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

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

First Semester
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
General Education Course  3/0/3

Second Semester
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
Course Number | Course Description | Lec./Lab/Total Cr. Hrs.
--- | --- | ---
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.
PSYC 2010 | Introduction to Psychology | 3/0/3
HIST 2010 | American History I | 3/0/3
or
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
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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<tbody>
<tr>
<td>OADM 1450</td>
<td>Basic Word Processing</td>
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<td>CTS – Payroll Clerk</td>
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<tr>
<td>ACCT 1210</td>
<td>Computerized Accounting I</td>
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<td>Payroll Accounting</td>
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<td>BUSI 2300</td>
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<td>OADM 2640</td>
<td>Advanced Spreadsheet Applications</td>
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<td>ACCT 1400</td>
<td>Advanced Accounting</td>
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<tr>
<td>ACCT 1510</td>
<td>Computerized Accounting II</td>
<td>3/0/3</td>
</tr>
<tr>
<td>ITEC 1320</td>
<td>Introduction to Database Management</td>
<td>3/0/3</td>
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<td>JOBS 2450</td>
<td>Job Seeking Skills</td>
<td>2/0/2</td>
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<tr>
<td>TCA – Bank Teller</td>
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<tr>
<td>BUSI 1010</td>
<td>Banking Principles</td>
<td>3/0/3</td>
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<tr>
<td>BUSI 1012</td>
<td>Banking Customer Service</td>
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</table>
COMMERICAL 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 upgrading of skills for continued advancement in the field.

<table>
<thead>
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<th>Course Number</th>
<th>Course Description</th>
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<tr>
<td>COMA1010</td>
<td>Introduction to Commercial Art</td>
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<td>COMA1020</td>
<td>Illustration</td>
<td>1/2/3</td>
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<tr>
<td>COMA1030</td>
<td>Color</td>
<td>1/2/3</td>
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<td>COMA1230</td>
<td>Desktop Publishing</td>
<td>1/2/3</td>
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<td>COMA1050</td>
<td>Advertising Theory</td>
<td>1/2/3</td>
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<tr>
<td>COMA1210</td>
<td>Typography</td>
<td>1/2/3</td>
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<tr>
<td>ENGL1500</td>
<td>Creative Copy Writing</td>
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<td>COMA1040</td>
<td>Design</td>
<td>1/2/3</td>
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<td>COMA1240</td>
<td>Photography I</td>
<td>1/2/3</td>
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<td>COMA2010</td>
<td>Computer Graphics I</td>
<td>1/2/3</td>
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<td>COMA1250</td>
<td>Math for Graphic Communication</td>
<td>3/0/3</td>
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<tr>
<td>COMA2040</td>
<td>Screen Printing</td>
<td>1/2/3</td>
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<td>COMA2020</td>
<td>Videography I</td>
<td>1/2/3</td>
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<tr>
<td>COMA2030</td>
<td>Computer Animation I</td>
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</table>

TCA - Graphic Assistant

<table>
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<th>Course Description</th>
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<tbody>
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<td>COMA1210</td>
<td>Typography</td>
<td>1/2/3</td>
</tr>
<tr>
<td>ENGL1500</td>
<td>Creative Copy Writing</td>
<td>3/0/3</td>
</tr>
<tr>
<td>COMA1040</td>
<td>Design</td>
<td>1/2/3</td>
</tr>
<tr>
<td>COMA1240</td>
<td>Photography I</td>
<td>1/2/3</td>
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</table>

CTS - Photo Assistant

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<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>COMA2010</td>
<td>Computer Graphics I</td>
<td>1/2/3</td>
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</table>

or

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>COMA1250</td>
<td>Math for Graphic Communication</td>
<td>3/0/3</td>
</tr>
<tr>
<td>COMA2040</td>
<td>Screen Printing</td>
<td>1/2/3</td>
</tr>
<tr>
<td>COMA2020</td>
<td>Videography I</td>
<td>1/2/3</td>
</tr>
<tr>
<td>COMA2030</td>
<td>Computer Animation I</td>
<td>1/2/3</td>
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</tbody>
</table>

CTS - Graphic Designer

<table>
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<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>COMA2050</td>
<td>Pre-Press</td>
<td>1/2/3</td>
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<tr>
<td>JOBS2450</td>
<td>Job Seeking Skills</td>
<td>2/0/2</td>
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<tr>
<td>COMA2210</td>
<td>Web Page Design</td>
<td>1/2/3</td>
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<tr>
<td>COMA2240</td>
<td>Computer Graphics II</td>
<td>1/2/3</td>
</tr>
</tbody>
</table>
Course Number  Course Description                  Lec./Lab/Total Cr. Hrs.

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

AAS - Commercial Art

*A minimum grade of “C” is required in all Commercial Art major-specific courses.*
**Course Number** | **Course Description** | **Lec./Lab/Total Cr. Hrs**  
--- | --- | ---  
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  

**Second Semester**  
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  

**Third Semester**  
 | 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  

**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).
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
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<tr>
<td>ENGL 2535</td>
<td>Networking Elective</td>
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<tr>
<td>ITEC 2911</td>
<td>Technical Report Writing</td>
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<tr>
<td>ITEC 2999</td>
<td>IT Ethics &amp; Career Development</td>
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<td>Comprehensive Networking Project</td>
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<td></td>
<td>General Education Course</td>
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</table>

**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                  |

**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                  |
Course Number | Course Description | Lec./Lab/Total Cr. Hrs.
--- | --- | ---
First Semester
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
Second Semester
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
Third Semester
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
Fourth Semester
ENGL 1020 | English Composition II | 3/0/3
ITEC 2911 | IT Ethics & Career Development | 3/0/3

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.

Catalog Addendum – January, 2010
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.

Course Number | Course Description | Lec./Lab/Total Cr. Hrs.
--- | --- | ---
First Semester
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
Second Semester
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
Third Semester
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
Fourth Semester
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. |
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<td>ITEC 2998</td>
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<td><strong>Required General Education Courses:</strong></td>
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<td>ENGL1010</td>
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<td>PHSC1000</td>
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<td>3/0/3</td>
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<td><strong>Or</strong></td>
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<tr>
<td>BIOL1010</td>
<td>General Biology I</td>
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<td><strong>Or</strong></td>
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<td>HIST2020</td>
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**AAS – Computer Technology/Programming Specialist**

### Program Certificates

**TCA - Software Support Technician**

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<th>Course Number</th>
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<td>ITEC 1050</td>
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<td>ITEC 1210</td>
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**CTS - Software Apprentice**

<table>
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<th>Course Number</th>
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<tbody>
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<td>ITEC 1050</td>
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<td>ITEC 1550</td>
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</table>
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.

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<td>CRMJ1110</td>
<td>Introduction to Criminal Justice</td>
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<td>CRMJ1120</td>
<td>Introduction to Corrections</td>
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<td>CRMJ1220</td>
<td>Police Systems and Practices</td>
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<td>CPTR1100</td>
<td>Computer Basics</td>
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<td>TCA – General Criminal Justice Studies</td>
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<td>CRMJ2112</td>
<td>Social Problems for Criminal Justice</td>
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<td>Defensive Tactics</td>
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<td>CRMJ1230</td>
<td>Criminal Justice Writing</td>
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<td>CRMJ1332</td>
<td>Introduction to Criminal Law</td>
<td>3/0/3</td>
</tr>
<tr>
<td>CRMJ1340</td>
<td>Criminology</td>
<td>3/0/3</td>
</tr>
<tr>
<td>CRMJ1410</td>
<td>Juvenile Delinquency</td>
<td>3/0/3</td>
</tr>
</tbody>
</table>

TCA – General Legal Studies
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRMJ1422</td>
<td>Judicial Process</td>
<td>3/0/3</td>
</tr>
<tr>
<td>CRMJ2510</td>
<td>Criminalistics</td>
<td>2/1/3</td>
</tr>
<tr>
<td>CRMJ2997</td>
<td>Selected Topics in Criminal Justice</td>
<td>3/0/3</td>
</tr>
<tr>
<td>CRMJ2520</td>
<td>Drugs, Crime, and Criminal Justice</td>
<td>3/0/3</td>
</tr>
<tr>
<td>CRMJ2552</td>
<td>Criminal Justice Externship</td>
<td>0/3/3</td>
</tr>
<tr>
<td>JOBS 2450</td>
<td>Job Seeking Skills</td>
<td>2/0/2</td>
</tr>
</tbody>
</table>

**CTS - Criminal Justice System Studies**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CRMJ2520</td>
<td>Drugs, Crime, and Criminal Justice</td>
<td>3/0/3</td>
</tr>
<tr>
<td>CRMJ2552</td>
<td>Criminal Justice Externship</td>
<td>0/3/3</td>
</tr>
<tr>
<td>JOBS 2450</td>
<td>Job Seeking Skills</td>
<td>2/0/2</td>
</tr>
</tbody>
</table>

**TD – Criminal Justice**

**Required General Education Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL1010</td>
<td>English Composition I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>MATH1100</td>
<td>College Algebra</td>
<td>3/0/3</td>
</tr>
<tr>
<td>PHSC1000</td>
<td>Physical Science I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>PSYC2010</td>
<td>Introduction to Psychology</td>
<td>3/0/3</td>
</tr>
<tr>
<td>HIST2010</td>
<td>American History I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>or</td>
<td>HIST2020</td>
<td>3/0/3</td>
</tr>
<tr>
<td>AAS – Criminal Justice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 1100</td>
<td>Principles of Accounting, Part I</td>
<td>1/2/3</td>
</tr>
<tr>
<td>OADM 1110</td>
<td>Introduction to Keyboarding</td>
<td>3/0/3</td>
</tr>
<tr>
<td>OADM 1150</td>
<td>Introduction to Software Applications</td>
<td>3/0/3</td>
</tr>
<tr>
<td></td>
<td>Business Elective</td>
<td>3/0/3</td>
</tr>
<tr>
<td></td>
<td>General Education Course</td>
<td>3/0/3</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 1200</td>
<td>Principles of Accounting, Part II</td>
<td>1/2/3</td>
</tr>
<tr>
<td>OADM 1210</td>
<td>Intermediate Keyboarding</td>
<td>1/2/3</td>
</tr>
<tr>
<td>OADM 1330</td>
<td>Introduction to Spreadsheets</td>
<td>3/0/3</td>
</tr>
<tr>
<td>OADM 1450</td>
<td>Basic Word Processing</td>
<td>3/0/3</td>
</tr>
<tr>
<td></td>
<td>General Education Course</td>
<td>3/0/3</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Description</td>
<td>Lec./Lab/Total Cr. Hrs.</td>
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<tr>
<td></td>
<td>General Education Course</td>
<td>3/0/3</td>
</tr>
<tr>
<td></td>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>BUSI 2300</td>
<td>Business Communications</td>
<td>3/0/3</td>
</tr>
<tr>
<td>ITEC 1320</td>
<td>Introduction to Database Management</td>
<td>3/0/3</td>
</tr>
<tr>
<td>OADM 1310</td>
<td>Advanced Keyboarding</td>
<td>3/0/3</td>
</tr>
<tr>
<td>OADM 1550</td>
<td>Advanced Word Processing</td>
<td>3/0/3</td>
</tr>
<tr>
<td></td>
<td>General Education Course</td>
<td>3/0/3</td>
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<tr>
<td></td>
<td><strong>Fourth Semester</strong></td>
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</tr>
<tr>
<td>OADM 1500</td>
<td>Introduction to Machine Transcription</td>
<td>3/0/3</td>
</tr>
<tr>
<td>OADM 1650</td>
<td>Desktop Publishing</td>
<td>3/0/3</td>
</tr>
<tr>
<td>OADM 2530</td>
<td>Office Procedures</td>
<td>3/0/3</td>
</tr>
<tr>
<td>JOBS 2450</td>
<td>Job Seeking Skills</td>
<td>2/0/2</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3/0/3</td>
</tr>
<tr>
<td></td>
<td>General Education Course</td>
<td>3/0/3</td>
</tr>
<tr>
<td></td>
<td><strong>Required General Education Courses:</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3/0/3</td>
</tr>
<tr>
<td>MATH 1100</td>
<td>College Algebra</td>
<td>3/0/3</td>
</tr>
<tr>
<td></td>
<td>Students may select one Natural Science course from the approved list of General Education Core</td>
<td>3/0/3</td>
</tr>
<tr>
<td>PSYC 2010</td>
<td>Introduction to Psychology</td>
<td>3/0/3</td>
</tr>
<tr>
<td>HIST 2010</td>
<td>American History I</td>
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</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>HIST 2020</td>
<td>American History II</td>
<td>3/0/3</td>
</tr>
<tr>
<td></td>
<td><strong>AAS - Office Systems Technology</strong></td>
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</table>

**Program Certificates**

**TCA – General Clerk**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OADM 1150</td>
<td>Introduction to Software Applications</td>
<td>3/0/3</td>
</tr>
<tr>
<td></td>
<td>Business Elective</td>
<td>3/0/3</td>
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</tbody>
</table>

**CTS – Word Processor Operator**

<table>
<thead>
<tr>
<th>Course Number</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ACCT 1100</td>
<td>Principles of Accounting, Part I</td>
<td>1/2/3</td>
</tr>
<tr>
<td>ACCT 1200</td>
<td>Principles of Accounting, Part II</td>
<td>1/2/3</td>
</tr>
<tr>
<td>OADM 1110</td>
<td>Introduction to Keyboarding</td>
<td>3/0/3</td>
</tr>
<tr>
<td>OADM 1210</td>
<td>Intermediate Keyboarding</td>
<td>1/2/3</td>
</tr>
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<td>OADM 1330</td>
<td>Introduction to Spreadsheets</td>
<td>3/0/3</td>
</tr>
<tr>
<td>OADM 1450</td>
<td>Basic Word Processing</td>
<td>3/0/3</td>
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</tbody>
</table>

**CTS – Office Assistant**
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Description</th>
<th>Lec./Lab/Total Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSI 2300</td>
<td>Business Communications</td>
<td>3/0/3</td>
</tr>
<tr>
<td>ITEC 1320</td>
<td>Introduction to Database Management</td>
<td>3/0/3</td>
</tr>
<tr>
<td>OADM 1310</td>
<td>Advanced Keyboarding</td>
<td>3/0/3</td>
</tr>
<tr>
<td>OADM 1550</td>
<td>Advanced Word Processing</td>
<td>3/0/3</td>
</tr>
<tr>
<td><strong>TD – Office Systems Technology</strong></td>
<td></td>
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<td>OADM 1500</td>
<td>Introduction to Machine Transcription</td>
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<td>JOBS 2450</td>
<td>Job Seeking Skills</td>
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</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3/0/3</td>
</tr>
<tr>
<td><strong>TCA – Medical Coding</strong></td>
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<tr>
<td>MEDL 1300</td>
<td>Medical Terminology</td>
<td>3/0/3</td>
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<tr>
<td>MEDL 1360</td>
<td>Medical Coding Part 1</td>
<td>3/0/3</td>
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<tr>
<td>MEDL 1370</td>
<td>Medical Coding Part 2</td>
<td>3/0/3</td>
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<tr>
<td><strong>TCA – Medical Billing</strong></td>
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</tr>
<tr>
<td>MEDL 1300</td>
<td>Medical Terminology</td>
<td>3/0/3</td>
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<tr>
<td>MEDL 1360</td>
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</tr>
<tr>
<td>MEDL 1370</td>
<td>Medical Coding Part 2</td>
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<tr>
<td>MEDL 1400</td>
<td>Medical Billing</td>
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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
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
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
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
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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 around 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 course 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 course 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,
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