<b>AR</b>		<b>ART</b>						
AR305		Composing Your Life	3			•		EN200
<b>BU</b>		<b>BUSINESS</b>						
BU100		Survey of Business Leaders--Past & Present	3	•	•	•		
BU109		Customer Service	3		•		•	
BU115		Contract Law	5	•	•	•	•	
BU120		Introduction to Business	3	•	•		•	TAKE AS EARLY AS POSSIBLE
BU240		International Business I	5	•	•	•	•	MA121 AND [MT220 OR SM190]
BU301		Management Essentials for Specialized Studies  *RESTRICTED COURSE. EMAIL <a href="mailto:ADVISOR@UNOH.EDU">ADVISOR@UNOH.EDU</a> TO REGISTER FOR THIS COURSE.	3	•	•	•	•	JUNIOR STANDING SP-BU-BS AND HC-BS MAJORS ONLY
BU302		Economics, Accounting, and Finance for Specialized Studies  *RESTRICTED COURSE. EMAIL <a href="mailto:ADVISOR@UNOH.EDU">ADVISOR@UNOH.EDU</a> TO REGISTER FOR THIS COURSE.	3	•		•		JUNIOR STANDING SP-BU-BS AND HC-BS MAJORS ONLY
BU315		Business Law I	3	•	•	•	•	JUNIOR STANDING
BU316		Business Law II	3	•				BU315
BU410		Seminar in Business  *SEE JON TOMLINSON FOR DETAILS	1					SENIOR STANDING
BU411		Practicum in Business (INDEPENDENT STUDY ONLY)  *SEE JON TOMLINSON FOR DETAILS	VARY					BU410
BU412		Practicum in Business (INDEPENDENT STUDY ONLY)  *SEE JON TOMLINSON FOR DETAILS	VARY					BU410
BU414		Practicum in Business (INDEPENDENT STUDY ONLY)  *SEE JON TOMLINSON FOR DETAILS	VARY					BU410
<b>CF</b>		<b>COMPUTER FORENSICS</b>						
CF101	DP298	Introduction to Computer Forensics	4	•				CO-REQUISITE: IT110
CF130		Analysis of Digital Media	5		•			CF101
CF140		White Collar Crime	3		•			CF101 AND PL100
CF201		Advanced Computer Forensics	3		•			CF101 AND PL100
CF202		Intrusion Detection & Prevention	3			•		CF201
CF210		Cybercrime	5				•	PREREQUISITE: CF101 CO-REQUISITE: PL202
CF230		Search & Seizure—Legal, Ethical, & Privacy Issues	3	•				CF210 AND PL202
CF240		Computer Forensics & Incident Response	3			•		CF201
CF280		Advanced Topics in Computer Forensics and Investigations	4	•				CF210
CF295		Safety & Security of Critical Infrastructure	3				•	CF240

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		<b>CO</b>							
		<b>COMMUNICATIONS</b>							
CO179		Introduction to Human Communication	3	•	•	•	•		
CO445		Group Dynamics	3	•		•	•	CO179 AND EN200	
		<b>DM</b>							
		<b>DIGITAL MULTIMEDIA</b>							
DM118	DM119	Digital Design Fundamentals	3	•				CO-REQUISITE: IT110	
DM121	DM120	Web Page Design Concepts	3		•			IT110	
DM125	DP126	Graphic Imaging	3		•			IT110	
DM180	DP187	Applied Digital Drawing	3		•			IT110	
DM190	DP191	Interactive Graphic Animation	3		•			CO-REQUISITE: DM125	
DM200	DP213	Digital Multimedia	5			•		DM121	
DM220	DP223	Applied Digital Video Editing	5			•		DM125 AND DM190	
DM221		Advanced Digital Video Editing	3				•	DM220	
DM230	DP238	Advanced Graphic Imaging	3				•	DM125	
DM240	DP246	Applied 3-D Modeling Concepts	5			•		DM125 AND DM190	
DM250	DP261	Applied 3-D Animation Concepts	3				•	DM240	
DM263	DP263	Advanced Digital Multimedia	3				•	DM200	
		<b>DP</b>							
		<b>DATA PROCESSING</b>							
DP117		Database Applications	3	•		•	•		
DP144		Developing Business Presentations	3		•	•	•		
DP150		Spreadsheet Applications	3	•	•	•	•		
DP210		Advanced Spreadsheet Applications	3				•	IT114 OR DP150	
		<b>EC</b>							
		<b>ECONOMICS</b>							
EC190		Survey of Economics	3		•	•	•	MH169 OR MH190	
EC215		Macroeconomics *FOR CATALOG YEARS BEFORE 2009: TAKE EC190 IF EC215 IS THE ONLY EC COURSE IN YOUR PROGRAM OR IF EC190 IS THE ONLY REQUIRED EC COURSE AND YOU ALREADY COMPLETED EC215, THAT WILL REPLACE EC190 *EMAIL <a href="mailto:ADVISOR@UNOH.EDU">ADVISOR@UNOH.EDU</a> IF YOU HAVE QUESTIONS.	3	•	•		•	EC190	
EC310	BU310	Microeconomics	3	•		•		BU302 OR EC190	
		<b>EN</b>							
		<b>ENGLISH</b>							
EN070		Basic English	3	•	•	•	•	GRADED S OR U *PLACEMENT TEST, ACT/SAT SCORES, OR TRANSFER CREDIT CAN BE GRANTED IN PLACE OF THIS COURSE REQUIREMENT.	
EN180		Composition I	5	•	•	•	•	EN070	
EN200		Composition II	5	•	•	•	•	EN180	
EN250		Introduction to Literature	3	•				EN180	
EN278		Short Stories	3		•			EN180	
EN279		Creative Writing	3			•		EN180	
EN280		Film and Literature	3				•	EN180	
EN290		Women Writers	3				•	EN180	
EN316		Mystery Fiction	3		•			EN200	
EN317		Classics of the 20 <sup>th</sup> Century	3			•		EN200	
EN318		Gothic Literature	3				•	EN200	
EN325		Sherlock Holmes	3				•	EN200	
EN326		Shakespeare	3			•		EN200	
EN420		Myth and Fairy Tales	3	•				EN200	
		<b>FA</b>							
		<b>FORENSIC ACCOUNTING</b>							
FA380		White Collar Crime	3	•				PL202	
FA415		Forensic Accounting	5			•		AC302	
		<b>FI</b>							
		<b>FINANCIAL</b>							
FI210		Principles of Finance	5	•	•	•	•	AC114	
FI310		Personal Finance	3				•	JUNIOR STANDING	
FI400		Corporate Finance	4		•	•		MH350 AND [FI210 OR BU302]	
FI410		Investments	3		•	•	•	FI210 OR BU302	
FI425		Money and Banking	3		•			EC190	

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<b>HC</b>		<b>HEALTH CARE *ALL HC COURSES ARE RESTRICTED COURSES. EMAIL <a href="mailto:ADVISOR@UNOH.EDU">ADVISOR@UNOH.EDU</a> TO REGISTER FOR THE HC COURSES.</b>						
HC300		Health Care Management	3	•				JUNIOR STANDING
HC310		Health Care Law	3		•			JUNIOR STANDING
HC315		Quality in Health Care Management	3	•				MH350
HC410		Health Care Management Seminar <i>*SEE JON TOMLINSON FOR DETAILS</i>	1					SENIOR STANDING AND THREE QUARTERS FROM GRADUATION
HC411		Health Care Management Practicum (INDEPENDENT STUDY ONLY) <i>*SEE JON TOMLINSON FOR DETAILS</i>	VARY					HC410
HC412		Health Care Management Practicum (INDEPENDENT STUDY ONLY) <i>*SEE JON TOMLINSON FOR DETAILS</i>	VARY					HC410
HC414		Health Care Management Practicum (INDEPENDENT STUDY ONLY) <i>*SEE JON TOMLINSON FOR DETAILS</i>	VARY					HC410
HC467		Health Care Finance	5				•	JUNIOR STANDING
HC470		Health Care Economics	3			•		HC300
<b>HI</b>		<b>HISTORY</b>						
HI225		A Brief History: Women in Modern America 1890 – Present	3	•				EN180
HI280		United States Formative History	3		•		•	EN180
HI285		United States History – 1870 to Present	3			•		EN180
HI310		The American Civil War & Reconstruction	3	•				EN200
HI312		The American Experience in World War II	3		•			EN200
HI315		The American Frontier & the Old West	3				•	EN200
HI318		Special Topics in History	3			•		EN200
<b>HIT</b>		<b>HEALTH INFORMATION TECHNOLOGY</b>						
HIT110		Medical Terminology	3	•				
HIT120		Introduction to Health Information Technology	5		•			SC120 AND HIT110
HIT130		Medical Office Management	5			•		HIT120
HIT140		Health Information Systems	5			•		HIT120
HIT160		Legal and Ethical Aspects of Health Information Technology	5			•		HIT120
HIT170		Pharmacology	5				•	HIT120
HIT190		HIT Coding I (Ambulatory/Physician/Outpatient)	3			•		HIT120
HIT200		HIT Coding II (Inpatient/Hospital-Based)	3				•	HIT190
HIT210		HIT Coding III (Case Coding for Inpatients)	5	•				HIT200
HIT220		Medical Transcription and Natural Language Processing	5				•	HIT120
HIT230		Health Insurance, Billing and Reimbursement	5				•	HIT120
HIT240		Healthcare Statistics and Quality Assessment	5	•				HIT120 AND MH190
HIT250		Electronic Healthcare Records	5	•				HIT120
HIT260		HIT Internship I	1	•				HIT200
HIT261		HIT Internship II	2		•			HIT260
HIT270		RHIT Review	1		•			HIT260
<b>IT</b>		<b>INFORMATION TECHNOLOGY</b>						
IT109		Welcome to Web 2.0 and New Media	2		•			
IT110	DP115	Modern Computing Concepts	3	•				
IT114	DP114	Business Applications	3	•				
IT184	DP184	Ethics in Information Technology	4			•		IT110
IT235	MA235	Electronic Commerce	5	•				*DO NOT TAKE IN THE FIRST FALL QUARTER OF AN ASSOCIATE'S DEGREE PROGRAM.

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<b>KY</b>								
<b>KEYBOARDING</b>								
KY080	KY145 KY139	Keyboarding for Beginners *KY080 IS ONLY REQUIRED FOR PROGRAMS CONTAINING KY146 IN THE GRADUATION REQUIREMENTS.	2	•	•	•	•	GRADED S OR U *PLACEMENT TEST OR TRANSFER CREDIT CAN BE GRANTED IN PLACE OF THIS COURSE REQUIREMENT.
KY146		Keyboarding I	5	•	•	•	•	KY080
KY147		Keyboarding II	5	•	•	•	•	KY146
KY250		Keyboarding III	5	•	•	•	•	KY147
<b>MA</b>								
<b>MANAGEMENT</b>								
MA121		Principles of Management	5	•	•	•	•	
MA122		Small Business and the Entrepreneur	3		•	•	•	MA121
MA225		Retail Management	5	•		•	•	MA121
MA226		Human Resources Management I	3	•	•	•		MA121
MA322		Organizational Behavior	5	•	•	•	•	JUNIOR STANDING
MA324		Organizational Behavior II	3	•	•	•	•	MA322
MA325		Training in Organizations	3			•		MA322
MA326		Human Resources Management II	3		•	•	•	MA226 OR BU301
MA327		Leadership	3	•	•		•	MA322
MA380		Human Relations in Organizations	3				•	JUNIOR STANDING
MA395		Managing Change in Organizations	3		•			JUNIOR STANDING
MA401		Moral Issues in Business	3	•			•	JUNIOR STANDING
MA406		Information Management	3	•	•	•		SENIOR STANDING
MA430		Entrepreneurship	3	•	•		•	SENIOR STANDING
MA440		Project Management	3			•		SENIOR STANDING
MA445		Global Management Issues	3	•	•	•		BU240 OR BU301
MA465		Strategic Management and Business Policy *RESTRICTED COURSE. EMAIL <a href="mailto:ADVISOR@UNOH.EDU">ADVISOR@UNOH.EDU</a> TO REGISTER FOR THIS COURSE.	3	•		•	•	TAKE IN YOUR LAST OR NEXT TO LAST QUARTER  BUSINESS MAJORS: F1400 OR HC-BS MAJORS: HC467
<b>MH</b>								
<b>MATH</b>								
MH065		Review Math	3	•	•	•	•	GRADED S OR U *PLACEMENT TEST, ACT/SAT SCORES, OR TRANSFER CREDIT CAN BE GRANTED IN PLACE OF THIS COURSE REQUIREMENT.
MH169		Business Math	5	•	•	•	•	MH065
MH190	MH205	Algebra	5	•	•	•	•	MH065
MH310		Finite Mathematics	3	•	•		•	MH169 OR MH190
MH315		Calculus	3			•		MH190
MH350	MH269 AND MH369	Statistics	5	•	•	•	•	MH310 OR MH315
MH420	MH380	Quantitative Methods	3	•		•		MH350
<b>MN</b>								
<b>MICROSOFT NETWORKING</b>								
MN270	DP165	Administering a Client Operating System	3		•			IT110
MN290	DP170	Administering A Server Environment	4		•			IT110
MN291	DP185	Maintaining a Network Infrastructure	4			•		MN270 AND MN290
MN293	DP221	Planning a Network Infrastructure	4			•		MN270 AND MN290
MN294	DP257	Configuring and Maintaining a Directory Infrastructure	3				•	MN291
MN297	DP270	Designing a Network Directory Service Architecture	3				•	MN291
MN298	DP291	Designing Network Security	4	•				MN294
MN299		Developing Security in a Network Architecture	4	•				MN291

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MO		MEDICAL TECHNOLOGY						
MO130	MO141	Medical Law & Ethics	3	•				
MO135	MO164	Clinical I	2	•				
MO136	MO165	Clinical II	2		•			MO135
MO140		Human Anatomy, Pathophysiology, & Terminology I	3	•				
MO142		Human Anatomy, Pathophysiology, and Terminology II	3		•			MO135 AND MO140
MO144		Pharmacology for Medical Assisting I	3		•			MO135 AND MO140 <b>MEDICAL CODING MAJORS: MO163</b>
MO145		Human Anatomy, Pathophysiology, & Terminology III	3			•		MO136, MO142, AND MO144
MO146		Pharmacology for Medical Assisting II	3			•		MO136, MO142, AND MO144 <b>MEDICAL CODING MAJORS: MO264</b>
MO159	MO167	Clinical III	2			•		MO136
MO163		Medical Terminology I	3	•				
MO246		Pharmacology for Medical Assisting III	3				•	MO145, MO146, AND MO159
MO250		Human Anatomy, Pathophysiology, & Terminology IV	3				•	MO145 AND MO159
MO259	MO269	Clinical IV	2				•	MO159
MO264		Medical Terminology II	3		•			MO163
MO272		Medical Coding I	3			•		MO142 <b>MEDICAL OFFICE MGMT MAJORS: MO264</b>
MO273		Medical Coding II	3				•	MO145 <b>MEDICAL OFFICE MGMT MAJORS: MO264</b>
MO274		Medical Coding III	4	•				MO272 AND MO273
MO278	MO143	Understanding Health Insurance	2		•			
MO279		Medical Terminology III	3			•		MO264
MO282	MO277	Administrative Skills for the Medical Administrative Assistant	3			•		WP138
MO285		Medical Assisting Externship I	1				•	MO130, MO145, AND MO272
MO286		Medical Assisting Externship II	1	•				MO285
MO287		Medical Assisting Externship III	1		•			MO286
MT		MARKETING						
MT111	BU111	Professional Selling	3	•		•		
MT120		Advertising	3		•		•	
MT210		Public Relations	3			•		
MT220		Marketing I	5	•	•	•	•	
MT230		Marketing II	5		•	•		MT220
MT321		International Marketing	3		•	•		MT220 AND BU240
MT342	MT331	Marketing Research I	3				•	MH350
MT343		Marketing Research II	3	•				MT342
MT352		Internet Marketing	3	•				MT230
MT353	MT351	Services Marketing	3			•	•	MT220
MT401		Special Topics in Marketing	3		•	•		MT220
MT423		Brand Management	3			•		SENIOR STANDING
MT424	MT422	Marketing Management	5	•		•		MT342
MT426	MT425	Marketing Strategies	3	•				MT220
MT450		Marketing Capstone	3				•	SENIOR STANDING
NS		NETWORKING SECURITY						
NS147	DP147	Windows Client/Server Op Systems Fundamentals	3		•			IT110
NS148	DP148	Linux and UNIX Operating Systems Fundamentals	3		•			IT110
NS183	DP183	Network Security Fundamentals	5		•			IT110
NS190	DP218	Local and Wide Area Networks	3			•		NS183
NS195	DP195	Network Defense and Countermeasures	4			•		NS183
NS200	DP186	Internet Security	3			•		NS147 AND NS148

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NS203	DP203	Network Disaster Recovery	3				•	NS200
NS259	DP259	Implementing Internet/Intranet Firewalls	3	•				NS190
NS278	DP278	Operating Systems Security	3	•				NS147 AND NS148
NS288	DP248	Security Policy and Procedures	3				•	IT184
<b>OP</b>		<b>OFFICE PROCEDURES</b>						
OP130		Medical Accounting Software	2		•	•	•	IT114 OR KY146 OR WP138
OP149		Records Management	3		•	•	•	
OP252		Machine Transcription	3		•	•	•	EN070 AND KY146
OP255		Medical Machine Transcription	3	•		•		OP252 AND MO145 <b>MEDICAL OFFICE MGMT MAJORS:</b> OP252 AND MO163
OP256		Word Language Specialist	3			•		OP252
OP259		Medical Language Specialist	3				•	MO264 AND OP255
OP260		Workplace Technologies	3			•		EN180 AND WP138
OP270		Office Systems & Procedures	5		•			DP117, DP150, KY147, AND WP138
OP275		Integrated Software Applications	3		•			DP117, DP144, DP150, EN180, AND WP138
OP276		Office Procedures	5	•				EN180, KY146, AND WP138
<b>PH</b>		<b>PHILOSOPHY</b>						
PH310		Ethics	3	•	VC ONLY	•	•	EN200
<b>PL</b>		<b>PARALEGAL</b>						
PL100		Introduction to the Legal System	5	•				
PL101		Litigation	5	•				CO-REQUISITE: PL100
PL102		Probate Administration	5		•			PL100
PL106		Domestic Relations	4			•		PL100
PL107		Real Estate	4			•		PL100
PL108		Juvenile Law	5				•	PL100
PL201		Legal Research and Writing	5		•			PL100
PL202		Criminal Law	3				•	PL100
PL203	DP200	Automated Research	2			•		PL100 AND PL201
<b>PO</b>		<b>POPULAR CULTURE</b>						
PO300		Women Who Rock	3		•			EN200
PO312		Media and Pop Culture	3		•			EN200
PO320		Beatles	3	•				EN200
<b>PS</b>		<b>POLITICAL SCIENCE</b>						
PS274		The American Political Scene <b>NOTE:</b> FOR CATALOG YEARS BEFORE 2010, PS274 CAN BE REPLACED BY SO186 ONLY IF PS274 IS NOT OFFERED WHEN NEEDED. (SEE SO186)	3	•				EN070
<b>PY</b>		<b>PSYCHOLOGY</b>						
PY177		Introduction to Psychology	3	•	•	•	•	
PY270		Social Psychology	3	•				PY177 OR SO186
PY375		Abnormal Psychology	3	•		•		EN200
PY376		Child and Adolescent Psychology	3		•		•	EN200
<b>RE</b>		<b>RELIGION</b>						
RE270		Religions of the World	3	•				EN180
<b>SC</b>		<b>SCIENCE</b>						
SC120		Anatomy & Pathophysiology	5	•				
SC200		Principles of Ecology	3	•	•	•	•	
SC301		Planet Earth: A Survey of Zoology	3		•			EN200
SC320		Biology	3	•	•	•	•	JUNIOR STANDING
<b>SO</b>		<b>SOCIOLOGY</b>						
SO186	SO286	Sociology <b>NOTE:</b> FOR CATALOG YEARS BEFORE 2010, PS274 CAN BE REPLACED BY SO186 ONLY IF PS274 IS NOT OFFERED WHEN NEEDED.	3	•	•	•	•	
SO380		Death and Dying	3				•	EN200

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<b>SM</b>								
<b>SPORT MARKETING AND MANAGEMENT</b>								
SM130		Principles of Sport Management	5	•		•		
SM150		Sport in Society	3		•			SM130
SM170		Managing Fitness Concepts	3			•		SM130
SM190		Sport Marketing I	5		•			SM130
SM200		Sport Marketing II	5			•		SM190
SM230		Facility and Event Management	3				•	SM130
SM240		History of Sport in the United States	3	•				SM130 AND EN200
SM250		Sport Law	5				•	SM130
SM289		Sport Internship I	1	•				SM130 *SEE SM DEPT. HEAD IF NEEDED IN ANY OTHER TERM
SM290		Sport Internship II	3		•			SM289 *SEE SM DEPT. HEAD IF NEEDED IN ANY OTHER TERM
<b>TR</b>								
<b>TRAVEL AND HOTEL MANAGEMENT</b>								
TR122		Introduction to the Travel Industry	3	•				
TR124		Cruises & Tours	3			•		TR122
TR125	DP116	Computerized Reservations	3				•	
TR130		Travel Destinations 1	5	•				
TR131		Travel Destinations 2	5		•			
TR211		Hotel & Motel Operations	3		•			TR122
TR216		Hospitality Supervision	5				•	
TR217		Event Planning	5			•		
TR218		Hospitality & Travel Marketing	5			•		
TR219		Hospitality & Travel Sales	3				•	TR218
TR220		Restaurant Management	5		•			
<b>UN</b>								
<b>UNIVERSITY SURVEY</b>								
UN100	UN070	First-Year Experience	1	•	•	•	•	
UN220	SO220	Introduction to Diversity Issues	3	•	•	•	•	
UN292		Portfolio Capstone (ASSOCIATE'S DEGREE) *RESTRICTED COURSE. EMAIL <a href="mailto:ADVISOR@UNOH.EDU">ADVISOR@UNOH.EDU</a> TO REGISTER FOR THIS COURSE.	1	•	•	•	•	LAST QUARTER OF ASSOCIATE'S DEGREE
UN320	SO320	Multicultural Perspectives	3			•		EN200
UN490		Portfolio Capstone (BACHELOR'S DEGREE) *RESTRICTED COURSE. EMAIL <a href="mailto:ADVISOR@UNOH.EDU">ADVISOR@UNOH.EDU</a> TO REGISTER FOR THIS COURSE.	1	•	•	•	•	LAST QUARTER OF BACHELOR'S DEGREE
<b>WP</b>								
<b>WORD PROCESSING</b>								
WP138		Introduction to Word Processing Applications	3	•	•		•	
WP267		Advanced Word Processing Applications	3		•			WP138
WP273		Advanced Document Processing Concepts	5			•		WP267
<b>WS</b>								
<b>WOMEN'S STUDIES</b>								
WS315		Women and Technology	3				•	EN200

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UNIVERSITY OF NORTHWESTERN OHIO  
2012-2013 MASTER COURSE SCHEDULE

**PLANNED EVENING COURSES**

**Note: All evening courses are subject to cancellation due to low enrollment.**

<b>FALL QUARTER</b>		<b>WINTER QUARTER</b>	
COURSES OFFERED AT NIGHT		COURSES OFFERED AT NIGHT	
AC114     Accounting I AC122     Payroll Accounting AC219     Intermediate Accounting II AC375     Accounting Professional Ethics AC412     Auditing for Fraud BU301     Management Essentials for Specialized Studies BU315     Business Law I DP144     Developing Business Presentations DP210     Advanced Spreadsheets EC190     Survey of Economics EN070     Basic English FI410     Investments KY080     Keyboarding for Beginners MA121     Principles of Management MA122     Small Business and the Entrepreneur MA326     Human Resources Management II MA465     Strategic Management & Business Policy MH420     Quantitative Methods UN100     First Year Experience UN320     Multicultural Perspectives GE Elective Practicum Elective	AC115     Accounting II AC131     Introduction to Accounting Software AC301     Cost Accounting I AC405     Accounting Information Systems BU100     Survey of Business Leaders BU115     Contract Law BU316     Business Law II BU302     Accounting, Finance, & Economics for Specialized Studies CO179     Introduction to Human Communications CO445     Group Dynamics DP117     Database Applications EC310     Microeconomics EN180     Composition I MA225     Retail Management MA322     Organizational Behavior MH065     Review Math MH190     Algebra MT220     Marketing I PY375     Abnormal Psychology SC200     Principles of Ecology SO186     Sociology Literature Course		

<b>SPRING QUARTER</b>		<b>SUMMER QUARTER</b>	
COURSES OFFERED AT NIGHT		COURSES OFFERED AT NIGHT	
AC116     Accounting III AC117     Personal Taxes AC302     Cost Accounting II AC435     Advanced Accounting I BU109     Customer Service EC215     Macroeconomics EN070     Basic English EN200     Composition II FI210     Principles of Finance MA324     Organizational Behavior II MA327     Leadership MA430     Entrepreneurship MH169     Business Math MH310     Finite Mathematics PY376     Child & Adolescent Psychology SC320     Biology UN292     Portfolio Capstone (Associate's Degree) UN490     Portfolio Capstone (Bachelor's Degree) WP138     Introduction to Word Processing Applications GE Elective	AC202     Managerial Accounting AC218     Intermediate Accounting I AC310     Business Taxes AC411     A Survey of Auditing AC436     Advanced Accounting II BU240     International Business I CO445     Group Dynamics DP150     Spreadsheet Applications FI400     Corporate Finance MA226     Human Resources Management I MA406     Information Management MA445     Global Management Issues MA465     Strategic Management & Business Policy MH350     Statistics PH310     Ethics PY177     Introduction to Psychology SO380     Death & Dying UN220     Introduction to Diversity Issues Practicum Elective Arts and Humanities Course		

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