

Transfer Degree

Business Division

Career Programs

Career Option Programs

Accounting/Computing

- Accounting-Associate in Science (Business/Accounting)
- Accounting with Computers
- Accounting Certificate

Information Technology

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

Business Program Clusters

Marketing/Management

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

Professional Administrative Services

- Administrative Office Associate
- Administrative Office Specialist
- Legal Office Associate
- Legal Office Specialist
- Medical Coding
- Medical Office Associate
- Medical Office Specialist
- Medical Transcription
- Software Applications Specialist Certificate

BUSINESS

Gary Christiansen, Division Chair

(641)422-4226

chrisgar@niacc.edu

ACCOUNTING/COMPUTING

Accounting - Associate in Science (Business/Accounting) - page 29

Accounting with Computers - page 30

Accounting Certificate - page 31

INFORMATION TECHNOLOGY

E-Commerce, Web Design, and Development Specializations:

E-Business - page 34

E-Entrepreneurship - page 35

Web Design - page 36

Foundations of Technology Certificate - page 33

Graphic Communications - page 37

Information Systems Technology Specializations:

Accounting - page 38

Business Technology - page 39

Cyber Security and Integrity - page 40

Desktop Systems (Software) - page 41

Management Information Systems - page 42

Network Administration - page 43

PC Technician (Hardware) - page 44

Software and Video Game Testing - page 46

Senior Network Administration - page 45

MARKETING/MANAGEMENT

Entrepreneurship and Small Business Management - page 47

The Pappajohn Entrepreneurial Certificate - page 48

Financial Management/Insurance - page 49

General Business - page 50

General Business/Banking - page 51

General Business/Marketing and Sales - page 52

Hospitality/Food Service Management - page 53

Retail Management - pages 54-56

Sport Management - page 57

Supervision and Management - page 58

PROFESSIONAL ADMINISTRATIVE SERVICES

Administrative Office Associate - page 59

Administrative Office Specialist - page 60

Legal Office Associate - page 61

Legal Office Specialist - page 62

Medical Coding - page 63

Medical Office Associate - page 64

Medical Office Specialist - page 65

Medical Transcription - page 66

Software Applications Specialist Certificate - page 66

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 212-214 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, Information Technology, Marketing/Management, and Professional Administrative Services (see pages 212-214 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 - Associate in Science (Business/Accounting) Degree

Opportunities await graduates of NIACC's Associate in Science (Business/Accounting) Degree. This program is designed to prepare students for an exciting career in the accounting/bookkeeping job market—a field offering students many dynamic and challenging career opportunities. This program may be completed in four semesters by following the suggested curriculum, or it can be spread over five or more semesters to meet the scheduling needs of the student. The Career Center is available to assist students with job placement options. This program also offers students wishing to pursue a four-year degree multiple transfer options. For specific transfer options, students should contact 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

ACC-121	Principles of Accounting I.....	3 s.h.
ADM-105	Introduction to Keyboarding	1 s.h.
	OR ADM-108 Keyboarding Skill Development (1 s.h.)	
	OR ADM-123 Document Formatting (3 s.h.)	
ADM-131	Office Calculators.....	1 s.h.
BCA-215	Computer Business Applications	3 s.h.
	OR BCA-101 Introduction to Computers and Information Systems (3 s.h.)	
ENG-102	Composition & Speech I	4 s.h.
MAT-110	Math for Liberal Arts.....	3 s.h.
	OR appropriate level math course until minimum requirement is met (3 s.h.)	

15-17 s.h.

Second Term

ACC-122	Principles of Accounting II.....	3 s.h.
BCA-129	Basic Word Processing.....	2 s.h.
BCA-152	Electronic Spreadsheets	3 s.h.
ENG-103	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

ACC-311	Computer Accounting.....	3 s.h.
BUS-161	Human Relations	3 s.h.
BUS-185	Business Law I.....	3 s.h.
ECN-120	Principles of Macroeconomics	3 s.h.
	Elective(s)	3 s.h.

15 s.h.

Fourth Term

ACC-161	Payroll Accounting	3 s.h.
BUS-107	Business Careers.....	1 s.h.
ECN-130	Principles of Microeconomics	3 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

ACC-111	Introduction to Accounting.....	3 s.h.
ACC-135	Personal Income Tax	3 s.h.
ADM-123	Document Formatting	3 s.h.
BCA-100	Computer Literacy.....	1 s.h.
BCA-101	Introduction to Computers and Information Systems...3 s.h.	
BCA-103	Management Information Systems	3 s.h.
BCA-163	Microsoft Access	1 s.h.
BCA-174	Basic Presentation Software.....	1 s.h.
BUS-102	Introduction to Business.....	3 s.h.
BUS-121	Business Communications.....	3 s.h.
BUS-134	The Successful Entrepreneur	2 s.h.
BUS-136	Creativity, Innovation and Opportunity Analysis.....	2 s.h.
BUS-186	Business Law II.....	3 s.h.
BUS-225	Business Internships.....	1-5 s.h.
CIS-332	Database and SQL	3 s.h.
MAT-161	Business Statistics	3 s.h.
MGT-101	Principles of Management	3 s.h.
MGT-130	Principles of Supervision.....	3 s.h.
MGT-170	Human Resource Management.....	3 s.h.

For additional Business electives, see pages 134-135.

Accounting with Computers/Diploma

The Accounting with Computers/Diploma Program is designed to provide students with the skills and knowledge necessary to enter the field of bookkeeping and accounting in an entry-level position. The program is very technically focused to provide the student with essential job-related accounting and computer skills. The program may be completed in two semesters by following the suggested curriculum, or it may be spread over three or more semesters to meet the scheduling needs of the students. **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.



Required Courses/Suggested Schedule

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

First Term

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
ADM-123*	Document Formatting	3 s.h.
ADM-131	Office Calculators.....	1 s.h.
BCA-215	Computer Business Applications	3 s.h.
	OR BCA-101 Introduction to Computers and Information Systems (3 s.h.)	
BUS-121	Business Communications.....	3 s.h.
BUS-161	Human Relations	3 s.h.
		16 s.h.

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

Second Term

ACC-161	Payroll Accounting	3 s.h.
ACC-311	Computer Accounting.....	3 s.h.
BCA-129	Basic Word Processing.....	2 s.h.
BCA-152	Electronic Spreadsheets.....	3 s.h.
BUS-107	Business Careers.....	1 s.h.
	Business Elective(s).....	3 s.h.
		15 s.h.

Total Program Hours 31 s.h.

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

ACC-121	Principles of Accounting I.....	3 s.h.
ACC-122	Principles of Accounting II.....	3 s.h.
ACC-135	Personal Income Tax	3 s.h.
BCA-101	Introduction to Computers and Information Systems.....	3 s.h.
BUS-102	Introduction to Business.....	3 s.h.
BUS-185	Business Law I.....	3 s.h.
BUS-186	Business Law II.....	3 s.h.
BUS-225	Business Internships.....	1-5 s.h.
MGT-130	Principles of Supervision.....	3 s.h.
MGT-170	Human Resource Management	3 s.h.
MKT-110	Principles of Marketing.....	3 s.h.

For additional Business electives, see pages 134-135.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

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

Accounting Certificate Program



Are you looking to sharpen your accounting skills? The Accounting Certificate Program offerings provide you with a great opportunity to enhance your present skills or add new skills to your resume. You will spend time between the classroom and the computer lab working as a team with instructors dedicated to making you job ready or helping to prepare you to continue your education in an accounting-related program.

Upon completion of the curriculum with an average grade point of 2.00 (C), the student is awarded a certificate. For students desiring to continue their education, they are eligible to go on to complete an Accounting with Computers/Diploma, an Associate in Science Degree (Business/Accounting), or an Associate in Science Degree (Business/Information Technology).

Required Courses

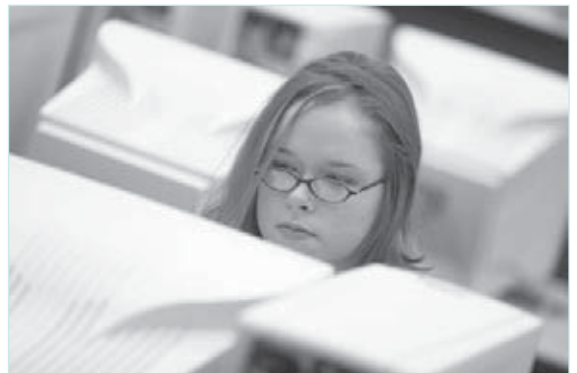
ACC-111	Introduction to Accounting.....	3 s.h.
ACC-121	Principles of Accounting I.....	3 s.h.
ACC-122	Principles of Accounting II.....	3 s.h.
ACC-161	Payroll Accounting	3 s.h.
ACC-311	Computer Accounting.....	3 s.h.
		15 s.h.

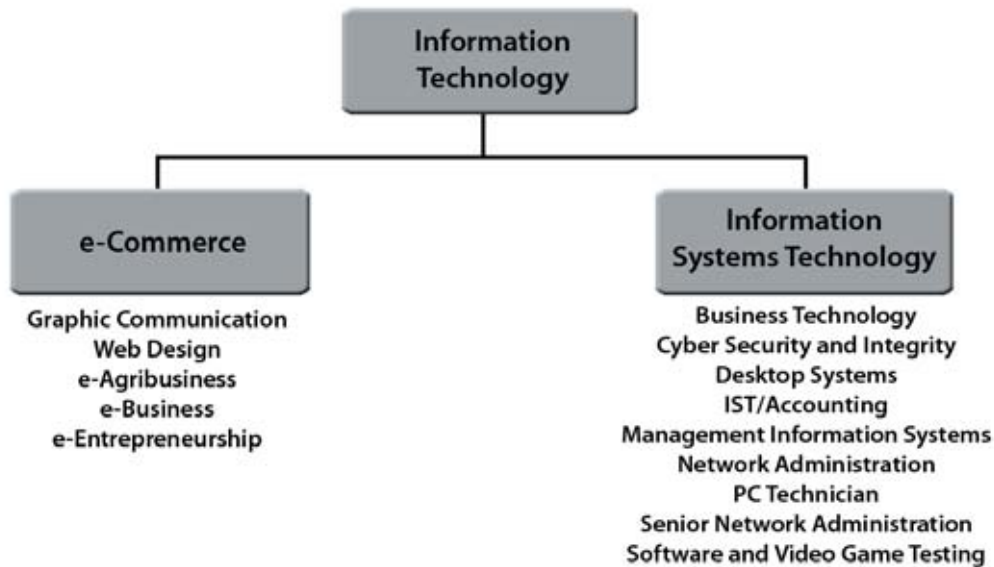
Certificate program subject to approval.

Career Opportunities

Students have the option of obtaining employment using their accounting skills ... Some job opportunities are listed below:

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





E-Commerce

E-Commerce programs provide students an opportunity to gain both a general knowledge of this dynamic profession as well as greater levels of specialization in a student-chosen option of study. As such, each graduate will be exposed to a common core of knowledge in electronic commerce as well as specialized education in one of the following programmatic options:

- Graphic Communication (page 37)
- Web Design (page 36)
- E-Business (page 34)
- E-Entrepreneurship (page 35)
- E-Agribusiness (page 26)

Upon completion of the Graphic Communication or E-Agribusiness curriculum with an average grade point of 2.00 (C), the student is awarded an Associate in Applied Science Degree.

Upon completion of the Web Design, E-Business, or E-Entrepreneurship 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.

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:

- Accounting (page 38)
- Business Technology (page 39)
- Cyber Security and Integrity (page 40)
- Desktop Systems (Software) (page 41)
- Management Information Systems (page 42)
- Network Administration (page 43)
- PC Technician (Hardware) (page 44)
- Senior Network Administration (page 45)
- Software and Video Game Testing (page 46)

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.

For placement information, contact the Career Center or the NIACC Business Division. **Upon completion of the curriculum with an average grade point of 2.00 (C), the student is awarded an Associate in Science (Business/Information Systems Technology) Degree.** Students who wish to obtain 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.

Foundations of Technology Certificate

The Foundations of Technology Certificate will provide you a great foundation to move into an IT program or add skills to your resume. You'll make real-world connections between the classroom, the lab, and the work setting. Your teachers will work together as a team to make you job ready or prepare you to continue your education in a technology program.

Upon completion of the curriculum with an average grade point of 2.00 (C), the student is awarded a certificate and can go on to complete an Associate in Science (Business) Degree in an Information Technology program.

Required Courses/Suggested Schedule

BCA-215	Computer Business Applications	3 s.h.
	OR BCA-101 Introduction to Computers and Information Systems*** (3 s.h.)	
BCA-185	Beginning Web Page Development.....	3 s.h.
ENG-102	Composition & Speech I***	4 s.h.
	OR RDG-125 College Reading Strategies (3 s.h.)	
NET-112	Technology Essentials	3 s.h.
MAT-110	Math for Liberal Arts.....	3 s.h.
Total Program Hours		15/16 s.h.

*** These courses should be taken if bridging into IT Programs.

Career Opportunities

Students will gain and enhance their computer skills that can be used in any career path or as a bridge into Information Technology programs.

Skills include such applications as word processing, spreadsheets, databases; creating and editing basic web pages; scanning for viruses; hooking up printers, scanners, and other equipment.

Placement Requirements for E-Commerce and IST Programs:

Students who meet the following will go directly into the technical core of the IST or E-Commerce program.

1. Math ACT score of at least 16 or a score of 49 or higher on the Pre-Algebra part of the COMPASS Test.
2. English ACT score of at least 13 or English COMPASS score of 45 or better.
3. Reading ACT score of at least 16 or COMPASS score of 66 or better.
4. 50% on the Information Technology Placement exam which is available on-line.

Students who do not meet these placement standards will be placed in the Foundations of Technology courses that will help them develop the skills necessary to be successful in the program. Students may seek placement in the technology core courses in IST or E-Commerce by gaining written permission of the IT program leader or an approved IT instructor.

These courses are as follows:

- Appropriate level reading, writing, and math courses.
- Appropriate level of technology courses which may include:
 - NET-112, Technology Essentials
 - BCA-215, Computer Business Applications or BCA-101, Introduction to Computers**
 - BCA-185, Beginning Web Page Development

Foundations of Technology courses will transfer into several Information Technology program concentrations without adding to the length of their program.

Students taking the three Foundations of Technology courses may also earn a Certificate Program called "Foundations of Technology" by also completing these general education courses:

1. MAT-110, Math for Liberal Arts
2. ENG-102, Composition & Speech I **

**Students who may need a more basic start to the program may take BCA-215, Computer Business Applications, and RDG-125, College Reading Strategies. These courses do not transition into the IT programs and may extend the length of the student's program. However, they can still complete the Certificate with these courses.

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.

Placement requirements for this program are found on page 33.

Degree Information

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

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

Required Courses/Suggested Schedule

First Year

First Term (Fall Semester)

BUS-102	Introduction to Business.....	3 s.h.
CIS-125	Intro to Programming Logic with Language.....	3 s.h.
CIS-210	Web Development I.....	3 s.h.
ENG-102	Composition & Speech I.....	4 s.h.
NET-213	CISCO Networking.....	4 s.h.
		17 s.h.

Second Term (Spring Semester)

BUS-151	Intro to E-Commerce.....	3 s.h.
GRA-108	Visual Communications.....	3 s.h.
MGT-101	Principles of Management.....	3 s.h.
	Business Elective(s).....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		15 s.h.

Third Term (Summer)

NET-613	Information Data Assurance.....	3 s.h.
	Natural Science/Mathematics Elective(s).....	3 s.h.
		6 s.h.

Second Year

Fourth Term (Fall Semester)

ENG-103	Composition & Speech II.....	4 s.h.
MKT-110	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)

BCA-203	E-Commerce Cases.....	4 s.h.
BUS-158	Internet Law.....	3 s.h.
CIS-211	Web Development II.....	3 s.h.
GRA-299	Electronic Portfolio.....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		16 s.h.

Total Program Hours

70 s.h.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

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.

Placement requirements for this program are found on page 33.

Degree Information

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

- Business Owner
- Web Consultant
- Management Consultant

Required Courses/Suggested Schedule

First Year

First Term (Fall Semester)

BUS-134	The Successful Entrepreneur	2 s.h.
CIS-125	Intro to Programming Logic with Language	3 s.h.
CIS-210	Web Development I	3 s.h.
ENG-102	Composition & Speech I	4 s.h.
NET-213	CISCO Networking.....	4 s.h.
		16 s.h.

Second Term (Spring Semester)

BUS-142	Planning the Entrepreneurial Venture	3 s.h.
BUS-151	Intro to E-Commerce.....	3 s.h.
CIS-211	Web Development II	3 s.h.
GRA-108	Visual Communication	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		15 s.h.

Third Term (Summer)

NET-613	Information Data Assurance.....	3 s.h.
	Business Elective(s).....	3 s.h.
		6 s.h.

Second Year

Fourth Term (Fall Semester)

BUS-298	Seminar in Entrepreneurship	3 s.h.
ENG-103	Composition & Speech II	4 s.h.
	Business Elective(s).....	6 s.h.
	Natural Science/Mathematics Elective(s)	3 s.h.
		16 s.h.

Fifth Term (Spring Semester)

BCA-203	E-Commerce Cases	4 s.h.
BUS-158	Internet Law	3 s.h.
GRA-299	Electronic Portfolio	3 s.h.
	Humanities/Social Science Elective(s).....	6 s.h.
		16 s.h.

Total Program Hours

69 s.h

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Web Design Specialization



A graduate of the Web 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;
- is 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.

Placement requirements for this program are found on page 33.

Degree Information

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)

ART-120	Two-Dimensional Design	3 s.h.
BCA-101	Introduction to Computers & Information Systems	3 s.h.
CIS-125	Intro to Programming Logic with Language.....	3 s.h.
CIS-210	Web Development I	3 s.h.
ENG-102	Composition & Speech I	4 s.h.
		16 s.h.

Second Term (Spring Semester)

BUS-151	Intro to E-Commerce.....	3 s.h.
CIS-211	Web Development II	3 s.h.
GRA-108	Visual Communication	3 s.h.
NET-213	CISCO Networking.....	4 s.h.
	Humanities/Social Science Elective(s).....	3 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)

GRA-117	Principles of Illustration	3 s.h.
GRA-151	Web Design.....	3 s.h.
GRA-166	Web Animation	3 s.h.
ENG-103	Composition & Speech II	4 s.h.
	Natural Science Elective	3 s.h.
		16 s.h.

Fifth Term (Spring Semester)

ART-115	Graphic Design	3 s.h.
ART-186	Digital Photography.....	3 s.h.
BCA-203	E-Commerce Cases.....	4 s.h.
GRA-299	Electronic Portfolio	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		16 s.h.

Total Program Hours

67 s.h.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

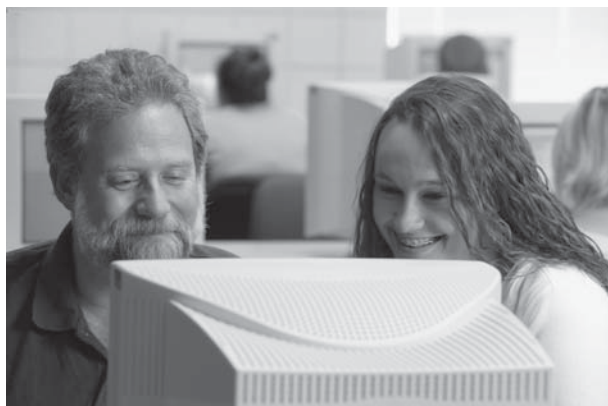
All students are highly encouraged to participate in a Business Internship before graduating.

Graphic Communications

As a Graphic Designer (or Graphic Artist) creativity is crucial. Graphic Designers must possess a strong sense of aesthetics, color and detail, along with a sense of balance, proportion and beauty. Graphic Designers must produce designs that are appropriate for a given context and in accordance to the needs of the client, the ultimate function for which the design is intended and its appeal to customer and user audience.

Upon graduation, Graphic Designers find jobs in publishing companies, advertising agencies, design firms or large corporations working within a variety of design mediums including print, desktop publishing, electronic and film media, and web content. However, a substantial percentage of Graphic Designers are able to freelance or work from home.

Placement requirements for this program are found on page 33.



Degree Information

Upon completion of the curriculum with a grade point average of 2.00 (C), the student is awarded an Associate in Applied Science Degree in Graphic Communications. Students who wish to obtain a four-year degree and want to meet general education requirements of transfer institutions should pursue the A.A. degree as well. This will necessitate a slightly different curriculum. Students interested in transferring to complete a four-year degree may also want to consider taking the following classes:

ART-144	Painting II	3 s.h.
ART-203	Art History I	3 s.h.
ART-204	Art History II	3 s.h.

Career Opportunities

- Graphic Designer
- Production Artist
- Signage Designer
- Screenprinter
- Advertising Layout
- Print Industry
- Freelance Artist

Required Courses/Suggested Schedule

First Year

First Term (Fall Semester)

ART-120	2-D Design	3 s.h.
ART-133	Drawing I	3 s.h.
CIS-210	Web Development I	3 s.h.
	OR BCA-185, Beginning Web Page Development (3 s.h.)	
ENG-102	Composition & Speech I	4 s.h.
	Business Elective(s)	3 s.h.
		16 s.h.

Second Term (Spring Semester)

ART-115	Graphic Design	3 s.h.
ART-143	Painting I	3 s.h.
ART-186	Digital Photography	3 s.h.
GRA-108	Visual Communication	3 s.h.
ENG-103	Composition & Speech II	4 s.h.
		16 s.h.

Second Year

Third Term (Fall Semester)

ART-116	Graphic Design II	3 s.h.
GRA-117	Principles of Illustration	3 s.h.
GRA-166	Web Animation	3 s.h.
GRA-173	Typography	3 s.h.
	Business Elective(s)	3 s.h.
		15 s.h.

Fourth Term (Spring Semester)

ART-131	Digital Publication Design	3 s.h.
GRA-194	Design Studio Applications	3 s.h.
GRA-299	Electronic Portfolio	3 s.h.
	Business Elective(s)	3 s.h.
	Natural Science/Math Elective(s)	3 s.h.
		15 s.h.

Total Program Hours 62 s.h.

For a list of Business electives, see pages 134-135.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Accounting Specialization



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

Placement requirements for this program are found on page 33.

Degree 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**.

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)

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
BCA-101	Introduction to Computers & Information Systems	3 s.h.
BUS-102	Introduction to Business.....	3 s.h.
NET-113	IT Essentials.....	4 s.h.
NET-213	CISCO Networking.....	4 s.h.
		17 s.h.

Second Term (Spring Semester)

ACC-121	Principles of Accounting I.....	3 s.h.
	OR ACC-122 Principles of Accounting II (3 s.h.)	
BCA-152	Electronic Spreadsheets	3 s.h.
NET-304	Windows Workstation Operating Systems.....	4 s.h.
	OR NET-112 Technology Essentials (3 s.h.)	
NET-743	Fundamental Project Management.....	4 s.h.
	Natural Science/Mathematics 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)

ACC-122	Principles of Accounting II (if not yet taken).....	3 s.h.
ACC-311	Computer Accounting.....	3 s.h.
BCA-103	Management Information Systems	3 s.h.
BUS-185	Business Law I	3 s.h.
CIS-210	Web Development I	3 s.h.
	OR BCA-185 Beginning Web Page Development (3 s.h.)	
ENG-102	Composition & Speech I	4 s.h.
		16-19 s.h.

Fifth Term (Spring Semester)

ACC-161	Payroll Accounting	3 s.h.
BUS-186	Business Law II.....	3 s.h.
ENG-103	Composition & Speech II	4 s.h.
GRA-299	Electronic Portfolio	3 s.h.
NET-613	Information Data Assurance.....	3 s.h.
		16 s.h.

Total Program Hours

74-78 s.h.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Business Technology Specialization

NIACC's Business Technology Specialization 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.

Placement requirements for this program are found on page 33.

Degree 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 Systems 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

First Year

First Term

BCA-101	Introduction to Computers & Information Systems	3 s.h.
ENG-102	Composition & Speech I	4 s.h.
NET-112	Technology Essentials	3 s.h.
	Information Technology Elective	3 s.h.
	Humanities/Social Science Elective	3 s.h.
		16 s.h.

Second Term

BUS-151	Introduction to E-Commerce	3 s.h.
BCA-185	Beginning Web Page Development	3 s.h.
	OR CIS-210, Web Development I (3 s.h.)	
ENG-103	Composition & Speech II	4 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/Mathematics Elective	3 s.h.
		14 s.h.

Fourth Term

GRA-299	Electronic Portfolio	3 s.h.
	Information Technology Electives**	3 s.h.
	Business Elective	9 s.h.
		15 s.h.
	Total Program Hours	61 s.h.

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 Career Center or the NIACC Business Division.

Recommended Business Elective Courses:

ACC-111	Introduction to Accounting.....	3 s.h.
ACC-135	Personal Income Tax	3 s.h.
ADM-131	Office Calculators.....	1 s.h.
ADM-145	Advanced Desktop	3 s.h.
BCA-129	Basic Word Processing	2 s.h.
BCA-136	Advanced Word Processing*	3 s.h.
BCA-152	Electronic Spreadsheets	3 s.h.
BCA-163	Microsoft Access	1 s.h.
BCA-170	Personal Information Management.....	2 s.h.
BCA-174	Basic Presentation Software	1 s.h.
BCA-215	Computer Business Applications	3 s.h.
BUS-102	Introduction to Business.....	3 s.h.
BUS-107	Business Careers.....	1 s.h.
BUS-121	Business Communications.....	3 s.h.
BUS-134	The Successful Entrepreneur	2 s.h.
BUS-136	Creativity, Innovation and Opportunity Analysis.....	2 s.h.
BUS-161	Human Relations	3 s.h.
BUS-225	Business Internships^	1-5 s.h.
MGT-101	Principles of Management	3 s.h.
MKT-110	Principles of Marketing.....	3 s.h.
MKT-140	Principles of Selling.....	3 s.h.
MKT-150	Principles of Advertising.....	3 s.h.

*Prerequisites BCA-215 Computer Business Applications and BCA-129 Basic Word Processing

^Prerequisite BUS-107 Business Careers

**Recommended Information Technology Elective Courses:

BCA-103	Management Information Systems	3 s.h.
BCA-185	Beginning Web Page Development.....	3 s.h.
CIS-119	Introduction to Programming.....	4 s.h.
CIS-125	Intro to Programming Logic With Language	3 s.h.
CIS-210	Web Development I	3 s.h.
CIS-211	Web Development II	3 s.h.
GRA-108	Visual Communication	3 s.h.
GRA-151	Web Design.....	3 s.h.
NET-113	IT Essentials.....	4 s.h.
NET-213	CISCO Networking.....	4 s.h.
NET-304	Windows Workstation Operating Systems.....	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.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Cyber Security and Integrity Specialization

Cyber Security and Integrity Specialization prepares students for rewarding careers in the dynamic field of computer security. Cyber Security is currently the fastest growing segment within the Information Technology Industry. Cyber Security has a profound impact on how Network Administrators and IT managers design and safeguard their own networks and when communicating with other networks outside of their control. It has also had a profound impact on how companies conduct business with their customers. Industries such as banking and finance, transportation, and health care have been at the forefront in Cyber Security.

Placement requirements for this program are found on page 33.

Degree 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 Systems Technology) Degree.

Career Opportunities

- Computer Network Administrator
- Computer Network Analyst
- Computer Support Specialist
- IT Security Specialist

Required Courses/Suggested Schedule

First Year

First Term (Fall Semester)

CIS-210	Web Development I* OR BCA-185, Beginning Web Page Development (3 s.h.)	3 s.h.
ENG-102	Composition and Speech I.....	4 s.h.
NET-113	IT Essentials.....	4 s.h.
NET-213	CISCO Networking.....	4 s.h.
	Natural Science/Mathematics Elective(s)	3 s.h.
		18 s.h.

Second Term (Spring Semester)

ENG-103	Composition and Speech II.....	4 s.h.
NET-223	CISCO Routers	4 s.h.
NET-304	Windows Workstation Operating Systems.....	4 s.h.
NET-743	Fundamental Project Management	4 s.h.
		16 s.h.

Third Term (Summer)

CFR-100	Computer Forensics I.....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		6 s.h.

Second Year

Fourth Term (Fall Semester)

NET-201	Network LANs & WANs	4 s.h.
NET-246	Perimeter Defense	3 s.h.
NET-314	Windows Server.....	4 s.h.
NET-613	Information Data Assurance.....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		17 s.h.

Fifth Term (Spring Semester)

GRA-299	Electronic Portfolio	3 s.h.
NET-247	Internal Defense.....	3 s.h.
NET-375	Cyber Security Design Cases	3 s.h.
NET-635	Ethical Hacking	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		15 s.h.

Total Program Hours

72 s.h.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

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).

Placement requirements for this program are found on page 33.

Degree 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 Systems Technology) Degree.



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)

BCA-101	Introduction to Computers & Information Systems	3 s.h.
BCA-129	Basic Word Processing	2 s.h.
BCA-174	Basic Presentation Software	1 s.h.
ENG-102	Composition & Speech I	4 s.h.
NET-113	IT Essentials	4 s.h.
	OR NET-112 Technology Essentials (3 s.h.)	
NET-213	CISCO Networking	4 s.h.
		17-18 s.h.

Second Term (Spring Semester)

BCA-152	Electronic Spreadsheets	3 s.h.
NET-304	Windows Workstation Operating Systems	4 s.h.
NET-613	Information Data Assurance	3 s.h.
NET-743	Fundamental of Project Management	4 s.h.
	Natural Science/Mathematics 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)

CIS-210	Web Development I	3 s.h.
	OR BCA-185 Beginning Web Page Development (3 s.h.)	
ENG-103	Composition & Speech II	4 s.h.
NET-782	Computer Users Support	3 s.h.
	Humanities/Social Science Elective(s)	3 s.h.
		13 s.h.

Fifth Term (Spring Semester)

BCA-136	Advanced Word Processing	3 s.h.
BCA-163	Microsoft Access	1 s.h.
BCA-170	Personal Information Management	2 s.h.
CIS-332	Database and SQL	3 s.h.
GRA-299	Electronic Portfolio	3 s.h.
	Humanities/Social Science Elective(s)	3 s.h.
		15 s.h.

Total Program Hours

65-66 s.h.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Management Information Systems Specialization

The Management Information Systems (MIS) Specialization studies business process flow, information process flow, programming, data-base management, and groupware. The student develops a sound background for the field of MIS.

Placement requirements for this program are found on page 33.

Degree 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 Systems Technology) Degree.



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)

BCA-101	Introduction to Computers & Information Systems	3 s.h.
CIS-125	Intro to Programming Logic With Language	3 s.h.
ENG-102	Composition & Speech I	4 s.h.
NET-113	IT Essentials.....	4 s.h.
NET-213	CISCO Networking.....	4 s.h.
		18 s.h.

Second Term (Spring Semester)

BUS-102	Introduction to Business.....	3 s.h.
ENG-103	Composition & Speech II	4 s.h.
CIS-119	Introduction to Programming.....	4 s.h.
NET-743	Fundamental 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)

BCA-103	Management Information Systems	3 s.h.
CIS-172	Java.....	4 s.h.
CIS-210	Web Development I	3 s.h.
	OR BCA-185 Beginning Web Page Development (3 s.h.)	
CIS-332	Database and SQL.....	3 s.h.
	Natural Science/Mathematics Elective(s)	3 s.h.
		16 s.h.

Fifth Term (Spring Semester)

GRA-299	Electronic Portfolio	3 s.h.
NET-112	Technology Essentials	3 s.h.
	OR BUS-151 Intro to E-Commerce (3 s.h.)	
	OR MGT-101 Principles of Management (3 s.h.)	
NET-613	Information Data Assurance.....	3 s.h.
	Humanities/Social Science Elective(s).....	6 s.h.
		15 s.h.

Total Program Hours

67 s.h.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

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 +

Placement requirements for this program are found on page 33.

More advanced network courses are offered within the Senior Network Administration Program, see page 45.

Degree 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 Systems Technology) Degree.

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)

CIS-210	Web Development I	3 s.h.
	OR BCA-185, Beginning Web Page Development (3 s.h.)	
ENG-102	Composition & Speech I	4 s.h.
NET-113	IT Essentials.....	4 s.h.
NET-213	CISCO Networking.....	4 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		18 s.h.

Second Term (Spring Semester)

ENG-103	Composition & Speech II	4 s.h.
NET-223	CISCO Routers	4 s.h.
NET-304	Windows Workstation Operating Systems.....	4 s.h.
NET-743	Fundamental Project Management.....	4 s.h.
		16 s.h.

Third Term (Summer)

NET-136	Operating Systems II	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		6 s.h.

Second Year

Fourth Term (Fall Semester)

NET-201	Network LANs and WANs.....	4 s.h.
NET-246	Perimeter Defense	3 s.h.
NET-314	Windows Server.....	4 s.h.
NET-613	Information Data Assurance.....	3 s.h.
	Natural Science/Mathematics Elective(s)	3 s.h.
		17 s.h.

Fifth Term (Spring Semester)

Network Administration Concentration

GRA-299	Electronic Portfolio	3 s.h.
NET-260	Advanced Routing/Switching	6 s.h.
NET-324	Windows Network Management	4 s.h.
NET-690	Emerging Network Access Technologies	4 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		20 s.h.

Total Program Hours

77 s.h.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

PC Technician Specialization (Hardware)



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

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

Placement requirements for this program are found on page 33.

Degree 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 Systems Technology) Degree.

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)

BCA-101	Introduction to Computers & Information Systems	3 s.h.
BUS-107	Business Careers*	1 s.h.
NET-113	IT Essentials*	4 s.h.
NET-213	CISCO Networking.....	4 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		15 s.h.

Second Term (Spring Semester)

ENG-102	Composition & Speech I	4 s.h.
NET-133	Operating System Software Basics	4 s.h.
NET-304	Windows Workstation Operating Systems.....	4 s.h.
NET-743	Fundamental 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)

CIS-210	Web Development I	3 s.h.
	OR BCA-185 Beginning Web Page Development (3 s.h.)	
NET-314	Windows Server	4 s.h.
NET-782	Computer Users Support*.....	3 s.h.
	Natural Science/Mathematics Elective(s)	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		16 s.h.

Fifth Term (Spring Semester)

BUS-225*	Business Internships.....	2 s.h.
ENG-103	Composition & Speech II	4 s.h.
GRA-299	Electronic Portfolio	3 s.h.
NET-136	Operating Systems II	3 s.h.
NET-613	Information Data Assurance.....	3 s.h.
		15 s.h.

Total Program Hours

65 s.h.

*Prerequisites BUS-107 Business Careers, NET-113 IT Essentials, and NET-782 Computer Users Support must be completed before enrolling in BUS-225 Business Internships.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

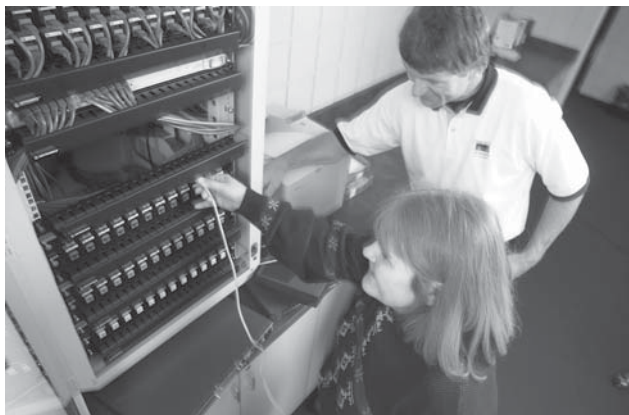
Senior Network Administration

The Senior Network Administration Program is designed to prepare students for employment in network design and implementation in Fortune 500 corporations, Internet services providers, telephone companies, and consulting companies. This program allows the student to prepare for several CISCO Certifications including:

The CCNP (CISCO Certified Network Professional) certification indicates advanced or journeyman knowledge of networks. With a CCNP, a network professional can install, configure, and operate LAN, WAN, and dial access services for organizations with networks from 100 to more than 500 nodes, including but not limited to these protocols and topics: IP, IGRP, IPX, Async Routing, AppleTalk, Extended Access Lists, IP RIP, Route Redistribution, RIP, Route Summarization, OSPF, VLSM, BGP, Serial Frame Relay, ISDN, ISL, X.25, DDR, PSTN, PPP, VLANs, Ethernet, Access Lists, 802.10, FDDI, Transparent and Translational Bridging.

Students also gain project management skills and study emerging Internet and networking technologies.

NIACC's computer labs are equipped with the latest in computers and networking equipment to allow students the highest quality hands-on experience. Classes are lead by CISCO certified instructors.



Career Opportunities

Students who complete the Senior Network Administration program are prepared for employment in a variety of areas.

Positions may include:

- Network Designer/Infrastructure Specialist
- Network Administrator (LAN/WAN) for larger businesses
- Internet Service Provider
- Technology Coordinator in a school system
- Consultant
- Business Owner
- Computer & Information System Manager

Entrance Requirements

To enroll in the Senior Network Administration Program, students must meet at least one of the following requirements:

- Passed the CCNA exam and have a computer-related college degree, such as MIS.
- Passed the CCNA exam and have 2 years of professional computer experience, preferably in networking.
- Completed Networking I-IV from NIACC or another CISCO Academy with 70% or better final CISCO assessments.
- Successfully completed equivalent corporate CISCO CCNA training.

Students must meet all other general NIACC and IST requirements.

Individuals who do not meet these requirements and wish to attain the CCNA and/or CCNP certification, should complete NIACC's Information Systems Technology Program. The Network Administration Specialization information can be located on page 43.

Classes may be scheduled day or night and students may need to take summer classes to complete the program in a timely manner.

Required Technical Courses/Suggested Schedule**

First Term (Fall Semester)

NET-260	Advanced Routing/Switching	6 s.h.
NET-160	Network Design and Documentation	3 s.h.
NET-743	Fundamental Project Management.....	4 s.h.
	Security Elective(s)	3 s.h.
		16 s.h.

Second Term (Spring Semester)

NET-264	CISCO WAN Remote Access	4 s.h.
NET-284	CISCO Support.....	4 s.h.
NET-301	Network Cases (Voice Over IP)	4 s.h.
	Security Elective(s)	3 s.h.
		15 s.h.

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

Security Electives

NET-635	Ethical Hacking	3 s.h.
NET-375	Cyber Security Design Cases	3 s.h.
NET-246	Perimeter Defense	3 s.h.
NET-247	Internal Defense.....	3 s.h.

** Courses at night will be 8 weeks in duration. Day courses will follow the NIACC academic calendar.

In order to receive the A.S.(B.) Degree in Senior Network Administration, students must satisfactorily complete the above technical core courses, satisfy 20 s.h. of general education, complete 9 s.h. of elective credits, and maintain an overall 2.00 (C) grade point average.

Software and Video Game Testing Specialization

Application testing is a very important part of all software development, whether for business applications, operating systems, or video games. For example, the PC- and video-game industry has become one of the largest players in entertainment. There is a growing need for people to test new games before they go to market. Students that enroll in Software and Video Game Testing will learn firsthand the internals of computer software by studying business applications and PC-based games, as well as techniques used in thoroughly testing on many platforms. This two-year degree will supply all of the knowledge needed to become a successful software or game tester as well as construct the foundation for continuing on in design, development, and programming.

Placement requirements for this program are found on page 33.

Degree 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 Systems Technology) Degree.

Career Opportunities

- Game Tester
- Software Tester
- Quality Assurance
- Quality Control

Required Courses/Suggested Schedule

First Year

First Term (Fall Semester)

BCA-101	Introduction to Computers and Information Systems.....	3 s.h.
CIS-125	Intro to Programming Logic with Language.....	3 s.h.
CIS-155	Intro to Video Game Testing.....	3 s.h.
ENG-102	Composition and Speech I.....	4 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		16 s.h.

Second Term (Spring Semester)

CIS-119	Introduction to Programming.....	4 s.h.
CIS-156	Testing Concepts.....	4 s.h.
CIS-210	Web Development I.....	3 s.h.
CIS-332	Database and SQL.....	3 s.h.
NET-213	CISCO Networking.....	4 s.h.
		18 s.h.

Second Year

Third Term (Fall Semester)

CIS-246	Intermediate Testing Concepts.....	4 s.h.
ENG-103	Composition and Speech II.....	4 s.h.
MAT-110	Math for Liberal Arts.....	3 s.h.
NET-113	IT Essentials.....	4 s.h.
		15 s.h.

Fourth (Spring Semester)

CIS-275	Advanced Testing Concepts.....	3 s.h.
CIS-276	Testing Cases.....	4 s.h.
GRA-299	Electronic Portfolio.....	3 s.h.
NET-743	Fundamental Project Management.....	4 s.h.
	Humanities/Social Science Elective(s).....	6 s.h.
		20 s.h.

Total Program Hours 69 s.h.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.



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

BUS-102	Introduction to Business.....	3 s.h.
BUS-134	The Successful Entrepreneur	2 s.h.
BUS-136	Creativity, Innovation, and Opportunity Analysis.....	2 s.h.
ENG-102	Composition & Speech I	4 s.h.
MAT-156*	Introduction to Statistics.....	3 s.h.
		14 s.h.

* Or appropriate math course

Second Term

ACC-121	Principles of Accounting I.....	3 s.h.
ENG-103	Composition & Speech II	4 s.h.
MKT-110	Principles of Marketing.....	3 s.h.
MKT-140	Principles of Selling.....	3 s.h.
	Elective(s)	3 s.h.
		16 s.h.

Second Year

Third Term

ACC-122	Principles of Accounting II.....	3 s.h.
BUS-142	Planning the Entrepreneurial Venture.....	3 s.h.
BUS-185	Business Law I.....	3 s.h.
ECN-120	Principles of Macroeconomics	3 s.h.
MGT-101	Principles of Management	3 s.h.
		15 s.h.

Fourth Term

BUS-186	Business Law II.....	3 s.h.
ECN-130	Principles of Microeconomics	3 s.h.
MAT-140	Finite Math	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
	Elective.....	1 s.h.
		13 s.h.

BUS-298**	Seminar in Entrepreneurship	3 s.h.
-----------	-----------------------------------	--------

Total Program Hours **61 s.h.**

** Please meet with your advisor in the Pappajohn Center prior to scheduling this class. May be taken during your summer session, third or fourth semester.

Elective

Humanities	3 s.h.
OR Social Science (3 s.h.)	
Electives	4 s.h.

Recommended Electives

ACC-135	Personal Income Tax	3 s.h.
BCA-101	Introduction to Computers and Information Systems...3 s.h.	
MAT-161	Business Statistics	3 s.h.

To add 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

- 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 an opportunity.
- 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.



The Pappajohn Entrepreneurial Certificate



The John Pappajohn Entrepreneurial Certificate 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 or 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

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
BUS-102	Introduction to Business.....	3 s.h.
BUS-134	The Successful Entrepreneur	2 s.h.
BUS-136	Creativity, Innovation, and Opportunity Analysis.....	2 s.h.
BUS-142	Planning the Entrepreneurial Venture	3 s.h.
MKT-110	Principles of Marketing.....	3 s.h.
Total Program Hours		16 s.h.

Career Opportunities

- This specially designed certificate course allows students in any academic program to learn the essential elements of creating and managing their own entrepreneurial venture.
- 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.

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 choose 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

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Required Courses/Suggested Schedule

First Year

First Term

BCA-101	Introduction to Computers and Information Systems.....	3 s.h.
BUS-102	Introduction to Business.....	3 s.h.
BUS-260	Introduction to Insurance	3 s.h.
ENG-102	Composition & Speech I	4 s.h.
MAT-110	Math for Liberal Arts.....	3 s.h.
		16 s.h.

Second Term

BCA-152	Electronic Spreadsheets	3 s.h.
BUS-266	Property & Casualty Insurance	3 s.h.
ENG-103	Composition & Speech II	4 s.h.
MAT-140	Finite Math	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		16 s.h.

Second Year

Third Term

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
BUS-107	Business Careers.....	1 s.h.
BUS-185	Business Law I.....	3 s.h.
BUS-267	Life, Health, & Disability Insurance	3 s.h.
ECN-120	Principles of Macroeconomics	3 s.h.
	Elective(s)	3 s.h.
		16 s.h.

Fourth Term

ACC-122	Principles of Accounting II.....	3 s.h.
BUS-186	Business Law II.....	3 s.h.
BUS-225	Business Internships	2 s.h.
ECN-130	Principles of Microeconomics	3 s.h.
	Elective(s)	3 s.h.
		14 s.h.

Total Program Hours

62 s.h.

Elective Courses

ACC-135	Personal Income Tax	3 s.h.
ACC-311	Computer Accounting.....	3 s.h.
ADM-105	Introduction to Keyboarding	1 s.h.
ADM-108	Keyboarding Skill Development	1 s.h.
ADM-123	Document Formatting	3 s.h.
ADM-131	Office Calculators.....	1 s.h.
BUS-161	Human Relations	3 s.h.
MAT-161	Business Statistics	3 s.h.
MGT-101	Principles of Management	3 s.h.
MKT-110	Principles of Marketing.....	3 s.h.
MKT-140	Principles of Selling.....	3 s.h.

For additional Business electives, see pages 134-135.

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 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.



Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Required Courses/Suggested Schedule

First Year

First Term

BCA-215	Computer Business Applications	3 s.h.
	OR BCA-101 Introduction to Computers and Information Systems (3 s.h.)	
BUS-102	Introduction to Business.....	3 s.h.
BUS-185	Business Law I.....	3 s.h.
ECN-120	Principles of Macroeconomics	3 s.h.
ENG-102	Composition & Speech I	4 s.h.
		16 s.h.

Second Term

BUS-186	Business Law II.....	3 s.h.
ECN-130	Principles of Microeconomics	3 s.h.
ENG-103	Composition & Speech II	4 s.h.
MAT-110	Mathematics for Liberal Arts*	3 s.h.
	Elective(s)	3 s.h.
		16 s.h.

Second Year

Third Term

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
BUS-161	Human Relations	3 s.h.
MGT-101	Principles of Management	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
	Business Elective(s)**	3 s.h.
		15 s.h.

Fourth Term

BCA-152	Electronic Spreadsheets	3 s.h.
MAT-140	Finite Math	3 s.h.
MKT-110	Principles of Marketing.....	3 s.h.
	Elective(s)**	4 s.h.
		13 s.h.

Total Program Hours 60 s.h.

* MAT-110 Math for Liberal Arts or higher level math course

** Recommended electives

Recommended Elective Courses

ACC-122	Principles of Accounting II.....	3 s.h.
ACC-135	Personal Income Tax	3 s.h.
ADM-131	Office Calculators.....	1 s.h.
BUS-107	Business Careers.....	1 s.h.
BUS-134	The Successful Entrepreneur	2 s.h.
BUS-136	Creativity, Innovation, and Opportunity Analysis.....	2 s.h.
BUS-142	Planning the Entrepreneurial Venture	3 s.h.
BUS-225	Business Internships^.....	1-5 s.h.
BUS-260	Introduction to Insurance	3 s.h.
BUS-298	Seminar in Entrepreneurship	3 s.h.
MAT-161	Business Statistics	3 s.h.
MGT-130	Principles of Supervision.....	3 s.h.
MGT-170	Human Resource Management.....	3 s.h.
MKT-140	Principles of Selling.....	3 s.h.
MKT-150	Principles of Advertising.....	3 s.h.

^Prerequisite BUS-107 Business Careers

For additional Business electives, see pages 134-135.

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 Career Center or the NIACC Business Division.

General Business/Banking Option

This program is designed to help persons presently employed in banking to further their careers and to prepare students entering the job market for entry-level positions in banking and other financial firms. For specific placement information, contact the Career Center or the NIACC Business Division.

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

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Career Opportunities

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

- Commercial/Ag Lender
- Consumer Lending
- Marketing Officer
- Night Processor
- Personal Banker
- Real Estate Lending
- Retail Banking Officer
- Teller
- Teller Manager

Required Courses/Suggested Schedule

First Year

First Term

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
ECN-120	Principles of Macroeconomics	3 s.h.
ENG-102	Composition & Speech I	3-4 s.h.
FIN-101	Principles of Banking	3 s.h.
SPC-111	Public Speaking*	2 s.h.
	Elective(s)	1-2 s.h.
		15-17 s.h.

Second Term

ACC-122	Principles of Accounting II.....	3 s.h.
ENG-103	Composition & Speech II	3-4 s.h.
PSY-111	Introduction to Psychology.....	3 s.h.
	Mathematics**	3 s.h.
	Business Elective(s).....	3 s.h.
		15-16 s.h.

Second Year

Third Term

BCA-101	Introduction to Computers and Information Systems...3 s.h.
BUS-185	Business Law I.....3 s.h.
MAT-140	Finite Math
	Humanities/Social Science Elective(s).....3 s.h.
	Business Elective(s).....3 s.h.
	15 s.h.

Fourth Term

BUS-161	Human Relations	3 s.h.
BUS-186	Business Law II.....	3 s.h.
	Business Elective(s).....	3 s.h.
	Elective(s)	6 s.h.
		15 s.h.

Total Program Hours

60-63 s.h.

* Not required if the student enrolls in Composition & Speech (8 s.h.)

** MAT-110 Math for Liberal Arts or higher level math course

Recommended Business Elective Courses

ACC-135	Personal Income Tax	3 s.h.
ADM-105	Introduction to Keyboarding	1 s.h.
ADM-108	Keyboarding Skill Development.....	1 s.h.
ADM-123	Document Formatting	3 s.h.
ADM-131	Office Calculators.....	1 s.h.
BCA-152	Electronic Spreadsheets	3 s.h.
BUS-102	Introduction to Business.....	3 s.h.
BUS-107	Business Careers.....	1 s.h.
BUS-134	The Successful Entrepreneur	2 s.h.
BUS-136	Creativity, Innovation, and Opportunity Analysis.....	2 s.h.
BUS-142	Planning the Entrepreneurial Venture.....	3 s.h.
BUS-225	Business Internships^A.....	1-5 s.h.
BUS-298	Seminar in Entrepreneurship	3 s.h.
ECN-130	Principles of Microeconomics	3 s.h.
MGT-101	Principles of Management	3 s.h.
POL-111	American National Government.....	3 s.h.
POL-112	American, State, & Local Government	3 s.h.
RDG-130	College Reading Strategies	3 s.h.
SOC-110	Introduction to Sociology.....	3 s.h.
SOC-115	Social Problems	3 s.h.

^APrerequisite BUS-107 Business Careers

For additional Business electives, see pages 134-135.

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 in Marketing and Sales.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Required Courses/Suggested Schedule

Diploma Program

First Term

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
BUS-185	Business Law I.....	3 s.h.
ECN-120	Principles of Macroeconomics.....	3 s.h.
ENG-105	Composition I.....	3 s.h.
MKT-140	Principles of Selling.....	3 s.h.
		15 s.h.

Second Term

MGT-101	Principles of Management.....	3 s.h.
MKT-110	Principles of Marketing.....	3 s.h.
MKT-150	Principles of Advertising.....	3 s.h.
SPC-111	Public Speaking.....	2 s.h.
	OR SPC-131 Group Communication (2 s.h.)	
	Elective(s).....	4 s.h.
		15 s.h.

Total Program Hours 30 s.h.

Recommended Business Elective Courses

ACC-122	Principles of Accounting II*.....	3 s.h.
ACC-135	Personal Income Tax.....	3 s.h.
ADM-131	Office Calculators.....	1 s.h.
BCA-101	Introduction to Computers and Information Systems...3 s.h.	
BCA-152	Electronic Spreadsheets.....	3 s.h.
BCA-215	Computer Business Applications.....	3 s.h.
BUS-107	Business Careers.....	1 s.h.
BUS-134	The Successful Entrepreneur.....	2 s.h.
BUS-136	Creativity, Innovation, and Opportunity Analysis.....	2 s.h.
BUS-142	Planning the Entrepreneurial Venture.....	3 s.h.
BUS-102	Introduction to Business.....	3 s.h.
BUS-186	Business Law II.....	3 s.h.
BUS-225	Business Internships^A.....	1-5 s.h.
BUS-298	Seminar in Entrepreneurship.....	3 s.h.
ECN-130	Principles of Microeconomics.....	3 s.h.
ENG-106	Composition II **.....	3 s.h.
MGT-130	Principles of Supervision.....	3 s.h.
MGT-170	Human Resource Management.....	3 s.h.
	Mathematics.....	3 s.h.

*Prerequisite ACC-121 Principles of Accounting I

**Prerequisite ENG-102 Composition & Speech I

^APrerequisite BUS-107 Business Careers

For additional Business electives, see pages 134-135.

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 Career Center or the NIACC Business Division.

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.

Diploma Option Requirements

A diploma in Hospitality/Food Service Management is granted to a student who has completed the first two semesters plus the Business Internship requirements. A minimum cumulative grade point average of 2.00 (C) is required. Developmental courses are not used in calculating the cumulative grade point average for graduation.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

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

BUS-102	Introduction to Business.....	3 s.h.
BUS-107	Business Careers.....	1 s.h.
ENG-105	Composition I.....	3 s.h.
HCM-103	ServSafe Food Safety+.....	1 s.h.
HCM-135	Food Production+.....	4 s.h.
HCM-607	Hospitality and Restaurant Management+.....	2 s.h.
		14 s.h.

BUS-225	Business Internships+^.....	4 s.h.
	<i>A student may enroll in this course in any term.</i>	

Second Term

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
BCA-215	Computer Business Applications.....	3 s.h.
BUS-161	Human Relations.....	3 s.h.
HCM-239	Customer Service+.....	2 s.h.
HCM-283	Controlling Food Service Costs+.....	2 s.h.
HCM-325	Human Resources Management and Supervision+.....	2 s.h.
		15 s.h.

Second Year

Third Term

HCM-232	Culinary Nutrition.....	2 s.h.
MKT-140	Principles of Selling.....	3 s.h.
SPC-111	Public Speaking.....	2 s.h.
	Business Elective(s).....	3 s.h.
	Math/Social Science/OR Humanities Elective(s).....	6 s.h.
		16 s.h.

Fourth Term

HCM-205	Dinner and Front of the House.....	3 s.h.
HCM-236	Culinary Arts and Book of Yields.....	2 s.h.
MGT-101	Principles of Management.....	3 s.h.
	Business Elective(s).....	3 s.h.
	Math/Social Science/OR Humanities Elective(s).....	3 s.h.
		14 s.h.

Total Program Hours

63 s.h.

+ 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.

^ Prerequisite BUS-107 Business Careers

Recommended Electives

ACC-122	Principles of Accounting II.....	3 s.h.
ACC-135	Personal Income Tax.....	3 s.h.
ADM-131	Office Calculators.....	1 s.h.
BCA-152	Electronic Spreadsheets.....	3 s.h.
BUS-134	The Successful Entrepreneur.....	2 s.h.
BUS-136	Creativity, Innovation, and Opportunity Analysis.....	2 s.h.
BUS-142	Planning the Entrepreneurial Venture.....	3 s.h.
BUS-185	Business Law I.....	3 s.h.
ECN-120	Principles of Macroeconomics.....	3 s.h.
ECN-130	Principles of Microeconomics.....	3 s.h.
FLS-141	Elementary Spanish I.....	3 s.h.
MGT-101	Principles of Management.....	3 s.h.
MGT-170	Human Resource Management.....	3 s.h.
MKT-110	Principles of Marketing.....	3 s.h.
MKT-140	Principles of Selling.....	3 s.h.
MKT-150	Principles of Advertising.....	3 s.h.
PHI-105	Introduction to Ethics.....	3 s.h.

For additional Business electives, see pages 134-135.

Retail Management

Retail Management is a career program designed to prepare graduates for a career in the field of retailing. Graduates usually have retail management or business ownership as a personal career goal.

The retail program curriculum is a combination of classroom instruction and learning on the job. The classroom instruction focuses on general business principles that people need to know to be successful. It also teaches the basics of retailing. The Business Internship provides the student the opportunity to apply the classroom learning on the job as well as learn from the employer. The Business Internship also allows the student to gain valuable work experience and build a resume while enrolled in college. The Business Internship portion of this program is often considered a significant difference from the other associate degrees in business.

Entrance Requirements

It is strongly recommended that students meet with the program coordinator to discuss the program as it relates to their career goals.

Business Internship Experience

The Business Internship experience portion of this curriculum as noted earlier is a very important part of the curriculum. Once a student has determined the program meets his or her educational needs, he or she should meet with the program coordinator as soon as possible to begin working out the details of the necessary employment.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Career Opportunities

Successful graduates can find employment opportunities in the field of retailing which offers a wide assortment of job possibilities.

Examples of career opportunities include:

- Department Manager Trainee
- Retail Sales Representative
- Buyer Trainee
- Store Manager Trainee
- Operations Manager Trainee

For specific placement information regarding this program, contact the Career Center or the program coordinator.

Retail Management - Associate in Applied Science Degree

When the prescribed curriculum is completed with a grade point of 2.00 (C) or above, the student is awarded an Associate in Applied Science Degree in Retail Management.

Required Courses/Suggested Schedule

First Year

First Term

BUS-102	Introduction to Business.....	3 s.h.
BUS-107	Business Careers.....	1 s.h.
BUS-161	Human Relations	3 s.h.
MAT-710	Business and Financial Math	2 s.h.
MKT-140	Principles of Selling.....	3 s.h.
MKT-160	Principles of Retailing	3 s.h.
		15 s.h.

Second Term

BCA-215	Computer Business Applications	3 s.h.
BUS-121	Business Communications.....	3 s.h.
BUS-225	Business Internships	5 s.h.
MKT-110	Principles of Marketing.....	3 s.h.
		14 s.h.

Second Year

Third Term

ACC-111	Introduction to Accounting.....	3 s.h.
BUS-225	Business Internships	5 s.h.
MGT-130	Principles of Supervision.....	3 s.h.
	Elective(s)	3 s.h.
		14 s.h.

Fourth Term

BUS-185	Business Law I.....	3 s.h.
BUS-225	Business Internships	5 s.h.
MGT-101	Principles of Management	3 s.h.
MGT-170	Human Resource Management.....	3 s.h.
MKT-170	Retail Buying.....	3 s.h.
		17 s.h.

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

The following list contains recommended electives based on the idea of strengthening a student's business expertise:

ACC-135	Personal Income Tax	3 s.h.
BCA-152	Electronic Spreadsheets	3 s.h.
BUS-134	The Successful Entrepreneur	2 s.h.
BUS-136	Creativity, Innovation, and Opportunity Analysis.....	2 s.h.
BUS-142	Planning the Entrepreneurial Venture.....	3 s.h.
BUS-225	Business Internships	1-5 s.h.
BUS-298	Seminar in Entrepreneurship	3 s.h.
ECN-120	Principles of Macroeconomics	3 s.h.
ECN-130	Principles of Microeconomics	3 s.h.
MKT-150	Principles of Advertising.....	3 s.h.

For additional Business electives, see pages 134-135.

Retail Management - Associate in Science (Business/Retail Management) Degree

When the prescribed curriculum is completed with a grade point of 2.00 (C) or above, the student is awarded an Associate in Science (Business/Retail Management) Degree.

Required Courses/Suggested Schedule

First Year

First Term

BUS-102	Introduction to Business.....	3 s.h.
BUS-107	Business Careers.....	1 s.h.
BUS-161	Human Relations	3 s.h.
ENG-102	Composition and Speech I.....	4 s.h.
MKT-140	Principles of Selling.....	3 s.h.
MKT-160	Principles of Retailing	3 s.h.
		17 s.h.

Second Term

BCA-101	Introduction to Computers and Information Systems.....	3 s.h.
	OR BCA-215 Computer Business Applications (3 s.h.)	
BUS-121	Business Communications.....	3 s.h.
ENG-103	Composition and Speech II.....	4 s.h.
MKT-110	Principles of Marketing.....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		16 s.h.

Second Year

Third Term

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
MGT-101	Principles of Management	3 s.h.
MGT-130	Principles of Supervision.....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
	Mathematics/Natural Science Elective(s)	3 s.h.
		15 s.h.

Fourth Term

BUS-185	Business Law I.....	3 s.h.
BUS-225	Business Internships	5 s.h.
MKT-170	Retail Buying	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		14 s.h.

Total Program Hours 62 s.h.

The following list contains recommended electives based on the idea of strengthening a student's business expertise:

ACC-135	Personal Income Tax	3 s.h.
BCA-152	Electronic Spreadsheets	3 s.h.
BUS-134	The Successful Entrepreneur	2 s.h.
BUS-136	Creativity, Innovation, and Opportunity Analysis.....	2 s.h.
BUS-142	Planning the Entrepreneurial Venture.....	3 s.h.
BUS-225	Business Internships	1-5 s.h.
BUS-298	Seminar in Entrepreneurship	3 s.h.
ECN-120	Principles of Macroeconomics	3 s.h.
ECN-130	Principles of Microeconomics	3 s.h.
MKT-150	Principles of Advertising.....	3 s.h.

For additional Business electives, see pages 134-135.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Retail Management - Diploma

When the prescribed curriculum (30 semester hours) is completed with a grade point of 2.00 (C) or above, the student is awarded a diploma in Retail Management.

Enroll in 30 s.h. of the following courses:

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
BCA-101	Introduction to Computers and Information Systems.....	3 s.h.
	OR BCA-215 Computer Business Applications (3 s.h.)	
BCA-152	Electronic Spreadsheets	3 s.h.
BUS-102	Introduction to Business.....	3 s.h.
BUS-107	Business Careers.....	1 s.h.
	AND	
BUS-225B	Business Internships.....	2 s.h.
BUS-121	Business Communications.....	3 s.h.
BUS-161	Human Relations	3 s.h.
BUS-185	Business Law I.....	3 s.h.
MAT-710	Business and Financial Math.....	2 s.h.
MGT-101	Principles of Management	3 s.h.
MGT-130	Principles of Supervision.....	3 s.h.
MGT-170	Human Resource Management	3 s.h.
MKT-110	Principles of Marketing.....	3 s.h.
MKT-140	Principles of Selling.....	3 s.h.
MKT-160	Principles of Retailing	3 s.h.
MKT-170	Retail Buying.....	3 s.h.

Retail Management - Certificate

When the prescribed curriculum (15 semester hours) is completed with a grade point of 2.00 (C) or above, the student is awarded a certificate in Retail Management.

Enroll in five of the following courses:

BUS-102	Introduction to Business.....	3 s.h.
BUS-107	Business Careers.....	1 s.h.
	AND	
BUS-225B	Business Internships.....	2 s.h.
BUS-161	Human Relations	3 s.h.
MGT-101	Principles of Management	3 s.h.
MGT-130	Principles of Supervision.....	3 s.h.
MGT-170	Human Resource Management	3 s.h.
MKT-110	Principles of Marketing.....	3 s.h.
MKT-140	Principles of Selling.....	3 s.h.
MKT-160	Principles of Retailing	3 s.h.

Note: BUS-107 and BUS-225B are required for 3 s.h. and are considered as one course.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

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.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

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

BUS-102	Introduction to Business.....	3 s.h.
ENG-102	Composition & Speech I.....	4 s.h.
MGT-220	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

BCA-215	Computer Business Applications.....	3 s.h.
	OR BCA-101 Introduction to Computers and Information Systems (3 s.h.).....	
ENG-103	Composition & Speech II.....	4 s.h.
MGT-221	Current Issues in Sport.....	3 s.h.
	Natural Science/Mathematics Elective(s).....	3 s.h.
	Elective(s).....	3 s.h.
		16 s.h.

Second Year

Third Term

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.).....	
BUS-107	Business Careers.....	1 s.h.
	AND	
BUS-225	Business Internships.....	2 s.h.
	OR Business Elective(s) (3 s.h.).....	
BUS-161	Human Relations.....	3 s.h.
MKT-110	Principles of Marketing.....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		15 s.h.

Fourth Term

BUS-185	Business Law I.....	3 s.h.
BUS-225	Business Internships.....	3 s.h.
MGT-101	Principles of 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.

* Business Internships may be repeated for up to six credits.

Elective Business Courses:

ACC-135	Personal Income Tax.....	3 s.h.
BCA-152	Electronic Spreadsheets.....	3 s.h.
BUS-121	Business Communications.....	3 s.h.
MGT-130	Principles of Supervision.....	3 s.h.
MKT-150	Principles of Advertising.....	3 s.h.

For additional Business electives, see pages 134-135.

Recommended Physical Education Courses:

PEA-146	Physical Fitness I.....	1 s.h.
PEA-147	Physical Fitness I Lab.....	1 s.h.
PEC-110	Coaching Ethics, Techniques, and Theory.....	1 s.h.
PEC-115	Athletic Development and Human Growth.....	1 s.h.
PEC-122	Introduction to Anatomy and Physiology for Coaching ..	1 s.h.
PEC-127	Care & Prevention of Athletic Injuries.....	2 s.h.
PEC-166	Sports Officiating: Fall and Winter Sports.....	2 s.h.
PEC-168	Sports Officiating: Spring and Summer Sports.....	2 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.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Career Opportunities

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

Required Courses/Suggested Schedule

Diploma Program

First Year

First Term

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
BUS-185	Business Law I.....	3 s.h.
ECN-120	Principles of Macroeconomics	3 s.h.
ENG-102	Composition & Speech I	4 s.h.
MGT-130	Principles of Supervision.....	3 s.h.
		16 s.h.

Second Term

BCA-101	Introduction to Computers and Information Systems...	3 s.h.
BUS-161	Human Relations	3 s.h.
MGT-101	Principles of Management	3 s.h.
MGT-170	Human Resource Management	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

MAT-110	Math for Liberal Arts.....	3 s.h.
MKT-110	Principles of Marketing.....	3 s.h.
	Humanities/Social Science Elective.....	3 s.h.
	Elective(s)	4 s.h.
		13 s.h.

Fourth Term

ACC-122	Principles of Accounting II.....	3 s.h.
BUS-186	Business Law II.....	3 s.h.
ECN-130	Principles of Microeconomics	3 s.h.
ENG-103	Composition & Speech II	4 s.h.
	Elective(s)	3 s.h.
		16 s.h.

Total Program Hours 60 s.h.

Recommended Electives:

ACC-135	Personal Income Tax	3 s.h.
BCA-152	Electronic Spreadsheets	3 s.h.
BUS-107	Business Careers.....	1 s.h.
BUS-134	The Successful Entrepreneur	2 s.h.
BUS-136	Creativity, Innovation, and Opportunity Analysis.....	2 s.h.
BUS-142	Planning the Entrepreneurial Venture	3 s.h.
BUS-225	Business Internships^A.....	1-5 s.h.
BUS-298	Seminar in Entrepreneurship	3 s.h.

^APrerequisite BUS-107 Business Careers

For additional Business electives, see pages 134-135.

Administrative Office Associate - Diploma

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

The graduate's duties include keyboarding, filing, record keeping, operating office machines, transcribing, using a computer for word processing, spreadsheet, electronic presentation, and database projects, handling telephone services, and taking care of general office administration.

NIACC's classrooms are equipped with the latest in computers, office machines, and equipment. They are also staffed by qualified instructors in the business 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 in Administrative Office Associate.



Career Opportunities

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

- Administrative Assistant
- Secretary
- Records Manager
- Receptionist
- Machine Transcriber
- Information Processing Operator

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Required Courses/Suggested Schedule

First Year

First Term

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
ADM-123*	Document Formatting	3 s.h.
ADM-131	Office Calculators.....	1 s.h.
BCA-129	Basic Word Processing.....	2 s.h.
BCA-215	Computer Business Applications	3 s.h.
	OR BCA-101 Introduction to Computers and Information Systems (3 s.h.)	
BUS-121	Business Communications.....	3 s.h.
		15 s.h.

* Prerequisite: ADM-105, ADM-108 OR ability to pass keyboarding test at 30 wpm with 3 errors or less

Second Term

ADM-162**	Office Procedures	4 s.h.
BCA-152*	Electronic Spreadsheets	3 s.h.
BUS-107	Business Careers.....	1 s.h.
	Business Electives	7 s.h.
		15 s.h.

* Prerequisite: BCA-215 or BCA-101

** Prerequisite: BCA-129 and BUS-121

Total Program Hours 30 s.h.

Recommended Electives:

ACC-135	Personal Income Tax	3 s.h.
BCA-136	Advanced Word Processing.....	3 s.h.
BCA-163	Microsoft Access	1 s.h.
BCA-170	Personal Information Management.....	2 s.h.
BCA-174	Basic Presentation Software.....	1 s.h.
BCA-185	Beginning Web Page Development.....	3 s.h.
BUS-102	Introduction to Business.....	3 s.h.
BUS-161	Human Relations	3 s.h.
BUS-225	Business Internships.....	1-5 s.h.
NET-112	Technology Essentials	3 s.h.

NOTE: *Business Internships (BUS-225)* is a **strongly recommended Business elective**. For more information, please contact Laura Merfeld at 1-888-GO NIACC, ext. 4355.

For additional Business electives, see pages 134-135.

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, electronic presentation, and database projects.

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

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

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

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Required Courses/Suggested Schedule

First Year

First Term

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
ADM-123*	Document Formatting	3 s.h.
ADM-131	Office Calculators.....	1 s.h.
ENG-102	Composition & Speech I	4 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		14 s.h.

* Prerequisite: ADM-105, ADM-108 OR ability to pass keyboarding test at 30 wpm with 3 errors or less

Second Term

BCA-129	Basic Word Processing.....	2 s.h.
ENG-103	Composition & Speech II	4 s.h.
	Business Electives	10 s.h.
		16 s.h.

Second Year

Third Term

BCA-215	Computer Business Applications	3 s.h.
	OR BCA-101 Introduction to Computers and Information Systems (3 s.h.)	
BUS-121	Business Communications.....	3 s.h.
	Business Elective(s).....	4 s.h.
	Humanities Elective(s)	3 s.h.
	Social Science Elective(s).....	3 s.h.
		16 s.h.

Fourth Term

ADM-162***	Office Procedures	4 s.h.
BCA-136*	Advanced Word Processing.....	3 s.h.
BCA-152**	Electronic Spreadsheets	3 s.h.
BUS-107	Business Careers.....	1 s.h.
	Natural Science/Mathematics Elective(s)	3 s.h.
		14 s.h.

* Prerequisites: BCA-129 and BCA-215 or BCA-101

** Prerequisites: BCA-215 or BCA-101

*** Prerequisites: BCA-129 and BUS-121

Total Program Hours

60 s.h.

Recommended Electives:

ACC-135	Personal Income Tax	3 s.h.
BCA-163	Microsoft Access	1 s.h.
BCA-170	Personal Information Management.....	2 s.h.
BCA-174	Basic Presentation Software	1 s.h.
BCA-185	Beginning Web Page Development.....	3 s.h.
BUS-102	Introduction to Business.....	3 s.h.
BUS-161	Human Relations	3 s.h.
BUS-225	Business Internships.....	1-5 s.h.
MGT-101	Principles of Management	3 s.h.
MKT-110	Principles of Marketing.....	3 s.h.
NET-112	Technology Essentials	3 s.h.

NOTE: *Business Internships (BUS-225) is a strongly recommended Business elective. For more information, please contact Laura Merfeld at 1-888-GO NIACC, ext. 4355.*

For additional Business electives, see pages 134-135.

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, electronic presentation, and database projects.

NIACC's classrooms are equipped with the latest in computers, office machines, and equipment. They are also staffed by qualified instructors in the business and legal fields.

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 in Legal Office Associate.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Required Courses/Suggested Schedule

First Year

First Term

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
ADM-123*	Document Formatting	3 s.h.
ADM-131	Office Calculators.....	1 s.h.
BCA-129	Basic Word Processing	2 s.h.
BCA-215	Computer Business Applications	3 s.h.
	OR BCA-101 Introduction to Computers and Information Systems (3 s.h.)	
BUS-121	Business Communications.....	3 s.h.
		15 s.h.

* Prerequisite: ADM-105, ADM-108 OR ability to pass keyboarding test at 30 wpm with 3 errors or less

Second Term

ADM-205*	Legal Office Procedures	5 s.h.
BUS-107	Business Careers.....	1 s.h.
BUS-185	Business Law I.....	3 s.h.
	Business Electives	6 s.h.
		15 s.h.

* Prerequisites: BCA-129 and BUS-121

Total Program Hours

30 s.h.

Recommended Electives:

ACC-135	Personal Income Tax	3 s.h.
BCA-136	Advanced Word Processing.....	3 s.h.
BCA-152	Electronic Spreadsheets	3 s.h.
BCA-163	Microsoft Access	1 s.h.
BCA-170	Personal Information Management.....	2 s.h.
BCA-174	Basic Presentation Software.....	1 s.h.
BCA-185	Beginning Web Page Development.....	3 s.h.
BUS-102	Introduction to Business.....	3 s.h.
BUS-161	Human Relations	3 s.h.
BUS-225	Business Internships.....	1-5 s.h.
NET-112	Technology Essentials	3 s.h.

NOTE: *Business Internships (BUS-225) is a strongly recommended Business elective. For more information, please contact Laura Merfeld at 1-888-GO NIACC, ext. 4355.*

For additional Business electives, see pages 134-135.

Career Opportunities

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

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

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

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, electronic presentation, and database projects.

NIACC's classrooms are equipped with the latest in computers, office machines, and equipment. They are also staffed by qualified instructors in the business and legal fields.

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

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

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Required Courses/Suggested Schedule

First Year

First Term

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
ADM-123*	Document Formatting	3 s.h.
ADM-131	Office Calculators.....	1 s.h.
ENG-102	Composition & Speech I	4 s.h.
POL-111	American National Government.....	3 s.h.
		14 s.h.

* Prerequisite: ADM-105, ADM-108 OR ability to pass keyboarding test at 30 wpm with 3 errors or less

Second Term

BCA-129	Basic Word Processing.....	2 s.h.
ENG-103	Composition & Speech II	4 s.h.
	Business Elective(s).....	3 s.h.
	Humanities/Social Science Elective(s).....	6 s.h.
		15 s.h.

Second Year

Third Term

BCA-215	Computer Business Applications	3 s.h.
	OR BCA-101 Introduction to Computers and Information Systems (3 s.h.)	
BUS-121	Business Communications.....	3 s.h.
BUS-185	Business Law I.....	3 s.h.
	Business Elective(s).....	3 s.h.
	Natural Science/Mathematics Elective(s)	3 s.h.
		15 s.h.

Fourth Term

ADM-205*	Legal Office Procedures	5 s.h.
BCA-136**	Advanced Word Processing.....	3 s.h.
BCA-152***	Electronic Spreadsheets	3 s.h.
BUS-107	Business Careers.....	1 s.h.
	Business Elective(s).....	4 s.h.
		16 s.h.

* Prerequisites: BCA-129 and BUS-121

** Prerequisites: BCA-129 and BCA-215 OR BCA-101

*** Prerequisites: BCA-215 or BCA-101

Total Program Hours

60 s.h.

Recommended Electives:

ACC-135	Personal Income Tax.....	3 s.h.
BCA-163	Microsoft Access	1 s.h.
BCA-170	Personal Information Management.....	2 s.h.
BCA-174	Basic Presentation Software.....	1 s.h.
BCA-185	Beginning Web Page Development.....	3 s.h.
BUS-102	Introduction to Business.....	3 s.h.
BUS-161	Human Relations	3 s.h.
BUS-186	Business Law II.....	3 s.h.
BUS-225	Business Internships.....	1-5 s.h.
MGT-101	Principles of Management	3 s.h.
NET-112	Technology Essentials	3 s.h.

NOTE: *Business Internships (BUS-225) is a strongly recommended Business elective. For more information, please contact Laura Merfeld at 1-888-GO NIACC, ext. 4355.*

For additional Business electives, see pages 134-135.

Medical Coding Diploma

The Medical Coding Diploma Program is designed to prepare students to work specifically with the medical reimbursement process. The program has been developed to assist students in becoming knowledgeable in the basics of health insurance, compliance issues for insurance carriers, basic coding, and an overview of the roles and responsibilities of a medical coder.

No prerequisites required; however, knowledge of medical terminology and/or experience in a medical office or care facility is highly recommended.

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 in Medical Coding.

Career Opportunities

Medical coding is one of the fastest growing opportunities in health care. Continuous changes in the medical billing and coding industry have created an incredible demand for those trained in this area. Students completing this program will have entry-level employment opportunities as medical billers, medical coders, or other health insurance-related positions in a wide variety of medical settings including, but not limited to:

- Physician Practices
- Chiropractic Offices
- Hospitals
- Nursing Facilities
- Insurance Companies
- Billing Service Companies

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

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Required Courses/Suggested Schedule

First Year

First Term

BCA-129	Basic Word Processing.....	2 s.h.
BUS-121	Business Communications.....	3 s.h.
HIT-246	Coding I (ICD-9).....	3 s.h.
HSC-120	Medical Terminology I.....	3 s.h.
HSC-150	Body Structure & Function.....	4 s.h.
		15 s.h.

Second Term

ADM-131	Office Calculators.....	1 s.h.
ADM-215*	Medical Office Procedures.....	3 s.h.
BUS-107	Business Careers.....	1 s.h.
HIT-247	Coding II (CPT).....	3 s.h.
HSC-121	Medical Terminology II.....	3 s.h.
HSC-144	Basic Pharmacology.....	2 s.h.
	Business Electives.....	2 s.h.
		15 s.h.

* Prerequisites: BCA-129 and BUS-121

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

Recommended Electives:

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
BCA-215	Computer Business Applications.....	3 s.h.
	OR BCA-101 Introduction to Computers and Information Systems (3 s.h.)	
BUS-161	Human Relations.....	3 s.h.
BUS-225	Business Internships.....	1-5 s.h.

NOTE: *Business Internships (BUS-225) is a strongly recommended Business elective. For more information, please contact Laura Merfeld at 1-888-GO NIACC, ext. 4355.*

For additional Business electives, see pages 134-135.

Diploma program subject to approval.



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, electronic presentation, and database projects.

NIACC's classrooms are equipped with the latest in computers, office machines, and equipment. They are also staffed by qualified instructors in the business and medical fields.

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 in Medical Office Associate.

Career Opportunities

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

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

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



Required Courses/Suggested Schedule

First Year

First Term

ADM-123*	Document Formatting	3 s.h.
BCA-129	Basic Word Processing	2 s.h.
BUS-121	Business Communications.....	3 s.h.
HSC-120	Medical Terminology I	3 s.h.
HSC-150	Body Structure & Function.....	4 s.h.
	OR BIO-157 Human Biology (4 s.h.)	
		15 s.h.

* Prerequisite: ADM-105, ADM-108 OR ability to pass keyboarding test at 30 wpm with 3 errors or less

Second Term

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
ADM-131	Office Calculators.....	1 s.h.
ADM-215**	Medical Office Procedures.....	3 s.h.
BUS-107	Business Careers.....	1 s.h.
HIT-210*	Basic Medical Insurance & Coding.....	2 s.h.
	OR HIT-246, Coding I (3 s.h.) and HIT-247, Coding II (3 s.h.)	
HSC-121	Medical Terminology II	3 s.h.
HSC-144	Basic Pharmacology	2 s.h.
		15 s.h.

* Prerequisites: HSC-150 and HSC-120

** Prerequisites: BCA-129 and BUS-121

Total Program Hours

30 s.h.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Medical Office Specialist - Degree



The Medical Office Specialist - Degree 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 transcribing dictation, 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, electronic presentation, and database projects.

NIACC's classrooms are equipped with the latest in computers, office machines, and equipment. They are also staffed by qualified instructors in the business and medical fields.

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/Medical Office Specialist) Degree.

Business Internships

It's as easy as 1, 2, 3!

1. Talk to the Business Internship Coordinator or your Counselor to decide when in your college career you should participate in an internship.
2. Enroll in and pass Business Careers (BUS-107).
 - Business Careers is a 1 s.h., 5-week, pass/no pass course that is a prerequisite to Business Internships ~ it can be taken at any time prior to a Business Internship.
3. Upon passing Business Careers, the student is eligible for a Business Internship (BUS-225).
 - Students may register for a Business Internship only when they have located, secured and have had the internship site approved with the Business Internship Coordinator.
 - Business Internship credit ranges from 1 s.h. to 5 s.h. ~ this must be determined prior to registering for the course.

All students are highly encouraged to participate in a Business Internship before graduating.

Required Courses/Suggested Schedule

First Year

First Term

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
ADM-123*	Document Formatting	3 s.h.
ADM-131	Office Calculators.....	1 s.h.
ENG-102	Composition & Speech I	4 s.h.
HSC-150	Body Structure & Function.....	4 s.h.
	OR BIO-157 Human Biology (4 s.h.)	
		15 s.h.

* Prerequisite: ADM-105, ADM-108 OR ability to pass keyboarding test at 30 wpm with 3 errors or less

Second Term

BCA-129	Basic Word Processing.....	2 s.h.
BCA-215	Computer Business Applications	3 s.h.
	OR BCA-101 Introduction to Computers and Information Systems (3 s.h.)	
BIO-102	Introductory Biology	3 s.h.
BIO-103	Introductory Biology Lab	1 s.h.
ENG-103	Composition & Speech II	4 s.h.
	Social Science or Humanities Elective(s)	3 s.h.
		16 s.h.

Second Year

Third Term

BCA-152*	Electronic Spreadsheets	3 s.h.
BUS-121	Business Communications.....	3 s.h.
HSC-120	Medical Terminology I	3 s.h.
	Social Science or Humanities Elective(s)	6 s.h.
		15 s.h.

* Prerequisite BCA-215 or BCA-101

Fourth Term

ADM-215***	Medical Office Procedures	3 s.h.
BCA-136*	Advanced Word Processing.....	3 s.h.
BUS-107	Business Careers.....	1 s.h.
HSC-121	Medical Terminology II	3 s.h.
HSC-144	Basic Pharmacology	2 s.h.
HIT-210**	Basic Medical Insurance & Coding.....	2 s.h.
	OR HIT-246, Coding I (3 s.h.) and HIT-247, Coding II (3 s.h.)	
		14 s.h.

* Prerequisites: BCA-215 or BCA-101 and BCA-129

** Prerequisites: HSC-150 or permission from instructor and HSC-120

*** Prerequisites: BCA-129 and BUS-121

Total Program Hours

60 s.h.

Career Opportunities

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

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

For specific information contact the 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 classrooms are equipped with the latest in computers, office machines, and equipment. They are also staffed by qualified instructors in the business and medical fields.

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 in Medical Transcription.

Required Courses/Suggested Schedule

First Year

First Term

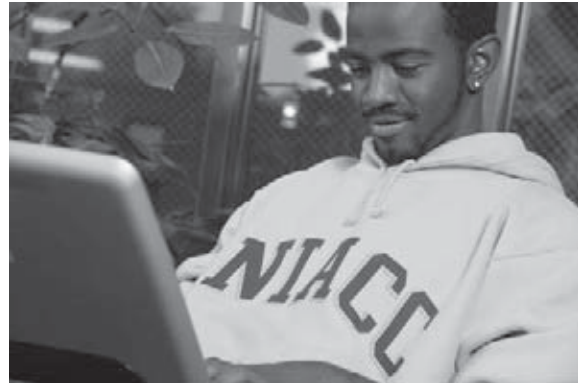
BCA-129	Basic Word Processing	2 s.h.
BUS-121	Business Communications	3 s.h.
HIT-630	Medical Transcription I	3 s.h.
HSC-120	Medical Terminology I	3 s.h.
HSC-150	Body Structure & Function	4 s.h.
	OR BIO-157 Human Biology (4 s.h.)	
		15 s.h.

Second Term

HSC-121	Medical Terminology II	3 s.h.
HSC-144	Basic Pharmacology	2 s.h.
HSC-155	Laboratory Tests	2 s.h.
HIT-631*	Medical Transcription II	3 s.h.
HIT-632*	Medical Transcription III	3 s.h.
	Elective(s) (Strongly recommend BIO-157 Human Biology or BIO-206 Anatomy & Physiology I)	2 s.h.
		15 s.h.

* Prerequisite: HIT-630

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

BCA-129	Basic Word Processing	2 s.h.
BCA-136*	Advanced Word Processing	3 s.h.
BCA-152**	Electronic Spreadsheets	3 s.h.
BCA-163	Microsoft Access	1 s.h.
BCA-170	Personal Information Management	2 s.h.
BCA-174	Basic Presentation Software	1 s.h.
BCA-215	Computer Business Applications	3 s.h.

* Prerequisites: BCA-129, BCA-215 or BCA-101

** Prerequisites: BCA-215 or BCA-101

Total Program Hours 15 s.h.

Note: Courses from the Software Applications Specialist - Certificate curriculum and the Desktop Systems Specialization 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 Career Center or the NIACC Business Division.

Career Opportunities

Successful graduates can find job opportunities in the following areas:

- Software Specialist
- Help Desk Support

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