

COLLEGE OF APPLIED TECHNOLOGIES

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---|----------------|---------|---------------|--|
| Agricultural Equipment Technology - Associate | | | | |
| 1. Practice safe work habits 2. Apply technique used to troubleshoot and repair agriculture equipment (AUG2018) 3. Demonstrate problem solving skills 4. Communicate effectively using oral and written formats 5. Illustrate proper tool usage (APR2019) | AG227 Combines | 6 | None | 1. Identify each major system of a combine (G1, 2, 4) 2. Identify each major system of a combine (G1, 2, 4) 3. Diagnose, disassemble, repair, and assemble combine components (G 1, 2, 3, 4, 5) 4. Perform preventive maintenance on combines (G 1, 2, 3, 4, 5) |
| | AG228 Tractors | 6 | None | 1. Identify each major system of a tractor (G1, 2, 4) 2. Demonstrate the operation of each component of a tractor (G 1, 2, 3, 4, 5) 3. Diagnose, disassemble, repair, and assemble tractor drive train components (G 1, 2, 3, 4, 5) 4. Perform preventive maintenance on tractors (G 1, 2, 3, 4, 5) |

| Automotive Technology - Associate | | | | |
|--|--|---|------|---|
| 1. Troubleshoot & repair automobile and light truck systems according to NATEF standards. 2018-2019 2. Employ the use of electronic service manuals and online resources 3. Analyze electronic control systems 4. Illustrate proper tool usage 5. Communicate effectively using oral and written formats | AU116 Manual Drivetrains & Axles | 6 | None | 1. Perform basic operation of manual and transaxle transmission and related components (G1) 2. Diagnose and repair driveline issues (G3) 3. Operate and setup Final Drive (G2) 4. Perform Four-Wheel-Drive operation, diagnosis, and repair (G2) |
| | AU 117 Automatic Transmissions/Transaxle | 6 | None | 1. Interpret the principles and operation of the Automatic transmission (No goal connection) 2. Analyze the operation of the Chrysler Automatic RWD transmission (G3) 3. Relate the operation of the FORD FWD Automatic Transaxle (G3) 4. Examine the operation of the GM RWD automatic Transmission (G3) 5. Diagnose and repair transmission related problems (G1) |
| | AU 118 Transportation heating Ventilation Air Conditioning | 6 | None | 1. Interpret the Air Conditioning refrigeration diagram (No goal connection) 2. Examine Air conditioning fundamentals and components (G4) 3. Analyze Engine Cooling Systems (G1) 4. Explain Air Conditioning Electrical and Climate Control Systems (G4) 5. Apply EPA regulations: Retrofitting and New refrigerants (G1) 6. Apply EPA Approved Recovery Equipment and Procedures (G1) |
| | AU 122 Automotive Engine Diagnosis & Repair | 6 | None | 1. Measure Engine components (G1) 2. Appraise cooling system operation (G1) 3. Analyze lubrication System operation (G1) 4. Verify Valve Train components and operations (G1) 5. Differentiate Short Block components and Operations (G1) |
| | AU 123 Electrical & Electronics | 6 | None | 1. Differentiate the characteristics of Electricity (G1) 2. Perform Electrical Testing using a Digital Multi-Meter (G5) 3. Navigate Wiring Diagrams (G1, 2) 4. Diagnose and Repair Battery, Starter, and Charging systems (G1) 5. Perform a voltage drop test and interpret the results (G5) |
| | AU 126 Suspension & Steering | 6 | None | 1. Dismount, mount, and balance tires (G1) 2. Replace suspension & steering components through proper procedure (G1) 3. Diagnose vibration complaints (G3) 4. Perform Four wheel Alignments (G1) |
| | AU 127 Hydraulic Brake Systems | 6 | None | 1. Analyze Hydraulic Principles and operation of the Brake systems (G1) 2. Explain bearings and systems that affect the braking systems (G3) 3. Interpret the operation of an on-car and off brake lathe (G3) 4. Perform a front and rear brake job (G1) 5. Explain the ABS system and operation (G4) |

COLLEGE OF APPLIED TECHNOLOGIES

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---------------|--|---------|----------------|---|
| | AU 228 Electrical & Electronics II | 6 | AU123 | 1. Apply the principles of electronics as it applies to the automotive and high performance fields (G1) 2. Diagnose and repair of faults in the electronic systems involved in the operation of air bags, passive restraints, power train controls, cruise control, and electronic instrumentation, advanced lighting systems, and electronic heating and air condition (G3, 4) 3. Apply proper safety precautions when dealing with all electrical and electronic equipment (G1) |
| | AU 230 Automotive Engine Performance | 6 | AU228 or DT228 | 1. Analyze the fundamentals of internal combustion engines Analyze the fundamentals of internal combustion engines (G1) 2. Compare the operation of ignition systems (G1) 3. Differentiate the operation of Fuel systems (G1, 4) 4. Categorize the operation of emission systems (G1) 5. Diagnose engine, Fuel systems, and Ignition systems (G3) |
| | AU 232 Computerized Engine Control Systems | 6 | AU230 | 1. Assemble computerized engine components (G4) 2. Integrate diagnostics concepts (G3) 3. Manage OBD II and Multiplexing operations (G1, 4) 4. Perform diagnostics of GM, Chrysler, Ford, Nissan, Honda, and Toyota (G1, 3, 4) |

| Automotive Technology Supervision (ATS) - Bachelor | | | | |
|--|--|---|--------------------|---|
| 1. Examine the history and impact of the automotive industry,(Fall 2018) 2. Evaluate supervision of employees in the automotive 3. Validate customer relations in the automotive industry 4. Assess the safety, legal and environmental issues in the automotive industry. 5. Adapt marketing principles to the automotive industry. 6. Compose technical writing in the automotive industry. | AM300 Survey of the Automotive Industry | 5 | None | 1. Critique the present state of the automotive industry (G 1) 2. Evaluate past influences of the automotive industry (G 1) 3. Predict anticipated future trends in the automotive industry (G 1) |
| | AM350 Supervision in the Automotive Industry | 5 | None | 1. Analyze supervisory models (G2) 2. Analyze trends and challenges in supervision (G2) 3. Assess traits that are inherent to effective supervision and leadership (G2) 4. Construct effective communication (G2) |
| | AM400 Customer Relations in the Automotive Industry | 5 | AM350 | 1. Debate the pros and cons of customer service and communication (G3) 2. Plan, assemble, and sort workflow in an automotive service facility (G6) 3. Record customer information and generate appropriate paperwork (G6) |
| | AM430 Safety, Legal, and Environmental Issues in the Automotive Industry | 5 | EN410 | 1. Assess workplace environmental issues and identify practices that comply with EPA regulations for the automotive/service industry (G 4) 2. Evaluate workplace safety situations and employ practices that comply with regulations in the automotive/service industry (G 4) 3. Resolve legal issues and ramifications in relation to OSHA standards (G 4) |
| | AM450 Marketing in the Automotive Industry | 5 | EN410 | 1. Apply the analytical structure of influencing marketing principals as it relates to the automotive service industry (G 5) 2. Assess the different marketing mix (e.g., price, distribution, product, promotion) (G 5) 3. Evaluate how information technology is used in the marketing industry to develop new markets and create new opportunities (G 5) 4. Select the standard and emerging markets that will affect the automotive industry (G 5) |
| | AM490 Automotive Technology Supervision Capstone | 3 | Taken last quarter | 1. Program Goals |

COLLEGE OF APPLIED TECHNOLOGIES

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|--|---|---------|-------------------------|--|
| Diesel Technology - Associate 1. Troubleshoot and repair medium and heavy duty truck systems according to NATEF program standards 2. Communicate effectively using oral and written formats 3. Demonstrate problem solving skills 4. Analyze electronic control systems 5. Illustrate proper tool usage(April 2019) 6. Employ the use of manufacturers' service manuals both online and paper copies(Aug2018) 7. Practice safe work habits | DT 119 Theory & Techniques in Welding | 6 | None | 1. Weld mild steel and aluminum. The student will use gas metal arc welding, shielded metal arc welding, gas tungsten arc welding, and oxygen and acetylene procedures (Generally # 3) (G5, 7) 2. Cut mild steel and aluminum with oxygen/acetylene torch and a plasma cutter (Generally # 3) (G5, 7) 3. Demonstrate the ability to work within a small group and large group atmosphere as a team member/team leader (no goal connection) 4. Identify the operation and function of the different welding types (Generally # 3) (G5, 7) |
| | DT 124 Diesel Engine Diagnosis & Repair | 6 | None | 1. Explain the operation of the compression ignition engine (G1, 3) 2. Research Diesel engines service and repair information (G1, 6) 3. Demonstrate the ability to work within a small group and large group as a team member (No goal connection) 4. Disassemble and reassemble a diesel engine using manufactures supplied service information (G1, 3, 5, 6, 7) 5. Measure and determine if they meet manufacturers' specifications (consider incorporation with #4 for program review) (G1, 3, 5, 6, 7) |
| | DT 130 Truck Air Systems, Brakes & Preventative Maintenance | 6 | None | 1. Identify and describe procedures to troubleshoot and repair problems related to a truck's air system, brake system including A.B.S., and preventive maintenance inspections (G1, 3, 4, 5, 6, 7) 2. Identify and describe procedures related to shop and personal safety as reflected in OSHA standards (G2, 5, 7) 3. Demonstrate prompt attendance (G1) (consider this a sub item of professionalism during program review) 4. Demonstrate the ability to work within a small group and large group atmosphere as a team member/team leader (no goal connection) |
| | DT 131 Truck Drive Trains | 6 | None | 1. Diagnose and analyze various suspension & drive train related components and problems (G1, 3, 4, 5, 6, 7) 2. Define and explain the theory and operation of truck drive train components (incorporate with #1 during program review) (G1, 3, 4, 5, 6, 7) 3. Demonstrate the ability to work within a small group and large group atmosphere as a team member/team leader (no goal connection) |
| | DT 228 Heavy Equipment & Vehicle Integrated Electronics | 6 | AU123 | 1. Demonstrate proper use of meters, scan tools, and oscilloscopes (G1, 3, 4, 5, 6, 7) 2. Explain basic principles of electronics and wiring schematics (G1, 2, 3, 4, 5, 6) 3. Describe electrical systems on heavy equipment and vehicle systems (G1, 2, 3, 4, 5, 6, 7) 4. Demonstrate safety precautions when working on electronics (G7) |
| | DT 230 Diesel Performance & Diagnosis | 6 | AU123 | 1. Explain the operation of the compression ignition engine, including the operation of both mechanical and electronic fuel systems as well as the operation of the turbochargers (G1, 2, 3, 4, 5, 6, 7) 2. Identify the type of fuel system and the method of metering and diagnosing fuel system related performance complaint by using factory specified procedures (G1, 2, 3, 4, 5, 6, 7) 3. Research and retrieve information on Diesel engines and Diesel engine fuel systems (G1, 2, 4, 5, 6, 7) 4. Demonstrate the ability to function with a group as a team member (no goal connection) |
| | DT 235 Diesel Engine Electronic Controls | 6 | DT124, DT228, and DT230 | 1. Analyze electronic engine controls (G1, 2, 3, 4, 5, 6, 7) 2. Apply electrical principals and testing (G1, 2, 3, 4, 5, 6, 7) 3. Demonstrate fuel system diagnostics (G1, 2, 3, 4, 5, 6, 7) 4. Demonstrate tune-up procedures on live engines (G1, 2, 3, 4, 5, 6, 7) |
| | HY130 Hydraulics | 6 | AU123 | 1. Diagnose, Disassemble, repair, and assemble hydraulic systems (G alignment required) 2. Explain the theory and operating principles of pumps, motors, valves, cylinders, accumulators, hydrostatic drives, seals, and types of fluids. 3. Use hydraulic symbols to create hydraulic schematic diagrams. 4. Practice safe work habits specific to hydraulic systems |

COLLEGE OF APPLIED TECHNOLOGIES

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---|---|---------|-------------------------|---|
| HVAC - Associate | | | | |
| <p>1. Work safely and responsibly within all shop safety and environmental guidelines and standards. (Nov2018)(APR2019)</p> <p>2. Perform HVAC system and fabrication, installation, maintenance, and troubleshooting relevant to codes and industry practices.</p> <p>3. Articulate the purpose and operation of HVAC system components.</p> <p>4. Use technology and appropriate test equipment and tools to test and repair various types of residential and light commercial HVAC equipment.</p> <p>5. Perform basic business, employability and customer service skills as related to the HVAC industry.</p> <p>6. Work independently and in groups to service, repair, test and maintain various types of residential and light commercial heating/refrigeration equipment</p> <p>7. Read and interpret electrical diagrams.</p> <p>8. Communicate clearly and effectively with coworkers and customers while describing technical requirements and specifications.</p> | HV110 Service and Procedures I | 6 | None | <p>1. Explain the refrigeration cycle (G3)</p> <p>2. Analyze the process of recovery, evacuation, and charging (G1, 3)</p> <p>3. Perform brazing and soldering (G1, 3)</p> <p>4. Identify the refrigeration components and proper operation of these components (G3)</p> <p>5. Apply gas laws to HVAC&R systems (G1)</p> |
| | HV115 Electrical and Electronics | 6 | None | <p>1. Apply electrical theory to HVAC (G1, 7)</p> <p>2. Utilize electrical schematics (G1, 7)</p> <p>3. Wire basic circuits (G1, 2, 4, 7)</p> <p>4. Troubleshoot electrical circuits (G1, 2, 4, 7)</p> <p>5. Examine electrical components and relate how they are used in HVAC (G3, 7)</p> |
| | HV120 Air Conditioning Systems and Controls | 6 | HV110 and HV115 | <p>1. Perform installation practices of split system and package unit air conditioning units (G1, 2, 4, 6, 8)</p> <p>2. Relate normal operating pressures and temperatures of air conditioning systems (G1, 2, 3)</p> <p>3. Troubleshoot air condition systems and perform the required repairs (G1, 2, 4, 6, 7)</p> <p>4. Utilize psychometrics and apply them to HVAC (G4, 8)</p> <p>5. Differentiate ductwork systems and the proper installation of ductwork systems (G2)</p> |
| | HV125 Heating Systems I and Controls | 6 | HV110 and HV115 | <p>1. Differentiate between standard efficiency, mid efficiency, and high efficiency furnaces (G3)</p> <p>2. Differentiate between furnaces operating on natural gas, propane, and fuel oil furnaces (G3)</p> <p>3. Collect proper manifold pressure readings and be able to adjust gas valve if needed (G1, 2, 3, 4, 6)</p> <p>4. Relate general components of a gas-fired furnace (G3)</p> <p>5. Identify general components of a fuel oil fired furnace and adjust the nozzle assembly (G3)</p> <p>6. Perform combustion analysis of gas and fuel oil furnaces and make adjustments based on those readings (G1, 2, 3, 4, 6)</p> |
| | HV210 Refrigeration Systems and Controls | 6 | HV120 | <p>1. Interpret Superheat readings on refrigeration units (G2, 3, 4, 6, 8)</p> <p>2. Interpret Subcool reading on refrigeration units (G2, 3, 4, 6, 8)</p> <p>3. Determine proper refrigerants used on refrigeration equipment (G1, 4, 8)</p> <p>4. Determine proper running pressures and temperatures based on type of system (G4)</p> <p>5. Troubleshoot problems with refrigeration units and propose a possible solution to the problem (G1, 2, 3, 4, 5, 6, 7, 8)</p> |
| | HV215 Heat Pump Systems and Controls | 6 | HV120 | <p>1. Predict proper operating pressures and temperatures for heat pump systems (G4)</p> <p>2. Identify different defrost cycles of heat pump systems (G4, 7)</p> <p>3. Apply the principles of different types of heat pump systems including geothermal (G2, 5)</p> <p>4. Identify the different components used on heat pump systems (G3, 7)</p> <p>5. Troubleshoot the various types of heat pump systems (G1, 2, 4, 6, 7, 8)</p> |
| | HV220 Service and Procedures II | 6 | HV210 | <p>1. Utilize Retrofitting Procedures and Practices (G1, 2, 3, 4, 5, 6, 7, 8)</p> <p>2. Complete EPA 608 Certification (G1)</p> <p>3. Identify practices of preventative Maintenance (G2, 3, 4, 5, 6, 7)</p> <p>4. Utilize pressure enthalpy charts to check system performance (G4, 7, 8)</p> <p>5. Compile properly filled out paperwork (G5, 8)</p> |
| | HV225 Special Topics & Applications of Refrigeration & Temperature Controls | 6 | HV125, HV210, and HV215 | <p>1. Perform and apply load calculations (G5, 8)</p> <p>2. Explain the theories of solar energy and how it is applied to the HVAC industry (G1, 2, 3, 4, 5, 7, 8)</p> <p>3. Explain the basic theories of wind energy and how it is applied to the HVAC industry (G1, 2, 3, 4, 5, 7, 8)</p> <p>4. Apply customer relations and soft skills (G5, 8)</p> <p>5. Complete related paperwork appropriately (G5, 8)</p> |

COLLEGE OF APPLIED TECHNOLOGIES

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|--|---------------------------------------|---------|---------------|---|
| Robotics - Associate 1. Utilize critical thinking skills to solve technical problems 2. Develop teamwork and leadership skills 3. Demonstrate competency in use of equipment and tools used in manufacturing processes (Apr 2019) 4. Troubleshoot and repair robot components and systems. (Apr 2019) 5. Program, interface, and integrate Programmable Logic Controllers (PLC's) (AUG2018) 6. Read and interpret electrical, hydraulic, and pneumatic diagrams 7. Practice safe work habits 8. Communicate effectively either orally or in writing | RA110 Automation Mechanical | 6 | None | 1. Demonstrate the ability to disassemble, inspect, repair, and reassemble various robot mechanical units. 4 2. Demonstrate the ability to remove and install various types of bearings.3 3. Drill and tap a hole for a specified screw. 3 4. Demonstrate the ability to properly use a torque wrench.3 5. Use a micrometer and a Vernier caliper to take measurements.3 6. Demonstrate the ability to remove and install motor shaft couplings.4 7. Demonstrate and use the appropriate Personal Protective Equipment in the shop area. 7 8. Perform basic lubrication and preventive maintenance on a robot mechanical unit. 4 |
| | RA115 Fluid Power | 6 | None | 1. Interpret hydraulic and pneumatic schematic diagrams.6 2. Select and connect hydraulic and pneumatic components to construct a circuit.1,3,4 3. Test a hydraulic or pneumatic circuit for proper operation. 4 4. Diagnose and repair faults in hydraulic and pneumatic systems systems. 4 5. Compute the proper size hoses, pipes, and fittings needed to construct a circuit.1 6. Explain the difference between hydraulics and pneumatics.8 7. Discuss the different types of hydraulic fluids and additives.8 |
| | RA120 Automation Electrical | 6 | None | 1. Interpret the basic concepts of AC and DC voltage and how it is utilized in industry. 1 2. Analyze methods of harnessing electricity and components used to control it.1 3. Investigate how electrical current is transformed to meet specific needs. 3,6 4. Read and write simple electrical diagrams 1,6 5. Wire simple circuits in a safe and effective manner.1,3,7 6. Choose testing devices used for troubleshooting.1,3,4 |
| | RA 130 AC/DC Motors and Controls | 6 | RA120 | 1. Demonstrate a basic knowledge of the fundamentals of AC and DC motors and how they operate1,3,8 2. Distinguish between AC and DC motors and how they are controlled. 3,8 3. Identify the advantages and disadvantages of AC and DC motors 1 4. Confirm if the AC or DC motors is more appropriate for a specified application 1,3 5. Install and troubleshoot AC and DC motors 1,3,4,7 6. Program and troubleshoot motor controls 1,3,5 7. Create a safe work environment for all hands-on activities.1,7,8 |
| | RA 205 Programmable Logic Controllers | 6 | RA130 | 1. Examine the principles and fundamentals of what a PLC is, it's various components, and how it functions as a process controller. 1,8 2. Apply ladder logic and be able to change program data.1,5,6 3. Interface other automation equipment with the programmable logic controller 1,3,5 4. Monitor I/O data and force inputs and outputs for troubleshooting purposes.1,5,6 5. Explain Ethernet industrial protocol and its use for network communications. 1,8 6. Troubleshoot all components of a network system for faults and system failure. 1,4 |
| | RA 210 Robotics Integration | 6 | RA120 | 1. Demonstrate how to safely power-up, jog, and power down a robot. 1,7,8 2. Identify the safety devices on a robot and controller. 1,7,8 3. Use the teach pendant to program the robot. 1,3,7 4. Use the teach pendant to isolate robot/system faults and repair those faults 1,3,4,7 5. Use the teach pendant to monitor and control robot input/output signals.1,4,6,7 6. Back-up and restore robot programs/software. 1,4,7 |

COLLEGE OF APPLIED TECHNOLOGIES

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---------------|--|---------|--------------------|---|
| | RA 215 Automation Controls – Network Integration | 6 | RA205 | <ol style="list-style-type: none"> 1. Integrate various sensing devices (pressure, temperature, level, motion, and position). 1,2,3,5,6,7 2. Utilize ac and dc motor controllers. 1,3,7 3. Integrate fundamentals of stepper motor and servo motor.1,3,7 4. Program stepper and servo motor parameters. 1,5,7 Remove Stepper 5. Analyze stepper and servo motor controls.1,6,8 6. Test servo drives. 1,3,7,8 7. Detect feedback mechanisms (resolver – encoder).1,3,7,8 8. Integrate HMI (human machine interface) fundamentals. 1,3,5,6 9. Manage HMI screen set-up. 1,3,5 10. Interface HMI with plc 1,3,5 11. Network HMI/plc/robot X 1,3 |
| | RA 220 The Work Cell | 6 | RA210 and RA215 | <ol style="list-style-type: none"> 1. Differentiate the three distinct types of a work cell and how part transfer is achieved in each. 1,8 2. Guard a work cell to eliminate potential hazards.1,7,8 3. Utilize interlocking devices used to protect the worker and the equipment.1,7,8 4. Identify potential dangers of the work cell 1,4,6,8 5. Minimize dangers of the work cell by using special sensing and programming techniques.1,5,7,8 |
| | RA295 Robotics & Automation Capstone | 5 | Sophomore Standing | <ol style="list-style-type: none"> 1. Program Goals |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---|--|---------|--|--|
| Accounting | | | | |
| Accounting - Associate | | | | |
| AAB 1. Apply proper accounting procedures for issuance and investment of debt and securities. Tweaked wording during assessment meeting July 2018 2. Apply tax regulations to assigned projects regarding personal taxes. 3. Demonstrate basic managerial accounting skills.(Fall2018) 4. Demonstrate use of payroll accounting procedures 5. Employ office software to complete designated tasks. 6. Identify ethical dilemmas affecting the accounting profession. 7. Identify internal control measures. 8. Prepare the complete accounting cycle. 9. Record governmental and not-for-profit accounting transactions 10. Use effective communication skills. 11. Utilize accounting software (QuickBooks). | AC114 Accounting I T - SU, F, W, SP VC - SU, F, W, SP | 5 | | 1. Use basic accounting terminology. 2. Complete basic accounting transactions. 3. Complete basic adjusting and closing entries. 4. Prepare three financial statements from accounting data. |
| | AC115 Accounting II T - W, SP VC - F, W, SP | 5 | AC114 | 1. Compare features of different business organizational structures (partnership, corporation) (Needs revisited during PR-G 10) 2. Compare proper accounting for basic depreciation methods (G 8) 3. Identify inventory methods and their effect on the balance sheet/income statement (G 8) 4. Prepare accounting transactions for receivables and liabilities (G 8, 10) |
| | AC117 Personal Taxes T: F, SP VC - F, SP | 5 | | 1. Differentiate included and excluded income (G 2) 2. Identify deductions FOR adjusted gross income and deductions TO adjusted gross income (G 2) 3. Identify various federal income tax laws and regulations (G 2) 4. Prepare an individual federal income tax returns (G 2) |
| | AC118 Accounting III T - SU, SP VC - W, SP | 3 | AC115 | 1. Calculate proper amortization of bond discounts and premiums (G 8) 2. Create a cash flow statement along with other financial statements (G 8) 3. Differentiate and discuss methods for handling investments in other companies (G 8) |
| | AC112 Payroll Accounting T - SU, W VC - F, W | 3 | AC114 | 1. Apply current tax calculation and deductions to payroll (G 4) 2. Identify various payroll laws and regulations (G 4) 3. Prepare payroll transactions and accounting entries (G 4) 4. Translate data onto payroll tax forms (G 4) |
| | AC130 Introduction to Accounting Software T - SU, SP VC - SU, SP | 3 | AC114 | 1. Analyze features and advantages of accounting software (G 11, 5, 8) 2. Prepare and record end of cycle activities and print reports (G 11, 5, 8) 3. Record business transactions in a computerized system (G 11, 5, 8) |
| | AC202 Managerial Accounting T - SU, F VC - SU, SP | 5 | AC118 | 1. Categorize various types of costs (G 3) 2. Compute cost volume profit analysis (G 3) 3. Differentiate between costing for a job order cost system and a process cost system (G 3) 4. Formulate variances and analyze the results (G 3) 5. Prepare budgets (G 3) 6. Use activity based costing and traditional methods to apply overhead (G 3) |
| | AC221 Intermediate Accounting I T - SU, F VC - SU, SP | 5 | AC118 | 1. Analyze earnings management by comparing net income to cash flow 2. Analyze and apply accounting information to prepare financial statements with full disclosure 3. Analyze scenarios of how revenue recognition effects financial statements 4. Apply accounting information to prepare financial statements with full disclosure 5. Demonstrate knowledge of earnings management by comparing net income to cash flow 6. Differentiate types of inventory systems and compare the significance of the various inventory tracking methods (G 7, 10) 7. Examine how revenue recognition effects financial statements 8. Explain the costs and benefits of cash management and accounts receivable management (G 10) 9. Identify different types of inventory systems and compare the significance of the various inventory tracking methods (G 7) 10. Verify the costs and benefits of cash management and accounts receivable management |
| AC222 Intermediate Accounting II T - F, W VC - SU, F | 5 | AC221 | 1. Categorize types of leases (No goal connection) 2. Detect costs associated with acquisition, utilization, and retirement of non-current operating assets (No goal connection) 3. Detect the benefits and costs associated with debt financing and equity financing (G1, 4) 4. Examine why companies invest in debt and equity securities and demonstrate their effect on financial statements (G1) | |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives | |
|---|--|---------|--|--|--|
| | AC223 Intermediate Accounting III T - W, SP VC - F, W | 3 | AC222 | <ol style="list-style-type: none"> 1. Calculate earnings per share and identify the impact of stock dividends, stock splits, and weighted average on capital (No goal connection) 2. Calculate income taxes for an entity using current tax law (No goal connection) 3. Distinguish the necessary supplemental disclosures of financial information by product line and geographic area (No goal connection) 4. Illustrate both employer and employee compensation for employment and post-employment compensation issues (No goal connection) 5. Illustrate the importance of interim reports and outlying the preparation difficulties (No goal connection) | |
| | AC225 Survey of Governmental and Not-For-Profit Accounting T - F VC - F, SP | 3 | AC222 Co-requisite (AC222 must be either completed or taken with AC225.) | <ol style="list-style-type: none"> 1. Prepare individual fund financial statements, as well as government-wide financial statements, using GASB standards (G 9) 2. Record basic fund accounting entries, including budget entries for the general fund, using GASB standards (G 9) | |
| | AC292 Accounting Capstone (Associate's Degree) T - F, SP VC - SU, F, W, SP | 3 | CAPSTONE READINESS GUIDELINE: TAKE AFTER (AC) COURSES ARE COMPLETED CAN BE TAKEN AT SAME TIME AS AC223 & AC225 SEE ROTATION SHEETS. | 1. Program Goals | |
| Accounting - Bachelor | | | | | |
| BS <ol style="list-style-type: none"> 1. Assess internal control measures. 2. Compose effective communication used in the accounting profession. 3. Confirm proper accounting procedures for issuance and procurement of debt and securities. 4. Generate advanced accounting reports.(Fall2018) 5. Identify internal control measures 6. Incorporate office software to complete designated tasks. 7. Integrate tax regulations to assigned projects including Corporate Tax Forms. Consider rewording as this is not stated correctly. 8. Manage the entire accounting cycle. 9. Prepare cost accounting procedures. 10. Resolve ethical dilemmas affecting the accounting profession. 11. Validate governmental and not-for-profit accounting transactions 12. Need program goal for auditing. 13. Need program goal for advanced accounting procedures 14. Need program goal for non-routine accounting procedures. | AC301 Cost Accounting I T - W VC - W | 5 | AC202 | <ol style="list-style-type: none"> 1. Allocate costs and prepare budgets. (9) 2. Analyze actual, normal, and standard cost systems. (9) 3. Assess costs and expenditures in a manufacturing, retail, or services business. (9) 4. Prepare and evaluate variance reports as well as segment reporting. (9) | |
| | AC302 Cost Accounting II T - SP VC - SP | 5 | AC301 | <ol style="list-style-type: none"> 1. Analyze and account for capital investment. (9) 2. Analyze value stream analysis to develop effective processes for continuous improvement. (9) 3. Apply lean accounting and pricing and profitability analysis. (9) 4. Employ proper accounting techniques for strategic cost management, activity-based management, and inventory management. (9) 5. Utilize the Just in Time (JIT) demand pool system. (9) 6. Utilize tactical decision making. (9) 7. Validate the theory of constraints. (9) | |
| | AC310 Business Taxes T - SP VC - SP | 5 | AC117 AC222 | <ol style="list-style-type: none"> 1. Integrate earnings and deductions for partnerships and corporations. (7) 2. Prepare and assess business tax forms and reports. (7) | |
| | AC315 Lean Accounting T - W VC - W | 5 | AC202 Note: AC301 + AC302 = AC315 | <ol style="list-style-type: none"> 1. Compile budgets and performance evaluations 2. Implement responsibility accounting. 3. Incorporate JIT, value stream analysis, and theory of constraints | |
| | AC321 Corporate Governance T - SU V - W | 3 | AC222 | <ol style="list-style-type: none"> 1. Assess the theory and practice of modern corporate governance. 2. Evaluate the relationship between managers, boards of directors, shareholders, and investors. 3. Set up Corporate Governance, grounded firmly in a real world business environment. | |
| | AC375 Accounting Professional Ethics T - SU VC - SU | 3 | JUNIOR STANDING | <ol style="list-style-type: none"> 1. Assess ethical theories and decision-making models as they relate to decisions being made. (10) 2. Detect ethical dilemmas and how to resolve them in accordance with various codes of ethics required of accountants. (10) 3. Examine the effects of SOX on corporate governance and accounting risks and decisions. (1,5,10) | |
| | AC405 Accounting Information Systems T - SP VC - SP | 5 | AC222 | <ol style="list-style-type: none"> 1. Correlate how SOX regulations affect analysis of financial statements, manually and computerized. (1,5) 2. Evaluate various accounting cycles to include internal controls. (1,5) 3. Illustrate data, systems, and program flows via flowcharts. (1,5) | |
| | AC411 A Survey of Auditing T - SU VC - SU | 3 | AC222 | <ol style="list-style-type: none"> 1. Apply relevant generally accepted auditing standards and procedures to business entities. (n/a) 2. Evaluate risks and internal controls to ensure compliance with SOX requirements. (1,5) 3. Examine documents and financial reports to detect fraudulent accounting practices (1,5) | |
| | BS (CPA Track) <ol style="list-style-type: none"> 1. Design effective communication used in the accounting profession. 2. Draft an ethical framework for decision making. 3. Formulate test taking strategies. 4. Synthesize prior accounting skills. | | | | |
| | BS (Forensic Accounting) <ol style="list-style-type: none"> 1. Analyze managerial skills. 2. Appraise legal ramifications of fraud investigation. 3. Assess fraud perpetration as it relates to accounting procedures. 4. Confirm governmental and not-for-profit accounting transactions 5. Evaluate advanced accounting reports 6. Generate the entire accounting cycle. 7. Integrate auditing standards, procedures, and fraud-prevention. | | | | |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|--|--|---------|--------------------|---|
| 8. Investigate fraud in the business environment 9. Resolve ethical dilemmas affecting the accounting profession. | AC412 Auditing for Fraud T - SU VC - F | 3 | AC411 Co-requisite | 1. Utilize auditing/accounting terminology. (2) 2. Appraise the process of interrogation via role play. (2) 3. Evaluate the symptoms and red flags of a potential fraud. (1,5,100) 4. Examine methods of preventing fraud. (n/a) 5. Verify the fraud triangle and the three elements of fraud. (n/a) |
| | AC413 Auditing for Compliance VC - W | 5 | AC412 | 1. Confirm relevant generally accepted auditing standards and procedures to business entities. 2. Evaluate risks and internal controls to ensure compliance with SOX requirements. 3. Integrate auditing/accounting terminology. |
| | AC435 Advanced Accounting I T - F VC - F | 5 | AC222 | 1. Assess parent/subsidiary relationships. (n/a) 2. Create consolidation journal entries. (n/a) 3. Justify the equity method for investments. (n/a) 4. Prepare working papers and consolidated financial statements. (4) |
| | AC436 Advanced Accounting II T - W VC - W | 5 | AC435 | 1. Compare IFRS with U.S. GAAP (4) 2. Examine procedures involved in bankruptcy liquidations and reorganizations. (n/a) 3. Manage a partnership from inception through liquidation to include investments, inventory, etc. (n/a) 4. Prepare financial reporting for partnerships and corporations, including interim and segment reporting. (4) 5. Translate and appraise foreign currency transactions (n/a) |
| | AC440 Financial Statement Analysis VC - SP | 5 | AC222 | 1. Appraise the functions, advantages, and limitations accounting information systems. 2. Assess financial statements using ratio, common size, and trend analysis. 3. Measure changes in profitability through trend analysis and industry comparison of the income statement. 4. Measure liquidity and leverage risk through trend analysis and industry comparison of the balance sheet. 5. Measure past and future risks and returns to the shareholder through analysis of all financial statements. |
| | AC445 Governmental & Not-For-Profit Organizations T - W VC - W | 5 | AC222 | 1. Assess transactions using various funds to record specific governmental transactions. (11) 2. Determine risk assessment. (11) 3. Distinguish between Government and Proprietary Fund Accounting. (11) 4. Prepare three financial statements, noting the difference between Government and Proprietary Funds. (11) 5. Utilize the various funds to develop GASB accepted external financial statements. (11) |
| | AC452 CPA Review—Fin. Acctg. & Reporting VC - SU | 3 | AC436 | 1. Illustrate accounting for compensation and benefits 2. Integrate proper accounting and reporting for governmental and not-for-profit agencies. 3. Structure recognition, measurement, valuation, calculation, presentation and disclosure of assets and liabilities. 4. Support financial statement concepts and standards. 5. Utilize proper accounting procedures for long-term debt. |
| | AC453 CPA Review—Business Environment & Concepts VC - F | 3 | AC436 | 1. Compare economic concepts. 2. Evaluate operations management. 3. Examine corporate governance and the control environment. 4. Generate financial management techniques. 5. Implement strategic planning and budgeting. 6. Propose information systems and communications. |
| | AC454 CPA Review—Regulations VC - F | 3 | AC436 | 1. Appraise federal taxation of property transactions, individual taxation, and entity taxation. 2. Conclude ethics, professional, and legal responsibilities. 3. Recommend federal tax processes and procedures. 4. Select business law for agency, contracts, uniform commercial code, debtor-creditor relationships, government regulation and business structure |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|--|--|---------|--|---|
| | AC455 CPA Review—Auditing & Attestation VC - W | 3 | AC413 and AC436 | <ol style="list-style-type: none"> 1. Assess audit procedures and evidence 2. Evaluate risk assessment and internal control. 3. Examine professional responsibilities. 4. Support audit findings, communication, and reporting of audit findings. |
| | AC490 Accounting Capstone (Bachelor's Degree) T - F, SP VC - SU, F, W, SP | 3 | <p>CAPSTONE READINESS GUIDELINE: ACCOUNTING: TAKE AFTER ALL (AC) COURSES ARE COMPLETED. CAN BE TAKEN AT THE SAME TIME AS AC412. ACCOUNTING CPA TRACK: TAKE AFTER ALL (AC) COURSES ARE COMPLETED. CAN BE TAKEN AT SAME TIME AS AC455. FORENSIC ACCTG: TAKE AFTER ALL (AC) & (FA) COURSES ARE COMPLETED. SEE ROTATION SHEETS.</p> | <ol style="list-style-type: none"> 1. Recommend solutions to simulated situations 2. Synthesize knowledge from academic major courses to real-world situations. |
| | FA330 Financial Statement Investigation T - W VC - W | 5 | AC222 | <ol style="list-style-type: none"> 1. Analyze asset misappropriation. 2. Analyze improper management disclosure. 3. Assess revenue recognition. 4. Detect account misclassification. 5. Evaluate understatement of liabilities. 6. Utilize financial statement analysis, internal controls, and horizontal and vertical analysis. |
| | FA340 Interviewing for Fraud T - SU VC - SP | 5 | FA330 | <ol style="list-style-type: none"> 1. Apply nonverbal communication skills 2. Apply theme development. 3. Create informational questions. 4. Integrate techniques to gather evidence. 5. Manage red flags of fraud. 6. Practice admission seeking questions. 7. Relate knowledge of the legal environment. 8. Utilize interviewing techniques. 9. Utilize investigative knowledge. 10. Write fraud reports. |
| | FA410 Forensic Accounting I T - SP VC - SP | 5 | AC315 | |
| | FA420 Legal Implications of Fraud Examination T - SP VC - SP | 5 | FA410 | |
| | FA425 Forensic Accounting II T - F VC - F | 5 | FA410 Note: AC412 + FA380 = FA425 | |
| Agribusiness | | | | |
| Agribusiness - Associate | | | | |
| AAB 1. Describe the trends in agriculture(Collected Winter2019) 2. Report the technology and innovation used in agriculture 3. Apply the skills and operations used in agriculture 4. Identify the micro and macro factors in agriculture 5. Explain international agriculture practices (Identified Fall 2018 for next goal to collect.) | AG106 Agribusiness Fundamentals T - F VC - F, SP | 3 | | <ol style="list-style-type: none"> 1. Identify the importance of trends and patterns in agriculture. (G 1, 4) 2. Distinguish the important characteristics and framework of the agriculture market. (G 1, 4) 3. Identify the resources, markets and organizational issues involved in agriculture. (G 5) 4. Recognize the various agricultural commodity markets. (G 1, 4, 5) |
| | AG116 Agricultural Technology T - W VC - W | 3 | AG106 | <ol style="list-style-type: none"> 1. Recognize the technology and innovation used in agriculture. (G 1, 2, 3,) 2. Identify the advantages and disadvantages of agricultural technology. (G 3) |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|--|--|---------|---|---|
| | AG130 Agriculture Law T - W VC - W | 3 | | <ol style="list-style-type: none"> 1. Identify the basic legal framework within which decisions are made. (G 1, 2) 2. Identify legal problems as they relate to the agricultural industry. (G 3) 3. Recognize legal processes and procedures. (G 1, 2, 3) |
| | AG135 Sustainable Agriculture T - F VC - F | 3 | | <ol style="list-style-type: none"> 1. Summarize the features and issues of organic agriculture. (G 1, 3) 2. Compare traditional vs. organic farming. (G 1, 3) 3. Describe the pros and cons of manure regulations. (G 1, 3, 4, 5) |
| | AG145 Agriculture Sales T - SU VC - SU | 5 | | <ol style="list-style-type: none"> 1. Summarize trends and patterns in agriculture citing the importance of each. (G 1, 2, 3) 2. Demonstrate key marketing skills of organizing, planning, and prioritizing. (G 3) 3. Develop positive customer relationships. (G 1, 3) 4. Demonstrate effective selling skills. (G 2, 3) |
| | AG208 Agricultural Economics T - W VC - W | 5 | AG106 | <ol style="list-style-type: none"> 1. Analyze the basic legal framework within which decisions are made. (G 1, 2) 2. Categorize legal problems as they relate to the agricultural industry. (G 3) |
| | AG209 Agricultural Marketing T - SP VC - SP | 5 | AG106 | <ol style="list-style-type: none"> 1. Examine the fundamentals of the futures market. (G 1, 5) 2. Appraise hedging and options. (G 1, 3, 4) 3. Compare pricing strategies. (G 1, 3, 4) 4. Analyze trends in livestock and grain markets. (G 1, 3) 5. Analyze the world livestock and grain markets. (G 1, 3, 4, 5) |
| | AG210 Agronomy T - SP VC - SP | 5 | AG106 | <ol style="list-style-type: none"> 1. Employ general principles of crop production. (G 1, 2) 2. Interpret tillage and fertilizer practices. (G 1, 2, 3) 3. Compare seed varieties and harvesting practices. (G 1, 2, 3) 4. Relate the environmental impact of crops. (G 2, 3, 4) 5. Generalize crops of the legume and grass families. (G 2, 3) 6. Illustrate breeding of crops. (G 1, 2, 3) |
| | AG211 Animal Science T - SU VC - SU | 5 | AG106 | <ol style="list-style-type: none"> 1. Use terminology used in the livestock industry. (G 3) 2. Relate the importance of livestock feed mixing. (G 2, 3) 3. Demonstrate a basic understanding of the beef, dairy, and swine industries. (G 1, 5) 4. Analyze current trends in animal science, including animal welfare, animal identification, and food safety. (G 1, 2, 3) 5. Apply practices to protect the environment in livestock operations. (G 2, 3) |
| | AG230 Agronomy II T - SU VC - SU | 5 | AG210 | <ol style="list-style-type: none"> 1. Chart growth and development of corn, soybeans, wheat, and other crops. (G 1, 2, 3) 2. Assess the impact of climate, pest control, and other issues on corn, soybeans, wheat, and other crops. (G 1, 2, 3, 4) |
| | AG292 Agribusiness Capstone T - W VC - SU, F, W, SP | 3 | CAPSTONE READINESS GUIDELINE: TAKE AFTER ALL (AG) COURSES ARE COMPLETED. CAN BE TAKEN AT SAME TIME AS FI210. SEE ROTATION SHEET. | <ol style="list-style-type: none"> 1. Program Goals |
| Agribusiness - Bachelor | | | | |
| BS <ol style="list-style-type: none"> 1. Apply the skills and operations used in agriculture. 2. Describe the trends in agriculture. 3. Explain international agriculture practices. 4. Identify the micro and macro factors in agriculture. 5. Report the technology and innovation used in agriculture. | AG300 Agribusiness Strategies and Management VC - F | 5 | Junior Standing | <ol style="list-style-type: none"> 1. Identify the importance of trends and patterns in agriculture. 1,2 2. Distinguish the important characteristics and framework of the agriculture market. 2 3. Identify the resources, markets and organizational issues involved in agriculture. 1,2 4. Recognize the various agricultural commodity markets. 4 |
| | AG310 Agribusiness Entrepreneurship, Finance & Marketing VC - F | 5 | Junior Standing | <ol style="list-style-type: none"> 1. Recognize the technology and innovation used in agriculture. 1,2 2. Identify the advantages and disadvantages of agricultural technology. 1,2,4 |
| | AG315 Professional Agribusiness Selling VC - W | 5 | Junior Standing | <ol style="list-style-type: none"> 1. Propose selling as a profession. 1,2 2. Evaluate relationship selling and the relationship selling process. 1,3 3. Support time and territory management. 1,2,3 |
| | AG400 Agricultural Policy VC - SP | 5 | Senior Standing | <ol style="list-style-type: none"> 1. Analyze forces of (domestic) agriculture policy 2,4 2. Evaluate and describe (domestic) agriculture policy development. 2,3,4 3. Predict the future of (domestic) agriculture and food policy. 1,3 |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---------------|--|---------|---------------------------------|---|
| | AG405 Agricultural Price Analysis VC - SP | 3 | Senior Standing | <ol style="list-style-type: none"> 1. Examine the fundamentals of price risk. 2,3 2. Evaluate price forecasting. 2,3,4 3. Investigate futures exchange. 2,3,4 4. Analyze the fundamentals of hedging. 3,4 |
| | AG406 Special Problems in Agribusiness VC - SU | 3 | Senior Standing | <ol style="list-style-type: none"> 1. Analyze agricultural trade policies. 2,4 2. Analyze agricultural trade agreements. 2,3,4 3. Evaluate international agricultural trade economy. 1,2,4 |
| | AG490 Agribusiness Management Capstone VC - SP | 3 | Take at the end of the program. | <ol style="list-style-type: none"> 1. Program Goals |

Business Administration

Business Administration - Associate

| | | | | |
|---|---|---|---|---|
| AAB 1. Apply basic financial and accounting skills. 2. Apply management principles 3. Demonstrate core legal and ethical knowledge. 4. Demonstrate knowledge of basic principles of marketing (Not reflected in current core Bus. Admin courses) 5. Identify and evaluate international dimensions affecting U.S. companies 6. Interpret economic concepts affecting companies at both the macroeconomic and microeconomic levels. | BU109 Customer Service T - SU, W VC - SU, W | 3 | | <ol style="list-style-type: none"> 1. Identify the elements of good customer service 2. Describe how to recognize problems that reduce customer satisfaction 3. Describe strategies to improve an organization's customer service. 4. Describe best practices of interacting with customers to include the importance of communication skills and coping with challenging customers. |
| | BU115 Contract Law T - F, SP VC - SU, F, W, SP | 5 | | <ol style="list-style-type: none"> 1. Deduce third-party contract issues (G3) 2. Describe a breach of contract and the remedies that may be applied (G3) 3. Identify contract defenses and apply them to various situations (G3) 4. Recognize the elements required to form a contract (G3) |
| | BU120 Introduction to Business T - SU, F, W VC - SU, F, W | 3 | | <ol style="list-style-type: none"> 1. Apply the importance of studying business to personal goals. 2. Describe the relationship of business to economics. |
| | BU220 Managerial Accounting For Business T - F, W, SP VC - F, SP | 3 | AC114 | <ol style="list-style-type: none"> 1. Calculate budgets (G 1, 2) 2. Calculate various financial information, such as breakeven point (G 1) 3. Categorize types of costs and their drivers (G 1, 2) 4. Compute variances and determine alternative corrective actions (G 1, 2) 5. Examine cost-volume-profit relationships (G 1, 2) |
| | BU230 Current Topics In Business T - SU, W VC - SU, W | 5 | | <ol style="list-style-type: none"> 1. Analyze key economic, political, and social events that affect business decisions (G 5, 6) 2. Chart the history of business and leadership in the United States (G 2, 6) 3. Compare the history of U.S. business to present day issues, events, and situations (G 2, 5) |
| | BU240 International Business I T - SU, F, W, SP VC - SU, F, W, SP | 5 | MA121 AND [MT150 OR SM190 OR TR224] | <ol style="list-style-type: none"> 1. Analyze the evolution of trade (G 5, 6) 2. Examine how trade is affected by political and legal systems and government intervention (G 3, 5) 3. Integrate cultural awareness in various political/legal, economic, and social situations (G 2, 3, 5, 6) 4. Interpret international trade theories including the government's role in international trade (G 2, 3, 5) 5. Convert currency exchange (G 1, 3, 5, 6) 6. Articulate compose in the terminology of global business (G 2, 5) |
| | BU250 International Business II T - W VC - W | 3 | BU240 | <ol style="list-style-type: none"> 1. Review concepts of international Business 2. Categorize the use of various markets 3. Compare international organizations 4. Appraise ethical and regulatory issues. |
| | BU292 Business Capstone (Associate's degree) T - SU, F, W, SP VC - SU, F, W, SP | 3 | CAPSTONE READINESS GUIDELINE: TAKE AT THE END OF THE PROGRAM. BU220 BU240 EC235 FI210 MT225 MUST BE COMPLETED. CAN BE TAKEN AT THE SAME TIME AS BU230. SEE ROTATION SHEET. | <ol style="list-style-type: none"> 1. Program Goals |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---|--|---------|---|--|
| Business Administration - Bachelor | | | | |
| BS 1. Apply basic financial and accounting skills.(Winter2019) 2. Apply management principles 3. Demonstrate core legal and ethical knowledge. 4. Demonstrate knowledge of basic principles of marketing* 5. Identify and evaluate international dimensions affecting U.S. companies 6. Interpret economic concepts affecting companies at both the macroeconomic and microeconomic levels. • Goal is primarily addressed in Marketing courses; measurement would be there too. | BU304 Management Essentials for Specialized Studies T - SU, F, W, SP VC - SU, F, W, SP | 5 | Junior Standing ATS-BS, HC-BS and SP-BU-BS majors only | 1. Chart the history of management 2. Relate management to current functions and concepts 3. Synthesize marketing fundamentals and concepts 4. Evaluate the business environment, both internal and external. 5. Assess a variety of situations related to the social responsibility of business. |
| | BU305 Economics and Finance for Specialized Studies T - F, SP VC - F, SP | 5 | Junior Standing HC-BS and SP-BU-BS majors only | 1. Examine a wide range of economic concepts (e.g., opportunity, costs, marginal analysis, supply/demand, inflation, etc.) 2. Evaluate a wide range of finance and accounting concepts (e.g., financial statements, GAAP, financial ratios, risk and rates of return, stocks and bonds, etc.) |
| | BU320 Legal Issues in Consumer Sales Transactions T - SU, F, W, SP VC - SU, F, W, SP | 5 | Junior standing | 1. Examine various agency relationships and the federal laws applicable to employment. 2. Analyze issues impacting possession and title of personal property. 3. Confirm product liability laws 4. Integrate insurance issues in consumer sales 5. Analyze parties' duties and rights, including remedies, under a sales agreement. |
| | BU325 Legal Issues in Commercial Transactions T - W VC - F, W | 5 | Junior standing | 1. Integrate basic legal concepts, principles, and terminology in relation to business transactions. 2. Research negotiable instruments, secured transactions, bankruptcy, and insurance law. |
| | BU330 Business Communication T - SU, W | 3 | EN180 | 1. Justify the business communication process. 2. Communicate effectively in writing using a variety of business formats. 3. Create business reports and other forms of analytical writing. 4. Assess the role of communication in establishing a favorable image outside a business as well as effective internal communications. |
| | BU490 Business Capstone (Bachelor's degree) T - SU, F, W, SP VC - SU, F, W, SP | 3 | CAPSTONE READINESS GUIDELINE: TAKE AT THE END OF THE PROGRAM. SEE ROTATION SHEET. BUSINESS ADMINISTRATION: BU320 MA322 MA340 MA416 MUST BE COMPLETED. CAN BE TAKEN AT THE SAME TIME AS MA475. SPECIALIZED STUDIES: MA416 IS NOT REQUIRED IN THE PROGRAM. BU320 MA322 MA340 MUST BE COMPLETED. CAN BE TAKEN AT THE SAME TIME AS MA475. | 1. Program Goals |
| | EC190 Survey of Economics T - W VC - W | 3 | MH190 | 1. Describe supply and demand and quantity supplied and quantity demanded. 2. Illustrate the components of the business cycle. 3. Identify GDP and the four sectors of the economy. Distinguish the basics of inflation and unemployment. |
| | EC225 Macroeconomics T - SU, F, SP VC - SU, F, SP | 5 | MH190 | 1. Compare the Keynesian and Classical macroeconomic theories. (G 6) 2. Evaluate the rationale for monetary and fiscal policy to regulate the economy (G 1, 6) 3. Explain supply and demand (individual and aggregate), opportunity costs, and marginal analysis (G 6) 4. Identify components of the gross domestic product (GDP) (G 6) 5. Illustrate business cycle components and their relationship to inflationary and recessionary periods (G 1, 6) 6. Investigate factors that affect aggregate supply and demand (G 6) |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---------------|---|---------|----------------------------|--|
| | Microeconomics | 5 | EC225 | <ol style="list-style-type: none"> 1. Analyze decision making based on level of industry competition (G 1, 2, 6) 2. Assess decision-making scenarios that include quantity and price and entry and exit from the industry (G 1, 2, 6) 3. Compare price elasticity of demand and price elasticity of supply (G 6) 4. Describe and give examples of the costs of production and revenue structure of businesses (G 1, 2, 6) 5. Distinguish opportunity costs and marginal analysis (G 1, 2, 6) |
| | EC325 Economics in Today's Society T - F, W, SP VC - F, W, SP | 3 | EC235 OR BU305 | <ol style="list-style-type: none"> 1. Analyze microeconomic issues such as profit, compensation, and government regulation. 2. Analyze macroeconomic issues such as healthcare, wage laws, and immigration. 3. Analyze global economic issues as fair vs. free trade, debt vs. deficit, and taxes |
| | FI210 Principles of Finance T - SU, F, W, SP VC - SU, F, W, SP | 5 | AC114 AND [MH169 or MH190] | <ol style="list-style-type: none"> 1. Compare characteristics of stocks, bonds, mutual funds and various money market instruments (G 1) 2. Apply basic business tools and techniques of business finance to solve fundamental business decision-making (G 1, 2) 3. Categorize the types of financial institutions and their relationship and effect on the business environment (G 1, 2, 3) 4. Compare the risk/return relationships (G 1, 2) 5. Correlate the time value of money and its usages (G 1) 6. Use basic financial terminology appropriately (G 1, 2) |
| | FI310 Personal Finance T - SU, F | 3 | FI210 | <ol style="list-style-type: none"> 1. Identify the basic framework of personal finance to include taxes, cash management, and consumer credit. 2. Analyze long-term financing and purchasing decisions. 3. Evaluate the various types of insurance necessary to protect your financial well being, |
| | FI410 Investments T - SP VC - W | 3 | FI210 OR BU305 | <ol style="list-style-type: none"> 1. Evaluate the proper asset allocation and types of assets for portfolio management based on stated portfolio objectives. 2. Analyze variables that affect stocks, bonds, and mutual fund prices. 3. Analyze trading used to maximize portfolio value. 4. Research stock, bond, and mutual fund information for investment decision-making, |
| | FI420 Corporate Finance T - F, W, SP VC - SU, F, W, SP | 5 | MH350 AND [FI210 or BU305] | <ol style="list-style-type: none"> 1. Integrate the financial goal of increasing shareholders' wealth which includes risk, timing and size of cash flows into business decisions 2. Recommend and justify net working capital policies to determine how to increase shareholders' wealth 3. Recommend and justify capital budget decisions to determine those that will to increase shareholders' wealth 4. Assess the impact of various capital structures on shareholders' wealth 5. Recommend and justify dividend policies to determine those that will to increase shareholders' wealth. |
| | FI425 Money & Banking VC - F | 3 | EC225 AND [FI210 or BU305] | <ol style="list-style-type: none"> 1. Evaluate how changes in monetary policy affect the money supply and credit availability. 2. Analyze how changes in the money supply and credit drives economic activity. 3. Evaluate financial institutions role in implementing monetary policy and the effect on individual and business activities. 4. Analyze the Federal Reserve Systems role in federal government's economic goals. |
| | MA121 Principles of Management T - SU, F, W, SP VC - SU, F, W, SP | 5 | | <ol style="list-style-type: none"> 1. Describe business environment scenarios (internal and external) (G 2, 3, 5) 2. Discuss scenarios that address social responsibility of business (G 2, 3, 5) 3. Explain how management functions can be executed in a variety of circumstances (G 2, 3) 4. Identify the history of management how it has shaped today's management techniques (G 2, 3) |
| | MA122 Small Business and the Entrepreneur T - SU, SP VC - SU, SP | 3 | MA121 | <ol style="list-style-type: none"> 1. Describe definitional issues related to small business management, entrepreneurship, and ownership. 2. Illustrate the development of a business plan and alternative means to acquiring a small business. 3. Discuss scenarios that address legal requirements as it related to the small business environment. |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---------------|--|---------|-----------------|---|
| | MA234 Customer Relations Automated Management VC - W | 3 | | |
| | MA322 Organizational Behavior T - SU, F, W, SP VC - SU, F, W, SP | 5 | Junior Standing | <ol style="list-style-type: none"> 1. Investigate workplace behavior from the perspective of individuals, groups, or organizational system. 2,3 2. Analyze various organizational situations. 2,3 3. Assess personal beliefs about organizational behavior 2,3 4. Formulate tactics for an effective manager.2,3 5. Evaluate the current and historical social and psychological theories that shape management's interaction with employees in the areas of motivation, behavioral modification and team building.2,3 |
| | MA325 Training in Organizations T - SP VC - SP | 3 | MA322 | <ol style="list-style-type: none"> 1. Examine the importance of training and development in a business setting. 2. Comprehend the systematic training design process. 3. Examine the importance of training and development methods. 4. Recognize the factors which will influence the future of training and development. |
| | MA330 Human Resources Management T - SU, F, SP VC - SU, F, SP | 5 | Junior Standing | <ol style="list-style-type: none"> 1. Analyze the human resource function and its importance in the business context. 2,3 2. Analyze organizational structure variables to the human resource management process.2,3 3. Appraise employee performance.2,3 4. Select appropriate methods for handling job satisfaction, absenteeism, turnover, and productivity.2,3 5. Evaluate appropriate linkage between organizational structure and function.2,3 6. Compare US and international issues 2,3,5 |
| | MA340 Leadership T - SU, F, W, SP VC - SU, F, W, SP | 5 | MA322 | <ol style="list-style-type: none"> 1. Analyze key leadership functions, traits, and characteristics. 2,3,5 2. Compare early and contemporary leadership theories.2 3. Demonstrate team and organizational leadership skills2,3 |
| | Managing Change in Organizations | 3 | Junior Standing | <ol style="list-style-type: none"> 1. Analyze factors that create change in an organization and discuss why this happens. 2. Assess hypothetical situations involving organizational change and predict barriers that might prevent change from occurring. 3. Justify a plan for implementing and evaluating change in a hypothetical organization scenario. |
| | MA406 Information Management T - SP VC - W | 3 | Senior Standing | <ol style="list-style-type: none"> 1. Distinguish what information systems are in today's society. 2. Examine basic infrastructure of information systems. 3. Evaluate how information systems are used in today's digital age. |
| | MA416 Moral Issues in Business T - SU, W, SP VC - SU, W, SP | 5 | Senior Standing | <ol style="list-style-type: none"> 1. Critically evaluate ethical dilemmas in domestic and international business.2,3,5 2. Integrate ethical principles to case studies of business and social responsibility 2,3,5 3. Analyze topics related to ethics and consumer products.2,3,5 4. Evaluate the standards for consumer product safety, product quality, and fair pricing.2,3,5 |
| | MA425 Special Topics in Business T - W VC - W | 3 | MA322 | <ol style="list-style-type: none"> 1. Analyze how managerial decisions are affected by ethical, human resources, strategic management, environmental, and international issues. 2. Assess arguments related to topics affecting management in current society. |
| | MA426 Production & Operations Management VC - SU | 3 | Senior Standing | |
| | MA430 Entrepreneurship T - W VC - F | 3 | Senior Standing | <ol style="list-style-type: none"> 1. Create a business plan and develop a business model. 2. Analyze data using feasibility analysis methods. 3. Evaluate legal and financial issues as they relate to entrepreneurship. |
| | MA435 Critical Thinking in Business VC - W | 3 | MA322 | |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---------------|---|---------|-----------------|---|
| | MA440 Project Management T - SP VC - SP | 3 | Senior Standing | <ol style="list-style-type: none"> Evaluate the interdependencies of a work place setting Devise solutions that streamline production between departments. Evaluate organizational dynamics, diversity initiatives, and organizational culture and apply social responsibility policies. Arrange internal resources and capabilities and external general and industry environmental variables to develop competitive advantage Integrate business level and corporate level strategies. |
| | MA447 Global Issues in Management T - F, W, SP VC - F, W, SP | 5 | BU240 or BU304 | <ol style="list-style-type: none"> Appraise the effects of internal and external environmental forces on organizations and managers. 2,3,5 Evaluate the social responsibility of business, including its obligations toward the environment and sustainability. 2,3,5 Relate the importance of international business and known management theories to global situations 2,3,5 Incorporate cultural awareness in various political/legal, economic, and social situations. 2,3,5,6 |
| | MA475 Strategic Management and Business Policy T - SU, F, W, SP VC - SU, F, W, SP | 5 | FI420 | <ol style="list-style-type: none"> Embed the strategic management process to improve organizational performance. 2,3,4,5,6 Assess strategic leadership qualities and styles.2,3,4,5,6 Manage the process of internal and external environmental analysis.2,3,4,5,6 Compare and contrast different types of management strategies.2,3,4,5,6 |

Information Technology

Digital Forensics - Associate

| | | | | |
|---|---|---|-----------------|--|
| AAB (Digital Forensics) 1. Extend forensics to the digital crime scene. 2. Integrate postmortem forensics and incident response. DF250 3. Relate data organization and recovery. 4. Use appropriate technology tools and other resources to access, design, organize, or share information to complete the desired task. | DF100 Intro to Digital Forensics T - F VC - F | 3 | | <ol style="list-style-type: none"> Demonstrate digital investigation techniques. 1,2 Describe what is and is not admissibility of digital evidence.2 Identify elements of computer crime1 Identify evidence collection basics.1 |
| | DF110 White Collar Crime T - W | 3 | DF100 AND BU115 | <ol style="list-style-type: none"> Discuss the white collar criminal.1 Examine statistics of white collar crime.1 Identify and describe types of white collar crime.1 Identify theories of white collar crime.1 |
| | DF120 Analysis of Digital Media T - W | 5 | DF100 | <ol style="list-style-type: none"> Describe how open source tools operate in digital forensic examinations.4 Examine basic file analysis techniques.1,2,3 Identify activities associated with the acquisition and search of artifacts in Windows and Linux systems.1,3 |
| | DF130 Intrusion Detection & Prevention T - SP | 5 | DF120 | <ol style="list-style-type: none"> Compare the difference between HIDS and NIDS.2 Describe the importance of using IDS systems in modern IT networks.2,4 Relate the importance of monitoring and maintaining these systems when in place 3,4 |
| | DF200 Cyber Crime T - SP | 3 | DF120 | <ol style="list-style-type: none"> Analyze network forensics. 1,4 Apply digital forensic methods.1,2 Correlate cybercrime and law.4 Examine mobile device forensics.1 |
| | DF210 Advanced Digital Forensics T - SU | 5 | DF120 AND BU115 | <ol style="list-style-type: none"> Analyze forensic methodologies.1,2,3,4 Compare file systems.1,3 Manipulate drive partitions.1 Manipulate volumes and volume forensics.1 |
| | DF220 Digital Forensics & Incident Response T - SU | 3 | DF200 | <ol style="list-style-type: none"> Apply tools necessary to complete the task of an incident response investigator.1,4 Break down the goals of incident response and what it encompasses.1,2 Detect volatile evidence.1,3 Examine malicious code and the effects that such code will have on a machine.1 |
| | DF230 Mobile Device Forensics T - SU | 3 | DF200 | <ol style="list-style-type: none"> Compare different operating systems and file systems on mobile devices.,1 Differentiate key files and storage areas in mobile devices.1,3 Utilize commands and tools for mobile device forensics,1,4 |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|--|---|---------|---|--|
| | DF240 Search & Seizure of Digital Evidence T - F | 3 | DF200 AND CJ200 | <ol style="list-style-type: none"> 1. Assess the legal aspects of search and seizure.4 2. Explore legal issues and methodologies of seizure and analysis of mobile devices.,2,4 3. Validate seizure of computer equipment., 1,4 |
| | DF250 Advanced Topics in Digital Forensics T - F | 5 | DF210 | <ol style="list-style-type: none"> 4. Analyze advanced FAT forensics. 1,2,3,4 5. Analyze advanced NTFS forensics.1,2,3,4 |
| | DF260 Network Forensics T - F | 3 | DF220 | <ol style="list-style-type: none"> 1. Diagnose networked computers for evidence of attacks. 1,2,4 2. Review log files maintained by all of the computers on a network. 1 4 3. Utilize Microsoft Windows networking principles 3 |
| | DF292 Digital Forensics Capstone T - W | 3 | CAPSTONE READINESS GUIDELINE: TAKE ALL REQUIRED (DF) (IT) COURSES FIRST. SEE ROTATION SHEET. | <ol style="list-style-type: none"> 1. Program Goals |
| Digital Multimedia Design - Associate | | | | |
| AAB (Digital Multimedia Design) | | | | |
| <ol style="list-style-type: none"> 1. Apply the design process when creating a digital piece of media. 2. Perform proficient use of multimedia software. 3. Use appropriate technology tools and other resources to access, design, organize, or share information to complete the desired task. 4. Utilize design concepts in relation to digital multimedia. | DM118 Digital Design Fundamentals T - F | 3 | | <ol style="list-style-type: none"> 1. Determine the appropriate application to use based on the medium to obtain the desired results. 2 2. Identify methods used in editing graphic images for print and web use. 1 3. Identify the foundational and functional applications in multimedia.3 |
| | DM121 Web Media Design Concepts T - SP | 3 | IT113 | <ol style="list-style-type: none"> 1. Apply simple debugging skills 2 2. Create and edit hypertext using HTML 5 and other languages. 4 3. Create logical file directories for web design. 3 4. Identify image types and resolution for incorporation into web pages. 4 5. Identify new media technology3 |
| | DM122 Digital Studio Fundamentals T - W | 3 | DM118 | <ol style="list-style-type: none"> 1. Identify and apply proper troubleshooting skills. 3 2. Identify video issues related to artificial/natural lighting, shooting times, and shadow direction. 3 3. Recognize and implement realism in digital works 1 4. Use appropriate video tools, such as microphones, lighting, audio, and so forth. 3 |
| | DM125 Digital Graphic Imaging T - W | 3 | DM118 | <ol style="list-style-type: none"> 1. Ascertain the DPI and resolution of digital images. 1 2. Categorize types of graphic files and their uses.4 3. Create editable digital graphics.2 4. Employ image optimization techniques.4 5. Identify and compare color modes.1 |
| | DM130 Applied 3-D Modeling Concepts T - SP | 3 | DM122 | <ol style="list-style-type: none"> 1. Apply character modeling to 3D designs.1 2. Apply realism into 3D designs.1 3. Design and create 3D logos.2 4. Identify and apply modifiers.3 5. Identify object vertices and faces.4 6. Incorporate 3D objects into video.2 7. Integrate subsurf and multires modeling into 3D designs 3 |
| | DM180 Applied Digital Drawing T - W | 3 | DM118 | <ol style="list-style-type: none"> 1. Apply functions during the creation of media presentations.3 2. Construct frame-by-frame animations.2 3. Incorporate vector drawings in digital media.1 4. Produce interactive media presentations.2 5. Use basic scripting skills to create media presentations.3 |
| | DM190 Interactive Media Presentation T - SP | 3 | DM180 | <ol style="list-style-type: none"> 1. Apply functions when creating media presentations.3 2. Create presentations with frame-by-frame animation.2. 3. Utilize basic scripting skills.3 4. Utilize vector drawing when creating presentations.4 |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|--|--|---------|--|--|
| | DM210 Advanced Interactive Media Presentation T - F | 5 | DM190 | <ol style="list-style-type: none"> 1. Create a presentation with an interactive menu. 2 2. Demonstrate advanced debugging skills.4 3. Demonstrate proper use of control structures in media.4 4. Incorporate Actionsript into media presentations.4 5. Use object oriented programming for interactive media presentations.3 |
| | DM215 Advanced Web Media Design Concepts T - SU | 5 | DM121 | <ol style="list-style-type: none"> 1. Apply CSS Styles into web page design.3 2. Create client side scripts for web pages.2 3. Demonstrate advanced formatting skills in web design 4 |
| | DM223 Applied Digital Video Editing T - SU | 5 | DM122 AND DM190 | <ol style="list-style-type: none"> 1. Create a DVD menu. 2 2. Demonstrate knowledge of file codecs, file compression, and the various video file types.4 3. Develop and apply a video storyboard.3 4. Edit a video using non-linear editing skills.2 5. Employ video formatting and interactive media skills2 6. Identify and compare different portable devices.4 7. Identify basic audio and video editing concepts.4 8. Identify software timeline features and FPS.4 |
| | Advanced Digital Video Editing | 5 | DM223 OR DM225 | <ol style="list-style-type: none"> 1. Edit videos using chroma key effects.2 2. Incorporate 3D effects into video.3 3. Incorporate advanced animation in digital videos.4 4. Use a cyclorama wall or effect to produce and edit a video.3 5. Use special effects during video editing2 |
| | DM236 Advanced Digital Graphic Imaging T - SU | 3 | DM125 | <ol style="list-style-type: none"> 1. Apply color modes, layout, style, and balance. 1 2. Apply photo editing and manipulation skills.2 3. Create authentic digital graphics.2 4. Create digital images and add to video.3 5. Employ proper file types based upon the image's purpose.1 6. Identify and use raster images.4 |
| | DM255 Applied 3-D Animation Concepts T - F | 5 | DM130 | <ol style="list-style-type: none"> 1. Create and edit object animations.2 2. Apply skinning and rigging to animations.2 3. Implement particle creation.2 4. Apply realism in movement (inverse kinetics).4 5. Implement images to create a walk cycle animation.1 6. Compare keyframe animation to interpolation.3 |
| | DM292 Digital Multimedia Capstone T - W | 3 | CAPSTONE READINESS GUIDELINE: TAKE ALL REQUIRED (DM) (IT) COURSES FIRST. SEE ROTATION SHEET. | <ol style="list-style-type: none"> 1. Program Goals |
| Network Security - Associate | | | | |
| AAB (Network Security) <ol style="list-style-type: none"> 1. Configure routers to control access, resist network attacks, and protect other network devices and systems. 2. Demonstrate the use of the routers and protocols in relation to the topology of a network environment. 3. Describe security analysis methods used in data protection. 4. Describe the network protocols and their use to ensure data integrity in a network environment. 5. Design, test, evaluate, and configure secure firewall protected networks. 6. Determine the need for security within a network environment. 7. Devise an intrusion detection and prevention system to protect network systems from reconnaissance, enumeration, unauthorized access, and exploiting vulnerabilities. 8. Employ router, firewall, and intrusion detection and prevention administration. | NS140 Open Source Fundamentals T - SP | 3 | IT109 AND IT125 | <ol style="list-style-type: none"> 1. Demonstrate proficiency using open source tools. 12 2. Distinguish TCP/IP implementations and compare static and dynamic setups. NR 3. Identify the purpose and main components of the registry. NR 4. Use a virtual machine. 12 5. Utilize file folder directory structure NR |
| | NS193 Local and Wide Area Networks T - SP | 5 | IT183 | <ol style="list-style-type: none"> 1. Apply the proper usage of a variety of network protocols. 2,4,13 2. Compare the features of the Internet and an Intranet. NR 3. Configure and troubleshoot routers and switches. 1 4. Configure routers and switches for inter-connectivity between networks. 1,6,8 5. Demonstrate knowledge of networking concepts such as OSI, TCP/IP, topologies, and network hardware and functions.NR 6. Design, configure, and troubleshoot networks using simulation software 4,6 7. Identify the main features of a V-LAN VLAN, WLAN, LAN, and WAN 12 8. Recognize the seven layers of the OSI model. NR |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|--|--|---------|---|--|
| 9. Identify the methods used in data backup and recovery in the event of data loss. 10. Identify the methods used to encrypt data for a second layer of protection. 11. Integrate security within a network environment to ensure data integrity. 12. Use appropriate technology tools and other resources to access, design, organize, or share information to complete the desired task. 13. Utilize various network protocols in the routing of data in a network. | NS230 Router Administration T - SU | 5 | NS140 AND NS193 | 1. Configure routers to control access to unauthorized users. 1 2. Configure routers to protect other network devices and systems. 1,3 3. Configure routers to resist network attacks 1,7 |
| | NS240 Operating Systems Security T - SU | 3 | NS140 | 1. Apply security measures to prevent exploitation of the core OS components. 11 2. Compare cryptographic mechanisms and exploits 10,11 3. Compare different operating systems NR 4. Employ security features of TCP/IP implementation. 4,6 |
| | NS250 Open Source Server Administration T - SU | 3 | IT113 AND NS140 | 1. Apply DHCP to servers to automatically assign TCP/IP addresses. NR, BB, (12,14?) 2. Compare Different Distros to determine correct OS for the need. 11,12 3. Implement name resolution 1,4 4. Use shell scripting for server administration 6 |
| | NS260 Firewall Administration T - F | 5 | NS230 | 1. Assemble secure firewall protected networks. 5,7,8,10 2. Compare anti-virus, anti-spyware, and file blocking hardware capabilities. 3,7,8 3. Compare hardware-based and software-based firewall technologies.5,8 4. Demonstrate knowledge of SSL and IPsec VPN services. 10,11,12,13 |
| | NS280 Intrusion Detection Sys Admin + Lab T - W | 3 | NS230 | 1. Classify Intrusion Detection Prevention Systems (IDPS) 3,7 2. Configure an Intrusion Detection Prevention System. 3,6,7 3. Evaluate reconnaissance, enumeration, access, and exploitation vulnerabilities of network systems. 7 4. Evaluate the effectiveness of student configured IDPS. NR,BB 5. Examine IDPS and monitor network/system activities for malicious activity. 7 |
| | NS292 Network Security Capstone T - W | 3 | CAPSTONE READINESS GUIDELINE: TAKE AFTER ALL (NS) (IT) COURSES ARE COMPLETED. CAN BE TAKEN AT SAME TIME AS NS280. SEE ROTATION SHEET. | 1. Program Goals |
| Systems Administration - Associate | | | | |
| AAB (Systems Administration) 1. Analyzing exercises that require the use of administration accounts with the client/server operating system. 2. Applying the tools in solving a complex network problem with the client/server operating system 3. Appraise networking using various protocols. 4. Employ the tools necessary to administer the client/server operating system. 5. Identifying various Microsoft file, registry, and folder structures used in the client/server operating system. 6. Illustrating the knowledge of the various networking protocols in the installation of the in a client/server operating system. 7. Implementing a backup plan and using the plan to recover the client/server operating system from a disaster. 8. Practicing the management and troubleshooting of the client/server operating system. 9. Recognizing that data transfer requires specific protocols within a network environment. 10. Testing the installation of multiple concurrent operating systems and services in a workgroup and network environment. 11. Use appropriate technology tools and other resources to access, design, organize, or share information to complete the desired task 12. Utilize client/server operating systems in a network environment. | SA110 Operating System Fundamentals T - F | 5 | | 1. Create and manage users, computers, and groups in a Microsoft server environment.1 2. Identify disaster recovery plans.7 3. Identify post-installation system settings on a computer.11 4. Identify skills to manage and maintain physical/logical devices and access to resources in a Microsoft server environment. 4 |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|--|---|---------|---|--|
| | SA115 Database Design & Development T - SU | 3 | DP117 | <ol style="list-style-type: none"> 1. Compare different database types. NR 2. Create and implement a database. NR 3. Examine database designs and structures.NR 4. Identify and gather information about the fields to be stored in a database.NR |
| | SA130 Administering A Server Environment I T - W | 5 | IT150 | <ol style="list-style-type: none"> 1. Configure DNS in a Windows server environment. 5 2. Discuss network infrastructure maintenance. 11 3. Examine Active Directory Domain Services and Group Policy. 4 4. Examine routing and remote access implementation, management, and maintenance.6 5. Identify network IP routing and DHCP services. 11 6. Identify the skills to install and configure a server. 12 7. Manage and monitor a server environment. 8 |
| | SA220 Administering A Server Environment II T - SP | 5 | SA130 | <ol style="list-style-type: none"> 1. Configure active directory infrastructure. 1,4 2. Create and maintain active directory objects 2 3. Examine and employ server monitoring and management tools. 11 4. Manage, monitor and optimize the desktop environment using Group Policy. 12 |
| | SA230 Server Utilities T - SU | 5 | SA130 | <ol style="list-style-type: none"> 1. Configure active directory infrastructure. 4,11 2. Implement Hyper-V and Server Core. 6 3. Utilize Active Directory 1 |
| | SA240 Advanced Server T - SP | 3 | IT113 AND IT150 *Moved from 2017 Spring to 2017 Summer | <ol style="list-style-type: none"> 1. Demonstrate knowledge of Terminal Remote Services and IIS properties using WMI. 11 2. Examine Windows PowerShell. NR (Building Block) 3. Manage disk storage volumes, shadow copies, and shared folders. 4 4. Utilize cmdlets, data types, variables, and object-based information models 11 |
| | SA245 Emerging Trends in Computing T - SU | 3 | SA130 | <ol style="list-style-type: none"> 1. Identify and describe fundamental cloud computing terminology and concepts. 8 2. Identify and describe IaaS (infrastructure as a Service). NR 3. Identify and describe PaaS (Platform as a Service). NR 4. Identify and describe platforms and applications used by cloud computing end users.NR 5. Identify and describe SaaS (Software as a Service). NR |
| | SA250 Implementing Network Security (+ Lab) T - W | 3 | SA220 AND SA230 | <ol style="list-style-type: none"> 1. Configure security for the Web,email, and other network services. 3 2. Implement Windows integrated security features.4 3. Implement network intrusion prevention, proxy, caching, filtering. 3 4. Implement remote access and site-to-site VPNs.4 |
| | SA292 System Administration Capstone T - W | 3 | CAPSTONE READINESS GUIDELINE: TAKE AT END OF PROGRAM AFTER ALL (IT) (SA) COURSES ARE COMPLETED. CAN BE TAKEN AT SAME TIME AS SA250. SEE ROTATION SHEET. | <ol style="list-style-type: none"> 1. Program Goals |
| Information Technology Courses for Associates Degrees | | | | |
| | IT109 Welcome to Web 2.0 and New Media T - F | 2 | | <ol style="list-style-type: none"> 1. Identify web 2.0 applications. 2. Demonstrate knowledge of computer literacy. |
| | IT113 Introduction to Computer Programming T - W | 3 | | <ol style="list-style-type: none"> 1. Identify the sequence of instructions that tell the computer what to do. 2. Demonstrate the ability to arrange a sequence of instructions to carry out a task |
| | IT125 Computer Hardware Fundamentals T - W | 3 | | <ol style="list-style-type: none"> 1. Disassemble, inventory, and reassemble a computer. 2. Identify every component inside of a computer. 3. Troubleshoot many different scenarios involving computer hardware |
| | IT130 Management of Information Security T - SP | 3 | IT109 | <ol style="list-style-type: none"> 1. Analyze information security systems. 2. Identify management issues in information security. 3. Illustrate information security policy. |
| | IT150 Administering a Client Operating System T - F | 5 | | <ol style="list-style-type: none"> 1. Create virtual machines using VMware Workstation. 2. Perform client operating system installation and upgrade. 3. Utilize file and folder directory structure, the registry, and common tools. |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---------------|--|---------|---------------|---|
| | IT170 Ethics in Information Technology T - SP | 3 | | <ol style="list-style-type: none"> 1. Identify how one's ethical standards are formed. 2. Correlate privacy and its relationship to ethics. 3. Explain professional ethics and how they relate to the IT industry. |
| | IT183 Network Fundamentals T - W | 5 | | <ol style="list-style-type: none"> 1. Categorize the different types of criminals that could launch a computer based attack and the theories behind combatting these attacks. 2. Identify tasks of vulnerability assessment and risk management 3. Construct a secure network through the fundamentals of its design and device technologies. 4. Analyze Internet protocols and applications including wireless networks and network based cryptography and encryption along with analyzing this traffic. |
| | IT225 Virtual Environments T - F | 5 | IT183 | <ol style="list-style-type: none"> 1. Utilize virtualization services. 2. Manage multiple Type I and Type II Hypervisors. 3. Configure access to virtual environments. |

Office Technology

Office Technology / Medical Office Management - Associate

| | | | | |
|--|---|---|---|---|
| AAB (Office Technology) 1. Apply document formatting skills. 2. Apply effective written communication skills. 3. Demonstrate effective group work and interpersonal skills. 4. Demonstrate office tools and technology. 5. Demonstrate oral communication skills. 6. Demonstrate proficiency in keyboarding skills. 7. Integrate office software applications. 8. Prepare and present career related presentations. | KY080 Keyboarding for Beginners VC - F, W | 2 | Graded S or U *Placement Test or Transfer Credit can be granted in place of this course requirement. | <ol style="list-style-type: none"> 1. Demonstrate knowledge of the keyboard by using appropriate finger placement and proper use of special keys. 2. Demonstrate increased keyboarding speed through practice. 3. Demonstrate keyboarding accuracy by correctly typing a minimum of 25 new words per minute |
| | KY146 Keyboarding I T - F, W VC - F, W, SP | 5 | KY080 | <ol style="list-style-type: none"> 1. Create properly formatted documents at a beginner level. (1,5) 2. Demonstrate speed and accuracy at a beginner level.(N/A) 3. Revise documents after proofreading or from proofreader notations at a beginner level.(1) |
| | KY147 Keyboarding II T - F, W VC - F, W, SP | 5 | KY146 | <ol style="list-style-type: none"> 1. Create properly formatted documents at an intermediate level. (1,5) 2. Demonstrate speed and accuracy at an intermediate level. (N/A) 3. Revise documents after proofreading or from proofreader notations at an intermediate level.(1) |
| | KY250 Keyboarding III T - F, W VC - F, W, SP | 5 | KY147 | <ol style="list-style-type: none"> 1. Create properly formatted documents at an advanced level. 2. Demonstrate speed and accuracy at an advanced level. 3. Revise documents after proofreading or from proofreader notations at an advanced level. |
| | DP177 Database Applications T - F, SP VC - F, SP | 3 | | <ol style="list-style-type: none"> 1. Create databases, tables, queries, forms, and reports.(5) 2. Distinguish the purpose and use of databases.(5) |
| | DP150 T Spreadsheet Applications T - SU, F, W, SP VC - SU, F, W, SP | 3 | | <ol style="list-style-type: none"> 1. Apply appropriate formatting to spreadsheet data.(5) 2. Create basic spreadsheet features and concepts. (5) 3. Create basic spreadsheet formulas to calculate answers. (5) 4. Create spreadsheet formulas using appropriate cell referencing. (5) |
| | DP155 Developing Business Presentations T - SP VC - F | 5 | | <ol style="list-style-type: none"> 1. Demonstrate enhanced presentation skills. 2. Demonstrate enhanced software application skills by applying special features to slide show 3. Employ effective communication skills, especially oral presentation skills. |
| | DP175 Software Applications T - SU, W VC - SU, W | 3 | DP144 + DP150 + WP138 = DP175 | <ol style="list-style-type: none"> 1. Compose, proofread, and edit documents in Microsoft Word using the program's basic features 2. Create spreadsheet formulas and functions that perform basic calculations 3. Demonstrate basic software application skills by applying special features to slide show presentations |
| | DP210 Advanced Spreadsheet Applications T - SU VC - SU, W | 3 | DP150 OR DP175 | <ol style="list-style-type: none"> 1. Apply advanced formatting to spreadsheet data. 2. Create advanced spreadsheet formulas and functions to calculate answers 3. Create advanced spreadsheet formulas using appropriate cell referencing. 4. Utilize knowledge of advanced spreadsheet features and concepts. |
| | OP130 Medical Accounting Software (See MO152) | 2 | | |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---------------|--|---------|--|---|
| | OP135 Machine Transcription I T - SP VC - SP | 3 | EN070 AND KY146 | <ol style="list-style-type: none"> 1. Apply correct formatting to typed documents. 2. Apply correct grammar, punctuation, and capitalization to documents. 3. Apply spelling corrections to misspelled words. 4. Proofread to ensure error-free documents. 5. Transcribe dictated documents |
| | OP140 Medical Machine Transcription I T - SU VC - SU, W | 5 | KY146 AND [MO145 OR MO148] | <ol style="list-style-type: none"> 1. Transcribe medical dictated documents 2. Apply correct formatting to typed medical documents 3. Edit documents to reflect correct grammar, punctuation, capitalization, and spelling 4. Proofread and revise medical documents |
| | OP149 Records Management T - SU, W VC - SU, W | 3 | | <ol style="list-style-type: none"> 1. Apply the electronic filing procedure for medical records. (7) 2. Complete activities and exercises related to full records life-cycle. (7) 3. Employ the manual filing procedure for medical records.(7) |
| | OP235 Machine Transcription II T - SU VC - SU | 3 | OP135 | <ol style="list-style-type: none"> 1. Correct formatting, capitalization, grammar, spelling, and punctuation in pre-dictated documents. 2. Edit the basic sentence structure and subject/verb agreement in pre-dictated documents. 3. Edit transcribed office-style dictation of letters using mail-ability standards. |
| | OP276 Office Procedures T - W VC - W | 5 | EN180, KY146, and WP138 | <ol style="list-style-type: none"> 1. Describe office preparations. 1,4 2. Prioritize office tasks.(1) 3. Summarize office planning procedures. (1) 4. Utilize effective office communication skills (1) |
| | OP292 Office Technology Capstone T - W VC - SU, F, W, SP | 3 | CAPSTONE READINESS GUIDELINE: TAKE AT END OF PROGRAM. SEE ROTATION SHEETS FOR ALL DETAILS. MEDICAL OFFICE MGMT: MO283 MO284 DP117 DP150 MUST BE COMPLETED. CAN BE TAKEN AT SAME TIME AS OP276. OFFICE MGMT: DP117 DP150 DP155 MUST BE COMPLETED. CAN BE TAKEN AT SAME TIME AS OP276. | <ol style="list-style-type: none"> 1. Program Goals |
| | WP138 Introduction to Word Processing Applications T - SU, F, W VC - SU, F, W, SP | 3 | | <ol style="list-style-type: none"> 1. Create basic word processing documents using appropriate document organization and formatting. 2. Create basic word processing documents with appropriate referencing and collaboration. 3. Apply basic software functions and file management techniques. 4. Demonstrate knowledge of basic office fundamentals. |
| | WP267 Advanced Word Processing Applications T - W VC - SU, W | 3 | WP138 | <ol style="list-style-type: none"> 1. Demonstrate advanced document organization techniques. 2. Apply advanced document formatting techniques. 3. Utilize advanced software functions. 4. Employ advanced document referencing features. 5. Prepare and participate in advanced document collaboration. |
| | WP277 Document Design T - F VC - F | 5 | WP267 | <ol style="list-style-type: none"> 1. Utilize desktop publishing features. 2. Create visually effective documents, such as newsletters, brochures, and flyers. |

Medical Assisting

Medical Assisting - Associate

| | | | | |
|---|--|---|--|--|
| AAB 1. Apply cognitive, psychomotor, and affective skills to promote patient nutrition. 2. Apply protective practices to demonstrate competency in the cognitive, psychomotor, and affective domains. 3. Demonstrate competency in administrative functions of medical assisting in the | MO120 Medical Terminology I T - F VC - F | 3 | | <ol style="list-style-type: none"> 1. To understand how medical words are formed. 2. To correctly spell medical words in legible handwriting. 3. To define medical words. 4. To have a basic understanding about structures and functions of the body systems in order to master medical terms |
|---|--|---|--|--|

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|--|--|--------------------------------------|---------------|--|
| <p>cognitive, psychomotor, and affective domains.</p> <p>4. Demonstrate competency in managed care / insurance concepts using the cognitive, psychomotor, and affective domains.</p> <p>5. Demonstrate competency in the cognitive, psychomotor, and affective domains regarding the anatomy and physiology of the human body.</p> <p>6. Develop competency in the cognitive, psychomotor, and affective domains regarding basic practice finances.</p> <p>7. Employ competency in the cognitive, psychomotor, and affective domains with regards to applied mathematics.</p> <p>8. Exhibit competency in the cognitive, psychomotor, and affective domains regarding applied microbiology / infection control principles.</p> <p>9. Illustrate competency in procedural and diagnostic coding in the cognitive and psychomotor domains.</p> <p>10. Utilize cognitive, psychomotor, and affective domains to employ the concepts of effective communication.</p> <p>11. Validate competency in the cognitive, psychomotor, and affective domains regarding the ethical considerations of medical assisting.</p> <p>12. Verify competency in the cognitive, psychomotor, and affective domains regarding the legal concepts of medical assisting.</p> | <p>MO133 Administrative Skills for the Medical Assistant T - W</p> | <p style="text-align: center;">3</p> | | <ol style="list-style-type: none"> 1. Coach patients appropriately considering: cultural diversity, developmental life stage, and communication barriers 2. Coach patients regarding: office policies, health maintenance, disease prevention, and treatment plan (10) 3. Compose professional correspondence utilizing electronic technology (10) 4. Create a patient's medical record (10) 5. Define coaching a patient as it relates to: health maintenance, disease prevention, compliance with treatment plan, community resources, adaptations relevant to individual patient needs, Define patient navigator. (10) 6. Define the following bookkeeping terms: charges, payments, accounts receivable, accounts payable, and adjustments (6) 8. Define the principles of self-boundaries (10) 9. Define types of information contained in the patient's medical record (3) 10. Demonstrate professional telephone techniques (3) 11. Demonstrate professionalism when discussing patient's billing record (6) 12. Demonstrate respect for individual diversity including: gender, race, religion., age, economic status, and appearance (10) 13. Demonstrate the principles of self-boundaries (10) 14. Demonstrate: empathy, active listening, and nonverbal communication (10) 15. Describe banking procedures as related to the ambulatory care setting (6) 16. Describe filing indexing rules (3) 17. Describe the role of the medical assistant as a patient navigator. (10) 18. Describe types of adjustments made to patient accounts including: non-sufficient funds (NSF) check, collection agency transaction, credit balance, and third party (6) 19. Differentiate between adaptive and non-adaptive coping mechanisms. (10) 20. Differentiate between electronic medical records (EMR) and a practice management system (3) 21. Differentiate between subjective and objective information. (10) 22. Discuss applications of electronic technology in professional communication (3) 23. Display sensitivity when managing appointments (3) 24. Display sensitivity when requesting payment for services rendered (6) 25. Document telephone messages accurately (3) 26. Explain meaningful use as it applies to EMR (3) 27. Explain patient financial obligations for services rendered (6) 28. Explain the importance of data back-up (3) 29. Explain the purpose of routine maintenance of administrative and clinical equipment(3) 30. Explain to a patient the rationale for performance of a procedure (10) 31. File patient medical records (3) 32. Identify advantages and disadvantages of the following appointment systems: a. manual and b. electronic (3) 33. Identify critical information required for scheduling patient procedures (3) 34. Identify different types of appointment scheduling methods (3) |
| | <p>MO134 Human Anatomy, Pathophysiology, & Terminology I T - F</p> | <p style="text-align: center;">3</p> | | <ol style="list-style-type: none"> 1. Describe: a. Body planes , b. Directional terms, c. Quadrants, d. body cavities (5) 2. Analyze pathology for each body system including: a. diagnostic measures and b. treatment modalities (5) 3. Define medical terms and abbreviations related to all body systems. (10) 4. Describe structural organization of the human body (5) 5. Describe the normal function of each body system (5) 6. Identify body systems 7. Identify common pathology related to each body system including: Signs, Symptoms, and Etiology (5) 8. Identify medical terms labeling the word parts. (10) 9. Identify the anatomical location of major organs in each body system (5) 10. List major organs in each body system (5) |
| | <p>MO137 Clinical I + Lab (see MO156)</p> | <p style="text-align: center;">3</p> | | |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---------------|--|---------|---------------|--|
| | MO138 Medical Terminology II T - W VC - W | 3 | MO120 | 1. Demonstrate knowledge of word analysis and formation. 2. Demonstrate knowledge and apply usage of correct pronunciation of medical terms. 3. Identify and define medical terms related to certain body systems. Medical Assisting Competencies: Cognitive (Knowledge) 1.C Anatomy and Physiology - Describe structural organization of the human body - Identify body systems - Describe: body planes, directional terms, Quadrants, body cavities 4. List major organs in each body system 5. Identify the anatomical location of major organs in each body system 6. Describe the normal function of each body system 7. Identify common pathology related to each body system including: a. signs, b. symptoms, c. Etiology 8. Analyze pathology for each body system including: Diagnostic measures and treatment modalities 9. Identify CLIA waived test associated with common diseases Cognitive (Knowledge) V.C Concepts of Effective Communication 1. Identify medical terms labeling the word parts 2. Define medical terms and abbreviations related to all body systems |
| | MO139 Basic Pharmacology T - W VC - W | 3 | MH065 | 1. Apply mathematical computations to solve equations (7) 2. Calculate proper dosages of medication for administration (7) 3. Convert among measurement systems (7) 4. Define basic units of measurement in: (7) a. the metric system b. the household system 5. Demonstrate knowledge of basic math computations (7) 6. Identify abbreviations and symbols used in calculating medication dosages (7) |
| | MO142 Human Anatomy, Pathophysiology, and Terminology II T - W | 3 | MO134 | 1. Describe: Body planes , Directional terms, Quadrants, body cavities (5) 2. Analyze pathology for each body system including: (5) a. diagnostic measures b. treatment modalities 3. Define medical terms and abbreviations related to all body systems. (10) 4. Describe structural organization of the human body (5) 5. Describe the normal function of each body system (5) 6. Identify body systems (5) 7. Identify common pathology related to each body system including: Signs, Symptoms, and Etiology (5) 8. Identify medical terms labeling the word parts. (10) 9. Identify the anatomical location of major organs in each body system (5) 10. List major organs in each body system (5) |
| | MO145 Human Anatomy, Pathophysiology, & Terminology III T - SP | 3 | MO142 | 1. Describe: Body planes , Directional terms, Quadrants, body cavities (5) 2. Analyze pathology for each body system including: diagnostic measures and treatment modalities (5) 3. Define medical terms and abbreviations related to all body systems. (10) 4. Describe structural organization of the human body (5) 5. Describe the normal function of each body system (5) 6. Identify body systems (5) 7. Identify common pathology related to each body system including: Signs, Symptoms, and Etiology (5) 8. Identify medical terms labeling the word parts. (10) 9. Identify the anatomical location of major organs in each body system (5) 10. List major organs in each body system (5) |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---------------|--|---------|-------------------------|--|
| | MO148 Medical Terminology III T - SP VC - SP | 3 | MO138 | <ol style="list-style-type: none"> 1. To understand how medical words are formed. 2. To correctly spell medical words in legible handwriting. 3. To define medical words. 4. To have a basic understanding about structures and functions of the body systems in order to master medical terms |
| | MO152 Medical Accounting Software T - SU VC - SU | 3 | KY146 or WP138 or DP175 | <ol style="list-style-type: none"> 1. Complete an insurance claim form (4) 2. Create a patient's medical record (3) 3. Display sensitivity when managing appointments (10) 4. Display tactful behavior when communicating with medical providers regarding third party requirements (10) 5. File patient medical records (3) 6. Input patient data utilizing a practice management system (3) 7. Interact professionally with third party representatives (4) 8. Interpret information on an insurance card (4) 9. Manage appointment schedule using established priorities (3) 10. Obtain accurate patient billing information (6) 11. Obtain precertification or preauthorization including documentation (4) 12. Organize a patient's medical record (3) 13. Perform accounts receivable procedures to patient accounts including posting: charges, payments, and adjustments (6) 14. Schedule a patient procedure (3) 15. Show sensitivity when communicating with patients regarding third party requirement (10) 16. Utilize an EMR (3) 17. Verify eligibility for services including documentation (4) |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---------------|---|---------|---------------|--|
| | MO156 Clinical I + Lab T - W | 5 | MO134 | <ol style="list-style-type: none"> 1. Analyze healthcare results as reported in graphs and tables (7) 2. Assist provider with a patient exam (5) 3. Define personal protective equipment (PPE) for all body fluids, secretions and excretions: blood, non-intact skin, mucous membranes (8) 4. Define the following as practiced within an ambulatory care setting: medical asepsis and surgical asepsis (8) 5. Define the principles of standard precautions (8) 6. Demonstrate proper disposal of biohazardous material: sharps and regulated wastes (8) 7. Demonstrate proper use of: eyewash equipment, fire extinguishers, and sharps disposal containers (2) 8. Describe the infection cycle including: the infectious agent, reservoir, susceptible host, means of transmission, portals of entry, and portals of exit (8) 9. Document on a growth chart (7) 10. Identify methods of controlling the growth of microorganisms (8) 11. Identify principles of: body mechanics and ergonomics (2) 12. Incorporate critical thinking skills when performing patient assessment (5) 13. Incorporate critical thinking skills when performing patient care (5) 14. Instruct and prepare a patient for a procedure or a treatment: Measure and record: blood pressure, temperature, pulse, respirations, height, weight, length (infant), head circumference (infant), and pulse oximetry (5) 15. Perform handwashing (8) 16. Perform patient screening using established protocols (5) 17. Perform sterilization procedures (8) 18. Perform within a sterile field (8) 19. Prepare a sterile field(8) 20. Prepare items for autoclaving (8) 21. Select appropriate barrier/personal protective equipment (PPE) (8) 22. Use medical terminology correctly and pronounced accurately to communicate information to providers (10) 23. Use proper body mechanics (2) |
| | MO157 Understanding Health Insurance T - F VC - F | 3 | | <ol style="list-style-type: none"> 1. Differentiate between fraud and abuse(4) 2. Define a patient-centered medical home (PCMH) (4) 3. Describe processes for : Verification of eligibility for services, precertification, Preauthorization (4) 4. Identify types of third party plans, Information required to file a third party claim, and the steps for filing a third party claim (4) 5. Outline managed care requirements for patient referral(4) |
| | MO225 Clinical II + Lab (see MO235) | 3 | | |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---------------|---|---------|---------------|--|
| | MO230 Medical Law & Ethics T - SU, SP VC - SP | 3 | | <ol style="list-style-type: none"> 1. Describe the following types of insurance: liability, professional (malpractice), and personal injury(12) 2. Apply HIPAA rules in regard to: a. privacy and b. release of information (12) 3. Apply the Patient’s Bill of Rights as it relates to: choice of treatment, consent for treatment, and refusal of treatment (12) 4. Compare and contrast provider and medical assistant roles in terms of standard of care (12) 5. Compare criminal and civil law as they apply to the practicing medical assistant (12) 6. Complete an incident report related to an error in patient care 7. Define the following medical legal terms: informed consent, implied consent, expressed consent, patient incompetence, emancipated minor, mature minor, subpoena duces tecum, respondent superior, res ipsa loquitor, locum tenens, defendant-plaintiff, deposition, arbitration-mediation, and Good Samaritan laws (12) 8. Define: ethics and morals (11) 9. Define: negligence, malpractice, statute of limitations, Good Samaritan Act(s), Uniform Anatomical Gift Act, living will/advanced directives, medical durable power of attorney, Patient Self Determination Act (PSDA), and risk management (12) 10. Demonstrate appropriate response(s) to ethical issues (11) 11. Demonstrate sensitivity to patient rights (12) 12. Describe compliance with public health statutes: communicable diseases, abuse, neglect and exploitation, and wounds of violence (12) 13. Describe components of the Health Insurance Portability & Accountability Act (HIPAA) (12) 14. Describe the process in compliance reporting: unsafe activities, errors in patient care, conflicts of interest, and incident reports (12) 15. Develop a plan for separation of personal and professional ethics (11) 16. Differentiate between personal and professional ethics (11) 17. Differentiate between scope of practice and standards of care for medical assistants (12) 18. Discuss examples of diversity: cultural, social, and ethnic (10) 19. Discuss licensure and certification as they apply to healthcare providers (12) 20. Discuss the theories of: Maslow, Erikson, and Kubler-Ross (10) 21. Document patient care accurately in the medical record (12) 22. Identify the effect of personal morals on professional performance (11) 23. Identify: Health Information Technology for Economic and Clinical Health (HITECH) Act, Genetic Information Nondiscrimination Act of 2008 (GINA), and Americans with Disabilities Act Amendments Act (ADAAA) (12) 24. List and discuss legal and illegal applicant interview questions (12) 25. Locate a state’s legal scope of practice for medical assistants (12) 26. Perform compliance reporting based on public health statutes (12) 27. Protect the integrity of the medical record (12) 28. Recognize the impact personal ethics and morals have on the delivery of healthcare (11) 29. Report an illegal activity in the healthcare setting following proper protocol (12) |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---------------|---|---------|----------------|---|
| | MO235 Clinical II + Lab T - SP | 5 | MO156 or MO137 | <ol style="list-style-type: none"> 1. Administer oral medications (5) 2. Administer parenteral (excluding IV) medications (5) 3. Differentiate between normal and abnormal test results (7) 4. Identify CLIA waived tests associated with common diseases(5) 5. Identify quality assurance practices in healthcare (5) 6. List major types of infectious agents (8) 7. Maintain lab test results using flow sheets (7) 8. Measure and record: blood pressure, temperature, pulse, respirations, height, weight, length (infant), head circumference (infant), and pulse oximetry (5) 9. Obtain specimens and perform: CLIA waived hematology test, CLIA waived chemistry test, CLIA waived urinalysis, CLIA waived immunology test, and CLIA waived microbiology test (5) 10. Perform a quality control measure (5) 11. Perform: electrocardiography, venipuncture, capillary puncture, and pulmonary function testing (5) 12. Reassure a patient of the accuracy of the test results (7) 13. Select proper sites for administering parenteral medication (5) 14. Show awareness of a patient's concerns related to the procedure being performed (5) 15. Verify the rules of medication administration: right patient, right medication, right dose, right route, right time, and right documentation (5) |
| | MO244 Advanced Pharmacology T - SP | 5 | MO139 | <ol style="list-style-type: none"> 1. Identify the classifications of medications including: indications for use, desired effects, side effects, and adverse reactions (5) |
| | MO250 Human Anatomy, Pathophysiology, & Terminology IV T - SU | 3 | MO145 | <ol style="list-style-type: none"> 1. Describe: Body planes , Directional terms, Quadrants, body cavities (5) 2. Analyze pathology for each body system including: (5) <ol style="list-style-type: none"> a. diagnostic measures b. treatment modalities 3. Define medical terms and abbreviations related to all body systems. (10) 4. Describe structural organization of the human body (5) 5. Describe the normal function of each body system (5) 6. Identify body systems 7. Identify common pathology related to each body system including: Signs, Symptoms, and Etiology (5) 8. Identify medical terms labeling the word parts. (10) 9. Identify the anatomical location of major organs in each body system (5) 10. List major organs in each body system (5) |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---------------|---|---------|----------------|--|
| | MO258 Healthcare in the Community T - SU | 3 | MO225 | <ol style="list-style-type: none"> 1. Coach patients regarding: office policies, health maintenance, disease prevention, treatment plan 2. Comply with: (2) safety signs, symbols, and labels (10) 3. Demonstrate proper use of: eyewash equipment, fire extinguishers, and sharps disposal containers (2) 4. Demonstrate self-awareness in responding to an emergency situation (2) 5. Describe dietary nutrients including: carbohydrates, fat, protein, minerals, electrolytes, vitamins, fiber, and water (1) 6. Describe fundamental principles for evacuation of a healthcare setting (2) 7. Describe the purpose of Safety Data Sheets (SDS) in a healthcare setting (2) 8. Develop a current list of community resources related to patients' healthcare needs (10) 9. Discuss fire safety issues in an ambulatory healthcare environment (2) 10. Discuss protocols for disposal of biological chemical materials (2) 11. Evaluate the work environment to identify unsafe working conditions (2) 12. Facilitate referrals to community resources in the role of a patient navigator (10) 13. I.C.13 List principles and steps of professional/provider CPR (5) 14. I.C.14 Describe basic principles of first aid as they pertain to the ambulatory healthcare setting (5) 15. Identify critical elements of an emergency plan for response to a natural disaster or other emergency (2) 16. Identify safety techniques that can be used in responding to accidental exposure to: blood, other body fluids, needle sticks, and chemicals (2) 17. Identify the special dietary needs for: weight control, diabetes, cardiovascular disease, hypertension, cancer, lactose sensitivity, gluten-free, food allergies (1) 18. Identify: safety signs, symbols, and labels (2) 19. III.C.7 Identify Center for Disease Control (CDC) regulations that impact healthcare practices (8) 20. Instruct a patient according to patient's special dietary needs (1) 21. IV.C.2 Define the function of dietary supplements (1) 22. Participate in a mock exposure event with documentation of specific steps (2) 23. Participate in bloodborne pathogen training (8) 24. Perform dressing change (8) 25. Perform first aid procedures for: bleeding, diabetic coma or insulin shock, fractures, seizures, shock, syncope (5) 26. Perform wound care (8) 27. Produce up-to-date documentation of provider/professional level CPR (5) 28. Recognize the implications for failure to comply with Center for Disease Control (CDC) regulations in healthcare settings(8) 29. Recognize the physical and emotional effects on persons involved in an emergency situation (2) 30. Report relevant information concisely and accurately (10) 31. Show awareness of patient's concerns regarding a dietary change (1) |
| | MO283 CPT Coding T - SP VC - SP | 3 | MO142 or MO138 | |
| | MO284 ICD Coding T - SU VC - SU | 5 | MO145 or MO148 | <ol style="list-style-type: none"> 1. Cognitive (Knowledge) 2. IX.C Procedural and Diagnostic Coding 3. Describe how to use the most current diagnostic coding classification system. 4. Define medical necessity as it applies to procedural and diagnostic coding Psychomotor (Skills) 5. IX.P Procedural and Diagnostic Coding 6. Perform diagnostic coding 7. Utilize medical necessity guidelines 8. Affective (Behavior) 9. IX.A Procedural and Diagnostic Coding 10. Utilize tactful communication skills with medical providers to ensure accurate code selection |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---------------|---|---------|---|-------------------|
| | MO288 Medical Assisting Externship I T - F | 2 | MO133 MO157 MO230 MO244 MO250 MO258 Medical Accounting Software [OP130 or MO149 or MO152] and Coding I [MO283 or HIT208] and Coding II [MO284 or HIT203] | 1. Program Goals |
| | MO291 Externship II T - W | 2 | MO288 Will be offered first time in 2018 Winter | 1. Program Goals |
| | MO292 Medical Capstone T - W, SP | 3 | CAPSTONE READINESS GUIDELINE: TAKE AFTER ALL (MO) COURSES ARE COMPLETED. CAN BE TAKEN AT SAME TIME AS MO289 or MO291 EXTERNSHIP II IF NECESSARY. SEE ROTATION SHEET. | 1. Program Goals |

Marketing

Marketing - Associate

| | | | | |
|---|---|---|----------------|--|
| AAB 1. Analyze the economic issues related to marketing 2. Apply the basic principles of marketing 3. Apply business principles to the marketing environment. 4. Create integrated marketing communications 5. Describe the value delivery network of marketing. 6. Identify concepts and principles related to the legal, ethical, and regulatory issues in marketing.(Fall 2018) | MT150 Principles of Marketing T - SU, F, W, SP VC - SU, F, W, SP | 5 | | 1. Demonstrate knowledge of marketing concepts such as consumer satisfaction and relationship management (G 2, 3, 5) 2. Design a marketing plan using all elements of the marketing mix (product, price, place, promotion) (G 1, 2, 3, 4, 5, 6) 3. Discuss case scenarios reflecting a variety of issues related to social responsibility in marketing (G 1, 6) 4. Employ a marketing strategy using segmenting, targeting, and positioning (G 2) |
| | MT160 Professional Selling T - F, SP VC - F, SP | 3 | | 1. Describe customer value and the salesperson's role (G 2, 3) 2. Examine the evolution and alternative approaches to personal selling (G 2, 3, 4, 5) 3. Explain effective selling skills (G 2, 3, 4, 5, 6) 4. Identify personal selling and how people buy (G 2, 3, 4) |
| | MT255 Retailing T - SU, F, SP VC - SU, F, SP | 5 | MT150 | 1. Apply key concepts related to retail management strategies (G 2, 3, 5, 6) 2. Compare merchandise planning and pricing strategies (G 1, 2, 3, 5, 6) 3. Design a plan (incorporating basic retail strategies) on how to gather information about a desired consumer target market (G 3, 4, 6) 4. Utilize strategies to build brand awareness with target audiences (G 2, 3, 4, 6) |
| | MT245 Integrated Marketing Communications T - W, SP VC - W, SP | 5 | MT150 OR SM190 | 1. Adapt use of various media (G 1, 2, 4, 6) 2. Analyze ethical and regulatory issues (G 2, 3, 6) 3. Create effective messaging (G 1, 2, 4, 6) 4. Plan and assess campaigns (G 1, 2, 3, 4, 5, 6) |
| | MT292 Marketing Capstone (Associate's Degree) T - F, SP VC - SU, F, W, SP | 3 | | CAPSTONE READINESS GUIDELINE: TAKE AT END OF THE PROGRAM. MT160 MT245 MUST BE COMPLETED. CAN BE TAKEN AT SAME TIME AS MT225. SEE ROTATION SHEET. 1. Program Goals |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|--|--|---------|--|--|
| Marketing - Bachelor | | | | |
| BS 1. Apply skills to manage the marketing process. 2. Apply the basic principles of marketing 3. Appraise marketing concepts of the international environment. 4. Assess concepts and principles related to the legal, ethical, and regulatory issues in marketing 5. Audit technological challenges and opportunities faced in today's marketplace. 6. Employ business principles to the marketing environment. 7. Evaluate consumer behavior concepts and principles. 8. Evaluate the economic issues related to marketing. 9. Illustrate integrated marketing communications 10. Implement and interpret marketing research.(Fall2018) Integrate the value delivery network of marketing | MT305 Advanced Sales (Elective) T - F, W | 3 | MT160 | 1. Analyze and customize a sales presentation based on customer's needs. 2. Apply sales process to a variety of sales scenarios. 3. Formulate a plan for follow-up and buiding long-term customer relationships. 4. Describe customer value and the salesperson's role. 5. Examine the evolution and alternative approaches to personal selling. |
| | MT317 Consumer Behavior T - SU, W VC - SU, W | 3 | JUNIOR STANDING | 1. Differentiate consumer attitudes and behaviors and their use in the decision making process. 2. Examine how consumers use heuistics in information processing. 3. Assess how groups influence consumer behavior and apply to marketing strategies. 4. Evaluate the concept of consumer satisfaction. 5. Analyze the trends in consumer behavior and apply to a product or service. |
| | MT321 International Marketing T - W, SP VC - W, SP | 3 | BU240 AND [MT315 OR MT317] | 1. Analyze infrastructure issues.(2,3) 2. Distinguish diversity. (2,3) 3. Examine legal differences.(2,3,4) 4. Incorporate cultural differences into an international marketing strategy (1,2,3,4) |
| | MT335 Marketing Internship T - SU, W | 3 | SENIOR STANDING / DEPARTMENT PERMISSION | 1. Evaluate professional experience in the field of marketing. 2. Analyze careers in the field of marketing. 3. Exhibit self-confidence and interpersonal skills. |
| | MT353 Services Marketing T - SU, SP VC - SU, SP | 3 | MT150 OR SM190 | 1. Apply the 4 Ps of Marketing to services. (2) 2. Differentiate services, consumers, and markets. (2,7) 3. Evaluate the importance of managing the customer interface. (1,2,7,8,11) |
| | MT355 Internet Marketing T - F VC - F | 5 | MT150 OR SM190 | 1. Apply technological strategies and measurement techniques utilized in Internet marketing (2,5,7) 2. Assess Internet marketing strategies using a variety of hypothetical situations and scenarios. (1,2,4,5,6,7) 3. Evaluate the value delivery network as it pertains to Internet marketing 11 4. Interpret the elements of the marketing mix as it pertains to Internet marketing. (1,2,5,6) |
| | MT406 Special Topics in Marketing T - W VC - W | 3 | MT315 or MT317 | 1. Assess the sonsumer decision making process. 2. Evaluate consumer information processing. 3. Research factors influencing consumer behavior. 4. Assess the decision making process through the supply chains. 5. Evaluate the information processing necessary through the supply network. 6. Identify factors influencing a current supply chain. |
| | MT415 Marketing Research T - F VC - F, SP | 5 | [MT315 OR MT317] AND MH350 | 1. Analyze data (7,10) 2. Collect data (4,7,10) 3. Confirm the elements of the strategic marketing process. (1,2,10) 4. Develop a research proposal (10) 5. Develop a survey (10) 6. Formulate the implications from research (10) 7. Validate strategies to build brand awareness with target audiences. (10) |
| | MT424 Marketing Management T - F, SP VC - F, SP | 5 | MT315 OR MT317 | 1. Evaluate the effectiveness of a marketing plan. (1,2,4,8) 2. Incorporate the elements of the strategic marketing process. (1,2,4,6) 3. Isolate strategies to build brand awareness with target (1,2,4,5,7,9) |
| | MT490 Marketing Capstone (Bachelor's degree) T - F, SP VC - SU, F, W, SP | 3 | CAPSTONE READINESS GUIDELINE: TAKE AT END OF THE PROGRAM. MT160 MT225 MT245 [MT315 or MT317] MT321 [MT352 or MT355] MT353 MT406 MUST BE COMPLETED. CAN BE TAKEN AT SAME TIME AS MT415 MT424. SEE ROTATION SHEET. | 1. Program Goals |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|------------------------------------|---|---------|----------------|---|
| Legal Assisting | | | | |
| Legal Assisting - Associate | | | | |
| | PL100 Introduction to the Legal System T - F VC - F, SP | 5 | | <ol style="list-style-type: none"> 1. Distinguish between state and federal laws. (G1,5,6) 2. Identify and describe jurisdiction, basic filings in litigation, and trial versus appellate courts. (G 4,5) 3. Identify and describe theories and sources of law (2,6) |
| | PL110 Probate Administration T - F VC - F | 5 | | <ol style="list-style-type: none"> 1. Identify and describe the requirements to make a gift, intestate estates, various tenancies, and reasons to make a will. (1,2,6) 2. Produce appropriate estate probate forms and estate planning documents(G1,4) |
| | PL210 Litigation T - W VC - W | 5 | PL100 OR BU115 | <ol style="list-style-type: none"> 1. Apply informal and formal fact discovery and gathering. (.2,3,4,) 2. Demonstrate knowledge of the litigation process and practice. (1,4,5) 3. Demonstrate the ability to be an effective interviewer (2,3,) 4. Draft legal pleadings. (1,2,4,5) 5. Research parties and jurisdiction. (6) |
| | PL130 Legal Research and Writing I T - W VC - W | 5 | PL100 | <ol style="list-style-type: none"> 1. Demonstrate knowledge of categories of law and research materials (2,5,6) 2. Demonstrate the ability to be an effective and persuasive oral advocate (1,2,4) 3. Perform basic legal research, demonstrating knowledge of the legal research process. (2,5,6) 4. Produce an effective and persuasive legal memorandum (1,2,4,) 5. Use basic legal writing techniques. (1,2, 4,) 6. Use proper citation formatting for legal documents. (2,6) |
| | PL140 Domestic Relations T - SP VC - SP | 5 | PL100 | <ol style="list-style-type: none"> 1. Calculate an accurate child support worksheet. (5) 2. Compare annulment and grounds for divorce. (1, 5) 3. Demonstrate basic knowledge of marital laws. (G1,5,6) 4. Demonstrate basic knowledge of family law. (1,5,6) 5. Identify and describe child support and spousal support issues. (1,2, 5,6) 6. Identify and describe marital and cohabitation agreements. (1,2, 5,6) 7. Identify and describe the various child custody issues. (1,2, 5,6) 8. Produce relevant divorce and dissolution pleadings (2,4,5,) |
| | PL210 Real Estate T - SP VC - SP | 5 | PL100 | <ol style="list-style-type: none"> 1. Analyze Easements and licenses. (1, 5) 2. Conduct an accurate title examination and produce a corresponding Attorney's Title Opinion (1,2,3,4,5,6) 3. Demonstrate knowledge of the basics of Real Property Law (1,2,4,5,6) 4. Draft various types of deeds (1, 5,6) 5. Evaluate surveys and land descriptions. (1, 5) 6. Identify and describe concurrent ownership. (1,2, 5) 7. Interpret and draft real estate contracts. (1,2,4,5) |
| | PL220 Legal Research and Writing II T - SP VC - SP | 5 | PL130 | <ol style="list-style-type: none"> 1. Apply guidelines on beginning a research task and knowing when to end it. (1,6) 2. Apply effective written communication skills through the use of the five hallmarks of effective legal writing: precision, clarity, readability, brevity, and order. (2,4,5) 3. Demonstrate the ability to be an effective and persuasive oral advocate. (2,3,4) 4. Efficiently navigate websites for legal research tasks. (6) 5. Identify legislative histories, presidential documents, administrative law, international law, local and municipal law, and court rules. (1,5,6) 6. Produce an effective and persuasive appellate brief. (1,2, 4,5,6) 7. Produce an effective and persuasive legal memorandum (1,2,4,5,6) |
| | PL230 Automated Research T - SU VC - SU | 3 | PL130 | <ol style="list-style-type: none"> 1. Demonstrate basic knowledge of legal research using LEXIS (1, 6) 2. Demonstrate the ability to be an effective and persuasive oral advocate (2,3,4,) 3. Formulate a search request containing appropriate keywords and Boolean operators (1, 6) 4. Produce an effective and persuasive legal memorandum (1,2, 4,5,6) 5. Research the Internet to locate valid and appropriate legal information. (1, 5,6) |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---------------|--|---------|---|---|
| | PL240 Criminal Law T - SU VC - SU | 5 | PL100 | <ol style="list-style-type: none"> 1. Analyze concepts of criminal law and the criminal court system (1,5) 2. Analyze case studies and determine if there are any constitutional protection violations. (1,5,6) 3. Compare crimes against persons, property, and the public. (1, 5) 4. Draft relevant criminal pleadings (1,2,4,5) 5. Evaluate hypothetical criminal law scenarios and justify your position. (1,2,4,5,6) 6. Verify essential elements of a crime. (1, 5) |
| | PL245 Legal Ethics T - F VC - F | 2 | PL100 | <ol style="list-style-type: none"> 1. Assess conflicts of interest. (1, 5,6) 2. Compare advertising and solicitation. (5) 3. Demonstrate basic knowledge of the Model Rule of Professional Responsibility (3,5) 4. Distinguish the unauthorized practice of law. (1, 5,6) 5. Examine fees and fee sharing. (5.) 6. Support the confidentiality and attorney-client privilege (3,5) |
| | PL250 Juvenile Law T - SU VC - SU | 3 | PL100 | <ol style="list-style-type: none"> 1. Compare the various types of children maltreatment cases - dependency, neglect and abuse (1, 5,6) 2. Compare theories of juvenile delinquency (1, 5) 3. Confirm components of the juvenile justice system, history, and philosophy. (1,5,6) 4. Distinguish between juvenile and adult offenders. (1, 5) 5. Examine the juvenile court process and proceedings (1, 5) |
| | PL292 Legal Capstone T - W VC - SU, F, W, SP | 3 | CAPSTONE READINESS GUIDELINE: TAKE AFTER ALL (PL) COURSES ARE COMPLETED. SEE ROTATION SHEET. | <ol style="list-style-type: none"> 1. Program Goals |

Sport Marketing & Management

Sport Marketing & Management - Associate

| | | | | |
|---|---|---|-------|---|
| <p>AAB</p> <ol style="list-style-type: none"> 1. Analyze the concept of fitness. 2. Appraise legal issues surrounding the support industry. 3. Demonstrate knowledge of the foundation, history concepts, and principles of the sport industry. 4. Examine issues and controversies relating to the sport industry. 5. Investigate the necessary skills for marketing in today's sport industry. | SM130 Principles of Sport Management T - F, SP VC - F, SP | 5 | | <ol style="list-style-type: none"> 1. Identify and describe sports management concepts of scope, organization, and common practices. 3,4,5 |
| | SM150 Sport in Society T - F VC - F | 3 | | <ol style="list-style-type: none"> 1. Demonstrate knowledge of societal perspective of contemporary sporting practices 5 2. Describe popular cultural forms. N/A 3. Identify sociological theory and research methods. 4,5 |
| | SM170 Managing Fitness Concepts T - SP VC - SP | 3 | SM130 | <ol style="list-style-type: none"> 1. Demonstrate strategies for proper nutrition. 1 2. Demonstrate strategies for stress management. 1 3. Describe lifestyles for health, fitness, and wellness. 1,5 4. Distinguish appropriate physical activity based upon body mechanics and composition. 1 |
| | SM190 Sport Marketing T - W VC - W | 5 | SM130 | <ol style="list-style-type: none"> 1. Define marketing terminology specifically related to the sport industry. 4,5,6 2. Demonstrate knowledge of sport marketing theory by identifying and how it can be used in the sport industry to meet the wants and needs of the sport consumer. 4,5,6 3. Identify sport marketing research, sponsorship plans, and sales strategies. 3,4,5,6 4. Identify the five "P's" of sport marketing. 6 |
| | SM230 Facility and Event Management T - SU VC - SU | 3 | SM130 | <ol style="list-style-type: none"> 1. Analyze the many factors of facility management, such as site planning, development, facility design, maintenance, cost and construction-related concerns. 2,3,4,5 2. Demonstrate knowledge of ways to market a facility 3,6 3. Describe the responsibilities of a facility manager and the management side of the industry. 2,3,5 4. Evaluate methods of crowd management 2,3,5 5. Propose marketing options for given scenarios 3,6 6. Recommend solutions for various scenarios of crowd management. 2,3,5 |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---|---|---------|--|---|
| | SM240 History of Sport in the United States T - W VC - W | 3 | SM130 and EN200 | <ol style="list-style-type: none"> 1. Recognize economic, social, and political impact sport has had on the development of nation's framework 4 2. Recognize where our games and past-times came from, how they developed and what they have meant 4 |
| | SM250 Sport Law T - SP VC - SU, F | 5 | SM130 | <ol style="list-style-type: none"> 1. Explain the types of law as it relates to sports Online only 2. Compare/contrast the difference between professional and amateur sport law 2,5 3. Evaluate factors pertaining to negligence, on-field and off-field injuries, harassment, liability and risk management 2,3,5 4. Develop an emergency action plan Online only 5. Develop a crisis management plan Online only 6. Demonstrate knowledge of the ADA and Title IX discrimination rules as they pertain to sports law 2.3.5 |
| | SM289 Sport Internship I * (Associate's degree) T - F, SP VC - F, SP | 1 | SM130 | No Objectives Identified |
| | SM290 Sport Internship II * (Associate's degree) T - SU, F, W, SP VC - SU, F, W, SP | 3 | SM289 See Department Faculty To Add SM290 | No Objectives Identified |
| | SM292 Sport Capstone (Associate's degree) T - W VC - SU, F, W, SP | 3 | CAPSTONE READINESS GUIDELINE: TAKE AT END OF PROGRAM AFTER ALL SM COURSES ARE COMPLETED. CAN BE TAKEN AT SAME TIME AS SM240 SM290. SEE ROTATION SHEET. | 1. Program Goals |
| Sport Marketing & Management - Bachelor | | | | |
| BS <ol style="list-style-type: none"> 1. Graduates will synthesize the components of the sport industry. 2. Graduates will analyze issues and controversies relating to the sport industry. 3. Graduates will integrate management skills into today's sport industry. 4. Graduates will examine marketing concepts in today's sport industry. 5. Graduates will integrate the concept of fitness into the sport industry. 6. Graduates will assess the legal and economic issues surrounding the sport industry. | SM300 Sport Communication T - W VC - W | 5 | SM250 | <ol style="list-style-type: none"> 1. Appraise the concepts, scope, organization and common practices in the sport management industry. G1, G3 2. Evaluate effective management practices as applied to the field of sport management. G3 3. Examine the potential career fields in sport management and the special qualifications required of those fields G1 |
| | SM320 Sport Promotion T - SP VC - SP | 5 | SM250 | <ol style="list-style-type: none"> 1. Compare sport branding and licensures. G1, G4, G6 2. Compare sport promotion tools. G3, G4 3. Interpret sport sales management with ticketing and sponsorships. G1, G3, G4 |
| | SM380 Psychology of Sport T - SP VC - SP | 3 | SM250 and [PY177 or SO186] | <ol style="list-style-type: none"> 1. Analyze personal factors affecting performance and psychological development G1, G2, G5 2. Evaluate techniques and psychological factors used to increase performance and well-being. G5 3. Interpret situational factors that influence behavior G2, G5 |
| | SM400 Special Topics in Sport T - SU VC - SU | 3 | SM250 | <ol style="list-style-type: none"> 1. Assess the many different areas in which organizational theory occurs in the dynamic, increasingly sophisticated sport industry. G1, G3 2. Evaluate how organizational theory concepts can be applied to issues in an actual work setting. G1, G2, G3 3. Integrate sport organization theory to real-world situations. G1, G2, G3 |
| | SM450 Sport and Public Policy T - F VC - F | 5 | SM250 | <ol style="list-style-type: none"> 1. Analyze the structure of professional sports. G1 2. Assess amateur athletics, participation, and public health. G1, G2, G5, G6 3. Evaluate professional sports, cities, and public finance. G1, G2, G4, G6 4. Examine sport and globalization. G1, G2, G4, G6 |
| | SM488 Sport Internship I (Bachelor's degree) T - F, SP VC - F, SP | 1 | SM300 | <ol style="list-style-type: none"> 1. Research the various types of jobs available in the sport 2. Set up an internship in the sports management field. |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---------------|--|---------|---|--|
| | SM489 Sport Internship II (Bachelor's degree) T - SU, F, W, SP VC - SU, F, W, SP | 3 | SM488 See Department Faculty To Add SM489 | 1. Synthesize knowledge of sports management by working as an intern in the sports industry. |
| | SM490 Sport Capstone (Bachelor's degree) T - W VC - SU, F, W, SP | 3 | CAPSTONE READINESS GUIDELINE: TAKE AT END OF PROGRAM AFTER (SM) COURSES ARE COMPLETED. SEE ROTATION SHEET. | 1. Program Goals |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---|---|---------|--|--|
| Travel & Hospitality | | | | |
| Travel & Hospitality - Associate | | | | |
| AAB 1. Demonstrate knowledge of hospitality operations and marketing. 2. Recognize and describe the latest technology and newest innovations used in the travel and hospitality industry. 3. Adapt personal attributes, including patience and service, relevant to the profession 4. Apply analytical and problem-solving skills to help deal successfully with the challenging needs of the travel industry. 5. Demonstrate effective communication skills relating to guest, clients, and/or employees. 6. Identify world geography 7. Plan travel itineraries 8. Needs objective re: diversity added during Program Review | TR122 Introduction to the Travel Industry T - F VC - F | 3 | Note: The Travel Program is not planned to be offered VC online. | 1. Identify and describe the evolution of the hospitality/travel industry. N/A 2. Identify terminology of the hospitality/travel industry. 1,5 |
| | TR124 Cruises & Tours T - SP VC - SP | 3 | TR122 | 1. Distinguish cruise line profiles. 5 2. Examine cruise and shore excursion experiences. 1,8 3. Identify misconceptions to overcome about cruises and tours. 1,8 4. Illustrate the anatomy of a cruise ship. 2 |
| | TR130 Travel Destinations: New World T - F VC - F | 5 | | 1. Apply geography skills for the travel professional. 7 2. Classify major airport codes. 1,5,8 3. Demonstrate map skills. 5,7,8 4. Illustrate logical itineraries. 8 |
| | TR131 Travel Destinations: Old World T - W VC - W | 5 | | 1. Apply geography skills for the travel professional 7 2. Categorize the most popular attractions. 8 3. Demonstrate map skills. 5,7,8 |
| | TR135 Introduction to Casino & Gaming Industry T - SU VC - SU | 3 | | 1. Examine the history of the casino and gaming industry. 1 2. Explore future trends Of the casino and gaming industry. 1,2,4 3. Identify and describe the basics of the travel and tourism industry. 1 4. Identify the relationship between casinos and other sectors of the travel and hospitality industry. 1,2 |
| | TR216 Hospitality Supervision T - SU VC - SU | 5 | TR122 | 1. Analyze how to manage subordinates for performance, including conflict, discipline, and appraisal. 3,4,5 2. Assess leadership for individual motivation and team building. 4,5 3. Demonstrate delegation and empowerment skills.1,3,5 |
| | TR217 Event Planning T - SP VC - SP | 5 | TR122 | 1. Examine different event types, from fundraisers to sporting events. 1,2,4,5 2. Research careers and employment opportunities in event planning. 3 |
| | TR221 Hotel & Motel Operations T - W VC - W | 5 | TR122 | 1. Create and Implement marketing strategies. 1,2,5 2. Demonstrate knowledge of sales promotions, advertising, distribution channels, and public relations. 1 3. Develop a marketing plan. N/A 4. Identify and describe hotel/motel front office operations. 1,2,4,5 5. Identify guest relations and rooming procedures. 1,4,5 6. Identify product positioning. N/A |
| | TR222 Restaurant Management T - SU VC - SU | 3 | TR122 | 1. Analyze effective restaurant operations and management. 1,2,4,5 2. Classify types of restaurants, owners, locations, and concepts. 1 3. Summarize types of menus, kitchens, and purchasing procedures. 1,4,5 |
| | TR224 Hospitality Sales & Marketing T - W VC - SU | 5 | TR122 | 1. Apply market research in the travel and tourism industry 4 2. Create and Implement marketing strategies. 1,2,5 3. Demonstrate knowledge of sales promotions, advertising, distribution channels, and public relations. 1,2 4. Develop a marketing plan. 1,4,5 5. Identify product positioning 1,5 6. Identify target markets in the industry 1,7,8 |
| TR225 Resort Management T - W VC - W | 3 | TR122 | 1. Analyze resort-specific issues in guest relations and management. 3,4,5 2. Compare managing resorts and managing traditional hotels. 1,2,4,5 3. Distinguish the various resort types. 5,7,8 | |

COLLEGES OF BUSINESS, HEALTH PROFESSIONS, AND OCCUPATIONAL PROFESSIONS

| Program Goals | COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---------------|--|---------|---|-------------------|
| | TR292 Hospitality & Travel Capstone T - W VC - W | 3 | CAPSTONE READINESS GUIDELINE: TAKE AFTER ALL (TR) COURSES ARE COMPLETED. SEE ROTATION SHEET. | 1. Program Goals |

GENERAL EDUCATION

| COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|--|---------|---|---|
| English, Communication, and Humanities | | | |
| CO179 Introduction to Human Communication T - SU, F, W, SP VC - SU, F, W, SP | 3 | | <ol style="list-style-type: none"> 1. Demonstrate positive group interaction to achieve a common goal and conflict resolution. 2. Examine the effects of verbal and non-verbal communication in given scenarios. 3. Given a scenario, determine the most effective methods of communication to achieve positive results. 4. Identify the effects of communication behaviors on one's self. 5. Summarize the effects of communication behaviors on others |
| CO445 Group Dynamics T - SU, F, SP VC - SU, F, W, SP | 3 | CO179 AND EN200 | <ol style="list-style-type: none"> 1. Assess the various group types and their associated contextual purposes. 2. Evaluate group process and dynamics. 3. Prepare, manage, and deliver a group presentation. |
| EN070 Basic English T - SU, F, W, SP VC - SU, F, W, SP | 3 | *Placement Test, ACT/SAT scores, or Transfer Credit can be granted in place of this course requirement. | <ol style="list-style-type: none"> 1. Adapt messages to various audiences and purposes. 2. Analyze examples of articles, reports, letters, etc. to assess an author's purpose, tone, and audience in a variety of modes of business communication 3. Apply ethical guidelines in business communications 4. Cite external sources using MLA guidelines. 5. Compose instructions that adapt the text to the previous knowledge and needs of the intended audience, includes an introduction, definitions, preparations, and steps given as commands. 6. Create documents using the writing process, paragraph organization, and proper grammar, punctuation, and spelling rules. 7. Critique for grammar, mechanics, punctuation, and sentences. 8. Design effective visuals for business communication. 9. Determine elements of business communication 10. Draft a long report utilizing external sources with appropriate documentation 11. Revise a variety of formal business communications for the automotive industry, including letters, memos, instructions, reports, proposals, and summaries. 12. Support collaboration and working with a team to develop business communication, such as, letters, proposals, etc. 13. Utilize proper grammar, punctuation, spelling rules, topic sentences, and paragraph structure. |
| EN180 Composition I T - SU, F, W, SP VC - SU, F, W, SP | 5 | EN070 | <ol style="list-style-type: none"> 1. Demonstrate proper use of grammar, punctuation, and MLA formatting. 2. Develop and refine topics for three major themes. 3. Write and revise three major papers on approved topics. |

GENERAL EDUCATION

| COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---|---------|--|---|
| EN200 Composition II T - SU, F, W, SP VC - SU, F, W, SP | 5 | EN180 | <ol style="list-style-type: none"> 1. Demonstrate reading and critical thinking skills. 2. Evaluate readings. 3. Evaluate sources and cite them in appropriate format. 4. Write and revise an original research paper. |
| EN250 Introduction to Literature T - W VC - W | 3 | EN180 Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Demonstrate problem solving skills. 2. Demonstrate the ability to critically read texts. 3. Demonstrate written communication skills. |
| EN278 Short Stories T - SP VC - SP | 3 | EN180 Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Defend the ability to critically read texts. 2. Integrate written communication skills. 3. Verify problem solving skills. |
| EN279 Creative Writing T - SP | 3 | EN180 Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Extrapolate creative writing as a discipline Distinguish creative writing as a method to communicate the writer's feelings with the audience 2. Apply critical thinking skills to reading 3. Categorize creative writing techniques used and explain their contributions 4. Categorize the skills of creative writers 5. Critique one's own work. 6. Examine writing styles including the various tools, environment and processes usedEvaluate peers' work 7. Utilize a variety of writing tools and techniques. Research creative writing concepts and techniques. 8. Utilize the creative writing process. |
| EN280 Film & Literature VC - SU, F, | 3 | EN180 Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Align connections among literary and cinematic works 2. Categorize works of literature and their connection to historical and social issues 3. Compare techniques of literary and film analysis 4. Utilize terms associated with the various techniques of literary and film analysis. |
| EN290 Women Writers T - SU | 3 | EN180 Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Assess problem solving skills. 2. Critique written communication skills. 3. Validate the ability to critically read texts. |
| EN316 Mystery Fiction T - W VC - W | 3 | EN200 Literature, Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Compare plot, characters, and themes of several famous mystery stories and authors. 2. Differentiate style between stories and detectives, past and modern. 3. Investigate methods of detectives, using logical reasoning from evidence. |
| EN317 Classics of the 20th Century T - SP VC - SP | 3 | EN200 Literature, Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Analyze the plot, characters, and themes of classic 20th century books. 2. Relate themes to contemporary issues. |
| EN318 Gothic Literature T - SU VC - SU | 3 | EN200 Literature, Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Detect elements of gothic literature in assigned readings. 2. Integrate elements of gothic literature to assigned writings. 3. Research and report about the elements of gothic literature. |

GENERAL EDUCATION

| COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|--|---------|--|---|
| EN325 Sherlock Holmes T - F VC - F | 3 | EN200 Literature, Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Analyze the plots, characters, and themes of a selection of Sherlock Holmes stories. 2. Distinguish life in Victorian England. 3. Examine Holmes' methods and use of logical deduction. |
| EN410 Technical Writing for Automotive Industry (ATS-BS) T - W VC - W | 3 | | <ol style="list-style-type: none"> 1. Adapt messages to various audiences and purposes. 2. Analyze examples of articles, reports, letters, etc. to assess an author's purpose, tone, and audience in a variety of modes of business communication 3. Apply ethical guidelines in business communications 4. Cite external sources using MLA guidelines. 5. Collaborate with a team to develop business communication, such as, letters, proposals, etc. 6. Compose instructions that adapt the text to the previous knowledge and needs of the intended audience, includes an introduction, definitions, preparations, and steps given as commands. 7. Critique for grammar, mechanics, punctuation, and sentences. 8. Design effective visuals for business communication. 9. Determine elements of business communication 10. Draft a long report utilizing external sources with appropriate documentation 11. Revise a variety of formal business communications for the automotive industry, including letters, memos, instructions, reports, proposals, and summaries. |
| EN420 Myth & Fairy Tales T - F VC - F | 3 | EN200 Literature, Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Validate how fairy tales reflect the attitudes, values, and beliefs of the cultures in which they're written. 2. Compare different versions and depictions of fairy tales, including film versions and illustrations, for their content and techniques used. 3. Compare how previous conceptions of fairy tales compare-contrast to new perceptions of fairy tales. 4. Explore the cultural contexts in which the assigned fairy tales were written. 5. Research interpretations of different versions and depictions of fairy tales. 6. Support how cultural contexts can affect readers' interpretations of and reactions to fairy tales. |

GENERAL EDUCATION

| COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|--|---------|--|--|
| PO300 Women Who Rock T - F, W | 3 | EN200 Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Formulate a statement regarding music and other art forms' influence on culture. 2. Analyze music by women musicians of different nationalities, ethnicities, and socioeconomic backgrounds 3. Contrast musical techniques used and explain how they contribute to the effects created by musicians. 4. Correlate knowledge and appreciation of music as a method for cultures to express their identities as well as portray the human condition across cultures. 5. Differentiate musical techniques. 6. Examine rock music from different time periods in order to differentiate the historical and artistic contexts in which it was created. 7. Investigate the music of a variety of women in rock in order to distinguish the techniques used by these musicians. 8. Summarize rock music by women in relation to the style and historical context to which it relates. |
| PO312 Media & Pop Culture VC - SU, F | 3 | EN200 Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Analyze various values and ideologies presented in media. 2. Examine media literacy and its purposes and principles. |
| PO320 The Beatles T - SU, SP | 3 | EN200 Humanities or General Ed Elective | <p>Appraise the impact and influence of the musical group, The Beatles. Discuss how the lives and music of the Beatles reflected and influenced 1960s culture, and evaluate the lasting impact and influence of the group. Interpret music and lyrics of the Beatles, including the contributions of each member and how their music and lyrics evolved over the life of the group. Investigate events and people from the lives of The Beatles.</p> |
| History | | | |
| HI225 A Brief History: Women in Modern America: 1890 to Present VC - SU | 3 | EN180 Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Discuss examples of how female groups have affected various social and economic issues in the U.S. 2. Identify key elements of women's history in the U.S. from 1890 to present |
| HI250 Modern World History T - F | 3 | EN180 Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Students will develop a working knowledge and understanding of modern world history. 2. Students will develop good critical and analytical thinking skills. 3. Students will develop good written communication skills. |
| HI280 United States Formative History T - SU, W VC - W | 3 | EN180 Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Describe the important people, events, and concepts of formative U.S. history. 2. Discuss the events and trends that lead led our nation to splinter apart. 3. Explain the growth of the U.S. from an experiment to a successful nation. |

GENERAL EDUCATION

| COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---|---------|---|--|
| HI285 United States History 1870-Present T - SP VC - SP | 3 | EN180 Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Describe the important people, events, and concepts of modern U.S. history. 2. Determine the historical events that identify the US role as a world superpower 3. Evaluate the modern challenges and pitfalls of the United States of America. |
| HI310 The American Civil War & Reconstruction T - F VC - F | 3 | EN200 Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Analyze the reasons for the successes and failures of Reconstruction. 2. Categorize the major battles of the Civil War. 3. Characterize the major people involved in the Civil War. 4. Chronicle how the purpose of the war changed over time. 5. Examine the causes and necessity of the American Civil War. 6. Interpret how Lincoln struggled to find the right military leader |
| THI312 The American Experience in World War II T - W VC - W | 3 | EN200 Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Analyze American isolationism and the early challenges the U.S. faced entering war. 2. Describe the important people, events and concepts of World War II. 3. Examine the reasons why the U.S. and its allies were victorious in the war. 4. Investigate the reasons that the U.S. changed the nature of the war. |
| HI315 American Frontier & the Old West T - SU, W VC - SU, W | 3 | EN200 Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Analyze the “melting pot” of the American West. 2. Describe the important people, events, and concepts of the American West. 3. Interpret the important social changes brought about because of American frontier culture. |
| HI320 History of England & Scotland T - SP VC - SP | 3 | EN200 Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Students will develop a working knowledge and understanding of the history or England and Scotland. 2. Students will develop good critical and analytical thinking skills. 3. Students will develop good researching and written communication skills. |
| PS274 The American Political Scene T - F VC - F | 3 | General Ed Elective | <ol style="list-style-type: none"> 1. Analyze the history and basic workings of the American political system. 2. Assess the importance of participation in the American political system. |
| PH310 Ethics T - F, SP VC - SU, F | 3 | EN200 Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Evaluate and apply principles of individual morality. 2. Evaluate and apply principles of social morality. 3. Respectfully discuss and debate several specific contemporary ethical problems. |
| RE270 Religions of the World T - F, SP VC - F, SP | 3 | EN180 Humanities or General Ed Elective | <ol style="list-style-type: none"> 1. Analyze religion as it relates to current issues in the news. 2. Define key terms related to these religions. 3. Demonstrate knowledge of the basic beliefs of major world religions. |
| Math | | | |
| MH065 Review Math T - SU, F, W, SP VC - SU, F, W, SP | 3 | *Placement Test, ACT/SAT scores, or Transfer Credit can be granted in place of this course requirement. | <ol style="list-style-type: none"> 1. Discuss the need for future learning for lifelong personal growth. 2. Solve math and statistic problems that relate to the chosen field. |

GENERAL EDUCATION

| COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|---|---------|---------------------------------------|---|
| MH169 Business Math T - SU, F, W, SP VC - SU, F, W, SP | 5 | MH065 | <ol style="list-style-type: none"> 1. Discuss relevant applications of math in businesses. 2. Solve business related applications. 3. Solve data from common business math problems. |
| MH190 Algebra T - SU, F, W, SP VC - SU, F, W, SP | 5 | MH065 | <ol style="list-style-type: none"> 1. Construct graphs of functions. 2. Demonstrate thinking in terms of functions. 3. Effectively formulate and apply a solution to a problem. 4. Solve equations with algebraic notation and operations. |
| MH310 Finite Mathematics T - SU, F, W, SP VC - SU, F, W, SP | 3 | MH169 or MH190 | <ol style="list-style-type: none"> 1. Effectively formulate and generate a solution to a problem. 2. Solve problems using linear programming as an optimization technique 3. Solve problems using matrix algebra. 4. Solve problems using real numbers, functions and the rectangular coordinate system. 5. Solve problems using systems of linear and non-linear equations. |
| MH315 Calculus T - SP VC - SP | 3 | MH190 | <ol style="list-style-type: none"> 1. Combine decision making and problem solving skills by integrating functions, models, derivatives, and integrals. 2. Solve application problems and develop models through the use of derivation and integration techniques. 3. Test derivation as an optimization technique. 4. Utilize multivariate functions and their derivatives. |
| MH350 Statistics T - SU, F, W, SP VC - SU, F, W, SP | 5 | MH310 or MH315 | <ol style="list-style-type: none"> 1. Confirm the results of statistical applications. 2. Solve business related statistical problems. 3. Synthesize relevant applications of statistics in problem solving. |
| MH420 Quantitative Methods T - SU, F, W, SP VC - F, W, SP | 3 | MH350 | <ol style="list-style-type: none"> 1. Assess situations and generate solutions using quantitative methods of business management 2. Integrate management science terminology. 3. Resolve quantitative problems using computer software. 4. Student will be able to comprehend a case study problem, complete an analysis and recommend the best solution. This will be communicated in a professional manner to the appropriate authority. 5. Support decision making using factual data and management science. |
| Psychology & Sociology | | | |
| PY177 Introduction to Psychology T - SU, F, W, SP VC - SU, F, W, SP | 3 | | <ol style="list-style-type: none"> 1. Compare the six modern perspectives of human behavior. 2. Differentiate the essential elements of psychology as a field of scientific inquiry. 3. Reflect on personal and practical applications of psychological principles. |
| PY270 Social Psychology T - W VC - W | 3 | PY177 or SO186 General Ed Elective | <ol style="list-style-type: none"> 1. Analyze how self-concepts and perceptions are influenced by others. 2. Distinguish social processes of conformity, compliance, obedience, and collective effort. 3. Interpret social principles that affect behavior towards others. 4. Analyze the social psychological applications in business. |

GENERAL EDUCATION

| COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|--|---------|---|---|
| PY276 Life Span Development T - SU, SP VC - SP | 3 | EN070 and [PY177 or SO186] General Ed Elective | <ol style="list-style-type: none"> 1. Differentiate the three major domains of development that guide discussion about human development. 2. Examine the major theoretical perspectives in developmental theory applied to human life-span. 3. Analyze developmental issues that have personal application to our lives. |
| PY375 Abnormal Psychology T - F, W, SP VC - F, W, SP | 3 | EN200 Psychology or General Ed Elective | <ol style="list-style-type: none"> 1. Compile multiple criteria used to distinguish "normal" from "abnormal" behavior. 2. Examine multiple perspectives used to explain the causes of abnormal behavior. 3. Organize multiple treatment options for abnormal behavior. |
| PY376 Child & Adolescent Psychology T - SU, W VC - SU, W | 3 | EN200 Psychology or General Ed Elective | <ol style="list-style-type: none"> 1. Assess psychosocial development from infancy to adolescence. 2. Assess cognitive development from infancy to adolescence. 3. Assess physical development form infancy to adolescence. |
| SO186 Sociology VC - SU, F, W, SP | 3 | | <ol style="list-style-type: none"> 1. Define sociology and explain the three major theoretical paradigms: structural-functional, conflict, and symbolic interaction. 2. Identify basic methodological approaches and apply the scientific method to sociological research. 3. Apply the sociological imagination, sociological principles, and sociological concepts to their own life. 4. Explain how the self develops sociologically, recognizing the impact of culture and society on values, thoughts, and behavior. 5. Explore issues of stratification, inequality, and difference, detailing the influences and interconnections of social structure, social forces, and technology. 6. Define and describe such sociological concepts as society, culture, socialization, deviance, social institutions, race/ethnicity, class, and gender. 7. Discuss societal issues. |
| SO380 Death & Dying VC - SU, W | 3 | EN200 Psychology or General Ed Elective HC-BS Students: Take either PY375 or SO380. **SO380 is only offered VC online. | <ol style="list-style-type: none"> 1. Analyze theories of death and dying. 2. Assess the needs of the terminally ill and share experiences where applicable. 3. Compare cultural views of death and dying |
| Science | | | |
| SC125 Anatomy & Physiology T - F VC - F | 5 | | <ol style="list-style-type: none"> 1. Identify and describe the Articular System, 2. Identify and describe the Cardiovascular System, 3. Identify and describe the Digestive System, 4. Identify and describe the Integumentary System. 5. Identify and describe the Muscular System, 6. Identify and describe the Nervous System, 7. Identify and describe the Respiratory System, 8. Identify and describe the Skeletal System, 9. Identify and describe the Urinary System, and Reproductive System. |

GENERAL EDUCATION

| COURSE NAME | CREDITS | PREREQUISITES | Course Objectives |
|--|---------|-----------------|--|
| SC135 Pathophysiology T - W VC - W | 5 | SC125 | 1. Demonstrate knowledge of essential concepts of physiologic changes and disruption of normal body system processes. 2. Identify symptoms and signs found in disease processes. Identify diagnostic procedures, preventative measures, and current therapeutic regimens. |
| SC200 Principles of Ecology T - SU, F, W, SP VC - SU, F, W, SP | 3 | | 1. Apply methods used to study ecology. 2. Compare relationships between organisms and their environment. 3. Employ the process of Scientific Thinking. 4. Students are able to properly use and define general scientific terms. |
| SC220 Advanced Anatomy & Physiology T - SP VC - SP | 3 | SC125 | 1. Generate solutions using the process of scientific thinking. 2. Integrate the unifying concepts of Biology. 3. Evaluate the role of Biology in our society. |
| SC320 Biology (+ Additional Lab Time) T - SU, F, W, SP VC - SU, F, W, SP | 3 | Junior Standing | 1. Evaluate the role of Biology in our society. 2. Generate solutions using the process of scientific thinking. 3. Integrate the unifying concepts of Biology. 4. Analyze the scientific method. 5. Confirm that physics is present in everyday life. 6. Validate physics as the foundation of all science. |
| SC330 Introduction to Physics (+ Additional Lab Time) T - W, SP | 3 | MH190 or MH310 | 1. Analyze, discuss, and apply the scientific method. 2. Demonstrate knowledge of physics as the foundation of all science. 3. Demonstrate knowledge that physics is present in everyday life. |