

Transfer Degree

# Business Division

Career Programs

Career Option Programs

## Information Technology

- Foundations of Technology
- Business Technology
- E-Commerce Web Design, and Development
- Information Systems Technology
- Senior Network Administration

## Accounting/Computing

- Accounting/Associate in Science (Business) Degree
- Accounting with Computers/Diploma

## Business Program Clusters

## Professional Administrative Services

- Administrative Office Specialist
- Legal Office Specialist
- Medical Office Specialist
- Administrative Office Associate
- Legal Office Associate
- Medical Office Associate
- Medical Transcription Diploma
- Software Applications Specialist

## Marketing/Management

- Entrepreneurship and Small Business Management
- The Pappajohn Entrepreneurial Certificate Program
- Financial Management and Insurance
- General Business
- General Business/Banking Option
- General Business/Marketing and Sales Option
- Hospitality/Food Service Management
- Retail Management
- Sport Management
- Supervision and Management

## BUSINESS

Gary Christiansen, Division Chair

(641)422-4226

chrisgar@niacc.edu

### ACCOUNTING/COMPUTING (Pages 27-29)

- Accounting with Computers/Diploma
- Accounting-Associate in Science (Business/Accounting) Degree
- Accounting/Information Technology Specialization

### INFORMATION TECHNOLOGY (Pages 30-38)

- Foundations of Technology
- Business Technology
- E-Commerce, Web Design, and Development
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  - Web Graphic Design Specialization
- Information Systems Technology
  - Network Administration Specialization
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  - Management Information Systems Specialization
- PC Technician Specialization (Hardware)
- Desktop Systems Specialization (Software)
- Senior Network Administration

### MARKETING/MANAGEMENT (Pages 39-49)

- Entrepreneurship and Small Business Management
- E-Entrepreneurship Specialization
- E-Business Specialization
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- General Business
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- Hospitality/Food Service Management
- Retail Management
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- Supervision and Management
  - Diploma
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### PROFESSIONAL ADMINISTRATIVE SERVICES (Pages 50-56)

- Degree Programs
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  - Medical Office Associate
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  - Software Applications Specialist Certificate

### BUSINESS DIVISION

The Business Division provides courses and programs for students who wish to transfer to a baccalaureate degree granting institution, for students who are undecided and are interested in a career option program, or for students who want a specific career program.

#### *Transfer Student Opportunities*

Are you interested in transferring to a four-year college or university and earning a bachelor's degree?

Students earning an Associate in Science (Business) degree may wish to apply their studies toward a bachelor's degree in a business-related field at a four-year college or university. Students need courses that will facilitate their transfer to four-year institutions of their choice. Please consult with a NIACC counselor for assistance in determining a schedule to meet your goal.

Students need to take courses that will facilitate their transfer to the institution of their choice. Courses that would assist students who are business majors would be accounting, computers, statistics, and spreadsheets. Other business courses may also transfer to many institutions (see pages 192-194 for specific degree requirements).

#### *Career Option Student Opportunities*

For students interested in the business area but undecided as to what degree to pursue, career option programs provide the flexibility these students need. Upon completion of a career option program, a student may choose to pursue a baccalaureate degree or go directly to a chosen occupational area. Career option programs are available in Accounting/Computing, Marketing/Management, and Professional Administrative Services (see pages 192-194 for specific degree requirements).

#### *Career Student Opportunities*

Students who are focused on a particular occupation may choose from a variety of business career programs. These programs follow a curriculum that assists each student in developing the knowledge, skills, and abilities necessary to be successful in his/her chosen field.

The Business Division's highest priority is to assist students in reaching their individual educational goals. Each instructor is dedicated to providing the highest quality instruction to facilitate this process.

*Students should note that programs in the Business Division have courses that are common in more than one program. Students are afforded the opportunity to be flexible within the Business Division when looking at the wide variety of programs that are being offered.*

## Accounting with Computers/Diploma

The Accounting with Computers/Diploma Program is designed to provide students with the skills, attitudes, and knowledge necessary to enter the field of bookkeeping and accounting. The program may be completed in two semesters by following the suggested curriculum, or it may be spread over three or more semesters. Upon satisfactory completion of the prescribed curriculum with an average grade point of 2.00 (C), the student is awarded a diploma. This recognition is granted to a person who has completed at least thirty-one (31) semester hours of credit.

The curriculum is presented in a format that includes classroom work, laboratory instruction and practice, and computerized accounting. Several accounting simulation projects, including manual and computerized, are completed to give the students experience in keeping a complete set of books. Many hours of computer experience in accounting, keyboarding, and word processing prepare students for full-time employment or for more advanced education in the accounting field. The program also offers students desiring more advanced education the option of applying completed course work toward an Associate in Science (Business) Degree or an Associate in General Studies Degree. Program graduates may also continue work toward an Associate in Arts Degree.

### Career Opportunities

Employment opportunities may be found in a variety of businesses:

- Agricultural Industries
- Banks and Financial Institutions
- Educational Institutions
- Federal, State, and Local Government Agencies
- Manufacturing Companies
- Wholesale and Retail Firms

Occupational titles include:

- Accounting Clerk
- Accounts Payable Clerk
- Accounts Receivable Clerk
- Bank Teller
- Billing Clerk
- Bookkeeper
- Data Entry
- General Office Clerk
- Payroll Clerk



### Required Courses/Suggested Schedule

(For students planning to complete the program in one academic year)

#### First Term

ACCT-101 Introduction to Accounting.....	3 s.h.
OR ACCT-120 Principles of Accounting I (3 s.h.)	
BUSN-105 Human Relations .....	3 s.h.
COMP-101 Computer Applications .....	3 s.h.
OR COMP-110 Introduction to Computers and Information Systems (3 s.h.)	
ENGL-705 Business Communication.....	3 s.h.
OFFC-701* Keyboarding for Office Technology .....	3 s.h.
OFFC-702 Electronic Calculators .....	1 s.h.
	16 s.h.

\* Prerequisite: Pass keyboarding test at 30 wpm with 3 errors or fewer.

#### Second Term

ACCT-105 Payroll Accounting .....	3 s.h.
ACCT-106 Computer Accounting.....	3 s.h.
COMP-105 Word Processing.....	2 s.h.
COMP-115 Electronic Spreadsheets .....	3 s.h.
SDEV-110 Employment Strategies .....	1 s.h.
Elective(s) .....	3 s.h.
	15 s.h.

**Total Program Hours** **31 s.h.**

### Elective Courses--Must complete 3 s.h. from the following:

ACCT-120 Principles of Accounting I.....	3 s.h.
ACCT-121 Principles of Accounting II.....	3 s.h.
BUSN-101 Introduction to Business.....	3 s.h.
BUSN-120 Business Law I.....	3 s.h.
BUSN-121 Business Law II.....	3 s.h.
BUSN-131 Principles of Supervision.....	3 s.h.
BUSN-132 Managing Human Resources .....	3 s.h.
COMP-110 Introduction to Computers and Information Systems...3 s.h.	
MRKT-101 Principles of Marketing.....	3 s.h.
SDEV-120 Cooperative Education Internship.....	2-5 s.h.

For additional Business electives, see pages 120-121.

## Accounting - Associate in Science (Business/Accounting) Degree

NIACC's Associate in Science (Business/Accounting) Degree is a program that offers students flexibility and options from which to choose. The program is designed to offer the student an option of preparing for an exciting career in the accounting bookkeeping job market or of transferring to a four-year institution and receiving a baccalaureate degree. For specific placement information or for transfer requirements, please contact the North Iowa Career Center, the NIACC Business Division, or a NIACC counselor.

Upon completion of the curriculum with an average grade point of 2.00 (C), the student is awarded an Associate in Science (Business/Accounting) Degree. Students who have completed the Accounting with Computers Diploma Program may apply semester hours earned from that program toward an Associate in Science (Business/Accounting) Degree. Students who plan to pursue a four-year degree and need to meet general education requirements of transfer institutions should strive for an Associate in Arts Degree. Several of the first-year requirements are the same for both the A.S.(B.) and the A.A. Degree.



### Career Opportunities

Employment opportunities may be found in a wide variety of businesses:

- Agricultural Industries
- Banks and Financial Institutions
- Educational Institutions
- Federal, State, and Local Government Agencies
- Hospitals and Health Care Providers
- Insurance Companies

Occupational titles include:

- Accounting Clerk
- Bookkeeper
- Credit Analyst
- Credit Counselor
- Contract Administrator
- Financial Planner
- Tax Preparer

### Required Courses/Suggested Schedule

#### First Year

##### First Term

ACCT-120	Principles of Accounting I.....	3 s.h.
BUSN-102	Keyboarding Level I.....	1 s.h.
	OR BUSN-103 Keyboarding Level II (1 s.h.)	
	OR OFFC-701 Keyboarding for Office Technology (3 s.h.)	
COMP-101	Computer Applications.....	3 s.h.
	OR COMP-110 Introduction to Computers and Information Systems (3 s.h.)	
ENGL-101	Composition & Speech I.....	4 s.h.
MATH-101	Math for Decision Making.....	3 s.h.
	OR appropriate level math course until minimum requirement is met (3 s.h.)	
OFFC-702	Electronic Calculators.....	1 s.h.
		15/17 s.h.

##### Second Term

ACCT-121	Principles of Accounting II.....	3 s.h.
COMP-105	Word Processing.....	2 s.h.
COMP-115	Electronic Spreadsheets.....	3 s.h.
ENGL-102	Composition & Speech II.....	4 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
	Elective(s).....	1 s.h.
		16 s.h.

#### Second Year

##### Third Term

ACCT-106	Computer Accounting.....	3 s.h.
BUSN-105	Human Relations.....	3 s.h.
BUSN-120	Business Law I.....	3 s.h.
ECON-110	Macroeconomics.....	3 s.h.
	Elective(s).....	3 s.h.
		15 s.h.

##### Fourth Term

ACCT-105	Payroll Accounting.....	3 s.h.
ECON-111	Microeconomics.....	3 s.h.
SDEV-110	Employment Strategies.....	1 s.h.
	Business Elective(s).....	4 s.h.
	Elective(s).....	3 s.h.
		14 s.h.

**Total Program Hours**

**60/62 s.h.**

#### Business Electives

ACCT-101	Introduction to Accounting.....	3 s.h.
BUSN-101	Introduction to Business.....	3 s.h.
BUSN-121	Business Law II.....	3 s.h.
COMP-100	Computer Literacy.....	1 s.h.
COMP-110	Introduction to Computers and Information Systems.....	3 s.h.
COMP-111	Management Information Systems I.....	3 s.h.
COMP-113	Microsoft Access.....	1 s.h.
COMP-114	Microsoft PowerPoint.....	1 s.h.
COMP-205	Database Management.....	3 s.h.
ENGL-705	Business Communication.....	3 s.h.
ENTR-101	Introduction to Entrepreneurship.....	3 s.h.
OFFC-701	Keyboarding for Office Technology.....	3 s.h.
SDEV-120	Cooperative Education Internship.....	2-5 s.h.
STAT-201	Statistics for Business.....	3 s.h.

For additional Business electives, see pages 120-121.

## IST/Accounting Specialization

Many small- to medium-sized businesses need employees who can do multiple tasks. The IST/Accounting Specialization provides opportunities for students to pursue employment in those small- to medium-sized companies utilizing both their accounting and computer skills.

Placement requirements for this program are found on page 30. Upon completion of the curriculum with an average grade point of 2.00 (C), the student is awarded an Associate in Science (Business/Information Technology) Degree.

### Career Opportunities

Students have the option of obtaining employment using their computer/accounting skills or transferring to a four-year institution and receiving a baccalaureate degree. Some job opportunities are listed below:

- Bookkeeper
- Computer Accounting Clerk
- Payroll Clerk
- Accounts Payable or Accounts Receivable Clerk
- Help Desk

### Required Courses/Suggested Schedule

#### First Year

##### First Term (Fall Semester)

ACCT-101	Introduction to Accounting.....	3 s.h.
	OR ACCT-120 Principles of Accounting I (3 s.h.)	
BUSN-101	Introduction to Business.....	3 s.h.
COMP-110	Introduction to Computers.....	3 s.h.
ISTS-101	Networking I.....	4 s.h.
ISTS-110	Operating Systems I.....	3 s.h.
		16 s.h.

##### Second Term (Spring Semester)

ACCT-120	Principles of Accounting I.....	3 s.h.
	OR ACCT-121 Principles of Accounting II (3 s.h.)	
COMP-115	Electronic Spreadsheets.....	3 s.h.
ISTS-120	Microsoft Windows Professional.....	4 s.h.
	OR ISTS-100 Applied Technology (3 s.h.)	
ISTS-150	Fundamentals of Project Management.....	4 s.h.
	Natural Science Elective(s).....	3 s.h.
		16-17 s.h.

##### Third Term (Summer)

	Humanities/Social Science Elective(s).....	9 s.h.
		9 s.h.

#### Second Year

##### Fourth Term (Fall Semester)

ACCT-106	Computer Accounting.....	3 s.h.
ACCT-121	Principles of Accounting II (if not yet taken).....	3 s.h.
BUSN-120	Business Law I.....	3 s.h.
COMP-111	Management Information Systems I.....	3 s.h.
ECOM-110	Media Experience.....	3 s.h.
	OR ECOM-100 Beginning Web Page Development (3 s.h.)	
ENGL-101	Composition & Speech I.....	4 s.h.
		16-19 s.h.

##### Fifth Term (Spring Semester)

ACCT-105	Payroll Accounting.....	3 s.h.
BUSN-121	Business Law II.....	3 s.h.
ENGL-102	Composition & Speech II.....	4 s.h.
ISTS-210	Network Security.....	3 s.h.
ISTS-250	Electronic Portfolios.....	3 s.h.
		16 s.h.

**Total Program Hours**

**73-77 s.h.**



## Associate in Science (Business/Business Technology) Degree

NIACC's Business Technology program is designed for students who are interested in developing a solid foundation in business and have a keen interest in computers. Students will prepare themselves for the continually changing marketplace by learning both "job getting" and "job keeping" skills. This program provides students with a real "competitive advantage" when pursuing employment.

Upon completion of the curriculum with an average grade point of 2.00 (C), the student is awarded an Associate in Science (Business/Business Technology) Degree. Students who know they wish to pursue a four-year degree and want to meet general education requirements of transfer institutions should pursue the A.A. degree. This will necessitate a slightly different curriculum.

### Required Courses/Suggested Schedule (Pending approval by the Iowa Department of Education.)

#### First Year

##### First Term

COMP-110 Introduction to Computers & Information Systems .....	3 s.h.
ECOM-101 Introduction to E-Commerce .....	3 s.h.
ENGL-101 Composition & Speech I .....	4 s.h.
Information Technology Elective .....	3 s.h.
Humanities/Social Science Elective .....	3 s.h.
	16 s.h.

##### Second Term

ECOM-100 Beginning Web Page Development .....	3 s.h.
OR ECOM-110 Media Experience (3 s.h.)	
ENGL-102 Composition & Speech II .....	4 s.h.
ISTS-100 Technology Essentials .....	3 s.h.
Information Technology Elective .....	3 s.h.
Humanities/Social Science Elective .....	3 s.h.
	16 s.h.

#### Second Year

##### Third Term

Information Technology Elective .....	5 s.h.
Business Elective .....	3 s.h.
Humanities/Social Science Elective .....	3 s.h.
Natural Science Elective .....	3 s.h.
	14 s.h.

##### Fourth Term

ISTS-250 Electronic Portfolio .....	2 s.h.
Information Technology Electives** .....	3 s.h.
Business Elective .....	9 s.h.
	14 s.h.
<b>Total Program Hours .....</b>	<b>60 s.h.</b>



#### Recommended Business Elective Courses:

ACCT-101 Introduction to Accounting .....	3 s.h.
BUSN-101 Introduction to Business .....	3 s.h.
BUSN-105 Human Relations .....	3 s.h.
BUSN-130 Principles of Management .....	3 s.h.
BUSN-220 On-the-Job Training .....	1-3 s.h.
COMP-101 Computer Applications .....	3 s.h.
COMP-105 Word Processing .....	2 s.h.
COMP-112 Microsoft Outlook .....	2 s.h.
COMP-113 Microsoft Access .....	1 s.h.
COMP-114 Microsoft PowerPoint .....	1 s.h.
COMP-115 Electronic Spreadsheets .....	3 s.h.
COMP-206 Advanced Desktop Applications .....	3 s.h.
COMP-207 Advanced Document Processing* .....	3 s.h.
ENGL-705 Business Communications .....	3 s.h.
ENTR-101 Introduction to Entrepreneurship .....	3 s.h.
MRKT-101 Principles of Marketing .....	3 s.h.
MRKT-102 Principles of Advertising .....	3 s.h.
MRKT-103 Principles of Advertising .....	3 s.h.
MRKT-103 Principles of Selling .....	3 s.h.
OFFC-702 Electronic Calculators .....	1 s.h.
SDEV-110 Employment Strategies .....	1 s.h.

\*Prerequisites: COMP-101 and COMP-105

#### \*\*Recommended Information Technology Elective Courses:

COMP-111 Management Information Systems .....	3 s.h.
ECOM-100 Beginning Web Page Development .....	3 s.h.
ECOM-110 Media Experience .....	3 s.h.
ECOM-115 Visual Communication .....	3 s.h.
ECOM-120 Internet Programming .....	3 s.h.
ECOM-201 Web Design .....	3 s.h.
ISTS-101 Networking I .....	4 s.h.
ISTS-105 Introduction to Programming .....	4 s.h.
ISTS-110 Operating Systems I .....	3 s.h.
ISTS-120 Microsoft Windows Professional .....	4 s.h.
ISTS-125 Structure & Design .....	3 s.h.
ISTS-130 Hardware Service & Support .....	4 s.h.

Electives may be from all Information Technology courses in the catalog in any combination if prerequisites are met or instructor permission is obtained.

### Career Opportunities

Support staff in Information Systems Technology, Management Information Systems, Personal Computer Hardware and/or Software, and Web Design.

For specific information, contact the North Iowa Career Center or the NIACC Business Division.



## Web Graphic Design Specialization



A graduate of the Web Graphic Design Specialization:

- directs and implements the creative development and utilization of all Web-based tools;
- creates and implements new technology that increases efficiency of product/service delivery systems and improves client/user interactivity;
- often works in a team environment with talented professionals;
- experienced in the design and production of graphics/images that are compatible with Web Standards;
- proficiently utilizes standard graphics applications with skills producing vector images, bit map images, HTML, animation, and photo manipulation;
- directs the visual identity of Web site design as well as ensures content production is met on time and within budget.

Upon completion of the curriculum with an average grade point of 2.00 (C), the student is awarded an Associate in Science (Business/E-Commerce, Web Design and Development) degree.

### Career Opportunities

- Web Site Developer
- Web Programmer
- Multimedia Designer
- Web Consultant

### Required Courses/Suggested Schedule

#### First Year

##### First Term (Fall Semester)

COMP-110	Introduction to Computers & Information Systems .....	3 s.h.
ECOM-110	Media Experience .....	3 s.h.
ENGL-101	Composition & Speech I .....	4 s.h.
ISTS-101	Networking I .....	4 s.h.
ISTS-125	Structure and Design .....	3 s.h.
		17 s.h.

##### Second Term (Spring Semester)

ARTS-201	Two-Dimensional Design .....	3 s.h.
ECOM-201	Intro to E-Commerce .....	3 s.h.
ECOM-115	Visual Communication .....	3 s.h.
ECOM-120	Internet Programming I .....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		15 s.h.

##### Third Term (Summer)

	Humanities/Social Science Elective(s).....	3 s.h.
	Natural Science Elective(s).....	3 s.h.
		6 s.h.

#### Second Year

##### Fourth Term (Fall Semester)

ARTS-150	Creative Photography .....	3 s.h.
ARTS-220	Digital Illustration.....	3 s.h.
ECOM-201	Web Design.....	3 s.h.
ECOM-205	Web Animation .....	3 s.h.
ENGL-102	Composition & Speech II .....	4 s.h.
		16 s.h.

##### Fifth Term (Spring Semester)

ARTS-151	Intermediate Photography.....	3 s.h.
ARTS-202	Graphic Design .....	3 s.h.
ECOM-220	E-Commerce Cases.....	4 s.h.
ISTS-250	Electronic Portfolio .....	2 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		15 s.h.

#### Total Program Hours

**69 s.h.**

## Information Systems Technology

NIACC's Information Systems Technology Program is a diverse program allowing students to choose from a variety of career paths. The IST Program incorporates two different specializations:

- Network Administration
- Management Information Systems

In all specializations students can develop fundamental Information Technology skills in the following areas: basic web page development, installing and maintaining PC operating systems, development of an information system, putting a project together, putting a network together, and securing information.

Upon completion of the curriculum with an average grade point of 2.00 (C), the student is awarded an Associate in Science (Business/Information Technology) Degree.

### Network Administration Specialization

The Network Administration Specialization studies network design, topologies for Local Area Networks (LAN) and Wide Area Networks (WAN) for small- to medium-size companies, Network Operating Systems, and hardware. The concentration is on network management involving everything from design, implementation, and installing networking devices but also includes workstations installation, management of servers, and general maintenance of all devices on a network.

The specialization provides opportunities for students to pursue a variety of computer professional certifications listed below:

- Cisco Certified Network Associate (CCNA)
- Microsoft Certified Systems Administration (MCSA) or Linux +
- Networking +
- A+ Hardware Certification
- Security +

#### Career Opportunities

Students have the option of obtaining employment using their computer skills or transferring to a four-year institution and receiving a baccalaureate degree. Some job opportunities are listed below:

- Manage an entire network in a small- to medium-size business
- Work in IT department with networking responsibilities
- Manage an entire IT department for a small business
- Develop your own consulting business
- Computer Support Specialist
- LAN or WAN Administrators
- Network Technician

#### Required Courses/Suggested Schedule

##### First Year

##### *First Term (Fall Semester)*

COMP-110 Introduction to Computers & Information Systems .....	3 s.h.
ENGL-101 Composition & Speech I .....	4 s.h.
ISTS-101 Networking I .....	4 s.h.
ISTS-110 Operating Systems I .....	3 s.h.
	<b>14 s.h.</b>

##### *Second Term (Spring Semester)*

ENGL-102 Composition & Speech II .....	4 s.h.
ISTS-102 Networking II .....	4 s.h.
ISTS-120 Microsoft Windows Professional .....	4 s.h.
ISTS-150 Fundamentals of Project Management .....	4 s.h.
	<b>16 s.h.</b>

##### *Third Term (Summer)*

Humanities/Social Science Elective(s) .....	3 s.h.
	<b>3 s.h.</b>

##### Second Year

##### *Fourth Term (Fall Semester)*

COMP-111 Management Information Systems I .....	3 s.h.
ECOM-110 Media Experience .....	3 s.h.
OR ECOM-100 Beginning Web Page Development (3 s.h.)	
ISTS-201 Networking III .....	4 s.h.
ISTS-205 Network Operating Systems .....	4 s.h.
Natural Science Elective(s) .....	3 s.h.
	<b>17 s.h.</b>

##### *Fifth Term (Spring Semester)*

ISTS-111 Operating Systems II .....	3 s.h.
OR ISTS-130 Hardware Service & Support (4 s.h.)	
OR ISTS-100 Applied Technology (3 s.h.)	
OR ISTS-121 Managing a Microsoft Windows 2000 Network Environment (4 s.h.)	
ISTS-202 Networking IV .....	4 s.h.
ISTS-210 Network Security .....	3 s.h.
Humanities/Social Science Elective(s) .....	6 s.h.
	<b>16-17 s.h.</b>

<b>Total Program Hours</b>	<b>66-67 s.h.</b>
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## Management Information Systems (MIS) Specialization

The MIS Specialization studies business process flow, information process flow, programming, database management, and groupware. The student develops a sound background for the field of MIS.



### Career Opportunities

The MIS Specialization is designed primarily for a student to transfer to a four-year institution and receive a baccalaureate degree in MIS or a related field. Some job opportunities are listed below:

- Computer Support Specialist
- Technical Writers
- IT Sales and/or Training

Upon receiving a four-year MIS degree, opportunities exist within IT departments working with everything from programming to developing new information systems.

### Required Courses/Suggested Schedule

#### First Year

##### First Term (Fall Semester)

COMP-110	Introduction to Computers & Information Systems .....	3 s.h.
ENGL-101	Composition & Speech I .....	4 s.h.
ISTS-101	Networking I .....	4 s.h.
ISTS-110	Operating Systems I .....	3 s.h.
ISTS-125	Structure and Design .....	3 s.h.
		17 s.h.

##### Second Term (Spring Semester)

BUSN-101	Introduction to Business.....	3 s.h.
ENGL-102	Composition & Speech II .....	4 s.h.
ISTS-105	Introduction to Programming.....	4 s.h.
ISTS-150	Fundamentals of Project Management.....	4 s.h.
		15 s.h.

##### Third Term (Summer)

Humanities/Social Science Elective(s).....	3 s.h.
	3 s.h.

#### Second Year

##### Fourth Term (Fall Semester)

COMP-111	Management Information Systems I .....	3 s.h.
COMP-205	Database Management.....	3 s.h.
ECOM-110	Media Experience .....	3 s.h.
	OR ECOM-100 Beginning Web Page Development (3 s.h.)	
ISTS-220	Java.....	4 s.h.
	Natural Science Elective(s).....	3 s.h.
		16 s.h.

##### Fifth Term (Spring Semester)

ISTS-100	Applied Technology .....	3 s.h.
	OR ECOM-101 Intro to E-Commerce (3 s.h.)	
	OR BUSN-130 Principles of Management (3 s.h.)	
ISTS-210	Network Security .....	3 s.h.
ISTS-250	Electronic Portfolio .....	2 s.h.
	Humanities/Social Science Elective(s).....	6 s.h.
		14 s.h.

<b>Total Program Hours</b>	<b>65 s.h.</b>
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## Desktop Systems Specialization (Software)

The Desktop Systems Specialization (Software) studies operating systems, application use like databases, spreadsheets, advanced document handling, Microsoft Office Suite, and e-mail. Also, the basics in hardware are covered.

The program provides opportunities for students to pursue a variety of computer professional certifications including:

- A + Hardware Certification
- Security +
- Microsoft Office Specialist - Word, Excel, Access, PowerPoint, Outlook (MOS)



### Career Opportunities

Students have the option of obtaining employment using their computer skills or transferring to a four-year institution and receiving a baccalaureate degree. Some job opportunities are listed below:

- Help Desk Support
- Software Support Specialist
- Technical Writers
- IT Sales and/or Training

### Required Courses/Suggested Schedule

#### First Year

##### First Term (Fall Semester)

COMP-105 Word Processing .....	2 s.h.
COMP-110 Introduction to Computers & Information Systems .....	3 s.h.
COMP-114 Microsoft PowerPoint .....	1 s.h.
ENGL-101 Composition & Speech I .....	4 s.h.
ISTS-101 Networking I .....	4 s.h.
ISTS-110 Operating Systems I .....	3 s.h.
	17 s.h.

##### Second Term (Spring Semester)

COMP-115 Electronic Spreadsheets .....	3 s.h.
ISTS-120 Microsoft Windows Professional .....	4 s.h.
ISTS-150 Fundamentals of Project Management .....	4 s.h.
ISTS-210 Network Security .....	3 s.h.
Natural Science Elective(s) .....	3 s.h.
	17 s.h.

##### Third Term (Summer)

Humanities/Social Science Elective(s) .....	3 s.h.
	3 s.h.

#### Second Year

##### Fourth Term (Fall Semester)

ECOM-110 Media Experience .....	3 s.h.
OR ECOM-100 Beginning Web Page Development (3 s.h.)	
ENGL-102 Composition & Speech II .....	4 s.h.
ISTS-130 Hardware Service and Support .....	4 s.h.
OR ISTS-100 Applied Technology (3 s.h.)	
Humanities/Social Science Elective(s) .....	3 s.h.
	13-14 s.h.

##### Fifth Term (Spring Semester)

COMP-112 Microsoft Outlook .....	2 s.h.
COMP-113 Microsoft Access .....	1 s.h.
COMP-205 Database Management .....	3 s.h.
COMP-207 Advanced Document Processing .....	3 s.h.
ISTS-230 Computer User Support .....	3 s.h.
ISTS-250 Electronic Portfolio .....	2 s.h.
Humanities/Social Science Elective(s) .....	3 s.h.
	17 s.h.

**Total Program Hours** **67-68 s.h.**

## PC Technician Specialization (Hardware)

The PC Technician Specialization provides opportunities for students to pursue a variety of computer professional certifications listed below:

- Microsoft Certified Systems Administration (MCSA) or Linux +
- A + Hardware Certification
- Security +

### Career Opportunities

Students have the option of obtaining employment using their computer skills or transferring to a four-year institution and receiving a baccalaureate degree. Some job opportunities are listed below:

- Hardware support for a small- to medium-size business
- Help Desk Support
- Technical Writers
- IT Sales and/or Training
- PC Technician Repair

## Required Courses/Suggested Schedule

### First Year

#### First Term (Fall Semester)

COMP-110	Introduction to Computers & Information Systems .....	3 s.h.
ISTS-101	Networking I .....	4 s.h.
ISTS-110	Operating Systems I .....	3 s.h.
ISTS-130	Hardware Service & Support .....	4 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		17 s.h.

#### Second Term (Spring Semester)

ENGL-101	Composition & Speech I .....	4 s.h.
ISTS-120	Microsoft Windows Professional .....	4 s.h.
ISTS-131	Advanced Computer System Support.....	4 s.h.
ISTS-150	Fundamentals of Project Management.....	4 s.h.
		16 s.h.

#### Third Term (Summer)

Humanities/Social Science Elective(s).....	3 s.h.
	3 s.h.

### Second Year

#### Fourth Term (Fall Semester)

ECOM-110	Media Experience .....	3 s.h.
	OR ECOM-100 Beginning Web Page Development (3 s.h.)	
ISTS-205	Network Operating Systems (2000 Server) .....	4 s.h.
ISTS-230	Computer User Support .....	3 s.h.
	Natural Science Elective(s).....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		16 s.h.

#### Fifth Term (Spring Semester)

ENGL-102	Composition & Speech II .....	4 s.h.
ISTS-111	Operating Systems II .....	3 s.h.
ISTS-210	Network Security .....	3 s.h.
ISTS-240	PC Technician Internship .....	3 s.h.
ISTS-250	Electronic Portfolio .....	2 s.h.
		15 s.h.

**Total Program Hours**

**67 s.h.**





## Entrepreneurship and Small Business Management

The Pappajohn Entrepreneurial Center began operations at NIACC in April 1997. The Center offers comprehensive entrepreneurial training and support programs for entrepreneurs, small business owners, and students.

The program provides students with an understanding of the many facets of entrepreneurship. Students will learn the process of identifying a business opportunity and developing an organization to establish a new venture. The curriculum will provide students with the proper tools to evaluate the feasibility of a new venture and to identify the available resources for assisting an entrepreneur during the start-up phase of the business.

Once a new venture has been launched, a new divergent set of challenges face the entrepreneur. The entrepreneur is typically responsible for strategic planning, financial management, marketing, human resource management, and operations. Although the entrepreneur may not be required to have a strong grasp of every specific detail, he/she must have a solid understanding of the critical issues facing the business. Thus, students will also receive instruction on managerial functions associated with owning a small business.

NIACC is working to combine classroom instruction with practical experience to enhance the development of a student's entrepreneurial and small business management skills. Students will have the opportunity to participate and interact with Entrepreneurs and Venture Capitalists from across the state of Iowa and the Midwest at a variety of events including the Iowa Venture Capital and Entrepreneur Conference, John Pappajohn New Venture Business Plan Competition, and the Collegiate Entrepreneurs' Iowa Conference.

Upon completion of the curriculum with a grade point average of 2.00 (C), the student is awarded an Associate in Science (Business/Entrepreneurship) Degree. With a few additional courses, a student can also earn an Associate in Arts Degree; assistance from a NIACC counselor is advised to ensure proper course curricula.



### Required Courses/Suggested Schedule

#### First Year

##### First Term

BUSN-101 Introduction to Business.....	3 s.h.
ENGL-101 Composition & Speech I .....	4 s.h.
ENTR-101 Introduction to Entrepreneurship.....	3 s.h.
STAT-104* Introduction to Statistics .....	3 s.h.
Elective(s) .....	3 s.h.
	16 s.h.

\* Or appropriate math course

##### Second Term

BUSN-130 Principles of Management .....	3 s.h.
ENGL-102 Composition & Speech II .....	4 s.h.
ENTR-102 Managing the Entrepreneurial Venture .....	3 s.h.
MRKT-101 Principles of Marketing.....	3 s.h.
Elective(s) .....	3 s.h.
	16 s.h.

#### Second Year

##### Third Term

ACCT-120 Principles of Accounting I.....	3 s.h.
BUSN-120 Business Law I.....	3 s.h.
ECON-110 Macroeconomics .....	3 s.h.
MATH-125 Quantitative Methods .....	3 s.h.
Elective(s) .....	1 s.h.
	13 s.h.

##### Fourth Term

ACCT-121 Principles of Accounting II.....	3 s.h.
BUSN-121 Business Law II.....	3 s.h.
ECON-111 Microeconomics .....	3 s.h.
Humanities/Social Science Elective(s).....	3 s.h.
	12 s.h.

ENTR-103**Seminar in Entrepreneurship .....	3 s.h.
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**Total Program Hours 60 s.h.**

\*\* Please meet with your advisor in the Pappajohn Entrepreneurial Center prior to scheduling this class. ENTR-103, Seminar in Entrepreneurship, may be taken during a summer session, second year during third term or fourth term.

#### Recommended Electives

COMP-110 Introduction to Computers and Information Systems...	3 s.h.
STAT-201 Statistics for Business.....	3 s.h.

#### For A.A. Degree:

Move 7 s.h. of electives to General Education Core	
Add 10 s.h. of General Education Core	
Total .....	17 s.h.

### Career Opportunities

- Learn the ABC's of starting and managing your own business.
- Understand the difference between a good idea and a real business opportunity.
- Knowing the basics of starting a company creates both value and experience that will be used throughout your career, despite the area of interest.
- By taking entrepreneurial courses, you will become a motivated and valued employee, captain, leader, owner, or boss that understands how to take a problem and turn it into a business opportunity.

## E-Entrepreneurship Specialization

A graduate of the E-Entrepreneurship Specialization:

- perceives and utilizes the Internet as a strategic advantage to achieve business goals;
- designs and builds complex electronic business systems for e-commerce start-ups;
- often works in a team environment with talented professionals;
- understands that the Web inherently involves the creation, transformation of relationships for value creation within organizations, between organizations (business-to-business e-commerce), and between organizations and individuals (business-to-consumer e-commerce);
- is skilled in developing and implementing a business plan, including marketing and financial resource development and management;
- accepts higher risks with the potential for higher rewards.

Upon completion of the curriculum with an average grade point of 2.00 (C), the student is awarded an Associate in Science (Business/E-Commerce, Web Design and Development) Degree.

### Required Courses/Suggested Schedule

#### First Year

##### First Term (Fall Semester)

ECOM-110 Media Experience .....	3 s.h.
ENGL-101 Composition & Speech I .....	4 s.h.
ENTR-101 Introduction to Entrepreneurship.....	3 s.h.
ISTS-101 Networking I.....	4 s.h.
ISTS-125 Structure and Design .....	3 s.h.
	17 s.h.

##### Second Term (Spring Semester)

ECOM-101 Intro to E-Commerce.....	3 s.h.
ECOM-115 Visual Communication .....	3 s.h.
ECOM-120 Internet Programming I.....	3 s.h.
ENTR-102 Managing the Entrepreneurial Venture .....	3 s.h.
Humanities/Social Science Elective(s).....	3 s.h.
	15 s.h.

##### Third Term (Summer)

ISTS-210 Network Security.....	3 s.h.
Business Elective(s).....	3 s.h.
	6 s.h.

#### Second Year

##### Fourth Term (Fall Semester)

ENGL-102 Composition & Speech II .....	4 s.h.
ENTR-103 Seminar in Entrepreneurship .....	3 s.h.
Business Elective(s).....	6 s.h.
Natural Science Elective(s).....	3 s.h.
	16 s.h.

##### Fifth Term (Spring Semester)

BUSN-122 Internet Law .....	3 s.h.
ECOM-220 E-Commerce Cases.....	4 s.h.
ISTS-250 Electronic Portfolio .....	2 s.h.
Humanities/Social Science Elective(s).....	6 s.h.
	15 s.h.

**Total Program Hours 69 s.h**

### Career Opportunities

- Business Owner
- Web Consultant
- Management Consultant



## The Pappajohn Entrepreneurial Certificate Program



The Pappajohn Entrepreneurial Certificate Program is designed for the aspiring student entrepreneur and is ideal for any student who someday would like to own and operate a business of his/her own. Students will be able to explore a new business idea, conduct market research, prepare marketing and financial plans, and learn basic skills on how to own, operate, and manage the business.

### Required Courses/Suggested Schedule

ACCT-101 Introduction to Accounting.....	3 s.h.
OR ACCT-120 Principles of Accounting I (3 s.h.)	
BUSN-101 Introduction to Business.....	3 s.h.
ENTR-101 Introduction to Entrepreneurship.....	3 s.h.
ENTR-102 Managing the Entrepreneurial Venture .....	3 s.h.
MRKT-101 Principles of Marketing.....	3 s.h.
Business Elective(s).....	3 s.h.
<b>Total Program Hours</b>	<b>18 s.h.</b>

### Recommended Business Courses

ACCT-121 Principles of Accounting II* .....	3 s.h.
BUSN-105 Human Relations .....	3 s.h.
BUSN-120 Business Law I.....	3 s.h.
BUSN-130 Principles of Management .....	3 s.h.

\* Prerequisite: ACCT-120 Principles of Accounting I

### Career Opportunities

- This specially designed certificate course allows students in any academic program to learn the essential elements of creating and managing their own business.
- Students will focus on the core business disciplines that will assist them in any new business venture.
- Learn how to create a road map that will allow you to attract start-up funding, market your idea and grow your entrepreneurial venture.
- The Entrepreneurial Certificate Program will teach you the basics of business ownership, and these skills will help you find employment.

## E-Business Specialization

A graduate of the E-Business Specialization:

- provides strategic e-commerce marketing planning, including competitive analysis, electronic business planning, systems planning and organizational structuring to support and enhance the company's overall marketing efforts;
- develops complete business strategy, technology architecture and planning, design and development of new applications utilizing the Web;
- often works in a team environment with talented professionals;
- is able to rationalize and formulate new/current marketing techniques for an organization's return on investment (ROI) and cost savings;
- directs corporate Web marketing, e-business strategies, and Web departments toward meeting business objectives.

Upon completion of the curriculum with an average grade point of 2.00 (C), the student is awarded an Associate in Science (Business/E-Commerce, Web Design and Development) Degree.

### Career Opportunities

- Web Development Manager
- Marketing Manager
- Business Analyst
- Management Consultant

### Required Courses/Suggested Schedule

#### First Year

##### First Term (Fall Semester)

BUSN-101 Introduction to Business.....	3 s.h.
ECOM-110 Media Experience .....	3 s.h.
ENGL-101 Composition & Speech I .....	4 s.h.
ISTS-101 Networking I .....	4 s.h.
ISTS-125 Structure and Design .....	3 s.h.
	17 s.h.

##### Second Term (Spring Semester)

BUSN-130 Principles of Management .....	3 s.h.
ECOM-101 Intro to E-Commerce.....	3 s.h.
ECOM-115 Visual Communications.....	3 s.h.
Business Elective(s).....	3 s.h.
Humanities/Social Science Elective(s).....	3 s.h.
	15 s.h.

##### Third Term (Summer)

ISTS-210 Network Security .....	3 s.h.
Natural Science Elective(s).....	3 s.h.
	6 s.h.

#### Second Year

##### Fourth Term (Fall Semester)

ENGL-102 Composition & Speech II .....	4 s.h.
MRKT-101 Principles of Marketing.....	3 s.h.
Humanities/Social Science Elective(s).....	3 s.h.
Business Elective(s).....	6 s.h.
	16 s.h.

##### Fifth Term (Spring Semester)

BUSN-122 Internet Law .....	3 s.h.
ECOM-120 Internet Programming I .....	3 s.h.
ECOM-220 E-Commerce Cases.....	4 s.h.
ISTS-250 Electronic Portfolio .....	2 s.h.
Humanities/Social Science Elective(s).....	3 s.h.
	15 s.h.

**Total Program Hours 69 s.h.**

## Financial Management/Insurance



NIACC's Financial Management/Insurance Program is designed to prepare graduates with employable skills related to the insurance and financial management career fields.

The purpose of this degree is to provide a degree goal for students who chose to follow a course of study designed to give the student the option of obtaining employment in business.

Upon completion of the curriculum with a grade point average of 2.00 (C), the student is awarded an Associate in Science (Business/Financial Management) Degree.

Students who know they wish to pursue a four-year degree and want to meet general education requirements of transfer institutions should pursue the A.A. Degree.

### Career Opportunities

- Insurance Agent
- Insurance Office Manager
- Financial Services Representative

### Required Courses/Suggested Schedule

#### First Year

##### First Term

BUSN-101	Introduction to Business.....	3 s.h.
COMP-110	Introduction to Computers and Information Systems.....	3 s.h.
ENGL-101	Composition & Speech I .....	4 s.h.
INSS-101	General Insurance .....	3 s.h.
MATH-101	Mathematics for Decision Making .....	3 s.h.
		16 s.h.

##### Second Term

COMP-115	Electronic Spreadsheets .....	3 s.h.
ENGL-102	Composition & Speech II .....	4 s.h.
INSS-102	Property & Casualty Insurance .....	3 s.h.
MATH-125	Quantitative Methods .....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		16 s.h.

#### Second Year

##### Third Term

ACCT-101	Introduction to Accounting.....	3 s.h.
	OR ACCT-120 Principles of Accounting I (3 s.h.)	
BUSN-120	Business Law I.....	3 s.h.
ECON-110	Macroeconomics .....	3 s.h.
INSS-103	Life, Health, & Disability Insurance .....	3 s.h.
	Elective(s) .....	3 s.h.
		15 s.h.

##### Fourth Term

ACCT-121	Principles of Accounting II.....	3 s.h.
BUSN-121	Business Law II.....	3 s.h.
ECON-111	Microeconomics .....	3 s.h.
SDEV-120	Cooperative Education Internship.....	3 s.h.
	Elective(s) .....	3 s.h.
		15 s.h.

**Total Program Hours 62 s.h.**

#### Elective Courses

ACCT-106	Computer Accounting.....	3 s.h.
BUSN-102	Keyboarding Level I .....	1 s.h.
BUSN-103	Keyboarding Level II .....	1 s.h.
BUSN-105	Human Relations .....	3 s.h.
BUSN-130	Principles of Management .....	3 s.h.
MRKT-101	Principles of Marketing.....	3 s.h.
MRKT-103	Principles of Selling.....	3 s.h.
OFFC-701	Keyboarding for Office Technology .....	3 s.h.
OFFC-702	Electronic Calculators .....	1 s.h.
SDEV-110	Employment Strategies .....	1 s.h.
STAT-201	Statistics for Business.....	3 s.h.

For additional Business electives, see pages 120-121.

## General Business

NIACC's General Business Program is a dual-purpose program designed to give the student the option of obtaining employment upon graduation or transferring to a four-year institution. It is for the student who is interested in business but does not have a particular area in mind.

Graduates are generally placed in sales, management, or general business (office, shipping and receiving, quality control) positions with industrial and retail firms. For specific placement information, contact the North Iowa Career Center or the NIACC Business Division.

Upon completion of the curriculum with a grade point average of 2.00 (C), the student is awarded an Associate in Science (Business/General Business) Degree. Students who know they wish to pursue a four-year degree and want to meet general education requirements of transfer institutions, should pursue the A.A. Degree. This will necessitate a slightly different curriculum.



### Career Opportunities

Some of the occupational areas in which job opportunities may be found are:

- Sales
- General Business (office, shipping and receiving, quality control)
- Management
- Positions within industrial, wholesale or retail firms

For specific information, contact the North Iowa Career Center or the NIACC Business Division.

### Required Courses/Suggested Schedule

#### First Year

##### First Term

BUSN-101	Introduction to Business.....	3 s.h.
BUSN-120	Business Law I.....	3 s.h.
COMP-101	Computer Applications.....	3 s.h.
	OR COMP-110 Introduction to Computers and Information Systems (3 s.h.)	
ENGL-101	Composition & Speech I.....	4 s.h.
ECON-110	Macroeconomics.....	3 s.h.
		16 s.h.

##### Second Term

BUSN-121	Business Law II.....	3 s.h.
ENGL-102	Composition & Speech II.....	4 s.h.
MATH-101	Mathematics for Decision Making*.....	3 s.h.
ECON-111	Microeconomics.....	3 s.h.
	Elective(s).....	3 s.h.
		16 s.h.

#### Second Year

##### Third Term

ACCT-101	Introduction to Accounting.....	3 s.h.
	OR ACCT-120 Principles of Accounting I (3 s.h.)	
BUSN-130	Principles of Management.....	3 s.h.
BUSN-105	Human Relations.....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
	Business Elective(s)**.....	3 s.h.
		15 s.h.

##### Fourth Term

COMP-115	Electronic Spreadsheets.....	3 s.h.
MRKT-101	Principles of Marketing.....	3 s.h.
MATH-125	Quantitative Methods.....	3 s.h.
	Elective(s)**.....	4 s.h.
		13 s.h.

**Total Program Hours** **60 s.h.**

\* MATH-101 or higher level math course

\*\* Recommended electives

#### Recommended Elective Courses

ACCT-121	Principles of Accounting II.....	3 s.h.
BUSN-131	Principles of Supervision.....	3 s.h.
BUSN-132	Managing Human Resources.....	3 s.h.
ENTR-101	Introduction to Entrepreneurship.....	3 s.h.
ENTR-102	Managing the Entrepreneurial Venture.....	3 s.h.
ENTR-103	Seminar in Entrepreneurship.....	3 s.h.
INSS-101	General Insurance.....	3 s.h.
MRKT-102	Principles of Advertising.....	3 s.h.
MRKT-103	Principles of Selling.....	3 s.h.
OFFC-702	Electronic Calculators.....	1 s.h.
SDEV-120	Cooperative Education Internship.....	2-5 s.h.
SDEV-110	Employment Strategies.....	1 s.h.
STAT-201	Statistics for Business.....	3 s.h.

For additional Business electives, see pages 120-121.



## General Business/Marketing and Sales Option

Marketing and Sales is a 30-semester hour program designed to meet the needs of the adult who is attending classes primarily at night. Successful completion of the curriculum should make a graduate employable in sales and marketing. In addition, all the courses apply toward the two-year Associate in Science (Business) Degree.

Upon satisfactory completion of the prescribed curriculum with an average grade point of 2.00 (C), the student is awarded a diploma.

### Career Opportunities

Successful graduates can find job opportunities in the following occupational areas:

- Sales Clerk
- Sales Representative
- Sales Management Trainee

For specific information, contact the North Iowa Career Center or the NIACC Business Division.

### Required Courses/Suggested Schedule

#### Diploma Program

##### First Term

ACCT-101	Introduction to Accounting.....	3 s.h.
	OR ACCT-120 Principles of Accounting I (3 s.h.)	
BUSN-120	Business Law I.....	3 s.h.
ECON-110	Macroeconomics.....	3 s.h.
ENGL-104	Composition I.....	3 s.h.
MRKT-103	Principles of Selling.....	3 s.h.
		15 s.h.

##### Second Term

BUSN-130	Principles of Management.....	3 s.h.
MRKT-101	Principles of Marketing.....	3 s.h.
MRKT-102	Principles of Advertising.....	3 s.h.
SPCH-101	Public Speaking.....	2 s.h.
	OR SPCH-102 Group Discussion (2 s.h.)	
	Elective(s).....	4 s.h.
		15 s.h.

**Total Program Hours 30 s.h.**

#### Recommended Business Elective Courses

ACCT-121	Principles of Accounting II*.....	3 s.h.
BUSN-101	Introduction to Business.....	3 s.h.
BUSN-121	Business Law II.....	3 s.h.
BUSN-131	Principles of Supervision.....	3 s.h.
BUSN-132	Managing Human Resources.....	3 s.h.
COMP-101	Computer Applications.....	3 s.h.
COMP-110	Introduction to Computers and Information Systems.....	3 s.h.
COMP-115	Electronic Spreadsheets.....	3 s.h.
ECON-111	Microeconomics.....	3 s.h.
ENGL-105	Composition II**.....	3 s.h.
ENTR-101	Introduction to Entrepreneurship.....	3 s.h.
ENTR-102	Managing the Entrepreneurial Venture.....	3 s.h.
ENTR-103	Seminar in Entrepreneurship.....	3 s.h.
OFFC-702	Electronic Calculators.....	1 s.h.
SDEV-120	Cooperative Education Internship.....	2-5 s.h.
	Mathematics.....	3 s.h.

\* Prerequisite ACCT-120 Principles of Accounting I

\*\*Prerequisite ENGL-101 Composition & Speech II

For additional Business electives, see pages 120-121.

## Hospitality/Food Service Management



NIACC's Hospitality/Food Service Management Program provides each student with a foundation in the hospitality and food service industry. The program is designed to give the student the option of employment upon graduation or pursuit of an advanced degree at a four-year institution.

Graduates are prepared for food preparation, entry-level supervision, or management positions. Employment may also be obtained in food marketing or as a sales representative for food distribution.

Upon completion of the curriculum with a grade point average of 2.00 (C), the student is awarded an Associate in Applied Science degree with an emphasis in Hospitality/Food Service Management. Students who know they wish to pursue a four-year degree and want to meet general education requirements of transfer institutions, should pursue the A.A. degree. This will necessitate a slightly different curriculum.

### Career Opportunities

Successful graduates can find job opportunities in the following occupational areas:

- Catering and Banquet Manager
- Cook or Chef's Assistant
- Food Production Manager
- Kitchen or Dining Room Supervisor
- Restaurant Manager or Assistant Manager

### Required Courses/Suggested Schedule

#### First Year

##### First Term

BUSN-101 Introduction to Business.....	3 s.h.
BUSN-105 Human Relations .....	3 s.h.
ENGL-104 Composition I.....	3 s.h.
<b>FOOD-701 Introduction to Hospitality Supervision+</b> .....	<b>1 s.h.</b>
<b>FOOD-702 Professional Cooking+</b> .....	<b>3 s.h.</b>
<b>FOOD-703 ServSafe+</b> .....	<b>1 s.h.</b>
	14 s.h.

##### Second Term

ACCT-101 Introduction to Accounting.....	3 s.h.
OR ACCT-120 Principles of Accounting I (3 s.h.)	
COMP-101 Computer Applications .....	3 s.h.
OR COMP-110 Introduction to Computers and Information Systems (3 s.h.)	
FOOD-704 Nutrition for Food Managers .....	2 s.h.
<b>FOOD-705 Food and Beverage Cost Control+</b> .....	<b>2 s.h.</b>
<b>FOOD-706 Hospitality Marketing/Management+*</b> .....	<b>2 s.h.</b>
SPCH-101 Public Speaking .....	2 s.h.
	14 s.h.

##### Third Term (Summer)

FOOD-720 Food Service Field Experience .....	4 s.h.
	4 s.h.

#### Second Year

##### Fourth Term

BUSN-131 Principles of Supervision.....	3 s.h.
<b>FOOD-801 Presenting Service/Menu Planning+</b> .....	<b>2 s.h.</b>
Business Elective(s).....	6 s.h.
Math/Science/Humanities/Social Science Elective(s).....	3 s.h.
	14 s.h.

##### Fifth Term

FOOD-802 Dinner and Front of the House** .....	3 s.h.
<b>FOOD-803 Purchasing+</b> .....	<b>1 s.h.</b>
FOOD-804 Culinary Arts/Book of Yields.....	1 s.h.
Business Elective(s).....	6 s.h.
Math/Science/Humanities/Social Science Elective(s).....	3 s.h.
	14 s.h.

#### Total Program Hours

**60 s.h.**

\* Students may opt to take MRKT-101, Principles of Marketing as an alternative.

\*\* Prerequisite: FOOD-702 Professional Cooking

+ Upon successful completion of this course, a student will receive a certificate from the National Restaurant Association showing competence in this area. This program contains seven courses in which students may earn certifications. A student who earns all seven certifications will receive additional recognition from the National Restaurant Association.

#### Recommended Electives

ACCT-121 Principles of Accounting II.....	3 s.h.
BUSN-120 Business Law I.....	3 s.h.
BUSN-130 Principles of Management .....	3 s.h.
BUSN-132 Managing Human Resources .....	3 s.h.
COMP-115 Electronic Spreadsheets .....	3 s.h.
ECON-110 Macroeconomics .....	3 s.h.
ECON-111 Microeconomics .....	3 s.h.
ENTR-101 Introduction to Entrepreneurship.....	3 s.h.
ENTR-102 Managing the Entrepreneurial Venture .....	3 s.h.
MRKT-101 Principles of Marketing.....	3 s.h.
MRKT-102 Principles of Advertising.....	3 s.h.
MRKT-103 Principles of Selling.....	3 s.h.
OFFC-702 Electronic Calculators .....	1 s.h.
PHIL-102 Ethics .....	3 s.h.
SPAN-101 Beginning Spanish I.....	3 s.h.

For additional Business electives, see pages 120-121.



## Sport Management

Sport Management is a field of study which prepares students for careers in the sport, recreation, and fitness industry. Students in the program will learn principles of business, including marketing, finance, management, and law while applying those principles to different areas of the sport industry.

As a key part of the Sport Management Degree at NIACC, students will be required to gain internship credit for 3-6 semester hours. Internships give students the opportunity to apply their knowledge gained in the classroom to work in the field.

Upon completion of the curriculum with an average grade point of 2.00 (C), the student is awarded an Associate in Science (Business/Sport Management) Degree.

Students who know they wish to pursue a four-year degree and want to meet general education requirements of transfer institutions should pursue the A.A. Degree. This will necessitate a slightly different curriculum.



### Career Opportunities

Students who graduate with a 4-year sport management degree will be prepared for employment in a wide range of fields, including:

- intercollegiate athletics
- high school athletics
- professional sport, recreation, and fitness organizations
- a variety of other sport-related businesses

Employment opportunities abound in the sport and recreation field.

### Required Courses/Suggested Schedule

#### First Year

##### First Term

BUSN-101	Introduction to Business.....	3 s.h.
ENGL-101	Composition & Speech I .....	4 s.h.
SPOR-101	Introduction to Sport Management .....	3 s.h.
	Elective(s) .....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		16 s.h.

##### Second Term

COMP-101	Computer Applications .....	3 s.h.
	OR COMP-110 Introduction to Computers and Information Systems (3 s.h.) .....	
ENGL-102	Composition & Speech II .....	4 s.h.
SPOR-120	Current Issues in Sport .....	3 s.h.
	Natural Science Elective(s).....	3 s.h.
	Elective(s) .....	3 s.h.
		16 s.h.

#### Second Year

##### Third Term

ACCT-101	Introduction to Accounting.....	3 s.h.
	OR ACCT-120 Principles of Accounting I (3 s.h.) .....	
BUSN-105	Human Relations .....	3 s.h.
MRKT-101	Principles of Marketing.....	3 s.h.
SPOR-201	Internship in Sport Management* .....	3 s.h.
	OR Business Elective(s) (3 s.h.) .....	
	Humanities/Social Science Elective(s).....	3 s.h.
		15 s.h.

##### Fourth Term

BUSN-120	Business Law I.....	3 s.h.
BUSN-130	Principles of Management .....	3 s.h.
SPOR-201	Internship in Sport Management.....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
	Elective(s) .....	3 s.h.
		15 s.h.

**Total Program Hours** **62 s.h.**

\* Internship in Sport Management may be repeated for up to six credits.

#### Elective Business Courses:

BUSN-131	Principles of Supervision.....	3 s.h.
COMP-115	Electronic Spreadsheets .....	3 s.h.
ENGL-705	Business Communication.....	3 s.h.
MRKT-101	Principles of Marketing.....	3 s.h.
MRKT-102	Principles of Advertising.....	3 s.h.

For additional Business electives, see pages 120-121.

#### Recommended Physical Education Courses:

PHYE-113	Physical Fitness .....	1 s.h.
PHYE-114	Physical Fitness Lab .....	1 s.h.
PHYE-115	Games & Officiating I.....	2 s.h.
PHYE-116	Games & Officiating II.....	2 s.h.
PHYE-150	Theory, Ethics, and Professional Responsibility of Coaching Interscholastic Athletics .....	1 s.h.
PHYE-151	Care & Prevention of Athletic Injuries .....	2 s.h.
PHYE-152	Introduction to Anatomy and Physiology for Coaching .....	1 s.h.
PHYE-153	Human Development in Sports .....	1 s.h.

## Supervision and Management

### Diploma Program

The Supervision and Management Diploma Program is designed to meet the needs of students who want a foundation in developing skills in the areas of supervising people and the overall management of a business enterprise.

Successful completion of the program will assist students in developing an awareness and understanding to organize, coordinate, and evaluate the functions of a unit, department, or branch of an organization either in an industrial management or administrative capacity.

All the courses taken in the diploma program apply to the Supervision and Management Career Option Program.

Upon satisfactory completion of the prescribed curriculum with an average grade point of 2.00 (C), the student is awarded a diploma. This recognition is granted to a person who has completed at least thirty (30) semester hours of credit including a general education core.

### Career Option

NIACC's Supervision and Management Program is designed to prepare graduates with interests in the areas of supervising people and being part of the overall management of a business enterprise.

The intent of this program is to develop abilities to organize, coordinate, and evaluate the functions of a unit, department, or branch of an organization either in an industrial management or administrative management capacity.

Upon completion of the prescribed curriculum with an average grade point of 2.00 (C), the student is awarded an Associate in Science (Business/Supervision and Management) Degree.

### Career Opportunities

- Supervisor
- Supervisor Trainee
- Lead Person
- Manager
- Manager Trainee

### Required Courses/Suggested Schedule

#### Diploma Program

##### First Year

##### First Term

ACCT-101 Introduction to Accounting.....	3 s.h.
OR ACCT-120 Principles of Accounting I (3 s.h.)	
BUSN-120 Business Law I.....	3 s.h.
BUSN-131 Principles of Supervision.....	3 s.h.
ECON-110 Macroeconomics.....	3 s.h.
ENGL-101 Composition & Speech I.....	4 s.h.
	16 s.h.

##### Second Term

BUSN-105 Human Relations.....	3 s.h.
BUSN-130 Principles of Management.....	3 s.h.
BUSN-132 Managing Human Resources.....	3 s.h.
COMP-110 Introduction to Computers and Information Systems.....	3 s.h.
Elective(s).....	3 s.h.
	15 s.h.

**Total Program Hours 31 s.h.**

#### Career Option

Students in the Supervision and Management Career Option Program supplement the diploma program with the following additional courses:

##### Second Year

##### Third Term

MATH-101 Mathematics for Decision Making.....	3 s.h.
MRKT-101 Principles of Marketing.....	3 s.h.
Humanities/Social Science Elective.....	3 s.h.
General Elective(s).....	4 s.h.
	13 s.h.

##### Fourth Term

ACCT-121 Principles of Accounting II.....	3 s.h.
BUSN-121 Business Law II.....	3 s.h.
ECON-111 Microeconomics.....	3 s.h.
ENGL-102 Composition & Speech II.....	4 s.h.
General Elective(s).....	3 s.h.
	16 s.h.

**Total Program Hours 60 s.h.**

##### Recommended Electives:

COMP-115 Electronic Spreadsheets.....	3 s.h.
ENTR-101 Introduction to Entrepreneurship.....	3 s.h.
ENTR-102 Managing the Entrepreneurial Venture.....	3 s.h.
ENTR-103 Seminar in Entrepreneurship.....	3 s.h.
SDEV-120 Cooperative Education Internship, as arranged	

For additional Business electives, see pages 120-121.

## Administrative Office Specialist - Degree

The Administrative Office Specialist - Degree Program is designed to prepare students for employment with financial institutions, retail establishments, manufacturers, private organizations, and Civil Service.

The graduate's duties include: transcribing dictation; keyboarding correspondence, reports, and records; filing; handling telephone services; making appointments and receiving visitors; ordering supplies; making travel arrangements; taking care of general office administration; and using computers for word processing, spreadsheet, and database projects.

NIACC's office technology classrooms are equipped with the latest in computers, office machines, and equipment. They are also staffed by qualified instructors in the secretarial field.

Upon satisfactory completion of the prescribed curriculum (at least 60 semester hours) with an average grade point of 2.00 (C), the student is awarded an Associate in Science (Business/Administrative Office Specialist) Degree.



### Career Opportunities

Successful graduates can find job opportunities in the following occupational areas:

- Executive Secretary
- Administrative Assistant
- Receptionist
- Office Manager
- Records Manager
- Information Processing Supervisor

For specific information contact the North Iowa Career Center or the NIACC Business Division.

### Required Courses/Suggested Schedule

#### First Year

##### First Term

ACCT-101 Introduction to Accounting.....	3 s.h.
OR ACCT-120 Principles of Accounting I (3 s.h.)	
ENGL-101 Composition & Speech I .....	4 s.h.
OFFC-701* Keyboarding for Office Technology .....	3 s.h.
OFFC-702 Electronic Calculators .....	1 s.h.
Humanities/Social Science Elective(s).....	3 s.h.
	14 s.h.

\* Prerequisite: BUSN-102, BUSN-103 OR ability to pass keyboarding test at 30 wpm with 3 errors or less

##### Second Term

COMP-105 Word Processing.....	2 s.h.
ENGL-102 Composition & Speech II .....	4 s.h.
Business Elective(s).....	10 s.h.
	16 s.h.

#### Second Year

##### Third Term

COMP-101 Computer Applications .....	3 s.h.
OR COMP-110 Introduction to Computers and Information Systems (3 s.h.)	
ENGL-705 Business Communication.....	3 s.h.
Humanities Elective(s) .....	3 s.h.
Social Science Elective(s).....	3 s.h.
Business Elective(s).....	4 s.h.
	16 s.h.

##### Fourth Term

COMP-115**Electronic Spreadsheets.....	3 s.h.
COMP-207*Advanced Document Processing.....	3 s.h.
OFFC-830***Professional Office Procedures.....	4 s.h.
SDEV-110 Employment Strategies .....	1 s.h.
Natural Science Elective(s).....	3 s.h.
	14 s.h.

\* Prerequisites: COMP-105 and COMP-101 or COMP-110

\*\* Prerequisites: COMP-101 or COMP-110

\*\*\* Prerequisites: COMP-105 and ENGL-705

**Total Program Hours**

**60 s.h.**

#### Recommended Electives:

BUSN-101 Introduction to Business.....	3 s.h.
BUSN-105 Human Relations .....	3 s.h.
BUSN-130 Principles of Management .....	3 s.h.
BUSN-220 On-the-Job Training .....	1-6 s.h.
COMP-113 Microsoft Access .....	1 s.h.
COMP-114 Microsoft PowerPoint.....	1 s.h.
COMP-112 Microsoft Outlook .....	2 s.h.
ECOM-100 Beginning Web Page Development.....	3 s.h.
ISTS-100 Technology Essentials .....	3 s.h.
MRKT-101 Principles of Marketing.....	3 s.h.

NOTE: *On-the-Job Training (BUSN-220)* is a **strongly recommended** Business elective. For more information, please contact Diane Frank at 1-888-GO-NIACC, ext. 4252.

For additional Business electives, see pages 120-121.

## Legal Office Specialist - Degree

The Legal Office Specialist - Degree Program is designed to prepare students for employment in law offices, insurance companies, financial institutions, courts and police departments, as well as in legal departments of business firms and government offices.

The graduate's duties include transcribing dictation; preparing letters, memos, court and client documents; filing; handling telephone services; making appointments and receiving clients; ordering supplies, making travel arrangements; taking care of general office administration; and using a computer for word processing, spreadsheet, and database projects.

NIACC's office technology classrooms are equipped with the latest in computers, office machines, and equipment. They are also staffed by qualified instructors in the secretarial field.

Upon satisfactory completion of the prescribed curriculum (at least 60 semester hours) with an average grade point of 2.00 (C), the student is awarded an Associate in Science (Business/Legal Office Specialist) Degree.

### Career Opportunities

Successful graduates can find opportunities in the following occupational areas:

- Legal Secretary
- Legal Transcriber
- Legal Information Processing
- Receptionist
- Legal Records Manager
- Appointment Clerk

For specific information contact the North Iowa Career Center or the NIACC Business Division.



### Required Courses/Suggested Schedule

#### First Year

##### First Term

ACCT-101 Introduction to Accounting.....	3 s.h.
OR ACCT-120 Principles of Accounting I (3 s.h.)	
ENGL-101 Composition & Speech I .....	4 s.h.
OFFC-701* Keyboarding for Office Technology .....	3 s.h.
OFFC-702 Electronic Calculators .....	1 s.h.
POLS-101 Introduction to American Government .....	3 s.h.
	14 s.h.

\* Prerequisite: BUSN-102, BUSN-103 OR ability to pass keyboarding test at 30 wpm with 3 errors or less

##### Second Term

COMP-105 Word Processing.....	2 s.h.
ENGL-102 Composition & Speech II .....	4 s.h.
Humanities/Social Science Elective(s).....	6 s.h.
Business Elective(s).....	3 s.h.
	15 s.h.

#### Second Year

##### Third Term

BUSN-120 Business Law I.....	3 s.h.
COMP-101 Computer Applications .....	3 s.h.
OR COMP-110 Introduction to Computers and Information Systems (3 s.h.)	
ENGL-705 Business Communication.....	3 s.h.
Natural Science Elective .....	3 s.h.
Business Elective(s).....	3 s.h.
	15 s.h.

##### Fourth Term

COMP-207**Advanced Document Processing.....	3 s.h.
COMP-115***Electronic Spreadsheets .....	3 s.h.
OFFC-810* Legal Office Procedures .....	5 s.h.
SDEV-110 Employment Strategies.....	1 s.h.
Business Elective(s).....	4 s.h.
	16 s.h.

\* Prerequisites: COMP-105 and ENGL-705

\*\* Prerequisites: COMP-105 and COMP-101 OR COMP-110

\*\*\* Prerequisites: COMP-101 or COMP-110

**Total Program Hours 60 s.h.**

#### Recommended Electives:

BUSN-101 Introduction to Business.....	3 s.h.
BUSN-105 Human Relations .....	3 s.h.
BUSN-121 Business Law II.....	3 s.h.
BUSN-130 Principles of Management .....	3 s.h.
BUSN-220 On-the-Job Training .....	1-6 s.h.
COMP-112 Microsoft Outlook .....	2 s.h.
COMP-113 Microsoft Access .....	1 s.h.
COMP-114 Microsoft PowerPoint .....	1 s.h.
ECOM-100 Beginning Web Page Development.....	3 s.h.
ISTS-100 Technology Essentials .....	3 s.h.

NOTE: *On-the-Job Training (BUSN-220)* is a **strongly recommended Business elective**. For more information, please contact Diane Frank at 1-888-GO-NIACC, ext. 4252.

For additional Business electives, see pages 120-121.





## Legal Office Associate - Diploma

The Legal Office Associate - Diploma Program is designed to prepare students for employment with law offices, insurance companies, financial institutions, courts and police departments, as well as in legal departments of business firms and government offices.

The graduate's duties include transcribing dictation; preparing letters, memos, court and client documents; filing; handling telephone services; making appointments and receiving clients; ordering supplies; making travel arrangements; taking care of general office administration; and using a computer for word processing, spreadsheet, and database projects.

NIACC's office technology classrooms are equipped with the latest in computers, office machines, and equipment. They are also staffed by qualified instructors in the secretarial field.

Upon satisfactory completion of the prescribed curriculum (at least 30 semester hours) with an average grade point of 2.00 (C), the student is awarded a diploma.



### Required Courses/Suggested Schedule

#### First Year

##### First Term

ACCT-101 Introduction to Accounting.....	3 s.h.
OR ACCT-120 Principles of Accounting I (3 s.h.)	
COMP-101 Computer Applications .....	3 s.h.
OR COMP-110 Introduction to Computers and Information Systems (3 s.h.)	
COMP-105 Word Processing.....	2 s.h.
ENGL-705 Business Communication.....	3 s.h.
OFFC-701* Keyboarding for Office Technology .....	3 s.h.
OFFC-702 Electronic Calculators .....	1 s.h.
	15 s.h.

\* Prerequisite: BUSN-102, BUSN-103 OR ability to pass keyboarding test at 30 wpm with 3 errors or less

##### Second Term

BUSN-120 Business Law I.....	3 s.h.
OFFC-810* Legal Office Procedures .....	5 s.h.
SDEV-110 Employment Strategies.....	1 s.h.
Business Electives .....	6 s.h.
	15 s.h.

\* Prerequisites: COMP-105 and ENGL-705

**Total Program Hours** **30 s.h.**

#### Recommended Electives:

BUSN-101 Introduction to Business.....	3 s.h.
BUSN-105 Human Relations .....	3 s.h.
BUSN-220 On-the-Job Training .....	1-6 s.h.
COMP-112 Microsoft Outlook .....	2 s.h.
COMP-113 Microsoft Access .....	1 s.h.
COMP-114 Microsoft PowerPoint .....	1 s.h.
COMP-115 Electronic Spreadsheets .....	3 s.h.
COMP-207 Advanced Document Processing .....	3 s.h.
ECOM-100 Beginning Web Page Development .....	3 s.h.
ISTS-100 Technology Essentials .....	3 s.h.

NOTE: *On-the-Job Training (BUSN-220)* is a **strongly recommended Business elective**. For more information, please contact Diane Frank at 1-888-GO-NIACC, ext. 4252.

For additional Business electives, see pages 120-121.

### Career Opportunities

Successful graduates can find job opportunities in the following occupational areas:

- Legal Secretary
- Legal Transcriber
- Legal Records Manager
- Legal Information Processing Operator
- Receptionist
- Appointment Clerk

For specific information contact the North Iowa Career Center or the NIACC Business Division.

## Medical Office Associate - Diploma

The Medical Office Associate - Diploma Program is designed to prepare students for employment in physicians' offices, hospitals, clinics, public health departments, Civil Service, medical laboratories, pharmaceutical houses, insurance companies, business and industrial firms with large medical departments, and foundations devoted to medical research.

The graduate's duties include transcription, preparing correspondence and medical records, filing, mailing, ordering supplies, handling telephone services, making appointments and receiving visitors, taking care of general office administration, and using a computer for word processing, spreadsheet, and database projects.

NIACC's office technology classrooms are equipped with the latest in computers, office machines, and equipment. They are also staffed by qualified instructors in the secretarial field.

Upon satisfactory completion of the prescribed curriculum (at least 30 semester hours) with an average grade point of 2.00 (C), the student is awarded a diploma.



### Required Courses/Suggested Schedule

#### First Year

##### First Term

COMP-105 Word Processing.....	2 s.h.
ENGL-705 Business Communication.....	3 s.h.
HEAL-110 Medical Terminology I.....	3 s.h.
HEAL-704 Body Structure & Function.....	4 s.h.
OR BIOL-108 Human Biology (4 s.h.)	
OFFC-701* Keyboarding for Office Technology.....	3 s.h.
	15 s.h.

\* Prerequisite: BUSN-102, BUSN-103 OR ability to pass keyboarding test at 30 wpm with 3 errors or less

##### Second Term

ACCT-101 Introduction to Accounting.....	3 s.h.
OR ACCT-120 Principles of Accounting I (3 s.h.)	
HEAL-111 Medical Terminology II.....	3 s.h.
HEAL-701 Pharmacology.....	2 s.h.
OFFC-702 Electronic Calculators.....	1 s.h.
OFFC-850**Medical Office Procedures.....	3 s.h.
OFFC-851* Basic Medical Insurance and Coding.....	2 s.h.
SDEV-110 Employment Strategies.....	1 s.h.
	15 s.h.

\* Prerequisites: HEAL-704 and HEAL-110

\*\*Prerequisites: COMP-105 and ENGL-705

**Total Program Hours**

**30 s.h.**

### Career Opportunities

Successful graduates can find job opportunities in the following occupational areas:

- Medical Secretary
- Medical Records Manager
- Medical Information Processing Operator
- Receptionist
- Appointment Clerk

For specific information contact the North Iowa Career Center or the NIACC Business Division.

## Medical Transcription - Diploma

The Medical Transcription - Diploma Program is designed to prepare students for employment transcribing in physicians' offices, hospitals, clinics, public health departments, Civil Service, medical laboratories, pharmaceutical houses, insurance companies, business and industrial firms with large medical departments, and foundations devoted to medical research.

NIACC's office technology classrooms are equipped with the latest in computers, office machines, and equipment. They are also staffed by qualified instructors in the secretarial field.

Upon satisfactory completion of the prescribed curriculum (at least 30 semester hours) with an average grade point of 2.00 (C), the student is awarded a diploma.

### Required Courses/Suggested Schedule

#### First Year

##### First Term

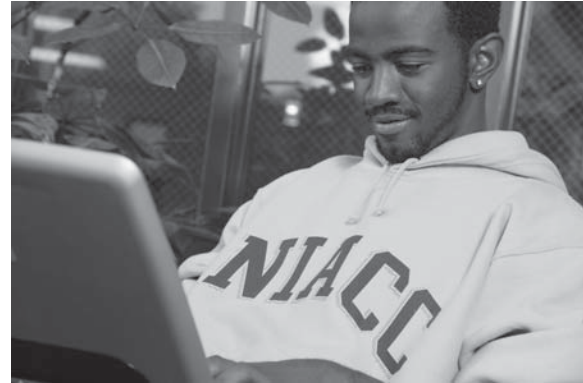
COMP-105 Word Processing.....	2 s.h.
ENGL-705 Business Communication.....	3 s.h.
HEAL-110 Medical Terminology I.....	3 s.h.
HEAL-704 Body Structure & Function.....	4 s.h.
OR BIOL-108 Human Biology (4 s.h.)	
OFFC-852 Medical Transcription I.....	3 s.h.
	15 s.h.

##### Second Term

HEAL-111 Medical Terminology II.....	3 s.h.
HEAL-701 Pharmacology.....	2 s.h.
HEAL-702 Laboratory Tests.....	2 s.h.
OFFC-853* Medical Transcription II.....	3 s.h.
OFFC-854* Medical Transcription III.....	3 s.h.
Elective(s) (Strongly recommend BIOL-108 Human Biology or BIOL-220 Anatomy & Physiology I).....	2 s.h.
	15 s.h.

\* Prerequisite: OFFC-852

**Total Program Hours** 30 s.h.



## Software Applications Specialist - Certificate

The Software Applications Specialist - Certificate is designed to expose students to Microsoft software and prepare students to take the Microsoft Office Specialist examination.

These courses are business electives and may apply to diplomas or degrees. Many of these courses are offered on an arranged basis or online.

Upon satisfactory completion of the prescribed curriculum (at least 15 semester hours) with an average grade point of 2.00 (C), the student is awarded a certificate.

### Required Courses/Suggested Schedule

COMP-101 Computer Applications.....	3 s.h.
COMP-105 Word Processing.....	2 s.h.
COMP-112 Microsoft Outlook.....	2 s.h.
COMP-113 Microsoft Access.....	1 s.h.
COMP-114 Microsoft PowerPoint.....	1 s.h.
COMP-115**Electronic Spreadsheets.....	3 s.h.
COMP-207*Advanced Document Processing.....	3 s.h.

\* Prerequisites: COMP-105, COMP-101 or COMP-110

\*\* Prerequisites: COMP-101 or COMP-110

**Total Program Hours** 15 s.h.

Note: Courses from the Software Applications Specialist - Certificate curriculum and the Desktop Systems curriculum are related. The Desktop Systems Specialization is presented in the Information Technology Program cluster.

### Career Opportunities

Successful graduates can find job opportunities in the following area:

- Medical Transcriptionist

For more specific information contact the North Iowa Career Center or the NIACC Business Division.

### Career Opportunities

Successful graduates can find job opportunities in the following area:

- Software Specialist
- Help Desk Support

For more specific information contact the North Iowa Career Center or the NIACC Business Division.