



**SOWELA**

TECHNICAL  
COMMUNITY  
COLLEGE

# **Catalog Addendum**

**January 2010**

*The following content does not appear in the print version of the  
2009–10 Catalog but is valid for the 2009–10 academic year*

# TABLE OF CONTENTS

<b>PROGRAM CLOSURES / TEACH OUTS .....</b>	<b>3</b>
<b>CURRICULUM REVISIONS .....</b>	<b>4-19</b>
<b>ACCOUNTING TECHNOLOGY .....</b>	<b>5</b>
<b>COMMERCIAL ART .....</b>	<b>8</b>
<b>COMPUTER TECHNOLOGY – NETWORKING SPECIALIST .....</b>	<b>10</b>
<b>COMPUTER TECHNOLOGY – PROGRAMMING SPECIALIST .....</b>	<b>13</b>
<b>CRIMINAL JUSTICE .....</b>	<b>15</b>
<b>OFFICE SYSTEMS TECHNOLOGY .....</b>	<b>17</b>
<b>REVISED COURSE DESCRIPTIONS.....</b>	<b>20-35</b>

**PROGRAM CLOSURES / TEACH-OUTS**

The following programs were approved by the Louisiana Community and Technical College System and the Louisiana Board of Regents for closure or teach-out effective the fall, 2009 semester.

1. MACHINE TOOL TECHNOLOGY
2. COMPUTER TECHNOLOGY - APPLICATIONS  
DEVELOPMENT SPECIALIST
3. DIESEL POWERED EQUIPMENT TECHNOLOGY
4. DIETARY MANAGEMENT
5. HEATING, VENTILATION, AND AIR  
CONDITIONING
6. COMPUTER SPECIALIST - OPERATIONS

**CURRICULUM REVISIONS**

The following programs have experienced a curriculum revision since the printing of the 2009-2010 Catalog. Where required, these revisions have been approved by the Louisiana Community and Technical College System and the Louisiana Board of Regents and are effective beginning with the spring, 2010 semester.

1. ACCOUNTING TECHNOLOGY
2. COMMERCIAL ART
3. COMPUTER TECHNOLOGY - NETWORKING  
SPECIALIST
4. COMPUTER TECHNOLOGY - PROGRAMMING  
SPECIALIST
5. CRIMINAL JUSTICE
6. OFFICE SYSTEMS TECHNOLOGY

## ACCOUNTING TECHNOLOGY

CIP Code: 520302

Program Type: Associate of Applied Science

Program Length: 68 Semester Credit Hours

### ***Program Description:***

The Associate of Applied Science in Accounting Technology is designed to prepare the student for general office work emphasizing manual and computerized accounting.

The mission of this program is to provide specialized classroom instruction and practical experience to prepare students for employment as accounting technicians or to provide supplemental training for persons previously or currently employed as accounting technicians.

The program prepares individuals to provide technical support to professional accountants and other management personnel. It includes instruction in general accounting principles and practices, posting transactions to accounts, record-keeping systems, and accounting software operation.

The program emphasizes safe and efficient work practices, basic occupational skills, and employability skills. The content is organized into competency-based courses that specify occupational competencies that the student must successfully complete.

<b>Course Number</b>	<b>Course Description</b>	<b>Lec./Lab/Total Cr. Hrs.</b>
<b>First Semester</b>		
ACCT 1100	Principles of Accounting, Part I	1/2/3
OADM 1110	Introduction to Keyboarding	3/0/3
OADM 1150	Introduction to Software Applications	3/0/3
	Business Elective	3/0/3
	General Education Course	3/0/3
<b>Second Semester</b>		
ACCT 1150	Federal Income Tax	3/0/3
ACCT 1200	Principles of Accounting, Part II	1/2/3
OADM 1330	Introduction to Spreadsheets	3/0/3

**CATALOG ADDENDUM – January, 2010**

<b>Course Number</b>	<b>Course Description</b>	<b>Lec./Lab/Total Cr. Hrs.</b>
OADM 1450	Basic Word Processing	3/0/3
	Elective	3/0/3
	General Education Course	3/0/3

**Third Semester**

ACCT 1210	Computerized Accounting I	3/0/3
ACCT 1250	Payroll Accounting	3/0/3
ACCT 1300	Intermediate Accounting	3/0/3
BUSI 2300	Business Communications	3/0/3
OADM 2640	Advanced Spreadsheet Applications	3/0/3
	General Education Course	3/0/3

**Fourth Semester**

ACCT 1400	Advanced Accounting	3/0/3
ACCT 1510	Computerized Accounting II	3/0/3
ITEC 1320	Introduction to Database Management	3/0/3
JOBS 2450	Job Seeking Skills	2/0/2
	General Education Course	3/0/3
	General Education Course	3/0/3

***Required General Education Courses:***

ENGL 1010	English Composition I	3/0/3
MATH 1100	College Algebra	3/0/3
	Students may select one Natural Science course from the approved list of General Education Core Requirements found in the school catalog.	3/0/3
PSYC 2010	Introduction to Psychology	3/0/3
HIST 2010	American History I	3/0/3
<i>or</i>		
HIST 2020	American History II	3/0/3

***AAS - Accounting Technology*****Program Certificates****TCA – General Clerk**

OADM 1150	Introduction to Software Applications	3/0/3
	Business Elective	3/0/3

**CTS – Accounting Clerk**

ACCT 1100	Principles of Accounting, Part I	1/2/3
ACCT 1150	Federal Income Tax	3/0/3
ACCT 1200	Principles of Accounting, Part II	1/2/3
OADM 1110	Introduction to Keyboarding	3/0/3
OADM 1330	Introduction to Spreadsheets	3/0/3

CATALOG ADDENDUM – January, 2010

Course Number	Course Description	Lec./Lab/Total Cr. Hrs.
OADM 1450	Basic Word Processing	3/0/3
	Elective	3/0/3
<b>CTS – Payroll Clerk</b>		
ACCT 1210	Computerized Accounting I	3/0/3
ACCT 1250	Payroll Accounting	3/0/3
ACCT 1300	Intermediate Accounting	3/0/3
BUSI 2300	Business Communications	3/0/3
OADM 2640	Advanced Spreadsheet Applications	3/0/3
<b>TD – Accounting Technology</b>		
ACCT 1400	Advanced Accounting	3/0/3
ACCT 1510	Computerized Accounting II	3/0/3
ITEC 1320	Introduction to Database Management	3/0/3
JOBS 2450	Job Seeking Skills	2/0/2
<b>TCA – Bank Teller</b>		
BUSI 1010	Banking Principles	3/0/3
BUSI 1012	Banking Customer Service	3/0/3

## COMMERCIAL ART

CIP Code: 500402

Program Type: Associate of Applied Science

Program Length: 72 Semester Credit Hours

### ***Program Description:***

The mission of the Commercial Art program is to provide a teacher-learning environment that will afford students an opportunity to obtain competency skills for employment and advancement in the fields of advertising, photography, printing, video, and animation.

The Commercial Art program provides a safe and healthy environment for learning, encourages students to become critical thinkers, and attempts to establish a relationship with students and employers that promotes up-grading of skills for continued advancement in the field.

<b>Course Number</b>	<b>Course Description</b>	<b>Lec./Lab/Total Cr. Hrs.</b>
COMA1010	Introduction to Commercial Art	2/1/3
COMA1020	Illustration	1/2/3
COMA1030	Color	1/2/3
COMA1230	Desktop Publishing	1/2/3
COMA1050	Advertising Theory	2/1/3
<b>TCA - Graphic Assistant</b>		
COMA1210	Typography	1/2/3
ENGL1500	Creative Copy Writing	3/0/3
COMA1040	Design	1/2/3
COMA1240	Photography I	1/2/3
<b>CTS - Photo Assistant</b>		
COMA2010	Computer Graphics I	1/2/3
<b>or</b>		
COMA1250	Math for Graphic Communication	3/0/3
COMA2040	Screen Printing	1/2/3
COMA2020	Videography I	1/2/3
COMA2030	Computer Animation I	1/2/3
<b>CTS - Graphic Designer</b>		
COMA2050	Pre-Press	1/2/3
JOBS2450	Job Seeking Skills	2/0/2
COMA2210	Web Page Design	1/2/3
COMA2240	Computer Graphics II	1/2/3



<b>Course Number</b>	<b>Course Description</b>	<b>Lec./Lab/Total Cr. Hrs.</b>
COMA2220	Photography II	1/2/3
COMA2500	Portfolio Preparation & Presentation	0/1/1

**Electives: (one of the following is required)**

COMA2320	Videography II	1/2/3
COMA2340	Interactive Media	1/2/3

**TD - Commercial Art**

***Required General Education Courses:***

ENGL1010	English Composition I	3/0/3
MATH1100	College Algebra	3/0/3
PHSC1000	Physical Science I	3/0/3
PSYC2010	Introduction to Psychology	3/0/3
HIST2010	American History I	3/0/3

**or**

HIST2020	American History II	3/0/3
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**AAS - Commercial Art**

***A minimum grade of “C” is required in all Commercial Art major-specific courses.***

**COMPUTER TECHNOLOGY - NETWORKING SPECIALIST**

CIP Code: 110901

Program Type: Associate of Applied Science

Program Length: 60 Semester Credit Hours

***Program Description:***

The core for this program provides a thorough background in PC computer hardware and operating systems, local networking and internet technologies. In addition, the course provides a background in analyzing business requirements and designing and implementing network infrastructure for business solutions. Implementation responsibilities include installing, configuring and troubleshooting network systems. The courses prepare the student for various certifications in CompTIA's A+, Network+, Server+, Security+, MCP (Microsoft Certified Professional), and Cisco's CCENT (Cisco Certified Entry Network Technician), and CCNA (Cisco Certified Network Associate).

<b>Course Number</b>	<b>Course Description</b>	<b>Lec./Lab/Total Cr. Hrs</b>
<b>First Semester</b>		
ITEC 1100	IT ESSENTIALS: PC Hardware & Software	3/0/3
ITEC 1100L	IT Essentials: Lab for PC Hardware & Software	0/1/1
ITEC 1300	Internet Applications	3/0/3
ITEC 2110	Networking for Home & Small Business	3/1/4
	General Education Course	3/0/3
<b>Second Semester</b>		
ITEC 1050	Software Applications	3/0/3
ITEC 1200	Operating Systems	3/1/4
ITEC 2120	Working at a Small-to-Medium Business or IP	3/1/4
	General Education Course	3/0/3
<b>Third Semester</b>		
	Networking Elective	3/1/4
	Elective	3/0/3
	Elective	3/0/3
	General Education Course	3/0/3
	General Education Course	3/0/3

**Course Number      Course Description      Lec./Lab/Total Cr. Hrs.**

**Fourth Semester**

	Networking Elective	3/1/4
ENGL 2535	Technical Report Writing	3/0/3
ITEC 2911	IT Ethics & Career Development	3/0/3
ITEC 2999	Comprehensive Networking Project	1/2/3
	General Education Course	3/0/3

***Required General Education Courses:***

ENGL1010	English Composition I	3/0/3
MATH1100	College Algebra	3/0/3
PHSC1000	Physical Science I	3/0/3

*or*

BIOL1010	General Biology I	3/0/3
PSYC2010	Introduction to Psychology	3/0/3
HIST2010	American History I	3/0/3

*or*

HIST2020	American History II	3/0/3
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***AAS – Computer Technology/Networking Specialist***

**Program Certificates**

**TCA - PC Support Technician**

ITEC 1100	IT ESSENTIALS: PC Hardware & Software	3/0/3
ITEC 1100L	IT Essentials: Lab for PC Hardware & Software	0/1/1
ITEC 1300	Internet Applications	3/0/3

**TCA - Cisco Networking Technician**

ITEC 2110	Networking for Home and Small Business	3/1/4
ITEC 2120	Working at a Small -to-Medium Business or ISP	3/1/4

**CTS - IT Network Apprentice**

ITEC 1050	Software Applications	3/0/3
ITEC 1100	IT ESSENTIALS: PC Hardware & Software	3/0/3
ITEC 1100L	IT Essentials: Lab for PC Hardware & Software	0/1/1
ITEC 1200	Operating Systems	3/1/4
ITEC 1300	Internet Applications	3/0/3
ITEC 2110	Networking for Home & Small Business	3/1/4
ITEC 2120	Working at a Small-to-Medium Business or ISP	3/1/4

**COMPUTER TECHNOLOGY - PROGRAMMING SPECIALIST**

CIP Code: 110202

Program Type: Associate of Applied Science

Program Length: 61 Semester Credit Hours

***Program Description:***

Students will be trained to develop applications that will run on a microcomputer; operate a microcomputer using current operating system software; use current application software for manipulating spreadsheets, databases, and word processing documents; design a database; and write SQL code.

<b>Course Number</b>	<b>Course Description</b>	<b>Lec./Lab/Total Cr. Hrs.</b>
<b>First Semester</b>		
ITEC 1050	Software Applications	3/0/3
ITEC 1210	Intro to Programming	3/0/3
	Elective	3/0/3
	General Education Course	3/0/3
	General Education Course	3/0/3
<b>Second Semester</b>		
ITEC 1010	Web Site Development	3/0/3
ITEC 1320	Database Management	3/0/3
	Programming Elective	3/0/3
	Elective	3/0/3
	General Education Course	3/0/3
<b>Third Semester</b>		
ACCT 1100	Principles of Accounting, Part I	1/2/3
ITEC 1200	Operating Systems	3/1/4
	Advanced Programming Elective	3/0/3
	Programming Elective	3/0/3
	General Education Course	3/0/3
<b>Fourth Semester</b>		
ENGL 1020	English Composition II	3/0/3
ITEC 2911	IT Ethics & Career Development	3/0/3

Course Number	Course Description	Lec./Lab/Total Cr. Hrs.
ITEC 2998	Comprehensive Programming Project	1/2/3
	Elective	3/0/3
	General Education Course	3/0/3

***Required General Education Courses:***

ENGL1010	English Composition I	3/0/3
MATH1100	College Algebra	3/0/3
PHSC1000	Physical Science I	3/0/3
<i>Or</i>		
BIOL1010	General Biology I	3/0/3
PSYC2010	Introduction to Psychology	3/0/3
HIST2010	American History I	3/0/3
<i>Or</i>		
HIST2020	American History II	3/0/3

***AAS – Computer Technology/Programming Specialist***

**Program Certificates**

**TCA - Software Support Technician**

ITEC 1050	Software Applications	3/0/3
ITEC 1210	Intro to Programming	3/0/3
	Elective	3/0/3

**CTS - Software Apprentice**

ITEC 1050	Software Applications	3/0/3
ITEC 1010	Web Site Development	3/0/3
ITEC 1210	Intro to Programming	3/0/3
ITEC 1320	Database Management	3/0/3
ITEC 1550	Programming Elective	3/0/3
	Elective	3/0/3
	Elective	3/0/3

## CRIMINAL JUSTICE

CIP Code: 430104  
Program Type: Associate of Applied Science  
Program Length: 67 Semester Credit Hours

### *Program Description:*

The mission of the Criminal Justice program is to provide specialized classroom instruction and practical experience to prepare students for employment or promotional opportunities in criminal justice agency positions in crime prevention, public safety, corrections, or other related fields.

This program is designed to educate students who wish to pursue a career in criminal justice or for additional training of individuals already employed in the field.

The program emphasizes safe and efficient work practices, basic occupational skills, and the application of federal, state, and local laws as they apply to both emergency and routine situations. Course content is organized into competency-based courses of instruction that specify occupational competencies that the student must successfully complete.

<b>Course Number</b>	<b>Course Description</b>	<b>Lec./Lab/Total Cr. Hrs</b>
CRMJ1110	Introduction to Criminal Justice	3/0/3
CRMJ1120	Introduction to Corrections	3/0/3
CRMJ1220	Police Systems and Practices	3/0/3
CPTR1100	Computer Basics	1/1/2
<b>TCA – General Criminal Justice Studies</b>		
CRMJ2112	Social Problems for Criminal Justice	3/0/3
CRMJ1210	Defensive Tactics	2/1/3
CRMJ1230	Criminal Justice Writing	3/0/3
CRMJ1310	Community Based Corrections	3/0/3
<b>TCA – General Police Studies</b>		
CRMJ1322	Criminal Investigation	2/1/3
CRMJ1332	Introduction to Criminal Law	3/0/3
CRMJ1340	Criminology	3/0/3
CRMJ1410	Juvenile Delinquency	3/0/3
<b>TCA – General Legal Studies</b>		

<b>Course Number</b>	<b>Course Description</b>	<b>Lec./Lab/Total Cr. Hrs.</b>
CRMJ1422	Judicial Process	3/0/3
CRMJ2510	Criminalistics	2/1/3
CRMJ2997	Selected Topics in Criminal Justice	3/0/3
<b>CTS - Criminal Justice System Studies</b>		
CRMJ2520	Drugs, Crime, and Criminal Justice	3/0/3
CRMJ2552	Criminal Justice Externship	0/3/3
JOBS 2450	Job Seeking Skills	2/0/2
<b>TD – Criminal Justice</b>		

***Required General Education Courses:***

ENGL1010	English Composition I	3/0/3
MATH1100	College Algebra	3/0/3
PHSC1000	Physical Science I	3/0/3
PSYC2010	Introduction to Psychology	3/0/3
HIST2010	American History I	3/0/3

**or**

HIST2020	American History II	3/0/3
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**AAS – Criminal Justice**

***A MINIMUM GRADE OF “C” IS REQUIRED IN ALL CRIMINAL JUSTICE MAJOR-SPECIFIC COURSES.***

## OFFICE SYSTEMS TECHNOLOGY

CIP Code: 520401

Program Type: Associate of Applied Science

Program Length: 65 Semester Credit Hours

### *Program Description:*

The mission of this program is to provide specialized classroom instruction and practical experience to prepare students for employment or to provide supplemental training for persons previously or currently employed in the business field.

This program prepares individuals to perform the duties of special assistants for business executives and top management. It includes instruction in business communications, public relations, scheduling and travel management, conference and meeting recording, report preparation, office equipment and procedures, office supervisory skills, professional standards, and legal requirements.

The program emphasizes safe and efficient work practices, basic occupational skills, and employability skills. The content is organized into competency-based courses that specify occupational competencies that the student must successfully complete.

<b>Course Number</b>	<b>Course Description</b>	<b>Lec./Lab/Total Cr. Hrs.</b>
<b>First Semester</b>		
ACCT 1100	Principles of Accounting, Part I	1/2/3
OADM 1110	Introduction to Keyboarding	3/0/3
OADM 1150	Introduction to Software Applications	3/0/3
	Business Elective	3/0/3
	General Education Course	3/0/3
<b>Second Semester</b>		
ACCT 1200	Principles of Accounting, Part II	1/2/3
OADM 1210	Intermediate Keyboarding	1/2/3
OADM 1330	Introduction to Spreadsheets	3/0/3
OADM 1450	Basic Word Processing	3/0/3
	General Education Course	3/0/3



Course Number	Course Description	Lec./Lab/Total Cr. Hrs.
	General Education Course	3/0/3
<b>Third Semester</b>		
BUSI 2300	Business Communications	3/0/3
ITEC 1320	Introduction to Database Management	3/0/3
OADM 1310	Advanced Keyboarding	3/0/3
OADM 1550	Advanced Word Processing	3/0/3
	General Education Course	3/0/3
<b>Fourth Semester</b>		
OADM 1500	Introduction to Machine Transcription	3/0/3
OADM 1650	Desktop Publishing	3/0/3
OADM 2530	Office Procedures	3/0/3
JOBS 2450	Job Seeking Skills	2/0/2
	Elective	3/0/3
	General Education Course	3/0/3

**Required General Education Courses:**

ENGL 1010	English Composition I	3/0/3
MATH 1100	College Algebra	3/0/3
	Students may select one Natural Science course from the approved list of General Education Core Requirements found in the school catalog.	3/0/3
PSYC 2010	Introduction to Psychology	3/0/3
HIST 2010	American History I	3/0/3
<i>or</i>		
HIST 2020	American History II	3/0/3
<b>AAS - Office Systems Technology</b>		

**Program Certificates**

**TCA – General Clerk**

OADM 1150	Introduction to Software Applications	3/0/3
	Business Elective	3/0/3

**CTS – Word Processor Operator**

ACCT 1100	Principles of Accounting, Part I	1/2/3
ACCT 1200	Principles of Accounting, Part II	1/2/3
OADM 1110	Introduction to Keyboarding	3/0/3
OADM 1210	Intermediate Keyboarding	1/2/3
OADM 1330	Introduction to Spreadsheets	3/0/3
OADM 1450	Basic Word Processing	3/0/3

**CTS – Office Assistant**

**CATALOG ADDENDUM – January, 2010**

<b>Course Number</b>	<b>Course Description</b>	<b>Lec./Lab/Total Cr. Hrs.</b>
BUSI 2300	Business Communications	3/0/3
ITEC 1320	Introduction to Database Management	3/0/3
OADM 1310	Advanced Keyboarding	3/0/3
OADM 1550	Advanced Word Processing	3/0/3
<b>TD – Office Systems Technology</b>		
OADM 1500	Introduction to Machine Transcription	3/0/3
OADM 1650	Desktop Publishing	3/0/3
OADM 2530	Office Procedures	3/0/3
JOBS 2450	Job Seeking Skills	2/0/2
	Elective	3/0/3
<b>TCA – Medical Coding</b>		
MEDL 1300	Medical Terminology	3/0/3
MEDL 1360	Medical Coding Part 1	3/0/3
MEDL 1370	Medical Coding Part 2	3/0/3
<b>TCA – Medical Billing</b>		
MEDL 1300	Medical Terminology	3/0/3
MEDL 1360	Medical Coding Part 1	3/0/3
MEDL 1370	Medical Coding Part 2	3/0/3
MEDL 1400	Medical Billing	3/0/3

## **Revised Course Descriptions**

### **ACCT 1100. Principles of Accounting, Part I**

*Lecture 1, Lab 2, Credit 3*

Fundamental principles of double-entry accounting, with emphasis on journalizing, posting, and the preparation of financial statements; also accounting for cash and work at close of the fiscal period using the cash and accrual basis for a service enterprise.

Prerequisites:

### **ACCT 1150. Federal Income Tax**

*Lecture 3, Lab 0, Credit 3*

Principles and practices relating to income tax returns for individuals. Special attention is given to tax planning, withholding allowances, and itemized deductions.

Prerequisites: ACCT 1100

### **ACCT 1200. Principles of Accounting, Part II**

*Lecture 1, Lab 2, Credit 3*

Fundamental principles relating to sales and receipts, purchases and payments, cash, and payroll; accrual accounting for a merchandising business including the periodic summary, adjustments, and end-of-period closing procedures

Prerequisites: ACCT 1100

### **ACCT 1210. Computerized Accounting I**

*Lecture 3, Lab 0, Credit 3*

Basic accounting principles utilizing the application of a current computerized accounting package which includes setting up the accounting system, recording routine transactions, preparing financial statements, and completing the year-end operations.

Prerequisites: ACCT 1200

### **ACCT 1250. Payroll Accounting**

*Lecture 3, Lab 0, Credit 3*

Accounting principles and procedures relating to payroll accounting, including the required payroll and personnel records and reports; computation and payment of wages and salaries, social security taxes, income tax withholding; unemployment compensation taxes; and analysis and recording of payroll transactions.

Prerequisites: ACCT 1200

**CATALOG ADDENDUM – January, 2010**

**ACCT 1300. Intermediate Accounting**

*Lecture 3, Lab 0, Credit 3*

Accounting principles relating to accounts receivable and accounts payable, uncollectible accounts, notes and interest, merchandise inventory, property, plant, and equipment; and accounting for partnerships.

Prerequisites: ACCT 1200

**ACCT 1400. Advanced Accounting**

*Lecture 3, Lab 0, Credit 3*

This course is a study of the accounting for corporations and manufacturing concerns. Topics consist of accounting for capital stock, retained earnings, long-term debt, investments, financial reporting including cash flow statements, financial statement analysis, and basic accounting procedures for a manufacturing enterprise.

Prerequisites: ACCT 1300

**ACCT 1510. Computerized Accounting II**

*Lecture 3, Lab 0, Credit 3*

Intermediate accounting principles utilizing the application of a current computerized accounting package which includes setting up the accounting system, recording routine transactions, preparing financial statements, and completing the year-end operations.

Prerequisites: ACCT 1300

**ACCT 2996. Special Projects**

*Lecture 3, Lab 0, Credit 3*

A course designed for the student who has demonstrated specific special needs.

Prerequisites: Department Head Approval

**BUSI 1000. Business Law**

*Lecture 3, Lab 0, Credit 3*

Analysis of the legal environment and its impact upon business. Constitutional law, administrative law, governmental regulations, securities law, discrimination law, environmental law, public policy, social issues, and business ethics are integrated into a treatment of specific legal topics: contracts, sales, agency, and employment.

Prerequisites:

**BUSI 1010. Banking Principles**

*Lecture 3, Lab 0, Credit 3*

This course gives an orientation to the essential principles, concepts, and operations of banking and helps develop an understanding of the function of banking and its role in the United States economy.

Prerequisites:

**BUSI 1012. Banking Customer Service**

*Lecture 3, Lab 0, Credit 3*

This course is designed to promote professional behavior in the workplace. It provides training in methods for achieving the appropriate level of client satisfaction.

Prerequisites: BUSI 1010

**BUSI 1030. Introduction to Business**

*Lecture 3, Lab 0, Credit 3*

A study of American business firms, organizational procedures, practices, and principles.

Prerequisites:

**BUSI 1040. Business Planning**

*Lecture 3, Lab 0, Credit 3*

This course teaches strategies in how to plan a business. It focuses on business tools and concepts for planning a business; however, it is not a small business management course. Also included in this course are Financial Literacy, Understanding Your Credit, Personal Effectiveness, and Time Management. Core Four Business Planning topics include the marketplace and how it works, how to manage cash, how all of the work will be done, and how to stay focused on a clear set of personal and business goals.

Prerequisites:

**BUSI 1210. Business Math**

*Lecture 3, Lab 0, Credit 3*

A study of various business-related mathematical processes, principles, and techniques used to solve business problems.

Prerequisites:

**BUSI 2300. Business Communications**

*Lecture 3, Lab 0, Credit 3*

This course includes the following: the communication theories and their

## **CATALOG ADDENDUM – January, 2010**

applications; the role of technology; legality and ethics; the psychological approaches to preparing business letters; analysis and solution of business problems through effective letters and memos. (Formerly ENGL 1050)

Prerequisites:

### **CRMJ 1230. Criminal Justice Writing**

*Lecture 3, Lab 0, Credit 3*

General procedures in writing police reports and law enforcement related reports, including development and organization of thoughts and ideas; covers grammar skills, proper punctuation, capitalization, and effective communication techniques.

Prerequisites:

### **ITEC 1000. Application Basics**

*Lecture 3, Lab 0, Credit 3*

A hands-on approach that provides an introduction to basic information technology skills and microcomputer applications such as file management, electronic communications, word processing, spreadsheets, and presentation concepts .

Prerequisites:

### **ITEC 1001. Keyboarding**

*Lecture 3, Lab 0, Credit 3*

Introduction to basic keyboarding terminology and practice, Emphasis is placed on speed, accuracy, and correct technique.

Prerequisites:

### **ITEC 1005. IT Fundamentals**

*Lecture 3, Lab 0, Credit 3*

Introduction to computer hardware, operating systems, Internet concepts, microcomputer applications, and security and ethical issues.

Prerequisites:

### **ITEC 1010. Web Site Development**

*Lecture 3, Lab 0, Credit 3*

A comprehensive study of Internet concepts, terminology, connection practices, researching on, designing for and publishing on the Internet, as well as a brief study of the programming basics behind the creation of Web Pages using HTML and Dynamic HTML.

Prerequisites:

**ITEC 1015. E-Commerce Design**

*Lecture 3, Lab 0, Credit 3*

This course teaches the student to build web pages that conform to business functions using various web languages such as HTML, DHTML, XML, Perl, VB Script, Java Script, and Active Server pages. The concepts of good practice and the Web will be taught as the fundamentals of developing web sites for e-commerce. Topics of the course include design of web hosting, data processing on the web, web marketing, e-commerce components, payment processing, security, and customer service.

Prerequisites: ITEC 1010

**ITEC 1020. Advanced Web Site Development**

*Lecture 3, Lab 0, Credit 3*

A study in the prevailing language in internet programming. Advanced topics will include, web development, including database programming, communications, and on-line form activity.

Prerequisites: ITEC 1010

**ITEC 1050. Software Applications**

*Lecture 3, Lab 0, Credit 3*

A hands-on approach in the use of microcomputer applications software including spreadsheets, word processing, and database concepts. Students will learn to create spreadsheets, word processing documents, and databases as well as the general function and purpose of each.

Prerequisites:

**ITEC 1100. IT Essentials: PC Hardware and Software**

*Lecture 3, Lab 0, Credit 3*

Students completing this course will be able describe the internal components of a computer, understand operating system installation and configuration, connect computers to networks and share resources in a networked environment. The course is also designed to prepare students for entry-level IT positions as well as help prepare students for the industry standard CompTIA A+ Essentials and job-skills exams.

Prerequisites: concurrent with ITEC 1100L

**ITEC 1100L. IT Essentials: Lab for PC Hardware and Software**

*Lecture 0, Lab 1, Credit 1*

Laboratory investigations including disassemble and assembly of personal computer, installation of peripheral devices, installation of operating systems, troubleshooting using system and diagnostic tools, patch cable

**CATALOG ADDENDUM – January, 2010**

construction and testing

Prerequisites: concurrent with ITEC 1100

**ITEC 1200. Operating Systems**

*Lecture 3, Lab 1, Credit 4*

A hands-on study of operating systems which prepares students for an industry-based certification such as the MCP examination. The course includes the installation and administration of a network operating system as well as troubleshooting and optimizing techniques.

Prerequisites:

**ITEC 1210. Introduction to Programming**

*Lecture 3, Lab 0, Credit 3*

Basic logic, variables, constants, TOE charts, Input/Output, Sequence Structure, Selection Structure, and Repetition Structure.

Prerequisites:

**ITEC 1300. Internet Applications**

*Lecture 3, Lab 0, Credit 3*

A hands-on study of Internet concepts. The course includes a wide range of Internet basics such as HTML, networking concepts, TCP/IP protocols, IP addressing, and sub netting.

Prerequisites:

**ITEC 1320. Introduction to Database Management**

*Lecture 3, Lab 0, Credit 3*

A Comprehensive study and hands-on approach to database management using tables, queries, forms, and reports to facilitate the development, manipulation, and reporting of data in an information system.

Prerequisites:

**ITEC 1531. Introduction to C Programming**

*Lecture 3, Lab 0, Credit 3*

Students are introduced to programming concepts and techniques using the C language. Upon completion, students should have the ability to write a wide variety of programs using the C language. Intensive hands-on applications.

Prerequisites: ITEC 1210



**ITEC 1532. Advanced C Programming**

*Lecture 3, Lab 0, Credit 3*

A study of advanced programming concepts such as arrays, class inheritance, constructors, exception handling, GUI interface, etc.

Prerequisites: ITEC 1531

**ITEC 1550. Introduction to Visual Basic**

*Lecture 3, Lab 0, Credit 3*

An introduction to the Visual Basic environment. Concentration on basic syntax, object definition, screen layout, and selection and repetition structures.

Prerequisites: ITEC 1210, MATH 1100, or Department Head Approval

**ITEC 1570. Programming with VBA**

*Lecture 3, Lab 0, Credit 3*

This course teaches application programming with Visual Basic for Applications.

Prerequisites: ITEC 1210, ITEC 1320

**ITEC 1571. Introduction to Java**

*Lecture 3, Lab 0, Credit 3*

A study of logic structure, arrays, database handling, file connectivity, and various advanced features using Java programming Language

Prerequisites: ITEC 1210

**ITEC 1581. Introduction to Oracle**

*Lecture 3, Lab 0, Credit 3*

A study of client/server databases and Oracle database architecture. Includes a hands-on study of creating and modifying database tables, performing queries, and creating forms, reports, and graphics.

Prerequisites:

**ITEC 1610. Introduction to Game Programming**

*Lecture 3, Lab 0, Credit 3*

Introduction to Game Programming I is the first part of a first-year crash course covering the basics of game programming. Students will learn to program 2D and 3D games using Visual Basic and Windows API (Application Programming Interface). This first-year course will give students some experience writing several complete games in 2D and 3D.

Prerequisites: ITEC 1210

**ITEC 1620. Advanced Game Programming**

*Lecture 3, Lab 0, Credit 3*

Advanced Game Programming is a continuation of the study of game programming. It includes concepts such as Direct API used for drawing, input, sound and music..

Prerequisites: ITEC 1610

**ITEC 1800. Unix/Linux OS**

*Lecture 3, Lab 0, Credit 3*

A study of the Unix and Linux operating systems, including topics of Installations, configurations, troubleshooting, optimizing, and administration. Focus on adding users and group and access rights along with user permissions and login authorizations, and hardware replacements and driver installations.

Prerequisites: ITEC 1100

**ITEC 2010. MCSE 2-Windows Server**

*Lecture 3, Lab 1, Credit 4*

This course is designed to provide students with the background necessary to plan, install, configure, manage, and troubleshoot a Windows Server as a member server in an Active directory environment.

Prerequisites:

**ITEC 2020. MCSE 3-Windows Network**

*Lecture 3, Lab 1, Credit 4*

This course is designed to provide students with the background necessary to install, manage, monitor, configure, and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows network infrastructure.

Prerequisites: ITEC 1100

**ITEC 2030. MCSE 4-Windows Directory Services Admin.**

*Lecture 3, Lab 1, Credit 4*

This course is designed to provide students with the background necessary to install, configure, and troubleshoot the Windows Active Directory components, DNS for Active Directory, and Active Directory security solutions.

Prerequisites: ITEC 2010

**ITEC 2040. MCSE Core/Elective (Designing a MS Windows**

*Lecture 3, Lab 1, Credit 4*

This Course is designed to provide students with the background necessary to analyze the business requirements and design a directory service architecture, including: Unified directory services such as Active Directory and Windows NT domains; connectivity between and within systems, system components, and applications; data replication such as directory replication and database replication.

Prerequisites: ITEC 2030

**ITEC 2090. Installing, Configuring & Administration of MS**

*Lecture 3, Lab 1, Credit 4*

This course teaches students, through lectures, discussions, demonstrations, and lab exercises, the skills and knowledge necessary to install, configure, optimize and administer a Microsoft Exchange Server and to prepare the Microsoft Exchange Server Administrator certification. Additional topics of scheduled backup, disaster recovery planning, and scaling for the enterprise.

Prerequisites: ITEC 2030

**ITEC 2110. Networking for Home & Small Business**

*Lecture 3, Lab 1, Credit 4*

After completion students will be able to setup a personal computer system, including the operating system, interface cards, and peripheral devices. Plan and install a small network connecting to the Internet. Troubleshoot network and internet connectivity. Share resources such as files and printers among multiple computers. Recognize and mitigate security threats to a home network. Configure an integrated wireless access point and a wireless client. This course is designed around the Cisco Networking Academy Discovery Program Semester 1 curriculum

Prerequisites:

**ITEC 2120. Working at a Small-to-Medium Business or ISP**

*Lecture 3, Lab 1, Credit 4*

After completion students will be able to understand the structure of the Internet and how communication occurs between hosts. Install, configure, and troubleshoot Cisco IOS devices. Plan a basic wired infrastructure to support network traffic. Configure a server to share resources and provide common Web services. Implement basic WAN connectivity using Telco services. Demonstrate proper disaster-recovery procedures and perform server backups. This course is designed around the Cisco Networking

## **CATALOG ADDENDUM – January, 2010**

Academy Discovery Program Semester 2 curriculum.

Prerequisites: ITEC 2110

### **ITEC 2130. Introducing Routing and Switching in the Enterprise**

*Lecture 3, Lab 1, Credit 4*

After completion students will be able to implement a LAN for an approved network design. Configure a switch with VLANS and inter-switch communication. Implement access lists to permit or deny specific traffic. Implement WAN links. Configure routing protocols on Cisco Devices. Perform LAN, WAN and VLAN troubleshooting using a structured methodology and the OSI model. This course is designed round the Cisco Networking Academy Discovery Program Semester 3 curriculum.

Prerequisites: ITEC 2120

### **ITEC 2140. Designing and Supporting Computer Networks**

*Lecture 3, Lab 1, Credit 4*

After completion students will be able to gather customer requirements. Design a simple Internetwork using Cisco technology. Design an IP addressing scheme to meet LAN requirements. Create an equipment list to meet LAN design requirements. Install and configure a prototype Internetwork. Obtain and upgrade Cisco IOS software in Cisco devices. This course is designed around the Cisco Networking Academy Discovery Program

Semester 4 curriculum.

Prerequisites: ITEC 2130

### **ITEC 2230. Introduction to SQL**

*Lecture 3, Lab 0, Credit 3*

An extensive programming course using SQL in many different environments including Access, Oracle, Informix, and DBV. The use of data modeling and SQL commands will be observed as the standard of programming in SQL. Server applications and Server SQL programming will be observed during the course. Software includes MS SQL Server, Oracle, Informix and DBV.

Prerequisites: ITEC 1320

### **ITEC 2270. Advanced Spreadsheet Development**

*Lecture 3, Lab 0, Credit 3*

This is a comprehensive course focusing on the most currently used spreadsheet package used in business and industry. It is a concentrated course on basic spreadsheet creation, formulas, charts, macros, database

function, and programming using Visual Basic for Applications (VBA).

Prerequisite: ITEC 1050.

**ITEC 2450. Advanced Visual Basic**

*Lecture 3, Lab 0, Credit 3*

A study of custom controls, toolbars, file handling, database referencing, and other advanced features of the Visual Basic programming language.

Prerequisites: ITEC 1550

**ITEC 2570. Advanced JAVA**

*Lecture 3, Lab 0, Credit 3*

A study of logic structure, arrays, database handling, file connectivity, and various advanced features.

Prerequisites: ITEC 1571

**ITEC 2650. Advanced Database Development**

*Lecture 3, Lab 0, Credit 3*

A further study of database applications including advanced concepts such as action queries, switchboards, custom toolbars and menus, converting objects to html files, and hyperlinks.

Prerequisites: ITEC 1320

**ITEC 2670. Networking Security**

*Lecture 3, Lab 0, Credit 3*

This courses teaches the basic networking security requirements needed in local area networking system and the wide area networking systems. It prepares the student for the certification such as the CompTIA Security + certification test. Topics include: Public Key/ Private Key, basic hackers attacks and defends, firewall configurations, and future planning for securing the network.

Prerequisites: ITEC 2110

**ITEC 2830. Voice and Data Cabling**

*Lecture 3, Lab 1, Credit 4*

This course prepares the student for the Certification tests associated with Voice and Data Wiring and cabling. Topics include Levels and Categories of different types of wiring and Fiber Optics; terminations of copper wiring CAT 5, Fiber Optic terminations, Wiring closets, distributions, cable specifications, troubleshooting, and design of local areas to wide enterprising systems.

Prerequisites: ITEC 1100

**ITEC 2840. Data Communications**

*Lecture 3, Lab 0, Credit 3*

This course introduces concepts that help the student achieve an in-depth understanding of the often complex topic of data communications and computer networks by balancing the more technical aspects and the everyday practical aspects. It offers full coverage of wireless technologies, industry convergence, compression techniques, network security, LAN technologies, VoIP, and expanded coverage of error detection and correction.

Prerequisites:

**ITEC 2911. IT Ethics & Career Development**

*Lecture 3, Lab 0, Credit 3*

This courses teaches the ethics and management techniques in the Information Technology arena and focuses on the methodologies of the IT professional as it relates to business and professional development.

Prerequisites:

**ITEC 2998. Comprehensive Programming Project**

*Lecture 1, Lab 2, Credit 3*

This course is taken toward the end of the student's studies and provides career related work experience in the programming field at the campus or at an employer's site under the supervision of a faculty member.

Prerequisites: Department Head Approval

**ITEC 2999. Comprehensive Networking Project**

*Lecture 1, Lab 2, Credit 3*

This course is taken toward the end of the student's studies and provides career related work experience in the networking field at the campus or at an employer's site under the supervision of a faculty member.

Prerequisites: Department Head Approval

**MEDL 1300. Medical Terminology**

*Lecture 3, Lab 0, Credit 3*

An introduction of basic medical terms by use of prefixes, suffixes, and anatomical roots.

Prerequisites:

**MEDL 1360. Medical Coding Part 1**

*Lecture 3, Lab 0, Credit 3*

Provides instruction in the application of the Current Procedural

Terminology (CPT) classification system and a continuation of the Healthcare Common Procedure Coding System (HCPCS) coding procedures used in processing insurance and patient information in the medical office environment.

Prerequisites: MEDL 1300

**MEDL 1370. Medical Coding Part 2**

*Lecture 3, Lab 0, Credit 3*

Provides instruction in the application of the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM) classification system and Healthcare Common Procedure Coding System (HCPCS) coding procedures used in processing insurance and patient information in the medical office environment.

Prerequisites: MEDL 1360

**MEDL 1400. Medical Billing**

*Lecture 3, Lab 0, Credit 3*

Highlights the concepts and procedures that are essential to preparing and submitting accurate health insurance claims. Instructions on all aspects of medical insurance, including plan options, carrier requirements, state and federal regulations, abstracting relevant information from source documents and accurate claim completion.

Prerequisites: MEDL 1370

**OADM 1110. Introduction to Keyboarding**

*Lecture 3, Lab 0, Credit 3*

An introduction to basic keyboarding terminology, touch typing, and basic word processing. Emphasis is on speed, accuracy, and correct techniques.

Prerequisites:

**OADM 1150. Introduction to Software Applications**

*Lecture 3, Lab 0, Credit 3*

An introductory study of computer hardware, operating systems, Internet concepts, and security and ethical issues. Includes a hands-on approach in the use of microcomputer applications including spreadsheets, word processing, and database concepts.

Prerequisites:

**OADM 1210. Intermediate Keyboarding**

*Lecture 1, Lab 2, Credit 3*

Emphasis on computer keyboarding with increased speed and accuracy. Proper formatting of business documents, tables and financial statements,

## **CATALOG ADDENDUM – January, 2010**

correspondence, and creating forms.

Prerequisites: OADM 1110

### **OADM 1310. Advanced Keyboarding**

*Lecture 3, Lab 0, Credit 3*

Continued development and application of intermediate keyboarding ability and proper usage of word processing commands. Emphasis on integrated office projects for various types of business.

Prerequisites: OADM 1210

### **OADM 1330. Introduction to Spreadsheets**

*Lecture 3, Lab 0, Credit 3*

Focuses on the basic fundamentals of producing spreadsheets.

Prerequisites: OADM 1150

### **OADM 1450. Basic Word Processing**

*Lecture 3, Lab 0, Credit 3*

Hands-on application of basic word processing techniques and functions. Current version of popular word processing software is incorporated.

Prerequisites: OADM 1110 OADM 1150

### **OADM 1500. Introduction to Machine Transcription**

*Lecture 3, Lab 0, Credit 3*

Hands-on applications of machine transcription equipment. Production of documents (mail able copy) from various fields of employment. Emphasis on English language skills: punctuation, spelling, grammar, and vocabulary.

Prerequisites: OADM 1450

### **OADM 1550. Advanced Word Processing**

*Lecture 3, Lab 0, Credit 3*

Hands-on application of advanced word processing with emphasis on features and commands using current version of word processing software.

Prerequisites: OADM 1450

### **OADM 1650. Desktop Publishing**

*Lecture 3, Lab 0, Credit 3*

Basic concepts in creating documents containing graphics and text. Current version of popular word processing/graphics software is incorporated.

Prerequisites: OADM 1550



**OADM 2530. Office Procedures**

*Lecture 3, Lab 0, Credit 3*

Focuses on understanding the role of the office professional in today's changing office environment. Students learn effective office, human relations, communication, decision-making, and critical thinking skills by completing assignments and live projects. Specific items covered in this course include interpersonal communications, professional presence and success behaviors, stress and time management, work ethics and diversity, current technology, telecommunications, mail and records management, business correspondence, teamwork, meetings and presentations, travel and conference arrangements, and career development.

Prerequisites: OADM 1450

**OADM 2640. Advanced Spreadsheet Applications**

*Lecture 3, Lab 0, Credit 3*

Focuses on creating graphs, the use of multiple spreadsheets, database capabilities, special spreadsheet functions to perform statistical analysis, financial analysis, mathematical computations, and an introduction to the macro capabilities of spreadsheets.

Prerequisites: OADM 1330

**OSYS 2996. Special Projects**

*Lecture 3, Lab 0, Credit 3*

A course designed for the student who has demonstrated specific special needs.

Prerequisites: Department Head Approval

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