Appendix

ACCOUNTING AND BUSINESS

ACG 2001 PRINCIPLES OF ACCOUNTING I 3 CREDITS
This course provides an introductory study of the fundamental principles of recording, summarizing and reporting the financial activities of proprietorships. Advisement note: Students achieving less than a grade of 'C' may experience academic difficulty in ACG 2011, Principles of Accounting II. A grade of less than "C" is not transferable to upper division.

ACG 2011 PRINCIPLES OF ACCOUNTING II 3 CREDITS
As the second course of the series, this course concludes the study of financial accounting and introduces manufacturing and managerial accounting concepts and procedures. Topics covered include plant assets, accounting of equity rights, cash flow statement, financial statement analysis, cost concepts and job order costing. Advisement note: Students achieving a grade of 'C' may experience academic difficulty in ACG 2071, Managerial Accounting. A grade of less than 'C' is not transferable to upper division. Prerequisite: ACG 2001.

BUS 421 BUSINESS POLICY & STRATEGY 3 CREDITS
This test examines how top management determines the direction of a firm by utilizing the strategy process. Topics include: the meaning and implications of strategy; those responsible for the strategy process (strategists); an overview of the internal and external forces that impact the strategy process; methods and importance of strategic formulation; and implementation and evaluation.

BUSX 360 LABOR RELATIONS 3 CREDITS
The Excelsior College Examination in Labor Relations measures knowledge and understanding of material typically taught in a one-semester course usually taken in the junior or senior year of a business, industrial relations or economics program. Examination content is drawn from that commonly included in courses with such titles as Labor Relations, Labor Management Relations, industrial and labor relations, or Collective Bargaining. The examination tests for knowledge of facts and terminology, an understanding of basic concepts and the ability to apply knowledge and understanding. Material is primarily focused on U.S. labor relations.

FIN 325 PRINCIPLES OF FINANCE 3 CREDITS
The course is an introduction to operation finance, including theories of financial management, key decision models (Formulas and equations) and risk and investment analysis.

FIN 1100 PERSONAL FINANCE 3 CREDITS
This course provides a survey of the areas of personal economic problems with which all individuals must contend. Course content guides each person towards receiving favorable results in the following areas: buying on credit, borrowing money, using bank services, and investing savings; selecting from various types of insurance coverage; home ownership vs. renting; obtaining investment information, investing in stocks and bonds; income taxes; Social Security; Medicare, retirement planning and annuities; and estate planning, wills, and trusts. Meets Area 5 A.A degree general education requirements.
### COURSE CONTENTS

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<td>GEB 1011</td>
<td>Introduction to Business</td>
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<td>GEB 2112</td>
<td>Entrepreneurship</td>
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<td>INP1301</td>
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<td>MAN 2021</td>
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**FIN 2050  Finance of International Trade**

This course provides a general survey of international trade. Topic studied include transportation modes, cargo insurance and the various special terms of sale used in overseas transactions. Also covered are import/export documentation and procedures; documentary credits, international payments and collections; bank financing sources for international trade and alternative financing techniques.

**GEB 1011  Introduction to Business**

This course provides a basic study of business activity and how it relates to our economic society. Topics covered include how businesses are owned, organized and controlled. Course content emphasizes business vocabulary, areas of business specialization and career opportunities.

**GEB 2112  Entrepreneurship**

This course presents a modern treatment of business. It explores start-up/buy-out, franchising, business plans, marketing plans, human resources, financial planning, legal forms, products/services, selling, advertising, management policies, accounting systems, tax issues, capital management, computers, risk management, and ethical issues.

**GEB 2955  International Current Business PRACTICE**

Upon successful completion of this course, students should have a broad conceptual view point of international business activity in areas such as finance, marketing, production and manufacturing. This course covers the nature and purpose of business between nations as well as the concepts of the multinational corporation and its importance in the world marketplace. Business concepts of other nations are studied through actual visits to foreign business enterprises. Emphasis is given to the differences in business policies between countries and their relationship to business activity.

**INP1301  Human Relations in Business and Industry**

Introductory course to the study of human behavior emphasizing its practical applications in business and industry. It introduces the student to personal and social adjustment mechanisms as a means of understanding the behavior of one's self and of other. Also introduces the student to current psychological applications in the field of testing, advertising, selling, market research, morale, personnel work, employee selections and training and supervisory practices.

**MAN 2021  Introduction to Management**

This course covers fundamental management principles and concepts. Emphasis is placed on the Management functions of planning, organizing, staffing, directing and controlling. Principles of scientific management, motivation, and economic analysis are studied relative to their use in business decisions.

**MAN 2604  International Business Environment**

A basic course in international business theory and practice focusing on the challenges of managing the operations of an international business in diverse legal, political, economic, and cultural environments. Emphasis is placed on strategic planning and decision-making for the international operations of domestic, foreign and multinational corporations.

**MAR 1011  Principles of Marketing**

An introductory course covering the management marketing process. Special topics include the marketing manager's role in a market directed economy, marketing objectives, strategic planning and developing marketing mixes for targeting market. Material is presented as it relates to the “P's” marketing. As a learning activity, students analyze and prepare case studies of businesses engaged in manufacturing, wholesaling, retailing and service.

**MKA 1511  Advertising**

This course introduces the use of promotional strategy and marketing communications in achieving marketing objectives. It focuses on how product features/benefits can be translated into promotional appeals that will influence customer purchasing behaviour. Topics include promotional objectives, product positioning, selecting media, creative analyses, budgeting and measuring promotional effectiveness. As a learning activity, students prepare a promotional program for a product, business, or not-for-profit organization.

**MAR 2141  International Marketing**

This course examines basic marketing principles related to business in an international setting. Emphasis is placed on the role of the international marketing manager in the development of marketing strategies for a variety of markets in diverse cultural and economic situations. Topics covered include the decision-making process in the area of foreign market analysis, target market identification, product planning, promotion, and channels of distribution.
MKA1021  SALESMAISHIP  3 CREDITS
Through a combination of principles and techniques, this course identifies the why, what, how and when of selling. Students develop skills in prospecting, opening the sale, presenting customer benefits, overcoming objections, and closing the sale. Students will prepare an oral presentation based on the DECA Sales Representative contest.

MKA2042  RETAILING  3 CREDITS
This course provides an introduction to the management functions unique to retail store operations. Special topics include department store organization, shrinkage prevention, store location and layout, shopping centers, and merchandising. Upon successful completion of this course, students shall be able to demonstrate competencies needed in retailing positions at the mid-management and owner-management level.

MNA 1161  INTRODUCTION TO CUSTOMER SERVICE  3 CREDITS
This course provides the student with the basic concepts and current trends in the customer service industry. Through actual case studies, the students analyze organizations which have implemented successful customer service strategies.

MNA 2345  PRINCIPLES OF SUPERVISION  3 CREDITS
This course covers fundamental supervision principles and techniques. It emphasizes the role supervision in business organizations through the proper handling of human relations with employees, other supervisors and higher management. Issues include employee morale, absenteeism, motivation, and related behavioral topics.

MAN3240  APPLIED ORGANIZATIONAL BEHAVIOR  3 CREDITS
This course teaches students individual and group behavior in organizations. Students develop an understanding of how organizations can be managed more effectively. Course content includes motivation, group dynamics, conflict resolution, goal setting and rewards, job design, work stress, power/politics, and organizational change and development.

MAN3303  MANAGEMENT & LEADERSHIP  3 CREDITS
This course teaches students the basic concepts, principles, and techniques of business leadership. Emphasis is on developing a solid leadership foundation while centering in the real themes, demands, and opportunities of an evolving and dynamic business workplace. The course incorporates basic leadership skill development as it relates to the core aspects of management practice.

MAN3310  HUMAN RESOURCES MANAGEMENT  3 CREDITS
This course introduces the full range of human resource management functional areas, including recruiting and hiring staff, performance evaluations, employment regulations, discipline and termination, downsizing, compensation and benefits, job analysis, the organized labor setting, equity/diversity issues, and policy design. The approach will focus on current issues and applications.

MAN4504  OPERATIONS MANAGEMENT  3 CREDITS
This course teaches the operational decision-making management techniques to improve the processes and productivity in organizations. Topics discussed are quality and outcomes; efficiency; forecasting; work flow processes; inventory control; design of goods and services; waiting lines; and critical path. Managing a project from beginning to end, including how to identify needs, and define, assign, and track items, is addressed.

MAN4120  LEADERSHIP CHALLENGES AND SUPERVISION  3 CREDITS
This course teaches the application of leadership theories, which include skill formation to develop leadership abilities. Team building skills are emphasized and discussed to enhance leadership effectiveness. Students learn the importance of visioning in their organizations.

CHEMISTRY, BIOLOGY AND PHYSICAL SCIENCES

BOT 2010  GENERAL BOTANY  3 CREDITS
Course designed to treat entire plant kingdom with emphasis on structure, function, and genetics of flowering plants. Fundamental cell and tissue structure of both vascular and non-vascular plants are studied. Associated physiological and chemical effects as related to function are emphasized.

BOT 2010L  GENERAL BOTANY LAB  1 CREDIT
Laboratory experiments and field trips to accompany BOT2010. Dissection exercises included. Corequisite: BOT2010. One Two hour period weekly. Meets area 4C general education requirements for the A.A. degree. Meets Areas 4 or 5 general education requirements for the A.S. degree.
BSC 1010C  INTRODUCTION TO BIOLOGY I  4 CREDITS
This course is the first of a 2 semester sequence introducing science majors to biological principles, including Cell Structure and Function, Cell reproduction, Biochemistry and Cell Metabolism, Classical and Molecular Genetics, and Genetic Engineering. Laboratory exercises complement lecture topics. Dissection exercises included. Special fee charged. Co or Prerequisite: CHM 1040 or CHM 1045 with a grade of “C” or higher. Meets Area 4A general education requirements for the A.A. degree. Meets Area 4 or 5 general education requirements for A.A.S./A.S. degree.

BSC 1011C  INTRODUCTION TO BIOLOGY II  4 CREDITS
This course is the second of a two-semester sequence introducing Science majors to Biological principles including a study of the Five kingdoms, Evolution and population Dynamics, and Ecology. Laboratory exercises complement lecture topics. Dissection exercises included. 3 hours Lecturer, 3 hours Laboratory per week. Special fee charged. Meets Area 4A general education requirements for the A.A. degree. Meets Area 4 or 5 general education requirements for A.S. degree.

BSC 1005  GENERAL BIOLOGY  4 CREDITS
Course designed to give students an understanding of principles of Biology, while focusing on the nature and activities of living organism. Course primarily for non-science majors. Meets Areas as 4 or 5 general education requirements for the A. S. Degree.

BSC 1005L  GENERAL BIOLOGY LAB  1 CREDIT
Two hours of lab weekly which may be taken concurrently with BSC1005. For students planning to transfer where lab is required for science credit. Dissection exercises included. Meets Area 4 or 5 general education requirements for the A.A. degree.

BSC 1085  HUMAN ANATOMY AND PHYSIOLOGY I  3 CREDITS
A survey of the structure, function, and chemistry of the human body considering the following topics; body organization, the cell, tissues, membranes, glands, the integumentary system, the Skeletal System, the Muscular System, the Nervous System, and the special senses. 3hrs Lec. per week. Meets Areas 4A general education requirements for the A.S. degree.

BSC 1085L  HUMAN ANATOMY AND PHYSIOLOGY I LAB  1 CREDIT
Laboratory exercises coordinated with BSC1085 including microscope observation, experimentation, study of anatomical models, and dissection. Dissection exercises included. Meets Area 4C general education requirements for the A.S. degree.

CHM 1045  GENERAL CHEMISTRY I  3 CREDITS
First course in a 2 term sequence, CHM 1045 and CHM 1046. This sequence includes 2 Labs. CHM 1045L to be taken concurrently with CHM 1045. Topics covered include chemical measurements, stoichiometry, atomic structure, periodic table, chemical bonding, inorganic compounds, nomenclature and formula writing, gases, liquids, solids, solutions, acid base chemistry and ionic reactions and descriptive chemistry of non-obtained departmental approval.

CHM 1045L  GENERAL CHEMISTRY I LAB  1 CREDIT
Laboratory experiments to accompany CHM 1045. Lab hours 32

CHM 1046  GENERAL CHEMISTRY II  3 CREDITS
Final course in the two semester sequence. CHM1045, and CHM1046. This sequence includes two labs; CHM1045L to be taken concurrently with CHM1045 and CHM1046L to be taken with CHM1046. Topics covered include oxidation reduction, chemical and ionic equilibrium, kinetics, electrochemistry, coordination chemistry, thermodynamics, nuclear chemistry, an introduction to organic chemistry and highlights of descriptive chemistry of meals. Meets Area 4 or 5 general education requirements for the A.S. degree.

CHM 1046L  GENERAL CHEMISTRY II LAB  1 CREDIT
Laboratory experiments to accompany CHM1046 or CHM1046E Prerequisite: CHM1041 or CHM1045 and CHM1045L with the grade of “C” or higher. Core requisite: CHM1046 or CHM1046E. Special fee charged. Meets Area 4C general education requirements for the A.A. degree. Meets Area 4 or 5 general education requirements for the A.S. degree.
HLP1081  TOTAL WELLNESS  2 CREDITS
A course primarily designed and organized for students to optimize their wellness in each of the following interrelated dimensions: Physical Wellness, Intellectual Wellness, Emotional Wellness, Spiritual Wellness, Interpersonal/Social Wellness and Environmental/Planetary Wellness. Students will identify how to apply this information to lead healthy lives that contribute to the wellness of the community and environment.

PSC 1121  PHYSICAL SCIENCE SURVEY  3 CREDITS
A survey of physical science for the non-science major. An integrated approach is used to introduce topics in astronomy, chemistry, geology, meteorology and physics. Pre requisite: MAT0024 or higher level mathematics course. Meets area 4B general education requirements for the A.A degree. Meets Areas 4 or 5 general education requirements for the A.S. degree.

PHY 2053  GENERAL PHYSICS I  3 CREDITS
A general Physics course employing Algebra and Trigonometry to quantitative aspects of mechanics, properties of matter, heat and sound. Prerequisite MAC 1114 and MAC 1140 with a grade of 'C' or higher. Co- requisite PHY 2053L. Meets Areas 4C general education requirements for the A.A degree. Meets Areas 4 or 5 general education requirements for the A.S./A.S. degree. Prerequisite: PHY 2053L with a grade of 'C' or higher. Co requisite: PHY 2054. Lab hours 32

PHY 2053L  GENERAL PHYSICS I LAB  1 CREDIT
Laboratory experiences designed to accompany the topics under study in PHY 2054. One two hour period per week. Meets Areas 4C general education requirements for the A.A degree. Meets Areas 4 or 5 general education requirements for the A.S./A.S. degree. Prerequisite: PHY 2053L with a grade of 'C' or higher. Co requisite: PHY 2054. Special fee charged.

PHY 2054  GENERAL PHYSICS II  3 CREDITS
The second part of a two term physics course employing algebra and trigonometry. Topics covered during this term are electricity and magnetism, optics, and special relativity and quantum theory. Three hours weekly. Meets Area 4B general education requirements for education requirements for the A.A degree. Meets Area4 or 5 general education requirements for the A.S. degree.

PHY2048L  GENERAL PHYSICS WITH CALCULUS I  3 CREDITS
PHY 2048 is part one of a comprehensive course in physics outlining mechanics, heat, wave motion and sound using analysis in calculus. Pre or Corequisite(s): MAC2312
PHY2048L Lec Hrs =  64 Lab Hrs =  0 Oth Hrs =  0 Fees =  0.00

PHY2048L  GENERAL PHYSICS WITH CALCULUS I  3 CREDITS
PHY 2048L is a laboratory which allows students to able to collect and analyze data in a variety of experiments covering topics covered in its companion course PHY 2048. Students will create experiment reports using analysis in calculus. Pre or Corequisite(s) : PHY2048L Lec Hrs =  0 Lab Hrs =  32 Oth Hrs =  0 Fees =  10.00

PHY 2049  GENERAL PHYSICS WITH CALCULUS II  3 CREDITS
PHY 2049 is part two of a comprehensive physics course outlining electricity, magnetism and optics using analysis in calculus. Prerequisite(s) : PHY2048 Pre or Corequisite(s) : MAC2313 PHY2049L Lec Hrs =  64 Lab Hrs =  0 Oth Hrs =  0 Fees =  0.00

PHY2049L  GENERAL PHYSICS WITH CALCULUS II  3 CREDITS
A continuation of laboratory experiences chosen to coincide with the topics of electricity, magnetism, optics. One 2-hour period per week. Special fee charged. Placement by Testing Department or Prerequisite(s) : PHY2048 PHY2048L Pre or Corequisite(s) : PHY2049L Lec Hrs =  0 Lab Hrs =  32 Oth Hrs =  0 Fees =  24.00

PHY 2054L  GENERAL PHYSICS II LAB  1 CREDIT
Laboratory experiences designed to accompany the topics under study in PHY2054. One two hour period per week. Meets Area 4C general education requirements for the A.A. degree. Special fee charge.

ZOO 2010  GENERAL ZOOLOGY  3 CREDITS
Basic Course pertaining to the development, anatomy, physiology, genetics, ecology and natural relationships of the animal kingdom.
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<tr>
<td>ZOO 2010L</td>
<td>GENERAL ZOOLOGY LAB</td>
<td>1CREDIT</td>
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<td>Laboratory experiments and activities to accompany ZOO 2010. Dissection of animals is a component of this course. Lab hours 32.</td>
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**COMPUTER SCIENCE**

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<td>CGS 1555C</td>
<td>INTRODUCTION TO THE INTERNET</td>
<td>3 CREDITS</td>
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<td>This course will provide students with an introduction to the Internet including the World-Wide Web, a world-wide network of information that resides on the Internet. The Web contains a wealth of information including text, graphics, audio, and video and a variety of services such as on-line libraries, catalogs, shopping, games and various other important resources.</td>
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<td>CGS1060C</td>
<td>COMPUTER AND INTERNET LITERACY</td>
<td>3 CREDITS</td>
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<td>This is an introductory course in basic computer and internet use. It covers computer hardware and software fundamentals (including the use of Windows), key productivity applications (including word processing, spreadsheets, and presentation systems), and living in an online world (including network fundamentals, e-mails, and the effective use of the Internet as a communication tool and information resource). Students will develop basic computer skills to aid them with college studies and workforce readiness. Hands-on use of a personal computer is required.</td>
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<td>CGS2100C</td>
<td>COMPUTER APPLICATIONS</td>
<td>3 CREDITS</td>
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<td>This is an intermediate-level course in computer applications software. Students will gain knowledge and experience in the use and capabilities of word-processing, spreadsheet, database, and presentation graphics applications. Through case studies, students will learn to develop comprehensive solutions to various types of problems. Integration between applications will be emphasized. Prerequisite(s): CGS1060C</td>
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<tr>
<td>CGS 1061C</td>
<td>COMPUTER CONCEPTS</td>
<td>3 CREDITS</td>
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<td>This course presents an overview of the fundamentals and capabilities of the computer. Students will become familiar with computer concepts, will be introduced to operating systems and operating environments, and will gain a basic understanding of microcomputer applications. This course will satisfy the computer competency requirements for the A.A. degree. It will also fulfill the computer requirement for some A.S. degrees. Students should check the appropriate A.S. degree program sheet for specific course requirements. Various lab activities are conducted throughout this course.</td>
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<td>CDA 1403C</td>
<td>A+ OPERATING SYSTEMS</td>
<td>3 CREDITS</td>
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<td>This course provides students with an understanding of the Command Line, Windows 9X, and Windows 2000 for installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. The skills developed by students who complete this course will prepare them for the A+ Operating Systems certification exam.</td>
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<td>CEN1509C</td>
<td>NETWORK +</td>
<td>3 CREDITS</td>
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<td>After successfully completing this course, students will understand the layers of the OSI model, be able to describe the features and functions of network components, and have the skills needed to install, configure, and troubleshoot basic networking hardware peripherals and protocols. The skills and knowledge developed by students in this course will help prepare them for the CompTIA Network+ certification exam.</td>
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<td>CGS 1540C</td>
<td>DATABASE MANAGEMENT</td>
<td>3 CREDITS</td>
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<td>This course is an introduction to database management. Using appropriate database software, students will learn to maintain and manipulate data in an organized, accessible and accurate manner. Emphasis is placed on the use of microcomputer database management software for common business applications.</td>
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<td>CDA 1302C</td>
<td>PC SUPPORT &amp; SERVICE - HARDWARE</td>
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<td>This course provides you with the hands-on experience and knowledge to properly install, configure, upgrade, troubleshoot, and repair microcomputers. This includes desktop and portable systems, printers, and basic networking. Students will also learn common safety and preventative maintenance procedures, as well as effective behaviors that contribute to customer satisfaction. The skills developed by students who complete this course will prepare them for the A+ Core Hardware certification exam.</td>
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<td>COP 1000C</td>
<td>INTRODUCTION TO COMPUTER PROGRAMMING</td>
<td>3 CREDITS</td>
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<td>This course provides the beginning programming student with the techniques necessary to write well-documented, structured computer programs. This course is intended to emphasize the planning process using examples involving sequence, selection, and iteration. The course is designed to promote good programming practices for further study of other programming languages. Lecture hours - 48</td>
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<td>COP 1170C</td>
<td>PROGRAMMING IN BASIC</td>
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<td>This course provides a study of programming utilizing the BASIC language. Emphasis is</td>
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placed on the development of computer problem-solving skills and structured programming techniques in business, engineering, mathematics, science, and other related fields. Lectures and discussions are supplemented by assigned laboratory work in which microcomputers or mainframes are utilized. Lecture hours - 48

**COP 1334C  INTRODUCTION TO C++ 3 CREDITS**
This course provides an introduction to computer program design and development using the C++ language. A structured, multi-phase, program development process featuring a series of steps involving problem definition, top-down design, and formal program specification is stressed. The course is intended to provide the novice programming student with the techniques needed to develop well-documented, structured computer programs. Students who do not possess computer programming experience are strongly encouraged to complete COP 1000 C (Introduction to Computer Programming) before attempting this course. Lecture hours - 48

**COP 1170C  VISUAL BASIC PROGRAMMING 3 CREDITS**
This course teaches how to create Visual Basic-based programs. Students write programs that access databases, use OLE to integrate applications, and act as an OLE Server and as an add-in. This class assumes a working knowledge of Basic Programming. Lecture hours - 48

**COP 2800  PROGRAMMING IN JAVA 3 CREDITS**
This course introduces the Java Programming Language using the Microsoft Visual J++ development environment. Students will focus on object-oriented programming techniques to create Java applications for enhancing web pages. Lecture hours - 48

**CGS1540C  DATABASE MANAGEMENT 3 CREDITS**
This course is an introduction to database management. Using appropriate database software, students will learn to maintain and manipulate data in an organized, accessible and accurate manner. Emphasis is placed on the use of microcomputer database management software for common business applications. Lecture hours - 48

**CGS1555C  INTRODUCTION TO THE INTERNET 3 CREDITS**
This is an introductory course in basic computer and Internet use. It covers computer applications (including word processing, spreadsheets, and presentation systems), and an introduction to the Internet (including the use of search engines, applications that utilize the Internet as a communication tool and information resource). Students will gain knowledge and experience in the use and capabilities of word-processing, database management software for common business applications. Lecture hours - 48

**CEN1509C  NETWORK + 3 CREDITS**
This course will provide students with an introduction to the Internet including the World Wide Web, a world-wide network of information that resides on the Internet. The course will help prepare them for the CompTIA Network+ certification exam. In this course, students will understand the layers of the OSI model, be able to describe the features and functions of network components, and have experience in budget and timeline management. Project management software is used to design project schedules, using methods such as bar charts, program evaluation and review technique (PERT), and critical path method (CPM) to produce project plans to apply to the solution of case studies.

**CIS*380  OVERVIEW OF SECURITY 3 CREDITS**
In this course, we will take an in-depth look at operating system security concepts and techniques. We will examine theoretical concepts that make the world of security unique. Also, this course will adopt a practical hands-on approach when examining operating system techniques. Along with examining different security strategies, the course will explore the advancement of security implementation as well as times problem-solving strategies.

Topics include an introduction to basic database concepts, database design principles including E-R diagrams and database normalization, SQL queries, transaction management, distributed databases, data warehousing, and database administration. The focus of the course is on the relational model. The course includes a significant hands-on component in which students design and implement a database application.
**CIS*360 OPERATING SYSTEMS 3 CREDITS**
This course is an introduction to what makes up a digital Computer Operating System and provides students an understanding of the basic components and structure of a generic operating system, considering in detail processes, process management and synchronization, threads, interrupts and interrupt handling, memory management, virtual memory management, resource allocation, and an introduction to file systems. Topics in protection and security are also examined.

**CIS*210 OBJECT ORIENTED PROGRAMMING 3 CREDITS**
CIS 210 covers problem solving and algorithm development using the object-oriented programming language Java. Introduction to object-oriented features including encapsulation, inheritance, and polymorphism will be discussed. The course will also examine the development of process of design, coding, debugging, and documentation, and will focus on techniques of good programming style and sound program construction.

**CIS*418 BUSINESS DATA COMMUNICATION 3 CREDITS**
This course is intended to provide an understanding of the current theory and practice of Business Data Communications and Networks. During the past decade, there has been an increasing awareness within business and academic circles that certain nations have evolved into information societies. These countries now rely heavily on knowledge and information services to stimulate economic growth. No industry has contributed to this trend and shows more potential for further development than telecommunications. This is particularly true in recent years following the breakup of AT&T, the trend toward global markets and deregulation, and the impact of the Internet. There are more service providers, products, and potential opportunities than ever.

**CIS*416 DATA STRUCTURES AND ALGORITHMS 3 CREDITS**
This course covers static data structures (arrays and records), strings and string manipulations, dynamic data strings and pointers (link lists, stacks), searching and sorting, and file strings (sequential, index sequential, direct files). To reinforce student learning, the course utilizes the Java programming language, a student design project, and an active discussion board.

**ENGLISH**

**ENC1101 ENGLISH COMPOSITION I 3 CREDITS**
A university parallel course in which the student writes expository themes in various modes. Research methods and library skills are introduced and a documented paper is required. Each student is required to use the writing lab to strengthen writing skills. Placement in ENC1101 is determined by both standard and departmental assessment tests. A student must earn a grade of 'C' or higher to meet the requirements of the Gordon rule. - Lecture hours - 48

**ENC1102 ENGLISH COMPOSITION II 3 CREDITS**
A composition course stressing structural and analytical writing, including narration and argumentation. Selected readings in prose, drama, and poetry supplement the course and provide topics for discussion and written assignments. Students use a variety of research and investigative techniques to produce an in-depth documented paper. Students must earn a minimum grade of 'C' to meet the requirements of the Gordon rule. Pre-requisite ENC1101 with a minimum Grade of 'C'. - Lecture hours - 48
EDUCATION

CHD1320  CURRICULUM PLANNING FOR EARLY CHILDHOOD  3 CREDITS
Content and methods of planning developmentally appropriate activities to enhance children's cognitive, social, emotional, physical and creative development. Lesson plan formats and daily scheduling will be covered.

CHD1331  CREATIVITY FOR YOUNG CHILDREN  3 CREDITS
This course offers an understanding of theory in children's art, music, and movement activities and their practical classroom application through process oriented and teacher activities.

CHD1334  CHILDREN'S LITERATURE & LANGUAGE ARTS  3 CREDITS
This historical perspective will guide a study of qualitative books, such as fairy tales, folk tales, poems, and nursery rhymes. The role of the teacher in the child's acquisition of communications skills will be investigated.

EDF2070  PERSPECTIVES IN EDUCATION.  3 CREDITS
A study of American education. Emphasis is placed on the historical, philosophical, sociological, and legal foundations of education in America and their impact on curriculum development, learning, and the teaching profession.

EEC1200  EARLY CHILDHOOD EDUCATION.  3 CREDITS
This course reviews the history and present day aspects of early childhood programs for infants, toddlers, preschool, and school children. Basic principles and foundations of early childhood education are covered.

EEC1603  CHILD GUIDENCE  3 CREDITS
This course provides child guidance and group management techniques to foster the development of self-esteem, self control, and social skills in young children.

EME2040  INTRODUCTION TO EDUCATIONAL TECHNOLOGY.  3 CREDITS
This course satisfies one of the lower level prerequisite requirements for education majors. Students will develop skills and competencies which re essential integrate technology in the delivery of classroom instruction. Students will survey a variety of traditional and emerging technologies in education. Students will learn the use of technological tools and systems in classroom environment.

EDF1050  INTRODUCTION TO TESTS AND MEASUREMENTS.  3 CREDITS
This course provides basic information of the use of measurement and evaluation in the educational process. It explores the theoretical foundation of test and measurement development and its practical application in the construction and evaluation of tests.

HUMANITIES

AML2022  AMERICAN LITERATURE  3 CREDITS
Students will be introduced to works which represent the diverse literature emerging from America since 1900. Texts may be selected from major authors such as Hemingway, Faulkner, Frost, Hughes, Millay, Plath, Ellison, Baldwin, Oates, Angelou, and Roth. Upon successful completion of the course students will understand the significant concepts, contexts, movements, figures, and works of American literature in the 20th and 21st century.

BUSX 484  ETHICS THEORY AND PRACTICE  3 CREDITS
The Excelsior College Examination in Ethics: Theory & Practice is based on material normally presented in a one-semester course in applied ethics. The examination measures understanding of ethical theories and concepts, met ethics and the principles of moral deliberation, as they apply to practical ethical situations. Testing for the application of knowledge about ethics is accomplished through the use of case studies or situations and their related sets of multiple-choice questions. The content category for theories and concepts includes theories such as utilitarianism, natural law, and Kantianism, and concepts such as justice, duties and obligations, and rights. The met ethics category includes topics relating to subjectivism/objectivism, naturalistic fallacy, and genealogical subjects; moral deliberation covers topics such as moral sensitivity, status of moral judgments, and implications of moral concepts. Knowledge from the broad categories is then applied to practical ethical concerns such as social and personal issues; medical issues, professional and business issues, and environmental issues. A familiarity with the content generally taught in an introductory ethics course is required.

LIT2020  INTRODUCTION TO THE SHORT STORY  3 CREDITS
A discussion of the themes introduced from short stories from many countries of the world. May include such authors as Poe, Borges, Camus, Chekov, Fuentes, Mishima, O'Connor, Bambara and Walker. Lecture hours 48.
MUS2112 MUSIC HISTORY AND LITERATURE 3 CREDITS
A survey course tracing the history of music from the beginning of the 19th century to the present, showing the significance of music's development resulting from social, international and cultural influences. Meets Areas 2E and 8 general education requirements for the A.A degree. Meets Areas 2 or 5 general education requirements for the A.S. degree. Lecture hours 48.

PHI2010 INTRODUCTION TO PHILOSOPHY 3 CREDITS
An introduction to the nature of Philosophy, philosophical thinking, major intellectual movements in the history of philosophy and specific problems in philosophy. Lecture hours 48.

MATHEMATICS

MAT 1033 INTERMEDIATE ALGEBRA 3 CREDITS
A continuation of algebra topics such as factoring; operations with rational expressions, absolute value; exponents, radicals and roots; complex numbers; linear and quadratic equations and linear inequalities; graphs; systems of equations; and functions, all with applications throughout the course. Certain sections of this course will use the Academic Systems teaching software; such sections will occur in an automated and interactive environment. Meets 3 hours of elective credit for the AA degree. Meets areas for 4 or 5 general requirements for the A.A.S. degree. Pre-Requisite : High School Algebra II with a minimum grade of 'C' or higher. Lecture hours - 48

MAC 1105 COLLEGE ALGEBRA 3 CREDITS
A College Algebra course containing topics such as solving graphing and applying linear and quadratic equations and inequalities; exponential and logarithmic properties; linear quadratic, rational, absolute value and square root functions; functions operations, compositions and inverses; and systems of equations and inequalities, all with applications throughout the course. Pre-requisite MAT 1033 with a grade of 'C' or higher, or recommendation of the Mathematics Department. Lecture hours - 48

MAC 1114 TRIGONOMETRY 3 CREDITS
This course, in conjunction with MAC 1114, is designed to prepare the student for the study of Calculus. Topics include sequences; series; mathematical induction; matrix; determinants; and systems of equations. Also included are polynomial, rational, exponential, and logarithmic functions and equations; and polynomial and rational inequalities. Functions and graphs are emphasized. A graphing calculator may be required. Pre-requisite MAC 1105 with a minimum of 'C' or higher, or recommendation of Mathematics Department. Lecture hours 48.

MAC 1140 PRE-CALCULUS ALGEBRA 3 CREDITS
This course, in conjunction with MAC 1140, is designed to prepare the student for the study of Calculus. Topics include trigonometric equations; trigonometric identities; solving triangles DeMoivre's theorem: vectors; polar co-ordinates; and parametric equations. A graphing calculator may be required. Pre-requisite MAC 1105 with a minimum grade of 'C' or higher, or recommendation of Mathematics Department. Lecture hours 48.

MAC 2233 BUSINESS CALCULUS 3 CREDITS
This is a general education course which includes the College level skills of Calculus such as: Functions, graphs, limits, differentiation, integration, average and instantaneous rates of change, and other applications. Pre-requisite : a minimum grade of 'C' or higher, or recommendation of Mathematics Department. Lecture hours 48.
MAC 2311  CALCULUS & ANALYTICAL GEOMETRY I  5 CREDITS
This is the first of a 3 course sequence in Calculus. Students should have access to a graphing calculator throughout the sequence of courses. Topics include: analytic geometry, functions, limits, continuity, derivatives and their applications, transcendental functions, anti-derivatives, and definite integrals. Certain sections of this course may require the use of a graphing calculator. Pre-requisite MAC 1140 and MAC 1114 with a grade of 'C' or higher, or recommendation of the Mathematics Department. Lecture hours 80.

MAC 2312  CALCULUS & ANALYTICAL GEOMETRY II  5 CREDITS
This is the second of a three course sequence in Calculus. Topics include techniques of integration, conics, polar co-ordinates, indeterminate forms, L. Hopital's rule, proper integrals, infinity series, parametric equations, improper integrals, vectors, volume, arc length, surface area, work, and other applications of integration. A graphing calculator may be required in certain sections of this course. Pre-requisite MAC 2311 or MAC 2302 with a grade of 'C' or higher, or recommendation of the Mathematics Department. Lecture hours 80.

MAC 2313  CALCULUS & ANALYTICAL GEOMETRY III  4 CREDITS
This is the third of a 3 course sequence in Calculus. Topics include vectors in three space, 3 dimensional surfaces, multi variate functions, cylindrical and spherical co-ordinates, multiple integrals, partial derivatives, vector fields, Green's theorem, and Stokes's theorem. A graphing calculator may be required in this course. Pre-requisite MAC 2303 or MAC 2312 with a grade of 'C' or higher, or approval of the Mathematics Department. Lecture hours 64.

MAC 2103  LINEAR ALGEBRA  3 CREDITS
A first course in Linear Algebra emphasizing the Algebra of Matrix and vector spaces. Recommended for students majoring in mathematics or related areas. Pre-requisite MAC 1114 and MAC 1140 with a grade of 'C' or higher. Lecture hours 48.

MAP 2302  DIFFERENTIAL EQUATIONS  3 CREDITS
This course will cover the early life span of child development from biological to late childhood development. The major theories and stages of developmental psychology are examined with physiological, cognitive and socioemotional processes that affect childhood development.

STA 2023  STATISTICS  3 CREDITS
This course in statistical methods dealing with such topics as collecting, grouping and presenting data; measures of central tendency and variation; theoretical distributions; probability; tests of hypotheses; estimation of parameters, regression, and correlation. Prerequisite: MAT 1033 or recommendation of the Mathematics Department. Lecture hours 48.

SOCIAL SCIENCES

AMH 2020  HISTORY OF THE UNITED STATES  3 CREDITS
U.S. history from the post-Civil War Reconstruction period to the present. A general survey of the basic forces shaping American Life: development of modern industrialism; organizations of laborers and farmers; immigration; the Progressive Era; World War 1; the 1920's; the Great Depression and New Deal; origins and impact of the Second World War; advent of the Cold War; post war domestic tensions; the complacent 1950's; social/political unrest in the 1960's; disillusionment and search for new directions since 1970. Meets Areas 3A general education requirements for the A.A. degree. Meets Areas 3 or 5 general education requirements for A.S. degree.

BEH 101  INTRODUCTION TO PSYCHOLOGY  3 CREDITS
A study of the scope and methods of psychology with a view to understanding the human organism, the basic phases of human behavior and the relevance of psychology to contemporary society. Major areas of interest to psychology are explored at an introductory level in preparation for more in-depth courses at a later date.

BEH 103  DEVELOPMENTAL PSYCHOLOGY I  3 CREDITS
This course will cover the early life span of child development from biological to late childhood development. The major theories and stages of developmental psychology are examined with physiological, cognitive and socioemotional processes that affect childhood development.
CPO 2002  INTRO. TO COMPARATIVE GOVERNMENT  3 CREDITS
This course is a survey of political systems in the developed and the underdeveloped world, democratic, non-democratic, unitary and federal systems will be analyzed and contrasted. Also the European community will be examined as an example of multinational cooperation. Lecture hours 48

DEP2002  CHILD PSYCHOLOGY  3 CREDITS
Study of the concepts and principles of growth and development in infancy and childhood.

DEP 2004  DEVELOPMENTAL PSYCHOLOGY  3 CREDITS
This is a general life span developmental psychology offering that considers human growth from conception to death. It is designed to give a general overview of the developmental process. Lecture hours 48.

ECO 2013  PRINCIPLES OF ECONOMICS I  3 CREDITS
An introductory course in Macroeconomic principles covering basic economic problems and concepts. Topics discussed and analyzed include the role of government in various economic systems, aggregate measures of economic performance, aspects of economic instability, macro equilibrium, fiscal and monetary policies, and the impact of the public debt. Lecture hours 48.

ECO 2023  PRINCIPLES OF ECONOMICS II  3 CREDITS
Continuation of ECO 2013 stressing Microeconomic theories, topic studied include the theory and application of supply and demand elasticity. Theory of consumer demand, utility and indifference curve analysis; the law of diminishing returns in production and the firm's profit maximizing behaviors under market models ranging from pure competition to pure monopoly; production theory and the theory of income distribution; comparative advantage, trade policies, exchange rates, balance of payments, and other international economic issues. Pre-requisite ECO 2013. Lecture hours 48.

GEA 2000  WORLD GEOGRAPHY  3 CREDITS
The study of geographical characteristics, area relationships and major problems of the world's component regions. The underlying theme is to explain how and why geography factors create global contrasts. Special emphasis will be placed on how the world has become more interdependent as complex economic systems have evolved with regional specialization. Lecture hours 48.

INR 2002  INTRODUCTION TO INTERNATIONAL RELATIONS  3 CREDITS
A consideration of the concepts of sovereignty, power, security; national interest in the determination of foreign policy; the United Nations and its functions and limitations; study of the employment of these concepts in analysis of foreign policy developments of leading nations and the emerging nations. Lecture hours 48

POS2041  NATIONAL GOVERNMENT  3 CREDITS
Study of theory, principles, and institutions involved in the American National Government. Lecture hours 48

PSY 2012  GENERAL PSYCHOLOGY  3 CREDITS
Scientific approach to basic principles of human behavior. Emphasis is placed on such topics as learning motivation, perception, feeling and emotion, intelligence , and personality. Lecture hours 48.

PSY2043  ADVANCED GENERAL PSYCHOLOGY  3 CREDITS
The rationale, methods, and application of the scientific analysis of behavior. Emphasis is placed on the lawfulness of behavior, how behavioral laws are found and used in the modification of behavior. Prerequisite(s) : PSY2012

SOP2002  SOCIAL PSYCHOLOGY  3 CREDITS
This course provides scientifically based constructs used in understanding social phenomena and their impact on the individual. Identification of the social and psychological variables that give human behavior a predictable base is stressed. Topics considered include human nature, psychological development, sex role identification, love, affiliation, aggression, image management, attitudes, opinion manipulation, morality, leadership, group dynamics, attribution and construct theory.

SPC1600  INTRODUCTION TO PUBLIC SPEAKING  3 CREDITS
This course is designed to provide students with fundamental training and practical experience for speaking in public, business, and professional situations. Topics include:
audience, audience analysis, speech, anxiety, critical listening and preparation and delivery of speeches in various cultural contexts. Lecture hours 48.

**SYG2010 SOCIAL PROBLEMS**  3 CREDITS

This course is an examination of the major social problems found in our changing social environment. More specifically, students will be introduced to a variety of topics which may include inequality based on class, race, ethnicity, education, age; violence in society; the changing family; social problems related to gender and sexual behavior; global social problems.

**SYG2340 SOCIOLOGY OF HUMAN SEXUALITY**  3 CREDITS

The Sociology of Human Sexuality is a general review of the scientific principles related to the study of human sexuality. Topics include: the cultural context of sexuality, theoretical perspectives of sexuality, research methods, gender/sex roles, sexual orientation, sexual coercion, sexual anatomy, sexual arousal, pregnancy, STDs, love and human intimacy, and human sexuality through the life course.

**SYG2421 MARRIAGE & FAMILIES**  3 CREDITS

A study of the institution of the family utilizing historical, cross cultural and sub-cultural comparisons to understand the background evolution and current familiar structures of the world.

**SYG 2000 PRINCIPLES OF SOCIOLOGY**  3 CREDITS

General analysis of the structures and functions of society and culture through a scientific consideration of the influence of social and cultural forces on personal experiences and social behavior. Lecture hours 48.

**DIPLOMA IN COMPUTER SCIENCE**

**CGS 1100 INTRODUCTION TO COMPUTER APPLICATIONS**

This course is an introduction to computers and their applications. Students will learn to identify the basic components and devices that comprise a computer system; to use the Internet as a source of information and a means of communication; and to use application software packages (including word processing, spreadsheet, database management, and presentation graphics programs).

**CGS 1000 INTRODUCTION TO COMPUTERS**  3 CREDITS

This course provides an introduction to electronic data processing. Topics include basic computer theory, file storage media, input/output devices and number systems. In addition, students will be exposed to the use of applications software. Various lab activities are conducted throughout the course.

**GRA 1131C APPLIED GRAPHIC DESIGN FOR MULTIMEDIA**

This course will give the student an introduction to graphic design for computer screen. Students will use digital image editing software to create effective computer screen design elements. Color theory and visual communication is introduced emphasizing color as it relates to non-print display, calibration, pixel properties, light mixing, additive vs. subtractive color theory. Digital image editing activities include selecting and creating shapes, and using painting techniques.

**OST 1811C DESKTOP PUBLISHING**

This course provides hands-on applications with a popular desktop publishing software package. Through the application of desktop publishing techniques, students plan, design, and create documents. Effective typeface and use of graphics and color in a publication’s design and function are also covered.

**SPEECH**

**SPC 1600 INTRODUCTION TO PUBLIC SPEAKING**  3 CREDITS

This course is designed to provide students with fundamental training and practical experience for speaking in public, business, and professional situations. Topics include: audience, audience analysis, speech, anxiety, critical listening and preparation and delivery of speeches in various cultural contexts. Lecture hours 48.

**FOREIGN LANGUAGES**

**FRE1120 BEGINNING FRENCH I**  3 CREDITS

Fundamentals of speaking, listening- comprehension, reading, writing, and Francophone culture. Classroom practice and exercises supplemented by laboratory and/or multi-media designed to develop communicative competence and cultural sensitivity. Student expected to continue further implementation and expansion of their proficiencies in FRE 1121 and FRE 2220. Students are encouraged to study abroad. Lec Hrs = 64 Lab Hrs = 0 Oth Hrs = 0 Fees = 15.00

**FRE1121 BEGINNING FRENCH II**

Continuation of FRE 1120. Further development of the basic skills in speaking, listening-
comprehension, reading, writing, and appreciation of Francophone culture. Classroom practice and exercises supplemented by laboratory and/or multi-media activities designed to develop and enhance communicative competence and cultural sensitivity. Skills and concepts are further polished in FRE 2220. Prerequisite(s): FRE1120

### SPN1120 BEGINNING SPANISH I

3 CREDITS

Fundamentals of speaking, listening-comprehension, reading, writing, and Hispanic culture. Classroom practice and exercises supplemented by laboratory and/or multi-media designed to develop communicative competence and cultural sensitivity. Student expected to continue further implementation and expansion of their proficiencies in SPN1121 and SPN2220. Students are encouraged to study abroad.

### SPN1121 BEGINNING SPANISH II

3 CREDITS

Continuation of SPN 1120. Further development of the basic skills in speaking, listening-comprehension, reading, writing, and appreciation of culture. Classroom practice and exercises supplemented by laboratory and/or multi-media activities designed to develop and enhance communicative competence and cultural sensitivity. Skills and concepts are further polished in SPN 2220. Students are encouraged to study abroad. Prerequisite(s): SPN1120