

# BUSINESS

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## ACCOUNTING/ COMPUTING

Accounting with  
Computers/Diploma  
Accounting/Associate in  
Science - Business Degree  
Accounting/Transfer Curriculum

## INFORMATION TECHNOLOGY

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Development  
Information Systems Technology

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General Business  
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Retail Management  
Retail Management / Fashion Option  
Supervision and Management  
Diploma  
Career Option

## OFFICE TECHNOLOGY

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## 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 Students

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 194-197 for specific degree requirements).

### Career Option Students

For students interested in the business area but undecided as to what degree to pursue, career-option programs provide the flexibility these students need. Upon completion of a career-option program a student may choose to pursue a baccalaureate degree or go directly to a chosen occupational area. Career Option programs are available in Accounting/Computing, Marketing/Management, and Office Technology (see pages 194-197 for specific degree requirements).

### Career Students

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.

# ACCOUNTING/ COMPUTING

Accounting with Computers/Diploma  
Accounting/Associate in Science -  
Business Degree  
Accounting/Transfer Curriculum

The focus in this cluster is accounting and computer technology. Each program provides courses that range from entry-level knowledge and skill development to more advanced levels. Students completing these programs are well prepared to be successful in entering the business field or in transferring to another institution.

## Accounting with Computers/ Diploma

The Accounting with Computers/Diploma is designed to provide students with the skills, attitudes, and knowledge necessary to enter the field of bookkeeping and accounting; or the courses may be applied toward an Associate in Science-Business degree or an Associate in General Studies degree. The program may be completed in two semesters by following the suggested curriculum, or it may be spread out over three or more semesters. Upon satisfactory completion of the prescribed curriculum with an average grade point of 2.00 (C), the student is awarded a diploma. This recognition is granted to a person who has completed at least thirty (30) semester hours of credit.

The curriculum is implemented with 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.

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

- \* Accounting Clerk
- \* Accounting Technician
- \* Accounts Payable
- \* Accounts Receivable
- \* Bookkeeper
- \* Data Entry
- \* Data Processing
- \* General Office Clerk
- \* Payroll

For specific information contact the NIACC Placement Office or the NIACC Business Division.

### ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

### REQUIRED COURSES:

15:107*Keyboarding for Office Technology .....	3 s.h.
15:110 Electronic Calculators.....	1 s.h.
15:118 Accounting Procedures .....	3 s.h.
15:119 Accounting Applications .....	5 s.h.
15:134 Computer Applications .....	3 s.h.
15:155 Payroll Accounting.....	3 s.h.
15:160 Computer Accounting.....	3 s.h.
15:212 Business Communication.....	3 s.h.
89:150 Job-Seeking Skills .....	1 s.h.

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

### ELECTIVE COURSES:

15:101 Introduction to Business .....	3 s.h.
15:120 Business Law I .....	3 s.h.
15:121 Business Law II .....	3 s.h.
15:140 Intro to Computers & Info. Systems .....	3 s.h.
15:144 Principles of Supervision .....	3 s.h.
15:149 Managing Human Resources.....	3 s.h.
15:175*Electronic Spreadsheets.....	3 s.h.
15:211*Word Processing .....	2 s.h.
15:217 Professional Office Procedures.....	5 s.h.
15:221 Marketing.....	3 s.h.
15:241 Human Relations.....	3 s.h.
89:100 Cooperative Work Experience .....	2-5 s.h.

\* Recommended Electives

For additional electives, see list of Business transfer courses near end of catalog.

### SUGGESTED SCHEDULE

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

#### First Term

15:107 Keyboarding for Office Technology .....	3 s.h.
15:110 Electronic Calculators.....	1 s.h.
15:118 Accounting Procedures .....	3 s.h.
15:134 Computer Applications .....	3 s.h.
15:212 Business Communication.....	3 s.h.
Elective.....	2 s.h.
	<b>15 s.h.</b>

#### Second Term

15:119 Accounting Applications .....	5 s.h.
15:155 Payroll Accounting.....	3 s.h.
15:160 Computer Accounting.....	3 s.h.
89:150 Job-Seeking Skills .....	1 s.h.
Elective.....	3 s.h.
	<b>15 s.h.</b>

**Total Hours 30 s.h.**

## Accounting/Associate in Science - Business Degree

NIACC's Accounting/Associate in Science - Business Program is a dual-purpose program designed to give the students the option of preparing for employment using their accounting and computer skills or transferring to a four-year institution and receiving a baccalaureate degree. For specific placement information or for transfer requirements, please contact the NIACC Placement Office, the NIACC Business Division, or your counselor.

Upon completion of the curriculum with an average grade point of 2.00 (C), the student is awarded an Associate in Science-Business Degree/Accounting. 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 ASB degree and the AA degree.

### ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

### REQUIRED COURSES/SUGGESTED SCHEDULE

#### First Term

15:110 Electronic Calculators.....	1 s.h.
15:112 Keyboarding Level I .....	1 s.h.
OR 15:113 Keyboarding Level II (1 s.h.)	
OR 15:107 Keyboarding for Office Technology (3 s.h.)	
15:109 Introduction to Accounting.....	3 s.h.
OR 15:118 Acctg. Procedures (3 s.h.)	
OR 15:150 Acctg. Principles I (3 s.h.)	
15:134 Computer Applications .....	3 s.h.
OR 15:140 Intro to Computers and Information Systems (3 s.h.)	
30:101 Communication Skills I.....	4 s.h.
40:121 Math for Decision Making.....	3 s.h.
OR Appropriate level math course until minimum requirement is met (3 s.h.)	
	<b>15/17 s.h.</b>

#### Second Term

15:119 Accounting Applications .....	5 s.h.
OR 15:151 Acctg. Principles II (3 s.h.)	
15:175 Electronic Spreadsheets .....	3 s.h.
30:102 Communications Skills II .....	4 s.h.
Elective in Humanities/Social Science.....	3 s.h.
Elective.....	3 s.h.
	<b>16/18 s.h.</b>

#### Third Term

15:120 Business Law I .....	3 s.h.
15:160 Computer Accounting.....	3 s.h.
15:241 Human Relations.....	3 s.h.
80:133 Macroeconomics .....	3 s.h.
Elective.....	3 s.h.
	<b>15 s.h.</b>

#### Fourth Term

15:155 Payroll Accounting.....	3 s.h.
80:134 Microeconomics .....	3 s.h.
89:150 Job-Seeking Skills.....	1 s.h.
Business Electives .....	4 s.h.
Elective.....	3 s.h.
	<b>14 s.h.</b>

**Total**

**60/62 s.h.**

#### Business Electives

15:101 Intro to Business.....	3 s.h.
15:107 Keyboarding/Office Tech.....	3 s.h.
15:114 Computer Literacy .....	1 s.h.
15:118 Accounting Procedures .....	3 s.h.
15:119 Accounting Applications .....	5 s.h.
15:121 Business Law II .....	3 s.h.
15:140 Intro to Computers & Info Systems .....	3 s.h.
15:141 Intro to MIS.....	3 s.h.
15:150 Accounting Principles I.....	3 s.h.
15:151 Accounting Principles II.....	3 s.h.
15:171 Intro to Entrepreneurship.....	3 s.h.
15:174 Data Base Management.....	3 s.h.
15:210 Business Statistics .....	3 s.h.
15:211 Word Processing .....	2 s.h.
15:212 Business Communication.....	3 s.h.

#### Associate in Science - Business Requirements

- \* 30 s.h. of 15:xxx courses
- \* 8 s.h. of Communications
- \* 9 s.h. of Social Studies and/or Humanities
- \* 3 s.h. of Natural Sciences (40:121, Math for Decision Making is minimum required for transfer)
- \* A total of 60 s.h.

## Accounting/Transfer Curriculum

Some of the courses listed on this page which apply toward an Associate in Science - Business degree will not count as transfer courses for an Associate in Arts degree. Please refer to the NIACC College Catalog for specific requirements or contact your counselor for assistance in determining your schedule to meet your goal.

**COURSE DESCRIPTIONS -****Accounting/Computing**

**15:101 Introduction to Business (3 s.h.)** An overview of the phases and functions of the business enterprise. Units of instruction include the organization, financing, production, and contemporary issues in business. The course provides an awareness and understanding of the complexities of the business world. (45-0)

**15:107 Keyboarding for Office Technology (3 s.h.)** Prerequisite: 15:112, Keyboarding Level I, and/or 15:113, Keyboarding Level II, OR keyboarding skill of 30 wam (words a minute) with 3 or less errors on a 3-minute timed writing. This course covers the continued development of speed and accuracy on the alphabetic, numeric, and symbol keys. Students develop skills in formatting, producing, and proofreading documents: memos, letters, envelopes, tables and reports. (30-30)

**15:109 Introduction to Accounting (3 s.h.)** A basic understanding of the process of collecting and using financial information in a business. (45-0)

**Open Entry/Open Exit**

**15:110 Electronic Calculators (1 s.h.) [Open Entry/Open Exit]** A study of the 10-key, electronic calculator. Applied business problems on the calculator. (0-30)

**5:112 Keyboarding Level I (1 s.h.) [Open Entry/Open Exit]** Prerequisite: None. This course covers the development of keyboarding techniques using the touch method on the computer to learn/review the alphabetic keys. The keyboarding goal is a minimum rate of 20 words a minute with 3 or less errors. Students with little or no keyboarding skill would begin at this level. (0-30)

**15:113 Keyboarding Level II (1 s.h.) [Open Entry/Open Exit]** Prerequisite: Keyboarding Level I OR ability to keyboard at 20 words a minute. This course covers the development of the touch method on the computer keyboard to learn/review the alphabetic, numeric, and symbol keys. The keyboarding goal is a minimum rate of 30 words a minute with 3 or less errors. (0-30)

**15:114 Computer Literacy (1 s.h.) [Open Entry/Open Exit]** Prerequisite: None. Introduction to basic computer hardware and software functions. Emphasis on using the computer as a tool to create personal and business documents. Introductory windows, word processing, spreadsheet, and presentation units give students an opportunity to view software capabilities and use some of the features. Students with little or no computer background are encouraged to take this course. (0-30)

**15:211 Word Processing (2 s.h.) [Open Entry/Open Exit]** This course is designed to introduce students to computers and the fundamentals of word processing. The students will progress from basic through intermediate features of word processing software. (0-60)

**15:118 Accounting Procedures (3 s.h.)** An introductory course using a procedural approach applying the principles of debit and credit, recording of data in various journals, posting to the ledgers, the worksheet, financial statements, adjusting and closing entries, depreciation and inventory methods, plant assets, deferrals and accruals. (45-0)

**15:119 Accounting Applications (5 s.h.)** Prerequisite: 15:109 Introduction to Accounting or 15:118 Accounting Procedures or 15:150 Accounting Principles with a grade of "C" or above. A continuation of Accounting Procedures including voucher system, partnerships, and corporations. Includes completion of an accounting simulation project. (75-0)

**15:120 Business Law I (3 s.h.)** Law as applied to business transactions and business relationships. An introduction to jurisprudence and the courts, contracts, commercial paper, sales, and security agreements. (45-0)

**15:121 Business Law II (3 s.h.)** Prerequisite: 15:120, Business Law I, or permission of the instructor. A continuation of 15:120. Agency, corporations, partnerships, bailments, real property, wills, trusts, insurance, bankruptcy, and government regulation of business. Some information on international law and liability of accountants. (45-0)

**15:134 Computer Applications (3 s.h.)** Emphasis on business applications of computer software. Students do business problems using electronic spreadsheets, word processing software, and data base management software. (30-30)

**15:140 Introduction to Computers and Information Systems (3 s.h.)** Emphasis on computer literacy and business applications of computer software. Students do business problems using electronic spreadsheets, word processing software, data base management software, and presentation software. Students also are exposed to some programming and web page development. (45-0)

**15:141 Introduction to Management Information Systems (3 s.h.)** Prerequisite: 15:140, Introduction to Computers and Information Systems, or permission of the instructor. The primary goal of Introduction to MIS is to prepare students to be productive participants in an information society. The course is designed to develop a broad understanding of business information systems, various ways to discern information from an information system, and look at ways to distribute this information. The student will also learn the basic principles and techniques for developing simple computer-based information systems for managerial decision support systems. (30-30)

**15:144 Principles of Supervision (3 s.h.)** This course is designed for individuals who hold, or who will hold, supervisory positions. The course involves the study of the major managerial functions (planning, organizing, staffing, directing, and controlling) and is augmented by other pervasive areas of supervision such as communication, motivation, decision-making, and human relations. (45-0)

**15:149 Managing Human Resources (3 s.h.)** Course describes the transition from personnel management to human resources management. The focus is on the systematic process of recruitment, selection, developing, and appraising employees. (45-0)

**15:150 Accounting Principles I (3 s.h.)** An introductory accounting course: analyzing transactions, matching principle, adjusting and closing entries, financial statements, receivables, inventories, fixed assets and intangible assets, current liabilities, corporations (capital stock transactions, dividends, income and taxes, stockholder's equity, investment in stocks), bonds payable, investment in bonds. (45-0)

**15:151 Accounting Principles II (3 s.h.)** Prerequisite: 15:150 Accounting Principles I, or equivalent. Course covers Statement of Cash Flows, financial statement analysis, job order and process cost systems, cost behavior, budgeting, standard costing, differential analysis and product pricing, capital investment analysis, activity-based costing, and just-in-time manufacturing. Emphasis is on management's use of accounting information. (45-0)

**15:155 Payroll Accounting (3 s.h.)** Prerequisite: 15:109 Introduction to Accounting or 15:118 Accounting Procedures or 15:150 Accounting Principles I with a grade of "C" or above. A study of basic business taxes. Emphasis on payroll taxes including social security taxes, income taxes, and unemployment taxes; completion of quarterly and annual reports and a payroll simulation project. (45-0)

**15:160 Computer Accounting (3 s.h.)** Prerequisite: 15:109 Introduction to Accounting or 15:118 Accounting Procedures or 15:150 Accounting Principles I with a grade of "C" or above. Designed to provide students with realistic experience with automated accounting consisting of five systems: general ledger, accounts payable, accounts receivable, depreciation, and payroll. Students will find themselves as having taken an accounting position in a company already using a computerized accounting system. Students will be working in an individualized instruction environment. (45-0)

**15:171 Introduction to Entrepreneurship (3 s.h.)** Prerequisite: 15:101, Introduction to Business. This course provides students with an introduction to entrepreneurship and new venture creation. Students will examine the characteristics of successful entrepreneurs and develop insight on developing and enhancing creativity and innovation. Students will also learn the process of assessing new venture proposals and understand the components of a business/feasibility plan. (45-0)

**15:174 Data Base Management (4 s.h.)** Prerequisite: 15:140 Introduction to Computers and Information Systems. This course introduces students to data base concepts. The course will cover such topics as data

base structure and design, data base engines, query languages, report writers, and the association between data bases and management information systems. The course will provide experience with a popular data base. (30-30)

**15:175 Electronic Spreadsheets (3 s.h.)** Prerequisite: 15:140, Introduction to Computers and Information Systems, or 15:134, Computer Applications. Learn the fundamentals of spreadsheets, data bases, and business graphics using appropriate software. (30-30)

**15:210 Business Statistics (3 s.h.)** Prerequisite: 40:125, Quantitative Methods; 40:140, Intro to Statistics; or 40:151, College Algebra & Trig I. The use of statistical methods as an analytical tool in business situations. Data collection, tabular and graphical presentations, frequency distributions, probability, sampling, data analysis, hypothesis testing and regression, and correlation analysis. The use of statistical software is incorporated into the course. (45-0)

**15:211 Word Processing (2 s.h.)** This course is designed to introduce students to computers and the fundamentals of word processing. The students will progress from basic through intermediate features of word processing software. (15-30) Also Open Entry/Open Exit. (0-60)

**15:212 Business Communication (3 s.h.)** This course will help the student become an effective communicator in the business world. Basic written communication will be emphasized through practice in grammar structure, vocabulary building, and organization of thoughts. These skills will then be implemented when the student plans and writes business letters, interoffice memorandums, and informal business reports. A secondary emphasis will be placed on oral communication, listening skills, nonverbal communication, and international communication. (45-0)

**15:217 Professional Office Procedures (5 s.h.)** Prerequisite: 15:211 Word Processing and 15:212 Business Communication. Office procedures and techniques necessary to perform general office duties. Includes using a word processor, developing transcription skills, composing letters, filing, handling telephone services, making travel arrangements, discussing professionalism, applying grammar rules, and taking care of general office administration. Students are expected to spend time outside of class working in the computer lab. (75-0)

**15:221 Marketing (3 s.h.)** A study of the role of marketing in society as well as a study of target market (customer) determination and selection, product strategy, channels of distribution, pricing concepts, and promotional activities that are used in business today. (45-0)

**15:241 Human Relations (3 s.h.)** Problems of defining the wants of the worker and of management and bringing these elements together in formal and informal organizations; implementing programs to help them

achieve their common purpose to work together productively and cooperatively and with economic, psychological, and social satisfaction. (45-0)

**30:101 Communication Skills I (4 s.h.)** Improvement of skills in reading, writing, speaking, and listening, with an emphasis on expository methods of development and personal experience as supporting material. Students may be requested to use word processors and the Writer's Workbench analyses programs, the Writer's Workbench STEPS programs, and the structuring sentences video series. Students must meet minimum competency requirements in writing and speaking to receive a grade of C or higher. (60-0)

**30:102 Communication Skills II (4 s.h.)** Prerequisite: 30:101, Communication Skills I. Students must have earned a C or higher grade in Communication Skills I before enrolling in Communication Skills II. A continuation of 30:101 with an emphasis on argumentative and persuasive writing and speaking, on research methods, and on language. Students may be requested to use word processors, Writer's Workbench analyses, Writer's Workbench STEPS, and sentence structuring videos. Students must meet minimum competency requirements in writing and speaking to receive a grade of C or higher. (60-0)

**40:121 Mathematics for Decision Making (3 s.h.)** Prerequisite: Basic Arithmetic and Algebra skills as shown by one of the following: 1. A score of 16 or higher on the ACT Math Test or the ASSET Numerical Math Skills Test, or a score of 51 or higher on the Pre-Algebra part of the COMPASS Test AND a grade of C or better in 40:060, Beginning Algebra (at NIACC) or equivalent; 2. A score of 20 or higher on the ACT Math Test or the ASSET Numerical Math Skills Test or 51-75 on the Algebra section of the COMPASS test. Mathematics for Decision Making provides a survey of mathematics topics that includes sets, logic, probability, statistics, sets of numbers, algebra, geometry, and consumer math. This course will fulfill 3 hours of Natural Sciences requirement for the A.A. Degree. (45-0)

**80:133 Macroeconomics (3 s.h.)** An introductory study of how people use scarce resources to satisfy their many material wants and needs. The emphasis is on the determination of national income, output, employment and prices, and the role of the money and banking system in a market economy. (45-0)

**80:134 Microeconomics (3 s.h.)** Prerequisite: 80:133, Macroeconomics. Requires knowledge of basic high school algebra or its equivalent. Analysis of individual consumer and firm behavior, theories of production and consumption, pricing and the market system, perfect and imperfect competition, business and labor regulation, market structure, international trade and finance, and current economic problems. (45-0)

**89:100 B-C-D-E Cooperative Work Experience (2-5 s.h.)** Practical training on the job under the cooperative supervision of the College and work supervisor. Designed primarily for college-transfer students to provide a work experience that (1) is directly related to their college program and career objectives; or (2) will help them test out career interest and/or discover new career possibilities. Credit is determined on the basis of one semester of credit for each 90 hours of approved employment to be completed in a term. Appropriateness of learning objectives is an essential factor in the approval process. (15-435)

**89:150 Job-Seeking Skills (1 s.h.)** Develop skills necessary to find, obtain, and keep a job. Students learn to understand and appreciate the world of work as they examine personal job readiness and skills to make job entry successful. (15-0)

# INFORMATION TECHNOLOGY

## E-Commerce, Web Design, and Development

E-Commerce, Web Design and Development provides 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 E-Commerce, Web Design and Development as well as specialized education in one of four programmatic options: 1) Web Application Development; 2) Web Graphic Design; 3) E-Business; and 4) E-Entrepreneurship.

### **E-Business**

Provide 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/Internet, Intranet, EDI, and security audits. Often works in a team environment with talented professionals. Experienced in Web technology surrounding delivery methods and systems, is able to plan and create marketing strategies for full service/product exposure using the Web's state-of-the-art technology, and 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 and e-business strategies involving product/service delivery, advertising, coordination of public and media relations, special events, overseeing customer support and satisfaction surveys. Directs Web departments toward meeting business objectives. Focus is to develop overall strategy & implementation of corporate Web efforts including brand management, look and feel, site intent, product and service delivery. Team with a wide variety of internal departments to coordinate Web operations.

### **E-Entrepreneurship**

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). 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.

### **Web Application Development**

Plans and takes responsibility for the success of a Web business operation/venture. Often works in a team environment with talented professionals. Experienced and knowledgeable about configuring and maintaining server, network or security systems for Intranet or Web operations. Experienced in the design and development of software, middleware, or systems utilizing new technology and demonstrating and delivering services through a Web presence. Experienced site designer and developer, including the management of teams to implement the business Web plan.

### **Web Graphic Design**

Directs and implements the creative development and utilization of all Web-based tools; creates and implements new technology that increases efficiency of product/service delivery systems and improves client/user interactivity. Often works in a team environment with talented professionals. Experienced in the design and production of graphics/images that are compatible with Web standards, proficiently utilizes standard graphics applications with skills producing vector images, bit map images, HTML, animation 2D, and photo manipulation. Directs the visual identity of Web site design as well as ensures content production is met on time and within budget.

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

### ENTRANCE REQUIREMENTS

1. Completion of Algebra II in high school with a "C" or better, or
2. College Intermediate Algebra or equivalent with a "C" or better, or
3. COMPASS Algebra test with a score of 76 - 100.
4. Students must have completed 15:140, Introduction to Computers & Information Systems before entering this program.

### SUGGESTED SCHEDULE

#### **E-Commerce Core Courses**

10:201 2-D Design .....	3 s.h.
15:156 Networking I .....	4 s.h.
15:167 Network Security .....	3 s.h.
15:169 Media Experience.....	3 s.h.
15:186 Internet Programming I.....	3 s.h.
15:191 Introduction to E-Commerce .....	3 s.h.
15:194 E-Commerce Cases .....	4 s.h.
15:196 Structure and Design.....	3 s.h.
	<b>26 s.h.</b>

**General Education Requirements**

Communications .....	8 s.h.
Social Sciences and/or Humanities.....	9 s.h.
Natural Sciences .....	3 s.h.
	<b>20 s.h.</b>

**E-Business Specialization Requirements**

15:101 Introduction to Business .....	3 s.h.
15:142 Principles of Management.....	3 s.h.
15:197 Internet Law.....	3 s.h.
15:221 Marketing.....	3 s.h.
Electives.....	6-10 s.h.
	<b>18-22 s.h.</b>

**E-Entrepreneurship Specialization Requirements**

15:171 Introduction to Entrepreneurship.....	3 s.h.
15:172 Managing the Entrepreneurial Venture ..	3 s.h.
15:173 Seminar in Entrepreneurship.....	3 s.h.
15:197 Internet Law.....	3 s.h.
Electives.....	6-10 s.h.
	<b>18-22 s.h.</b>

**Web Application Development Specialization Requirements**

10:202 Graphic Design.....	3 s.h.
10:221 Web Design.....	3 s.h.
15:187 Internet Programming II.....	3 s.h.
15:188 Web Server Development .....	4 s.h.
15:189 Active Server Pages I.....	2 s.h.
15:192 Java I.....	2 s.h.
15:193 Java II.....	2 s.h.
15:198 Active Server Pages II.....	2 s.h.
	<b>21 s.h.</b>

**Web Graphic Design Specialization Requirements**

10:202 Graphic Design.....	3 s.h.
10:220 Digital Illustration.....	3 s.h.
10:221 Web Design.....	3 s.h.
Electives.....	9-13 s.h.
	<b>18-22 s.h.</b>

**Information Systems Technology**

NIACC's Information Systems Technology Program is a diverse program allowing students to choose their career path. The IST program incorporates several options -- Network Administration, Management Information Systems, Desktop Systems, and Web System Support. Students have the option of obtaining employment using their computer skills or transferring to a four-year institution and receiving a baccalaureate degree.

The program provides opportunities for students to pursue a variety of computer professional certifications including: Cisco's Certified Network Associate, Microsoft's Certified System Engineer, Novell's Certified Administrator, and A+ Certification.

Graduates may work as LAN or WAN administrators or specialists, Web systems support, PC support, help desk administrators, or many other positions in the technology field.

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

As of press time, NIACC has developed articulation arrangements for the IST program with three institutions: Buena Vista University (Mason City Center), the University of Northern Iowa, and Upper Iowa University. See pp. 138 of this catalog for more details and talk to a NIACC advisor or counselor about how to make a smooth transition into one of these baccalaureate programs.

**ENTRANCE REQUIREMENTS**

1. Completion of Algebra II in high school with a "C" or better, or
2. College Intermediate Algebra or equivalent with a "C" or better, or
3. COMPASS Algebra test with a score of 76 - 100.

**SUGGESTED SCHEDULE**

**First Year - IST Core Classes**

15:140 Intro to Computers & Info. Systems .....	3 s.h.
15:156 Networking I .....	4 s.h.
15:157 Networking II .....	4 s.h.
15:161 Introduction to Operating Systems.....	3 s.h.
15:162 Networking Operating Systems I.....	4 s.h.
	<b>18 s.h.</b>

**First Year - General Education Requirements**

Communications .....	8 s.h.
Social Sciences and/or Humanities.....	9 s.h.
Natural Sciences .....	3 s.h.
	<b>20 s.h.</b>
<b>Total Hours</b>	<b>38 s.h.</b>

**2nd Year Options\*\***

**Network Administration**

15:159 Networking IV .....	4 s.h.
15:158 Networking III .....	4 s.h.
15:163 Network Operating Systems II.....	4 s.h.
15:164 Groupware Applications I*.....	4 s.h.
15:166 Inter/Intranet Application Management ..	4 s.h.
15:167 Network Security .....	3 s.h.
	<b>23 s.h.</b>

**MIS**

15:141 Introduction to MIS .....	3 s.h.
15:164 Groupware Applications I .....	4 s.h.
15:165 Groupware Applications II .....	4 s.h.
15:168 Introduction to Programming .....	4 s.h.
15:174 Data Base Management .....	4 s.h.
OR	
15:177 Advanced Operating Systems.....	3 s.h.
	<b>18-19 s.h.</b>

**Desktop Systems**

15:163 Network Operating Systems II.....	4 s.h.
15:164 Groupware Applications I .....	4 s.h.
15:165 Groupware Applications II .....	4 s.h.
15:169 Media Experience.....	3 s.h.
15:176 Advanced Desktop Applications.....	3 s.h.
	<b>18 s.h.</b>

**Web Systems Support**

15:158 Networking III .....	4 s.h.
15:163 Network Operating Systems II.....	4 s.h.
15:166 Inter/Intranet Application Management ..	4 s.h.
15:167 Network Security .....	3 s.h.
15:169 Media Experience.....	3 s.h.
	<b>18 s.h.</b>

\*15:178 Hardware Service and Repair can be substituted for Groupware I (4 s.h.)

\*\* The program requires 60 credit hours for completion.

Recommended Elective Courses are as follows:

15:142 Principles of Management.....	3 s.h.
15:109 Introduction to Accounting.....	3 s.h.
OR	
15:118 Accounting Procedures (3 s.h.)	
OR	
15:150 Accounting Principles I (3 s.h.)	
15:151 Accounting Principles II .....	3 s.h.
15:171 Intro to Entrepreneurship.....	3 s.h.
15:172 Managing the Entrepreneurial Venture ..	3 s.h.
15:173 Seminar in Entrepreneurship.....	3 s.h.
15:175 Electronic Spreadsheets .....	3 s.h.

**COURSE DESCRIPTIONS**

**E-Commerce, Web Design and Development Information Systems Technology**

**10:201 Two-Dimensional Design (3 s.h.)** Student/artists explore the process of visual problem solving through participation in class critiques of individual projects. Perception and structure: exploring visual order emphasizing two-dimensional concepts. (20-50)

**10:202 Graphic Design (3 s.h.)** Prerequisite: 10:201, Two-Dimensional Design. Creative problem solving through the exploration of aesthetic and technical aspects of graphic design using computer-aided design software. (20-50)

**10:220 Digital Illustration (3 s.h.)** Prerequisite: 10:150, Creative Photography, or 10:202, Graphic Design. Creation and manipulation of digital imagery is explored in the context of creative expression. User interactivity, animation, full-color printing, and computer art theories are covered. The student completes visual projects with instructor guidance. (30-30)

**10:221 Web Design (3 s.h.)** Prerequisites: 10:201, Two-Dimensional Design and 10:202, Graphic Design. This course is an expansion of graphic design concepts merging traditional page design, typography, and digital imagery into the concepts and practices of web design. This studio course will cover the preparation of digital images, symbolism of icons, compositional dynamics, and sequencing of images into a complete working web design. Students will work with current graphic and digital imaging software and web authoring software. (20-50)

**15:101 Introduction to Business (3 s.h.)** An overview of the phases and functions of the business enterprise. Units of instruction include the organization, financing, production, and contemporary issues in business. The course provides an awareness and understanding of the complexities of the business world. (45-0) 15:140 Introduction to Computers and Information Systems (3 s.h.) Emphasis on computer literacy and business applications of computer software. Students do business problems using electronic spreadsheets, word processing software, data base management software, and presentation software. Students also are exposed to some programming and web page development. (45-0)

**15:140 Introduction to Computers and Information Systems (3 s.h.)** Emphasis on computer literacy and business applications of computer software. Students do business problems using electronic spreadsheets, word processing software, data base management software, and presentation software. Students also are exposed to some programming and web page development. (45-0)

**15:141 Introduction to Management Information Systems (3 s.h.)** Prerequisite: 15:140, Introduction to Computers and Information Systems, or permission of the Instructor. The primary goal of Introduction to MIS is to prepare students to be productive participants in an information society. The course is designed to develop a broad understanding of business information systems, various ways to discern information from an information system, and look at ways to distribute this information. The student will also learn the basic principles and techniques for developing simple computer-based information systems for managerial decision support systems. (30-30)

**15:142 Principles of Management (3 s.h.)** Prerequisite: 15:101, Introduction to Business, is recommended. Provides students with a general introductory management learning experience. Role of management in today's business environment; management's influence on employee productivity, employee satisfaction and organizational effectiveness; major control devices of management. (45-0)

**15:156 Networking I (4 s.h.)** This course provides an overview of networking, including such topics as networking advantages, OSI layers, addressing and routing protocols, and LAN design, topologies, and cabling. (60-0)

**15:157 Networking II (4 s.h.)** Prerequisite: 15:156, Networking I. A continuation of Networking I. Provides overview of Ethernet, token ring, ATM, and FDDI; examines routing and addressing issues; studies router setup and configuration; examines LAN designing, testing, and switching; and studies TCP/IP protocol and addressing. (45-30)

**15:158 Networking III (4 s.h.)** Prerequisite: 15:157, Networking II. A continuation of Networking II. Addresses such topics as advanced router configurations, LAN switching, networking management, and advanced network design. (45-30)

**15:159 Networking IV (4 s.h.)** Prerequisite: 15:158, Networking III. A continuation of Networking III. Using primarily hands-on, project-based learning, this course includes advanced network design projects and advanced network management projects. (45-30)

**15:161 Introduction to Operating Systems (3 s.h.)** This course introduces students to the use of such popular operating systems as Microsoft DOS, Windows 95, Windows 98, Windows NT Workstation, UNIX, and Apple Macintosh. This course also addresses operating system interface and controls; file system management; application management; and network client configuration. (30-30)

**15:162 Network Operating Systems I (4 s.h.)** Prerequisite: 15:161, Introduction to Operating Systems. This course provides an overview of where networking operating systems fit into the network solution, including such topics as the components and features of a network operating system, major network operating systems, operating system setup and configuration,

network client issues, WAN issues, and network operating system selection criteria. (45-30)

**15:163 Network Operating Systems II (4 s.h.)** Prerequisite: 15:162, Network Operating Systems I. This course is a continuation of Network Operating Systems I that goes into greater detail on such topics as network operating system design and installation; basic, user, peripheral, and application configurations; security issues; workstation and client setup; system management; and WAN/LAN issues. (45-30)

**15:164 Groupware Applications I (4 s.h.)** This course provides an introduction to such applications as electronic mail, shared calendars, document sharing, bulletin boards, voice and video conferencing, and applications within a networked environment. The course will also include an examination of groupware application features, groupware configuration and management, the relation of desktop applications to group products, a comparison of specific groupware products, and social issues related to groupware applications. (45-30)

**15:165 Groupware Applications II (4 s.h.)** Prerequisite: 15:164, Groupware Applications I. This course builds on the Groupware Applications I. The course covers such topics as the advantages and disadvantages of a groupware application, installation requirements, initial configuration, interfacing applications, advanced use of applications, and troubleshooting. (45-30)

**15:166 Inter/Intranet Application Management (4 s.h.)** Prerequisite: 15:162, Network Operating Systems I, and 15:161, Introduction to Operating Systems, or permission of the instructor. This course enables students to design, set up, configure, and manage such Inter/Intranet services as the World Wide Web, electronic mail, domain name service, file transfer protocol; to gain knowledge of such merging applications as streaming audio and video and Internet phone; and to gain insight into the management of these services. (45-30)

**15:167 Network Security (3 s.h.)** Prerequisite: 15:156, Networking I, and 15:161, Introduction to Operating Systems, or permission of the instructor. This course will provide an overview of issues related to security in a networked environment, including such topics as security and disaster recovery, security within information services, security within an organization, virus protection, and Internet security/firewalls. (30-30)

**15:168 Introduction to Programming (4 s.h.)** This course provides students exposure to computer program design, structure, development, and troubleshooting through an examination of such topics as logic concepts, variables, input/output, iterative constructs, conditional flow, modular design, and the comparison of programming languages. (45-30)

**15:169 Media Experience (3 s.h.)** Prerequisite: 15:140, Introduction to Computers. This course covers comprehensively the latest version of HTML. Students will learn good coding practices and be introduced to

web development tools and FTP programs. Students will also be introduced to SSI (ServerSide Includes), CSS (Cascading Style Sheets), image management, browser helper applications, and basic JavaScript. (30-30)

**15:171 Introduction to Entrepreneurship (3 s.h.)**

Prerequisite: 15:101, Introduction to Business. This course provides students with an introduction to entrepreneurship and new venture creation. Students will examine the characteristics of successful entrepreneurs and develop insight on developing and enhancing creativity and innovation. Students will also learn the process of assessing new venture proposals and understand the components of a business/feasibility plan. (45-0)

**15:172 Managing the Entrepreneurial Venture (3 s.h.)**

Prerequisite: 15:101, Introduction to Business, and 15:171, Introduction to Entrepreneurship, are recommended. The course provides students with the tools necessary to manage and grow a small business. Students will examine the characteristics of successful small businesses and develop insights on developing strategies for successfully growing existing ventures. Students will also learn the process of evaluating the marketing and financial needs of the venture and understand the components of a business plan. (45-0)

**15:173 Seminar in Entrepreneurship (3 s.h.)**

Course will combine group lecture/discussions with an actual case project with a local entrepreneurial firm. Students will have an opportunity to apply business skills learned throughout their NIACC program in local entrepreneurial firms. (45-0)

**15:174 Data Base Management (4 s.h.)**

Prerequisite: 15:140, Introduction to Computers and Information Systems. This course introduces students to data base concepts. The course will cover such topics as data base structure and design, data base engines, query languages, report writers, and the association between data bases and management information systems. The course will provide experience with a popular data base. (45-30)

**15:176 Advanced Desktop Applications (3 s.h.)**

Prerequisite: 15:140, Introduction to Computers and Information Systems. Advanced topics in desktop computer applications will be studied in this course. Students will also examine integrated software packages such as Microsoft Office Professional in this class. They will utilize integrated software to solve several business problems presented to them allowing them to gain an understanding of integrated software, as well as other desktop applications, through hands-on experience. The course will be project-based, providing the student with a collaborative environment. (30-30)

**15:177 Advanced Operating Systems (4 sh.)**

Prerequisite: 15:140, Introduction to Computers and Information Systems, and 15:161, Introduction to Operating Systems. This course is a continuation of Introduction to Operating Systems. Students will address advanced topics of operating systems such as Microsoft DOS, Windows '95, Windows '98, Windows NT Workstation,

UNIX, and Apple Macintosh. Topics will include installation, troubleshooting, registry, batch files, configuration, network and Internet features, and utilities. (45-30)

**15:178 Hardware Service and Support (4 sh.)**

Prerequisite: 15:140, Introduction to Computers and Information Systems, 15:161, Introduction to Operating Systems, or permission of instructor. This course prepares the student to properly install, configure, upgrade, troubleshoot and repair microcomputer hardware. This includes basic knowledge of desktop and portable systems, basic networking concepts, and printers. The student must also demonstrate knowledge of safety and common preventive maintenance procedures. Topics include advanced DOS and Windows concepts such as batch files and memory management, installing and uninstalling software, basic hardware installation, and troubleshooting. (30-60)

**15:186 Internet Programming I (3 s.h.)**

Prerequisite: 15:169, Media Experience. This course will teach the fundamentals of client-side web scripting with JavaScript. Students will learn about browser-related object models and their associated properties, events, and methods. Students will work with these models to create documents on the fly, create pop-up documents, manage images, manage framesets, create roll-overs, enable and validate form elements, manage cookies, create and maintain basic databases, define and enable custom objects, and create various web-related tools. (30-30)

**15:187 Internet Programming II (3 s.h.)**

Prerequisite: 15:186, Internet Programming I. This course will allow students to continue building their JavaScripting tools while learning how to program in PERL. Students will learn how to access server documents, create and manage databases, and build bulletin boards. A lot of time will be spent building solutions that require PERL, HTML, and JavaScript together. (30-30)

**15:188 Web Server Development (4 s.h.)**

This course teaches students how to develop and support the vital components that comprise a web server designed to transact business online. Students will develop an on-line business; implementing the necessary security models, customer service tools, and electronic transaction processing techniques. At the end of the course, students will be able to: list and describe the key features of Microsoft Internet Information Server version 4.0; install IIS on an Intel-based computer platform running Microsoft Windows NT® Server network operating system version 4.0; configure IIS using the Internet Service Manager snap-in for Microsoft Management Console and hypertext markup language (HTML)-based administration tools; explain the major architectural components that comprise IIS; establish WWW Service, FTP Service, SMTP Service, and NNTP Service; implement Windows NT Server and IIS security features; explain and implement Secure Sockets Layer (SSL) 3.0 authentication to a Web site running on IIS; add virtual servers and directories hosted on IIS; enhance a Web site hosted on IIS with active server pages; index a Web site with Microsoft Index Server

version 2.0; explain and configure Microsoft Transaction Server; analyze and manage Web sites with Microsoft Site Server Express. This course will help the student prepare for the following Microsoft Certified Professional exam(s): 70-087, Implementing and Supporting Microsoft Internet Information Server 4.0 (when available). (30-60)

**15:189 Active Server Pages I (2 s.h.)** Prerequisite: 15:186, Internet Programming I. In this course, students will learn to develop and implement Active Server Pages using VBScript. Much of the ASP object model will be covered, including the Request, Response, Server, and Collaborative Data Objects. The class will focus on how to work with these objects using VBScript in a server-side scripting environment. Students will gain experience writing form-handlers, working with simple and complex cookies, and creating a simple form-based e-mail application. A lot of time will be spent building solutions that require PERL, HTML, and JavaScript together. (15-30)

**15:191 Introduction to E-Commerce (3 s.h.)** Prerequisite: 15:140, Introduction to Computers. This course provides students with foundational skills and general information about electronic business solutions on the world-wide-web. Topics will include features of Internet marketing, sales, computer graphics, and network security. Students will also be introduced to Internet-related programming concepts and tools used to create web-based solutions. (30-30)

**15:192 Java I (2 s.h.)** This class will introduce students to a purely object-oriented programming language. Students will learn how to create their own objects and employ those objects as solutions to common web-related problems. Students will learn to create interactive elements and simple GUI elements. (15-30)

**15:193 Java II (2 s.h.)** Prerequisite: 15:192, Java I. Students will continue where they left off with Java I. Students will continue developing more sophisticated GUI's by using the Java.awt components, containers, and layout managers. They will also learn to access and present files read from the server. (15-30)

**15:194 E-Commerce Cases (4 s.h.)** Investigate current E-Commerce basics and real life scenarios regarding electronic business practices. This capstone course will tie together previous E-Commerce courses to real life applications. (30-60)

**15:196 Structure and Design (3 s.h.)** A fundamental requirement for people in the Information Technology field is the ability to organize a solution to a problem. This, in and of itself, is a difficult task. Often, however, this skill takes a backseat to learning code or lost in the complexity of the task. Structured Design concentrates on the process of developing a logical algorithmic solution to a problem. (45-0)

**15:197 Internet Law (3 s.h.)** Students will learn and examine legal issues associated with e-commerce, including but limited to, intellectual property protection, rights of privacy, content control, antitrust, and problems of jurisdiction. (45-0)

**15:198 Active Server Pages II (2 s.h.)** Prerequisite: 15:189, Active Server Pages I. Students will continue where they left off with ASP I. Students will learn to create and configure and ODBC data source, manipulate datasets (databases), learn a little XML, learn Windows Script Components, work with certificates, and streamline database queries. (15-30)

**15:221 Marketing (3 s.h.)** A study of the role of marketing in society as well as a study of target market (customer) determination and selection, product strategy, channels of distribution, pricing concepts, and promotional activities that are used in business today. (45-0)

## MARKETING/ MANAGEMENT

Financial Management/Insurance

General Business  
Banking Option

Marketing and Sales

Retail Management

Retail Management/Fashion Option

Supervision and Management  
Diploma  
Career Option

## MARKETING/MANAGEMENT

Programs in this area are broad in scope and provide each student with a variety of skills necessary to be successful in the business environment. Marketing and management opportunities are readily available for students that have well-developed "high tech and high touch" skills.

### Entrepreneurship and Small Business Management

The John Pappajohn Business and 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 NIACC Business Division, in partnership with the center, is currently developing credit courses in entrepreneurship and small business management.

The program will be designed to provide 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. For specific information about the program, contact the NIACC Business Division or Pappajohn Center.

#### Integration into NIACC's Credit Program:

The entrepreneurship option would likely be included as an additional component of the Marketing/Management program in the Business Division. However, we do not believe the courses should be limited to business students.

We will offer three courses, with primary emphasis within the Business Division. These courses will be: (1) Introduction to Entrepreneurship; (2) Managing the Entrepreneurial Venture; and (3) Seminar in Entrepreneurship. A brief description of the courses is provided below.

**15:171 Introduction to Entrepreneurship (3 s.h.)**  
Prerequisite: 15:101, Introduction to Business. This course provides students with an introduction to entrepreneurship and new venture creation. Students will examine the characteristics of successful entrepreneurs and develop insight on developing and enhancing creativity and innovation. Students will also learn the process of assessing new venture proposals and understand the components of a business/feasibility plan. (45-0)

**15:172 Managing the Entrepreneurial Venture (3 s.h.)** Prerequisite: 15:101, Introduction to Business, and 15:171, Introduction to Entrepreneurship, are recommended. The course provides students with the tools necessary to manage and grow a small business. Students will examine the characteristics of successful small businesses and develop insights on developing strategies for successfully growing existing ventures. Students will also learn the process of evaluating the marketing and financial needs of the venture and understand the components of a business plan. (45-0)

**15:173 Seminar in Entrepreneurship (3 s.h.)** Course will combine group lecture/discussions with an actual case project with a local entrepreneurial firm. Students will have an opportunity to apply business skills learned throughout their NIACC program in local entrepreneurial firms. (45-0)

## Financial Management/ Insurance Program

### Associate in Science-Business (ASB)

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 the completion of the curriculum with a grade point average of 2.00 (C), the student is awarded an Associate in Science-Business Degree/Financial Management (see pages 194-197 for specific degree requirements).

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.

#### REQUIRED COURSES/SUGGESTED SCHEDULE

(Two-Year Program)

##### **First Term**

15:101 Introduction to Business .....	3 s.h.
15:140 Intro to Computers and Information Systems.....	3 s.h.
15:190 General Insurance.....	3 s.h.
30:101 Communication Skills I .....	4 s.h.
40:121 Mathematics for Decision Making .....	3 s.h.
.....	16 s.h.

##### **Second Term**

15:175 Electronic Spreadsheets .....	3 s.h.
15:195 Property & Casualty Insurance.....	3 s.h.
30:102 Communication Skills II .....	4 s.h.
40:125 Quantitative Methods .....	3 s.h.
General Education Elective .....	3 s.h.
	<b>16 s.h.</b>

##### **Third Term**

15:120 Business Law I .....	3 s.h.
15:109 Intro to Accounting .....	3 s.h.
OR 15:118 Acctg. Procedures (3 s.h.)	
OR 15:150 Principles of Acctg. I (3 s.h.)	
15:200 Life, Health, & Disability Insurance.....	3 s.h.
80:133 Macroeconomics .....	3 s.h.
Elective.....	3 s.h.
	<b>15 s.h.</b>

##### **Fourth Term**

15:121 Business Law II .....	3 s.h.
15:151 Prin. of Accounting II .....	3 s.h.
80:134 Microeconomics .....	3 s.h.
89:100 Cooperative Work Experience.....	3 s.h.
Elective.....	3 s.h.
	<b>15 s.h.</b>
<b>Total</b>	<b>62 s.h.</b>

#### Elective Courses

15:107 Keyboarding for Office Technology .....	3 s.h.
15:110 Electronic Calculators.....	1 s.h.
15:112 Keyboarding Level I.....	1 s.h.
15:113 Keyboarding Level II.....	1 s.h.
15:142 Prin. of Management.....	3 s.h.
15:160 Computer Accounting.....	3 s.h.
15:210 Business Statistics .....	3 s.h.
15:221 Marketing.....	3 s.h.
15:223 Prin. of Selling .....	3 s.h.
15:241 Human Relations.....	3 s.h.
89:150 Job-Seeking Skills .....	1 s.h.

## 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 NIACC Placement Office or the NIACC Business Division.

Upon the completion of the curriculum with a grade point average of 2.00 (C), the student is awarded an Associate in Science-Business Degree/General Business (see pages 194-197 for specific degree requirements). 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 (see pages 194-197). This will necessitate a slightly different curriculum.

### ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

### REQUIRED COURSES/SUGGESTED SCHEDULE

#### First Year

15:101 Introduction to Business .....	3 s.h.
15:120 Business Law I .....	3 s.h.
15:121 Business Law II .....	3 s.h.
15:134 Computer Applications .....	3 s.h.
OR 15:140 Intro to Computers and Information Systems.....	3 s.h.
30:101 Communication Skills I.....	4 s.h.
30:102 Communication Skills II.....	4 s.h.
40:121 Mathematics <sup>1</sup> .....	3 s.h.
80:133 Macroeconomics .....	3 s.h.
80:134 Microeconomics .....	3 s.h.
Elective.....	3 s.h.

#### Second Year

15:142 Principles of Management.....	3 s.h.
15:109 Intro to Accounting .....	3 s.h.
OR 15:118 Acctg. Procedures (3 s.h.)	
OR 15:150 Principles of Acctg. I (3 s.h.)	
15:175 Electronic Spreadsheets .....	3 s.h.
15:221 Marketing.....	3 s.h.
15:241 Human Relations.....	3 s.h.
40:125 Quantitative Methods .....	3 s.h.
Elective in Humanities or Social Science.....	3 s.h.
Elective <sup>2</sup> .....	6 s.h.

<sup>1</sup> 40:121 or higher level math course

<sup>2</sup> Recommended electives

### Elective Courses

15:110 Electronic Calculators.....	1 s.h.
15:144 Principles of Supervision.....	3 s.h.
15:146 Contemporary Supervision.....	3 s.h.
15:149 Managing Human Resources.....	3 s.h.
15:151 Accounting Principles II.....	3 s.h.
15:171 Introduction to Entrepreneurship.....	3 s.h.
15:172 Managing the Entrepreneurial Venture ..	3 s.h.
15:173 Seminar in Entrepreneurship.....	3 s.h.
15:190 General Insurance.....	3 s.h.
15:210 Business Statistics .....	3 s.h.
15:222 Principles of Advertising .....	3 s.h.
15:223 Principles of Selling .....	3 s.h.
89:100 Cooperative Work Experience .....	2-5 s.h.
89:150 Job-Seeking Skills .....	1 s.h.

## 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 NIACC Placement Office 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 Degree/General Business-Banking (see pages 194-197 for specific requirements). 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 (see pages 194-197). This will necessitate a slightly different curriculum.

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

- \* Bank cashier
- \* Cash-cage supervisor
- \* Check-processing clerk
- \* Credit analyst
- \* Encoder
- \* Letter-of-credit clerk
- \* Loan-application clerk
- \* Mortgage clerk
- \* New-accounts clerk
- \* Teller

### ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

### REQUIRED COURSES/SUGGESTED SCHEDULE

#### First Year

- 15:109 Intro to Accounting .....3 s.h.  
 OR 15:118 Acctg. Procedures (3 s.h.)  
 OR 15:150 Principles of Acctg. I (3 s.h.)
- 15:151 Accounting Principles II .....3 s.h.
- 15:170 Principles of Banking Operation .....3 s.h.
- 30:101 Communication Skills I .....3-4 s.h.
- 30:102 Communication Skills II .....3-4 s.h.
- 80:101 General Psychology .....3 s.h.
- 80:133 Macroeconomics .....3 s.h.
- 85:101 Public Speaking<sup>1</sup> .....2 s.h.
- Mathematics<sup>2</sup> .....3 s.h.
- Electives .....4-5 s.h.

#### Second Year

- 15:120 Business Law I .....3 s.h.
- 15:121 Business Law II .....3 s.h.
- 15:140 Intro to Computers and Information Systems .....3 s.h.
- 15:241 Human Relations .....3 s.h.
- 40:125 Quantitative Methods .....3 s.h.
- Elective in Humanities or Social Science ..... 3 s.h.
- Electives .....9 s.h.

### Elective Courses

- 15:101 Introduction to Business .....3 s.h.
- 15:107 Keyboarding for Office Technology .....3 s.h.
- 15:110 Electronic Calculators .....1 s.h.
- 15:112 Keyboarding Level I .....1 s.h.
- 15:113 Keyboarding Level II .....1 s.h.
- 15:142 Principles of Management .....3 s.h.
- 15:171 Introduction to Entrepreneurship .....3 s.h.
- 15:172 Managing the Entrepreneurial Venture ..3 s.h.
- 15:173 Seminar in Entrepreneurship .....3 s.h.
- 30:120 Reading Improvement .....3 s.h.
- 80:110 Sociology .....3 s.h.
- 80:111 Social Problems .....3 s.h.
- 80:120 Intro to American Government .....3 s.h.
- 80:121 American, State and Local Government ..... 3 s.h.
- 80:134 Microeconomics .....3 s.h.
- 89:150 Job-Seeking Skills .....1 s.h.
- 90:105 Business Math .....2 s.h.

<sup>1</sup> Not required if the student enrolls for Communication Skills (8 s.h.)

<sup>2</sup> 40:121 or higher level math course

## Marketing and Sales

### Diploma Program

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.

#### ENTRANCE REQUIREMENTS

High school graduation or equivalent.

Successful graduates can find job opportunities in the following occupational areas

- \* Sales clerk
- \* Sales representative
- \* Management trainee

#### REQUIRED COURSES/SUGGESTED SCHEDULE

15:120 Business Law I .....	3 s.h.
15:142 Principles of Management.....	3 s.h.
15:109 Intro to Accounting .....	3 s.h.
OR 15:118 Acctg. Procedures (3 s.h.)	
OR 15:150 Principles of Acctg. I (3 s.h.)	
15:221 Marketing.....	3 s.h.
15:222 Principles of Advertising .....	3 s.h.
15:223 Principles of Selling .....	3 s.h.
30:101 Communication Skills I (30:101C).....	3 s.h.
80:133 Macroeconomics .....	3 s.h.
85:101 Public Speaking OR .....	2 s.h.
85:105 Group Discussion (2 s.h.)	
Electives .....	4 s.h.

#### Elective Courses

15:101 Intro to Business.....	3 s.h.
15:110 Electronic Calculators.....	1 s.h.
15:121 Business Law II .....	3 s.h.
15:134 Computer Applications .....	3 s.h.
15:140 Intro to Computers and Information Systems.....	3 s.h.
15:144 Principles of Supervision .....	3 s.h.
15:146 Contemporary Supervision.....	3 s.h.
15:149 Managing Human Resources.....	3 s.h.
15:151 Accounting Principles II <sup>1</sup> .....	3 s.h.
15:171 Introduction to Entrepreneurship .....	3 s.h.
15:172 Managing the Entrepreneurial Venture ..	3 s.h.
15:173 Seminar in Entrepreneurship.....	3 s.h.
15:175 Electronic Spreadsheets .....	3 s.h.

15:241 Human Relations.....	3 s.h.
30:102 Communication Skills II (30:101C) <sup>2</sup> .....	3 s.h.
80:134 Microeconomics .....	3 s.h.
89:100 Cooperative Work Experience .....	2-5 s.h.
Mathematics .....	3 s.h.

<sup>1</sup> Prerequisite Accounting Principles I

<sup>2</sup> Prerequisite Communication Skills I

## Retail Management

Retail Management is a career program designed to prepare graduates to enter the field of retailing with the goal of moving into management-level positions. The two areas of personal development and retail business knowledge are stressed. For specific placement information, contact the NIACC Placement Office or the NIACC Business Division.

The curriculum involves classroom course work and practical retail work experience. The student involved in the latter activity is paid wages commensurate with those of other beginning employees of the business.

Upon completion of the prescribed curriculum with an average grade point of 2.00 (C), the student is awarded an Associate in Applied Science degree.

### ENTRANCE REQUIREMENTS

High school graduation or the equivalent is necessary for entrance into the program. A completed application form and personal interview with a member of the College counseling staff or coordinator of the Retail Management Program are also required.

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

- \* Department manager
- \* Assistant store manager
- \* Buyer trainee
- \* Sales trainee
- \* Customer service rep.
- \* Merchandising assistant

### SUGGESTED SCHEDULE

#### **Semester One**

15:101	Introduction to Business .....	3 s.h.
15:223	Principles of Selling .....	3 s.h.
90:105	Business Math.....	2 s.h.
90:125	Retailing .....	3 s.h.
90:123	Retail Field Experience .....	5 s.h.
	<b>Total</b>	<b>16 s.h.</b>

#### **Semester Two**

15:134	Computer Applications .....	3 s.h.
15:212	Business Communication.....	3 s.h.
15:221	Marketing.....	3 s.h.
90:126	Retail Field Experience .....	5 s.h.
	Elective.....	3 s.h.
	<b>Total</b>	<b>17 s.h.</b>

#### **Semester Three**

15:241	Human Relations.....	3 s.h.
89:150	Job-Seeking Skills .....	1 s.h.
15:109	Introduction to Accounting.....	3 s.h.
90:233	Retail Field Experience .....	5 s.h.
	Elective.....	3 s.h.
	<b>Total</b>	<b>15 s.h.</b>

#### **Semester Four**

15:120	Business Law I .....	3 s.h.
15:142	Principles of Management.....	3 s.h.
90:234	Retail Buying .....	3 s.h.
	Elective.....	3 s.h.
	<b>Total</b>	<b>12 s.h.</b>
	<b>Total Hours</b>	<b>60 s.h.</b>

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

15:144	Principles of Supervision .....	3 s.h.
15:146	Contemporary Supervision.....	3 s.h.
15:149	Managing Human Resources.....	3 s.h.
15:171	Introduction to Entrepreneurship .....	3 s.h.
15:172	Managing the Entrepreneurial Venture .....	3 s.h.
15:173	Seminar in Entrepreneurship.....	3 s.h.
15:175	Electronic Spreadsheets .....	3 s.h.
15:190	General Insurance.....	3 s.h.
15:222	Principles of Advertising .....	3 s.h.
80:133	Macroeconomics .....	3 s.h.
80:134	Microeconomics .....	3 s.h.

**While the above courses are recommended electives, other courses could be taken with the approval of the program coordinator.**

## Retail Management/ Fashion Option

Retail Management is a career program designed to prepare graduates to enter the field of retailing with the goal of moving into management-level positions. The two areas of personal development and retail business knowledge are stressed. For specific placement information, contact the NIACC Placement Office or the NIACC Business Division.

The curriculum involves classroom course work and practical retail work experience. The student involved in the latter activity is paid wages commensurate with those of other beginning employees of the business.

Upon completion of the prescribed curriculum with an average grade point of 2.00 (C), the student is awarded an Associate in Applied Science degree.

### ENTRANCE REQUIREMENTS

High school graduation or the equivalent is necessary for entrance into the program. A completed application form and personal interview with a member of the College counseling staff or coordinator of the Retail Management Program are also required.

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

- \* Department manager
- \* Assistant store manager
- \* Buyer trainee
- \* Sales trainee
- \* Customer service rep.
- \* Merchandising assistant

Students in the fashion option follow the same curriculum as a Retail Management student with two exceptions.

1. Students take two fashion courses for six hours of their elective courses.
2. Students are placed in a field experience directly related to fashion.

Fashion Option students will also gain practical experience in their chosen field from their on-the-job training and their individual instruction projects. Specialization of study in this option is designed to encourage the student to develop a management-minded approach to fashion store merchandising.

### SUGGESTED SCHEDULE

#### *Semester One*

15:101	Introduction to Business .....	3 s.h.
15:223	Principles of Selling .....	3 s.h.
90:105	Business Math.....	2 s.h.
90:125	Retailing .....	3 s.h.
90:123	Retail Field Experience .....	5 s.h.
	<b>Total</b>	<b>16 s.h.</b>

#### *Semester Two*

15:134	Computer Applications .....	3 s.h.
15:212	Business Communication.....	3 s.h.
15:221	Marketing.....	3 s.h.
90:241	Introduction to Fashion.....	3 s.h.
90:126	Retail Field Experience .....	5 s.h.
	<b>Total</b>	<b>17 s.h.</b>

#### *Semester Three*

15:241	Human Relations.....	3 s.h.
89:150	Job-Seeking Skills.....	1 s.h.
15:109	Introduction to Accounting.....	3 s.h.
90:242	Fashion Management.....	3 s.h.
90:233	Retail Field Experience .....	5 s.h.
	<b>Total</b>	<b>15 s.h.</b>

#### *Semester Four*

15:120	Business Law I .....	3 s.h.
15:142	Principles of Management.....	3 s.h.
90:234	Retail Buying .....	3 s.h.
	Elective.....	3 s.h.
	<b>Total</b>	<b>12 s.h.</b>

**Total Hours 60 s.h.**

**NOTE:** It should be noted that a student in the Retail Management/Fashion Option Program will be required to have a job in a legitimate fashion environment to meet the requirement for Retail Field Experience.

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

15:144	Principles of Supervision.....	3 s.h.
15:146	Contemporary Supervision.....	3 s.h.
15:149	Managing Human Resources.....	3 s.h.
15:171	Introduction to Entrepreneurship.....	3 s.h.
15:172	Managing the Entrepreneurial Venture ..	3 s.h.
15:173	Seminar in Entrepreneurship.....	3 s.h.
15:175	Electronic Spreadsheets .....	3 s.h.
15:190	General Insurance.....	3 s.h.
15:222	Principles of Advertising .....	3 s.h.
80:133	Macroeconomics .....	3 s.h.
80:134	Microeconomics .....	3 s.h.

While the above courses are recommended electives, other courses could be taken with the approval of the program coordinator.

## 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.

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

- \* Supervisor clerks
- \* Department supervisor
- \* Supervisor, audit clerks
- \* Supervisor, accounting
- \* Supervisor, assembly stock
- \* Supervisor, coding clerk

### SUGGESTED SCHEDULE

15:120 Business Law I .....	3 s.h.
15:140 Intro to Computers and Information Systems.....	3 s.h.
15:142 Principles of Management.....	3 s.h.
15:144 Principles of Supervision .....	3 s.h.
15:149 Managing Human Resources.....	3 s.h.
15:109 Intro to Accounting .....	3 s.h.
OR 15:118 Acctg. Procedures (3 s.h.)	
OR 15:150 Principles of Acctg. I (3 s.h.)	
15:241 Human Relations.....	3 s.h.
30:101 Communication Skills I .....	4 s.h.
80:133 Macroeconomics .....	3 s.h.

### Career Option

NIACC's Supervision and Management Program is designed to prepare graduates with interests in the area 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 Degree/Supervision and Management.

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

### REQUIRED COURSES/SUGGESTED SCHEDULE

15:121 Business Law II .....	3 s.h.
15:146 Contemporary Supervision.....	3 s.h.
15:151 Accounting Principles II .....	3 s.h.
15:221 Marketing.....	3 s.h.
30:102 Communication Skills II .....	4 s.h.
40:121 Mathematics for Decision Making .....	3 s.h.
80:134 Microeconomics .....	3 s.h.

### Elective Courses

15:175 Electronic Spreadsheets .....	3 s.h.
15:171 Introduction to Entrepreneurship .....	3 s.h.
15:172 Managing the Entrepreneurial Venture ..	3 s.h.
15:173 Seminar in Entrepreneurship.....	3 s.h.
89:100 Cooperative Work Experience, as arranged Social Science or Humanities.....	3 s.h.
General Electives .....	5 s.h.

## COURSE DESCRIPTIONS

**Financial Management/Insurance  
General Business  
General Business/Banking Option  
Marketing and Sales  
Retail Management  
Retail Management/Fashion Option  
Supervision and Management  
Diploma and Career Option**

**15:101 Introduction to Business (3 s.h.)** An overview of the phases and functions of the business enterprise. Units of instruction include the organization, financing, production, and contemporary issues in business. The course provides an awareness and understanding of the complexities of the business world. (45-0)

**15:107 Keyboarding for Office Technology (3 s.h.)**  
Prerequisite: 15:112, Keyboarding Level I, and/or 15:113, Keyboarding Level II, OR keyboarding skill of 30 wam (words a minute) with 3 or less errors on a 3-minute timed writing. This course covers the continued development of speed and accuracy on the alphabetic, numeric, and symbol keys. Students develop skills in formatting, producing, and proofreading documents: memos, letters, envelopes, tables and reports. (30-30)

**15:109 Introduction to Accounting (3 s.h.)** A basic understanding of the process of collecting and using financial information in a business. (45-0)

### Open Entry/Open Exit

**15:110 Electronic Calculators (1 s.h.) [Open Entry/Open Exit]** A study of the 10-key, electronic calculator. Applied business problems on the calculator. (0-30)

**15:112 Keyboarding Level I (1 s.h.) [Open Entry/Open Exit]** Prerequisite: None. This course covers the development of keyboarding techniques using the touch method on the computer to learn/review the alphabetic keys. The keyboarding goal is a minimum rate of 20 words a minute with 3 or less errors. Students with little or no keyboarding skill would begin at this level. (0-30)

**15:113 Keyboarding Level II (1 s.h.) [Open Entry/Open Exit]** Prerequisite: Keyboarding Level I OR ability to keyboard at 20 words a minute. This course covers the development of the touch method on the computer keyboard to learn/review the alphabetic, numeric, and symbol keys. The keyboarding goal is a minimum rate of 30 words a minute with 3 or less errors. (0-30)

**15:118 Accounting Procedures (3 s.h.)** An introductory course using a procedural approach applying the principles of debit and credit, recording of data in various journals, posting to the ledgers, the worksheet, financial statements, adjusting and closing entries, depreciation and inventory methods, plant assets, deferrals and accruals. (45-0)

**15:120 Business Law I (3 s.h.)** Law as applied to business transactions and business relationships. An introduction to jurisprudence and the courts, contracts, commercial paper, sales, and security agreements. (45-0)

**15:121 Business Law II (3 s.h.)** Prerequisite: 15:120, Business Law I, or permission of the instructor. A continuation of 15:120. Agency, corporations, partnerships, bailments, real property, wills, trusts, insurance, bankruptcy, and government regulation of business. Some information on international law and liability of accountants. (45-0)

**15:134 Computer Applications (3 s.h.)** Emphasis on business applications of computer software. Students do business problems using electronic spreadsheets, word processing software, and data base management software. (30-30)

**15:140 Introduction to Computers and Information Systems (3 s.h.)** Emphasis on computer literacy and business applications of computer software. Students do business problems using electronic spreadsheets, word processing software, data base management software, and presentation software. Students also are exposed to some programming and web page development. (45-0)

**15:142 Principles of Management (3 s.h.)** Prerequisite: 15:101, Introduction to Business, is recommended. Provides students with a general introductory management learning experience. Role of management in today's business environment; management's influence on employee productivity, employee satisfaction and organizational effectiveness; and, major control devices of management. (45-0)

**15:144 Principles of Supervision (3 s.h.)** This course is designed for individuals who hold, or who will hold, supervisory positions. The course involves the study of the major managerial functions (planning, organizing, staffing, directing, and controlling) and is augmented by other pervasive areas of supervision such as communication, motivation, decision making, and human relations. (45-0)

**15:146 Contemporary Supervision (3 s.h.)** Prerequisite/Corequisite: 15:144, Principles of Supervision. An understanding of management functions involved with being a supervisor. Enhancement of the understanding of supervisory roles. (45-0)

**15:149 Managing Human Resources (3 s.h.)** Course describes the transition from personnel management to human resources management. The focus is on the systematic process of recruitment, selection, developing, and appraising employees. (45-0)

**15:150 Accounting Principles I (3 s.h.)** An introductory accounting course: analyzing transactions, matching principle, adjusting and closing entries, financial statements, receivables, inventories, fixed assets and intangible assets, current liabilities, corporations (capital stock transactions, dividends, income and taxes, stockholder's equity, investment in stocks), bonds payable, investment in bonds. (45-0)

**15:151 Accounting Principles II (3 s.h.)** Prerequisite: 15:150, Accounting Principles I, or equivalent. Course covers Statement of Cash Flows, financial statement analysis, job order and process cost systems, cost behavior, budgeting, standard costing, differential analysis and product pricing, capital investment analysis, activity-based costing, and just-in-time manufacturing. Emphasis is on management's use of accounting information. (45-0)

**15:160 Computer Accounting (3 s.h.)** Prerequisite: 15:109 Introduction to Accounting or 15:118 Accounting Procedures or 15:150 Accounting Principles I with a grade of "C" or above. Designed to provide students with realistic experience with automated accounting consisting of five systems: general ledger, accounts payable, accounts receivable, depreciation, and payroll. Students will find themselves as having taken an accounting position in a company already using a computerized accounting system. Students will be working in an individualized instruction environment. (45-0)

**15:170 Principles of Banking (3 s.h.)** Fundamental bank functions presented in a descriptive fashion so that the beginning banker may view the profession in a broad (and operational) perspective. (45-0)

**15:171 Introduction to Entrepreneurship (3 s.h.)** Prerequisite: 15:101, Introduction to Business. This course provides students with an introduction to entrepreneurship and new venture creation. Students will examine the characteristics of successful entrepreneurs and develop insight on developing and enhancing creativity and innovation. Students will also learn the process of assessing new venture proposals and understand the components of a business/feasibility plan. (45-0)

**15:172 Managing the Entrepreneurial Venture (3 s.h.)** Prerequisite: 15:101, Introduction to Business, and 15:171, Introduction to Entrepreneurship, are recommended. The course provides students with the tools necessary to manage and grow a small business. Students will examine the characteristics of successful small businesses and develop insights on developing strategies for successfully growing existing ventures. Students will also learn the process of evaluating the marketing and financial needs of the venture and understand the components of a business plan. (45-0)

**15:173 Seminar in Entrepreneurship (3 s.h.)** Course will combine group lecture/discussions with an actual case project with a local entrepreneurial firm. Students will have an opportunity to apply business skills learned throughout their NIACC program in local entrepreneurial firms. (45-0)

**15:175 Electronic Spreadsheets (3 s.h.)** Prerequisite: 15:140, Introduction to Computer and Information Systems or 15:134, Computer Applications. Learn the fundamentals of spreadsheets, data bases, and business graphics using appropriate software. (30-30)

**15:190 General Insurance (3 s.h.)** Principles of insurance and risk, including personal and business viewpoints in regard to life, health, property, and liability risks. (45-0)

**15:195 Property and Casualty Insurance (3 s.h.)** This course is designed to provide instruction that will provide a high level of understanding of property and casualty insurance. Topics covered will include fire, homeowners, dwelling, auto, business and professional liability, crime and fidelity, workers' compensation, and applications from a personal and commercial perspective. (45-0)

**15:200 Life, Health, and Disability Insurance (3 s.h.)** Prerequisite: 15:190, General Insurance. This course is designed to provide instruction in a variety of areas giving the student a good understanding of life insurance, health insurance, and the role and application within the industry. (45-0)

**15:210 Business Statistics (3 s.h.)** Prerequisite: 40:125, Quantitative Methods; 40:140, Intro to Statistics; or 40:151, College Algebra & Trig I. The use of statistical methods as an analytical tool in business situations. Data collection, tabular and graphical presentations, frequency distributions, probability, sampling, data analysis, hypothesis testing and regression, and correlation analysis. The use of statistical software is incorporated into the course. (45-0)

**15:212 Business Communication (3 s.h.)** This course will help the student become an effective communicator in the business world. Basic written communication will be emphasized through practice in grammar structure, vocabulary building, and organization of thoughts. These skills will then be implemented when the student plans and writes business letters, interoffice memorandums, and informal business reports. A secondary emphasis will be placed on oral communication, listening skills, nonverbal communication, and international communication. (45-0)

**15:221 Marketing (3 s.h.)** A study of the role of marketing in society as well as a study of target market (customer) determination and selection, product strategy, channels of distribution, pricing concepts, and promotional activities that are used in business today. (45-0)

**15:222 Principles of Advertising (3 s.h.)** Principles and practices in commonly used advertising media. (45-0)

**15:223 Principles of Selling (3 s.h.)** This course is centered around the study of concepts and practices used by professional salespeople in today's market-driven economy. The course also includes a study of selling as a promotional strategy used by marketers. (45-0)

**15:241 Human Relations (3 s.h.)** Problems of defining the wants of the worker and of management and bringing these elements together in formal and informal organizations; implementing programs to help them achieve their common purpose to work together productively and cooperatively and with economic, psychological, and social satisfaction. (45-0)

**30:101 Communication Skills I (4 s.h.)** Improvement of skills in reading, writing, speaking, and listening, with an emphasis on expository methods of development and personal experience as supporting material. Students may be requested to use word processors and the Writer's Workbench analyses programs, the Writer's Workbench STEPS programs, and the structuring sentences video series. Students must meet minimum competency requirements in writing and speaking to receive a grade of C or higher. (60-0)

**30:101C Communication Skills I (3 s.h.)** Improvement of skills in reading and writing with an emphasis on expository methods of development and personal experience as supporting material. Students may be requested to use word processors and the Writer's Workbench analyses programs, the Writer's Workbench STEPS programs, and the structuring sentences video series. Students must meet minimum competency requirements in writing to receive a grade of C or higher. (45-0)

**30:102 Communication Skills II (4 s.h.)** Prerequisite: 30:101, Communication Skills I. Students must have earned a C or higher grade in Communication Skills I before enrolling in Communication Skills II. A continuation of 30:101 with an emphasis on argumentative and persuasive writing and speaking, on research methods, and on language. Students may be requested to use word processors, Writer's Workbench analyses, Writer's Workbench STEPS, and sentence structuring videos. Students must meet minimum competency requirements in writing and speaking to receive a grade of C or higher. (60-0)

**30:102C Communication Skills II (3 s.h.)** Prerequisite: 30:101C, Communication Skills I. Students must have earned a C or higher grade in Communication Skills I before enrolling in Communication Skills II. A continuation of 30:101C with an emphasis on argumentative and persuasive writing, on research methods, and on language. Students may be requested to use word processors, Writer's Workbench analyses, Writer's Workbench STEPS, and sentence structuring videos. Students must meet minimum competency requirements in writing to receive a grade of C or higher. (45-0)

**30:120 College Reading Skills (3 s.h.)** Designed to help students become more efficient and effective in reading college textbooks, required materials, career resources, and leisure articles and books. Course adapts to the style and needs of each individual to improve vocabulary, comprehension, rate, and study skills. (45-0)

**40:121 Mathematics for Decision Making (3 s.h.)** Prerequisite: Basic Arithmetic and Algebra skills as shown by one of the following: 1. A score of 16 or higher on the ACT Math Test or the ASSET Numerical Math Skills Test, or a score of 51 or higher on the Pre-Algebra part of the COMPASS Test AND a grade of C or better in 40:060, Beginning Algebra (at NIACC) or equivalent; 2. A score of 20 or higher on the ACT Math Test or the ASSET Numerical Math Skills Test or 51-75 on the Algebra section of the COMPASS test. Mathematics for Decision Making provides a survey of mathematics topics that includes sets, logic, probability, statistics, sets of numbers, algebra, geometry, and consumer math. This course will fulfill 3 hours of Natural Sciences requirement for the A.A. Degree. (45-0)

**40:125 Quantitative Methods (3 s.h.)** Prerequisite: Two years of high school algebra with a C or higher or 40:120, Intermediate Algebra, with a C or higher. Furnishes the student with the mathematics required for an understanding of various quantitative methods used in business. Set theory, linear programming, matrices, probability, linear systems, and applications. (45-0)

**80:101 General Psychology (3 s.h.)** Corequisite: New students with entering ACT or COMPASS reading scores below college level will be required to enroll in College Reading Skills (30:120). Introduction to the scientific study of behavior: a brief history of psychology as a science; influences of heredity and environment; motivation, frustration and conflict; the learning process, intelligence, perception, and mental health. (45-0)

**80:110 Introduction to Sociology (3 s.h.)** An introductory course in sociology. A study of basic processes of group behavior identifying the main forces that hold groups together or weaken them. The study of society, family and group life, social organizations, culture, population structure and change, social change, and community structure, both urban and rural. (45-0)

**80:111 Social Problems (3 s.h.)** A survey of some of the important social problems in our society; their causes, complexity, and possible solutions; juvenile delinquency, crime, minority groups, the family, etc. (45-0)

**80:120 Introduction to American Government (3 s.h.)** A survey of the American federal system of government including a description and analysis of the constitution, the legislative, executive, and judicial branches of government, and the American political process. (45-0)

**80:121 American State and Local Government (3 s.h.)** A survey of state and local governments in the United States including an analysis of federal-state relations, state constitutions, state and local legislative, executive, and judicial systems, and major issues in state and local politics. (45-0)

**80:133 Macroeconomics (3 s.h.)** An introductory study of how people use scarce resources to satisfy their many material wants and needs. The emphasis is on the determination of national income, output, employment and prices, and the role of the money and banking system in a market economy. (45-0)

**80:134 Microeconomics (3 s.h.)** Prerequisite: 80:133, Macroeconomics. Requires knowledge of basic high school algebra or its equivalent. Analysis of individual consumer and firm behavior, theories of production and consumption, pricing and the market system, perfect and imperfect competition, business and labor regulation, market structure, international trade and finance, current economic problems. (45-0)

**85:101 Public Speaking (2 s.h.)** Public speaking as an intellectual tool for use in argumentation and persuasion in a democratic society. (30-0)

**85:105 Group Discussion (2 s.h.)** Principles and techniques of group discussion methods and procedures based on parliamentary methods. (30-0)

**89:100 B-C-D-E Cooperative Work Experience (2-5 s.h.)** Practical training on the job under the cooperative supervision of the College and work supervisor. Designed primarily for college-transfer students to provide a work experience that (1) is directly related to their college program and career objectives; or (2) will help them test out career interest and/or discover new career possibilities. Credit is determined on the basis of one semester of credit for each 90 hours of approved employment to be completed in a term. Appropriateness of learning objectives is an essential factor in the approval process. (15-435)

**89:150 Job-Seeking Skills (1 s.h.)** Develop skills necessary to find, obtain, and keep a job. Students learn to understand and appreciate the world of work as they examine personal job readiness and skills to make job entry successful. (15-0)

**90:105 Business Math (2 s.h.)** Basic mathematical skills necessary in an accounting situation. Includes basic mathematical principles, percentages, interest, and mechanics of handling daily monetary activities. (30-0)

**90:123 Retail Field Experience (5 s.h.)** The on-the-job training component of the Retail Management Program and the Fashion Option Program. (15-225)

**90:125 Retailing (3 s.h.)** The study of the selling of goods and services to ultimate consumers, involving distribution, inventory control, site selection, pricing, and other topics pertinent to successful retail business operations. (45-0)

**90:126 Retail Field Experience (5 s.h.)** Prerequisite: 90:123, Retail Field Experience, or equivalent work experience. The on-the-job training component of the Retail Management Program and the Fashion Option Program. (15-225)

**90:233 Retail Field Experience (5 s.h.)** Prerequisite: 90:123 and 90:126, Retail Field Experience, or equivalent work experience. The on-the-job training component of the Retail Management Program and the Fashion Option Program. (15-225)

**90:234 Retail Buying Fundamentals (3 s.h.)** Buying duties and policies, how to buy, how much to buy, buying methods, source selection, price lines, and sales

records. Product knowledge and analysis relative to the buying function and value analysis of products. (30-30)

**90:237 Retail Field Experience (5 s.h.)** Prerequisite: 90:123, 90:126, and 90:233, Retail Field Experience, or equivalent work experience. The on-the-job training component of the Retail Management Program and the Fashion Option Program. (15-225)

**90:241 Introduction to Fashion Merchandising (3 s.h.)** A field study in the various components of the fashion industry. Students will experience guided visits to a variety of business establishments in order to gain an understanding of the promotional strategies of fashion marketing. Career paths in retailing, wholesaling, manufacturing, and business ownership will be explored. This course is a component of the prescribed curriculum for the students enrolled in the career program of Retail Management/Fashion Option. (45-0)

**90:242 Fashion Management Techniques (3 s.h.)** Principles of fashion merchandise presentation and promotion at wholesale and retail levels as related to image, sales, and aesthetics. Overall themes include the link between sales promotion and merchandising, the vital role of marketing information, and what constitutes effective execution. (45-0)

**95:130 Communications I (3 s.h.)** Study designed to assist students in improving and/or refining skills in the areas of reading, writing, listening, and speaking to help meet communication needs in college and for success and advancement in a career. (45-0)

### Quotable Quote:

*Ideas are like rabbits. You get a couple and learn how to handle them, and pretty soon you have a dozen.*

-John Steinbeck

## **OFFICE TECHNOLOGY**

### **Degree Programs**

**Administrative Secretary**  
**Administrative Medical Secretary**  
**Administrative Medical Secretary /  
Transcription Specialist Option**  
**Administrative Legal Secretary**

### **Diploma Programs**

**General Secretary**  
**Legal Secretary**  
**Medical Secretary**  
**Medical Transcription**

## **OFFICE TECHNOLOGY**

Office Technology Programs provide for a rapidly changing occupational cluster. Employment opportunities are available for graduates with well-developed “people and technical skills.”

NIACC’s Office Technology Programs are dual-purpose programs designed to give the student the option of obtaining employment upon graduation or transferring to a four-year institution.

Upon the completion of the curriculum with a grade point average of 2.00 (C), the student is awarded an associate degree (see pages 194-197 for specific degree requirements).

Students who know they want to pursue a four-year degree and want to meet general education requirements at transfer institutions should pursue the A.A. degree (see pages 194-197).

## Administrative Secretary - Degree

The Administrative Secretary 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.

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

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

### ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

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

- |                       |                                     |
|-----------------------|-------------------------------------|
| * Executive secretary | * Administrative assistant          |
| * Records manager     | * Receptionist                      |
| * Office manager      | * Information processing supervisor |

### REQUIRED COURSES/SUGGESTED SCHEDULE

#### First Year

##### First Term

15:107* Keyboarding for Office Technology	.....3 s.h.
15:109 Intro to Accounting	.....3 s.h.
OR 15:118 Acctg. Procedures (3 s.h.)	
OR 15:150 Acctg. Prin. (3 s.h.)	
15:110 Electronic Calculators	.....1 s.h.
30:101 Communication Skills I	.....4 s.h.
Humanities Elective OR	
Social Science	..... 3 s.h.
	<b>14 s.h.</b>

\*Prerequisite: 15:112, 15:113 OR ability to pass keyboarding test 30 wam with 3 errors or less

##### Second Term

15:211 Word Processing	.....2 s.h.
30:102 Communication Skills II	.....4 s.h.
Business Electives	.....10 s.h.
	<b>16 s.h.</b>

## Second Year

### First Term

15:134 Computer Applications	.....3 s.h.
OR 15:140 Intro to Computers and Information Systems (3 s.h.)	
15:212 Business Communication	.....3 s.h.
Humanities Elective	.....3 s.h.
Social Science Elective	.....3 s.h.
Business Electives	.....4 s.h.
	<b>16 s.h.</b>

### Second Term

15:136* Advanced Document Processing	.....3 s.h.
15:175**Electronic Spreadsheets	.....3 s.h.
15:218***Professional Office Procedures	.....4 s.h.
89:150 Job-Seeking Skills	.....1 s.h.
Natural Science Elective	.....3 s.h.
	<b>14 s.h.</b>

\* Prerequisites: 15:211 and 15:134 or 15:140

\*\* Prerequisites: 15:134 or 15:140

\*\*\*Prerequisites: 15:211 and 15:212

### Recommended electives

15:101 Intro to Business	.....3 s.h.
15:221 Marketing	.....3 s.h.
15:142 Principles of Management	.....3 s.h.
15:241 Human Relations	.....3 s.h.
15:280 On-the-Job Training	.....1-6 s.h.

Students have the opportunity to focus on courses that will be most appropriate to help prepare them for employment. However, each student should seek the advice of the program coordinator and/or the student's advisor in making course selections.

## Administrative Medical Secretary - Degree

The Administrative Medical Secretary 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 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.

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

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

### ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

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

- \* Medical secretary
- \* Appointment clerk
- \* Receptionist
- \* Medical records manager
- \* Medical information processing operator

### REQUIRED COURSES/SUGGESTED SCHEDULE

#### First Year

##### First Term

- 15:107\* Keyboarding for Office Technology .....3 s.h.
- 15:109 Intro to Accounting .....3 s.h.  
OR 15:118 Acctg. Procedures (3 s.h.)  
OR 15:150 Acctg. Prin. (3 s.h.)
- 15:110 Electronic Calculators.....1 s.h.
- 30:101 Communication Skills I.....4 s.h.
- 94:104 Body Structure & Function .....4 s.h.  
OR 70:111 Human Biology (4 s.h.)

**15 s.h.**

\*Prerequisite: 15:112, 15:113 OR ability to pass keyboarding test at 30 wpm with 3 errors or less

##### Second Term

- 15:134 Computer Applications .....3 s.h.  
OR 15:140 Introduction to Computers and Information Systems (3 s.h.)
- 15:211 Word Processing .....2 s.h.
- 30:102 Communication Skills II .....4 s.h.
- 70:101 Biological Principles .....3 s.h.
- 70:102L Biological Principles Lab .....1 s.h.
- Electives .....3 s.h.

**16 s.h.**

#### Second Year

##### First Term

- 15:175\* Electronic Spreadsheets .....3 s.h.
- 15:212 Business Communication.....3 s.h.
- 15:251 Medical Terminology I .....3 s.h.
- Electives .....6 s.h.

**15 s.h.**

\*Prerequisite: 15:134 or 15:140

##### Second Term

- 15:136\*Advanced Document Processing.....3 s.h.
- 15:250\*\*Basic Medical Insurance & Coding....2 s.h.
- 15:252 Medical Terminology II .....3 s.h.
- 15:259\*\*\*Medical Office Procedures.....3 s.h.
- 89:150 Job-Seeking Skills .....1 s.h.
- 90:134 Pharmacology .....2 s.h.

**14 s.h.**

\*Prerequisites: 15:134 OR 15:140 and 15:211

\*\*Prerequisite: 94:104 or permission from instructor and 15:251

\*\*\*Prerequisites: 15:211 and 15:212

##### Recommended Electives

- 15:241 Human Relations .....3 s.h.
- 15:280 On-the-Job Training .....1-6 s.h.
- 15:142 Principles of Management.....3 s.h.
- 70:250 Anatomy and Physiology I.....4 s.h.
- 90:141 Clinical Procedures I and Lab .....4 s.h.

Students have the opportunity to focus on courses that will be most appropriate to help prepare them for employment. However, each student should seek the advice of the program coordinator and/or the student's advisor in making course selections.

## Administrative Medical Secretary Degree Transcription Specialist Option

The Administrative Medical Secretary Degree Transcription Specialist 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 transcription specialist's duties primarily include transcribing medical documents and preparing correspondence and medical records; other secretarial duties include 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.

NIACC's office technology classrooms are equipped with the latest in computers, office machines, and equipment and are staffed by qualified instructors in the 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 Degree/Medical Secretary with a Transcription Specialist Certificate.

### ENTRANCE REQUIREMENTS

High School graduation or the equivalent.

### REQUIRED COURSES/SUGGESTED SCHEDULE

#### First Year

##### First Term

15:107* Keyboarding for Office Technology .....	3 s.h.
15:251 Medical Terminology I .....	3 s.h.
30:101 Communication Skills I .....	4 s.h.
94:104 Body Structure and Function .....	4 s.h.
OR 70:111 Human Biology (4 s.h.)	

**14 s.h.**

\*Prerequisite: 15:112, 15:113 OR ability to pass keyboarding test at 30 wpm with 3 errors or less.

##### Second Term

15:109 Intro to Accounting .....	3 s.h.
OR 15:118 Acctg. Procedures (3 s.h.)	
OR 15:150 Acctg. Prin. (3 s.h.)	
15:110 Electronic Calculators .....	1 s.h.
15:211 Word Processing .....	2 s.h.
15:252 Medical Terminology II .....	3 s.h.
30:102 Communication Skills II .....	4 s.h.
89:150 Job-Seeking Skills .....	1 s.h.
90:140 Lab Tests .....	1 s.h.

**15 s.h.**

#### Second Year

##### First Term

15:134 Computer Applications .....	3 s.h.
OR 15:140 Introduction to Computers and Information Systems (3 s.h.)	
15:212 Business Communication .....	3 s.h.
15:255* Medical Transcription I .....	3 s.h.
15:256* Medical Transcription II .....	3 s.h.
70:250 Anatomy and Physiology I .....	4 s.h.

**16 s.h.**

\*Prerequisites: 15:251 and 15:107

##### Second Term

15:175* Electronic Spreadsheets .....	3 s.h.
15:250** Basic Medical Insurance & Coding .....	2 s.h.
15:259*** Medical Office Procedures .....	3 s.h.
15:265**** Medical Transcription III .....	3 s.h.
90:134 Pharmacology .....	2 s.h.
Electives (Strongly recommend .....	2 s.h.
70:251***** Anatomy and Physiology II, 4 s.h.)	

**15 s.h.**

\*Prerequisites: 15:134 OR 15:140

\*\*Prerequisites: 94:104/70:101/70:250 or permission from instructor and 15:251

\*\*\*Prerequisites: 15:211 and 15:212

\*\*\*\*Prerequisites: 15:255 and 15:256

\*\*\*\*\*Strongly recommend prerequisite 70:250

##### Summer Term:

Strongly recommend taking 90:147, Pathophysiology as your elective from Second Year, Second Term. This course is only offered in the summer session. Prerequisites: 15:251 and 70:250; corequisite 70:251.

## Administrative Legal Secretary - Degree

The Administrative Legal Secretary 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 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.

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

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

### ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

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

- \* Legal secretary
- \* Legal transcriber
- \* Legal information processing operator
- \* Receptionist
- \* Legal records manager
- \* Appointment clerk

### REQUIRED COURSES/SUGGESTED SCHEDULE

#### First Year

##### First Term

15:107* Keybrdng for Office Technology .....	3 s.h.
15:109 Intro to Accounting .....	3 s.h.
OR 15:118 Acctg. Procedures (3 s.h.)	
OR 15:150 Acctg. Prin. (3 s.h.)	
15:110 Electronic Calculators.....	1 s.h.
30:101 Communication Skills I .....	4 s.h.
80:120 Intro to American Government .....	3 s.h.
	<b>14 s.h.</b>

\*Prerequisite: 15:112, 15:113 OR ability to pass keyboarding test at 30 wam with 3 errors or less

##### Second Term

15:211 Word Processing .....	2 s.h.
30:102 Communication Skills II .....	4 s.h.
Social Science/Humanities Electives .....	6 s.h.
Business Elective .....	3 s.h.
	<b>15 s.h.</b>

#### Second Year

##### First Term

15:120 Business Law I .....	3 s.h.
15:134 Computer Applications .....	3 s.h.
OR 15:140 Introduction to Computers	
and Information Systems (3 s.h.)	
15:212 Business Communication .....	3 s.h.
Natural Science Elective .....	3 s.h.
Business Elective .....	3 s.h.
	<b>15 s.h.</b>

##### Second Term

15:122* Legal Office Procedures .....	5 s.h.
15:136** Advanced Document Processing .....	3 s.h.
15:175*** Electronic Spreadsheets .....	3 s.h.
89:150 Job-Seeking Skills .....	1 s.h.
Business Electives .....	4 s.h.
	<b>16 s.h.</b>

\*Prerequisites: 15:211 and 15:212

\*\*Prerequisites: 15:211 and 15:134 OR 15:140

\*\*\*Prerequisite: 15:134 or 15:140

##### Recommended Electives

15:101 Introduction to Business .....	3 s.h.
15:121 Business Law II .....	3 s.h.
15:142 Principles of Management.....	3 s.h.
15:241 Human Relations .....	3 s.h.
15:280 On-the-Job Training .....	1-6 s.h.

Students have the opportunity to focus on courses that will be most appropriate to help prepare them for employment. However, each student should seek the advice of the program coordinator and/or his/her advisor in making course selections.

### Quotable Quote:

*Ability is what you're capable of doing.  
Motivation determines what you do.  
Attitude determines how well you do it.*  
-Lou Holtz

## COURSE DESCRIPTIONS - (Degree Programs)

### Administrative Secretary Administrative Legal Secretary Administrative Medical Secretary/ Transcription Specialist Option

**15:101 Introduction to Business (3 s.h.)** An overview of the phases and functions of the business enterprise. Units of instruction include the organization, financing, production, and contemporary issues in business. The course provides an awareness and understanding of the complexities of the business world. (45-0)

**15:107 Keyboarding for Office Technology (3 s.h.)** Prerequisite: 15:112, Keyboarding Level I, and/or 15:113, Keyboarding Level II, OR keyboarding skill of 30 wpm (words a minute) with 3 or less errors on a 3-minute timed writing. This course covers the continued development of speed and accuracy on the alphabetic, numeric, and symbol keys. Students develop skills in formatting, producing, and proofreading documents: memos, letters, envelopes, tables and reports. (30-30)

**15:109 Introduction to Accounting (3 s.h.)** A basic understanding of the process of collecting and using financial information in a business. (45-0)

**15:110 Electronic Calculators (1 s.h.)** [Open Entry/Open Exit] A study of the ten-key, electronic calculator. Applied business problems on the calculator. (0-30)

**15:118 Accounting Procedures (3 s.h.)** An introductory course using a procedural approach applying the principles of debit and credit, recording of data in various journals, posting to the ledgers, the worksheet, financial statements, adjusting and closing entries, depreciation and inventory methods, plant assets, deferrals and accruals. (45-0)

**15:120 Business Law I (3 s.h.)** Law as applied to business transactions and business relationships. An introduction to jurisprudence and the courts, contracts, commercial paper, sales, and security agreements. (45-0)

**15:121 Business Law II (3 s.h.)** Prerequisite: 15:120, Business Law I, recommended. A continuation of 15:120. Agency, corporations, partnerships, bailments, real property, wills, trusts, insurance, bankruptcy, and government regulation of business. Some information on international law and liability of accountants. (45-0)

**15:122 Legal Office Procedures (5 s.h.)** Prerequisite: 15:211, Word Processing, and 15:212, Business Communication. Management of a lawyer's office that includes topics covering general legal documents, personal and real property, business organizations and meetings, bankruptcies, wills and estates, civil cases, and family law. Includes using a word processor, developing transcription skills, filing, handling telephone

services, discussing professionalism, applying grammar rules, and taking care of general office administration. Students are expected to spend time outside of class working in the computer lab. (40-70)

**15:134 Computer Applications (3 s.h.)** Emphasis on business applications of computer software. Students do business problems using electronic spreadsheets, word processing software, and data base management software. (30-30)

**15:136 Advanced Document Processing (3 s.h.)** Prerequisites: 15:134, Computer Applications, and 15:211, Word Processing. Students will learn intermediate to advanced functions of Microsoft Word including customizing templates, recording macros, creating on-screen forms, managing long documents, creating hyperlinks, and publishing on the World Wide Web. Upon completion of the course, the students will be prepared to take the Expert level Microsoft Office User Specialist (MOUS) certification exam. (30-30)

**15:140 Introduction to Computers and Information Systems (3 s.h.)** Emphasis on computer literacy and business applications of computer software. Students do business problems using electronic spreadsheets, word processing software, data base management software, and presentation software. Students also are exposed to some programming and web page development. (45-0)

**15:142 Principles of Management (3 s.h.)** Provides students with a general introductory management learning experience. Role of management in today's business environment; management's influence on employee productivity, employee satisfaction and organizational effectiveness; major control devices of management. (45-0)

**15:150 Accounting Principles I (3 s.h.)** An introductory accounting course: analyzing transactions, matching principle, adjusting and closing entries, financial statements, receivables, inventories, fixed assets and intangible assets, current liabilities, corporations (capital stock transactions, dividends, income and taxes, stockholder's equity, investment in stocks), bonds payable, investment in bonds. (45-0)

**15:175 Electronic Spreadsheets (3 s.h.)** Prerequisite: 15:140, Introduction to Computers and Information Systems, or 15:134, Computer Applications. Learn the fundamentals of spreadsheets, data bases, and business graphics using appropriate software. (30-30)

**15:211 Word Processing (2 s.h.)** This course is designed to introduce students to computers and the fundamentals of word processing. The students will progress from basic through intermediate features of word processing software. (15-30) Also Open Entry/Open Exit. (0-60)

**15:212 Business Communication (3 s.h.)** This course will help the student become an effective communicator in the business world. Basic written communication will be emphasized through practice in grammar structure, vocabulary building, and organization of thoughts. These skills will then be implemented when the student

plans and writes business letters, interoffice memorandums, and informal business reports. A secondary emphasis will be placed on oral communication, listening skills, and nonverbal communication. (45-0)

**15:218 Professional Office Procedures (4 s.h.)** Prerequisite: 15:211, Word Processing and 15:212, Business Communication. Office procedures and techniques necessary to perform general office duties. Includes using a word processor, developing transcription skills, filing, handling telephone services, discussing professionalism, applying grammar rules, and taking care of general office administration. Students are expected to spend time outside of class working in the computer lab. (40-40)

**15:221 Marketing (3 s.h.)** A study of the role of marketing in society as well as a study of target market (customer) determination and selection, product strategy, channels of distribution, pricing concepts and promotional activities that are used in business today. (45-0)

**15:241 Human Relations (3 s.h.)** Problems of defining the wants of the worker and of management and bringing these elements together in formal and informal organizations; implementing programs to help them achieve their common purpose to work together productively and cooperatively and with economic, psychological, and social satisfaction. (45-0)

**15:250 Basic Medical Insurance and Coding (2 s.h.)** Prerequisite: 15:251, Medical Terminology I, and 94:104, Body Structure and Function. This course will provide the students with an overview of medical health insurance claims, submission guidelines, and basic coding procedures. In addition, the student will work through a number of relevant case studies. (30-0)

**15:251 Medical Terminology I (3 s.h.)** A study of medical terminology which should be taken concurrently with 70:250, Anatomy and Physiology, or 94:104, Body Structure and Function, as a part of the Medical Secretary and Medical Assistant curriculum. Introduction of basic medical terminology utilizing a programmed, word-building system to learn word parts to construct and analyze new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. (45-0)

**15:252 Medical Terminology II (3 s.h.)** Prerequisite: None. However, 15:251, Medical Terminology I is highly desirable. A continuation of 15:251. To be taken concurrently with 70:251, Anatomy & Physiology, by those in the Medical Secretary curriculum. A brief review of basic medical terminology followed by a systems approach to learning terms associated with the anatomical, physiological, and pathological aspects of the body. Classifications of associated pharmaceutical agents are studied with each related system. (45-0)

**15:255 Medical Transcription I (3 s.h.)** Prerequisite 15:251, Medical Terminology; 15:107, Keyboarding for Office Technology. This course is designed to introduce students to transcription in the medical field. The students will progress through clinic, basic radiology, and basic pathology transcription. The students will

also be introduced to issues of confidentiality and the use of medical reference books. (5-80)

**15:256 Medical Transcription II (3 s.h.)** Prerequisite 15:255, Medical Transcription; 15:251 and 15:107, Keyboarding for Office Technology. This course is designed to introduce students to advanced medical transcription including reports dictated with foreign accents and other real-life situations. The students will apply problem-solving techniques to accurately transcribe advanced documents. (5-80)

**15:259 Medical Office Procedures (3 s.h.)** Prerequisite: 15:211, Word Processing, and 15:212, Business Communication. Management of a medical office that includes preparing correspondence and patient records, filing, handling telephone services, making and keeping appointments, developing transcription skills, composing letters, discussing professionalism, applying grammar rules, and taking care of general office duties. Also includes medical ethics and etiquette, medical law, and use of a computer for word processing. Students are expected to spend time outside of class working in the computer lab. (30-30)

**15:265 Medical Transcription III (3 s.h.)** Prerequisites: 15:255, Medical Transcription I, and 15:256, Medical Transcription II. This course is designed to introduce students to transcribing advanced documents in the medical field. The content areas will include clinic dictation, radiology, pathology, and hospital transcription. (5-80)

**15:280 On-the-Job Training (1-6 s.h.)** Practical training on the job under the cooperative supervision of the College and qualified supervisors. (45-270)

**30:101 Communication Skills I (4 s.h.)** Improvement of skills in reading, writing, speaking, and listening, with an emphasis on expository methods of development and personal experience as supporting material. Students may be requested to use word processors and the Writer's Workbench analyses programs, the Writer's Workbench STEPS programs, and the structuring sentences video series. Students must meet minimum competency requirements in writing and speaking to receive a grade of C or higher. (60-0)

**30:102 Communication Skills II (4 s.h.)** Prerequisite: 30:101, Communication Skills I. Students must have earned a C or higher grade in Communication Skills I before enrolling in Communication Skills II. A continuation of 30:101 with an emphasis on argumentative and persuasive writing and speaking, on research methods, and on language. Students may be requested to use word processors, Writer's Workbench analyses, Writer's Workbench STEPS, and sentence structuring videos. Students must meet minimum competency requirements in writing and speaking to receive a grade of C or higher. (60-0)

**70:101 Biological Principles (3 s.h.)** Study of organismic biology including organization, metabolism, and reproduction of living systems. Includes evolutionary patterns, inheritance, growth, development, ecosystems, and structure-function relationships among organisms. (45-0)

**70:102L Biological Principles Laboratory (1 s.h.)** Prerequisite: Credit for 70:101 or current enrollment in 70:101. (0-30)

**70:111 Human Biology (4 s.h.)** Course provides overview of human biology for nonscience majors. Includes study of cells, tissues, organs, and systems with emphasis on interrelatedness. Coverage also includes genetics, aging, human ecology, and aspects of various human diseases. (45-30)

**70:250 Anatomy and Physiology I (4 s.h.)** Prerequisite: 70:111, Human Biology or 70:101, Biological Principles, highly recommended. A study of the human body emphasizing the complementary nature of structure and function, molecular and cellular interactions, homeostasis, and metabolic processes. A cat dissection constitutes a major portion of the laboratory exercises. 70:250 includes a study of cells, tissue, membranes, skeletal, muscular, and reproductive systems. (45-30)

**70:251 Anatomy and Physiology II (4 s.h.)** Prerequisite: Successful completion of 70:250, Anatomy and Physiology I, strongly recommended. A continuation of 70:250, Anatomy and Physiology I. Includes a study of the circulatory, respiratory, digestive, endocrine, and nervous systems. Cat dissections continued, plus kidney, brain, and eye dissections. (45-30)

**80:120 Introduction to American Government (3 s.h.)** A survey of the American federal system of government including a description and analysis of the constitution, the legislative, executive and judicial branches of government, and the American political process. (45-0)

**89:150 Job-Seeking Skills (1 s.h.)** Develop skills necessary to find, obtain, and keep a job. Students learn to understand and appreciate the world of work as they examine personal job readiness and skills to make job entry successful. (15-0)

**90:134 Pharmacology (2 s.h.)** Provides a basic foundation of the study of drugs including general concepts, biological factors affecting the action of drugs, and effects of medications on body systems. Includes allergy overview, the medication order, and discussion of legal and ethical issues related to pharmacology. (30-0)

**90:140 Laboratory Tests (1 s.h.)** To familiarize the student with lab tests and their normal ranges in the areas of hematology, urology, and microbiology. (15-0)

**90:141 Clinical Procedures I (4 s.h.)** Assist physician with examinations and treatments, prepare patients for examinations and diagnostic procedures, administer

first aid and CPR, maintain and use aseptic techniques, obtain and record patient data. Perform routine tests, sterilize instruments, and learn related terminology. (45-30)

**90:147 Pathophysiology (3 s.h.)** Prerequisite: 15:251, Medical Terminology I; 70:250, Anatomy & Physiology I; and Corequisite: 70:251, Anatomy & Physiology II. Presents clinical disorders and diseases commonly treated in physical therapy. Pathology, etiology, diagnosis, signs, symptoms, and prognosis will be covered. (45-0)

**94:104 Body Structure and Function (4 s.h.)** A basic study of the anatomy and physiology of the human body. Study progresses from the cell to tissues, organs and systems with emphasis on their interrelatedness. Discussion includes some of the alterations which occur in illness. Usage of applicable medical terminology is stressed. (45-30)

## General Secretary - Diploma

The General Secretary 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, handling telephone services, and taking care of general office administration.

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

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

### ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

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

- \* Secretary
- \* Records manager
- \* Machine transcriber
- \* Receptionist
- \* Information processing operator

### REQUIRED COURSES/SUGGESTED SCHEDULE

#### First Term

15:107* Keybrdng for Office Technology .....	3 s.h.
15:109 Intro to Accounting .....	3 s.h.
OR 15:118 Acctg. Procedures (3 s.h.)	
OR 15:150 Acctg. Prin. (3 s.h.)	
15:110 Electronic Calculators.....	1 s.h.
15:134 Computer Applications .....	3 s.h.
OR 15:140 Intro to Computers and	
Information Systems (3 s.h.)	
15:211 Word Processing .....	2 s.h.
15:212 Business Communication.....	3 s.h.
	<b>15 s.h.</b>

\*Prerequisite: 15:112, 15:113, OR ability to pass keyboarding test at 30 wam with 3 errors or less

#### Second Term

15:175* Electronic Spreadsheets .....	3 s.h.
15:218**Professional Office Procedures.....	4 s.h.
89:150 Job-Seeking Skills.....	1 s.h.
Business Electives .....	7 s.h.
	<b>15 s.h.</b>

\*Prerequisite: 15:134 or 15:140

\*\*Prerequisites: 15:211 and 15:212

#### Recommended Electives

15:101 Introduction to Business .....	3 s.h.
15:136 Advanced Document Processing .....	3 s.h.
15:241 Human Relations.....	3 s.h.
15:280 On-the-Job Training .....	3 s.h.

## Legal Secretary - Diploma

The Legal Secretary 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 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.

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

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

### ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

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

- \* Legal secretary
- \* Legal transcriber
- \* Appointment clerk
- \* Receptionist
- \* Legal records manager
- \* Legal information processing operator

### REQUIRED COURSES/SUGGESTED SCHEDULE

#### First Term

15:107* Keybrdng for Office Technology.....	3 s.h.
15:109 Intro to Accounting .....	3 s.h.
OR 15:118 Acctg. Procedures (3 s.h.)	
OR 15:150 Acctg. Prin. (3 s.h.)	
15:110 Electronic Calculators.....	1 s.h.
15:134 Computer Apps. ....	3 s.h.
OR 15:140 Intro to Computers and	
Information Systems (3 s.h.)	
15:211 Word Processing .....	2 s.h.
15:212 Business Communication .....	3 s.h.
	<b>15 s.h.</b>

\*Prerequisite: 15:112, 15:113, OR ability to pass keyboarding test at 30 wam with 3 errors or less

#### Second Term

15:120 Business Law I .....	3 s.h.
15:122* Legal Office Procedures.....	5 s.h.
89:150 Job-Seeking Skills .....	1 s.h.
Elective.....	6 s.h.
	<b>15 s.h.</b>

\*Prerequisites: 15:211 and 15:212

#### Recommended Electives

15:101 Introduction to Business .....	3 s.h.
15:136 Advanced Document Processing .....	3 s.h.
15:175 Electronic Spreadsheets .....	3 s.h.
15:241 Human Relations.....	3 s.h.
15:280 On-the-Job Training .....	3 s.h.

## Medical Secretary - Diploma

The Medical Secretary 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 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.

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

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

### ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

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

- \* Medical secretary
- \* Appointment clerk
- \* Medical records manager
- \* Receptionist
- \* Medical information processing operator

### REQUIRED COURSES/SUGGESTED SCHEDULE

#### First Term

15:107* Keybrdng for Office Technology .....	3 s.h.
15:251 Medical Terminology I .....	3 s.h.
15:211 Word Processing .....	2 s.h.
15:212 Business Communication .....	3 s.h.
94:104 Body Structure & Function .....	4 s.h.
	<b>15 s.h.</b>

\*Prerequisite: 15:112, 15:113 OR ability to pass keyboarding test at 30 wam with 3 errors or less

#### Second Term

15:109 Intro to Accounting .....	3 s.h.
OR 15:118 Acctg. Procedures (3 s.h.)	
OR 15:150 Acctg. Prin. (3 s.h.)	
15:110 Electronic Calculators.....	1 s.h.
15:250* Basic Medical Insurance and Coding .....	2 s.h.
15:252 Medical Terminology II .....	3 s.h.
15:259**Medical Office Procedures .....	3 s.h.
89:150 Job-Seeking Skills .....	1 s.h.
90:134 Pharmacology .....	2 s.h.
	<b>15 s.h.</b>

\*Prerequisites: 15:211 and 15:212

\*\*Prerequisites: 94:104 and 15:251

## Medical Transcription - Diploma

The Medical Transcription 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.

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

### ENTRANCE REQUIREMENTS

High school graduation or the equivalent. Keyboarding speed of at least 45 words per minute with no more than two errors.

### REQUIRED COURSES/SUGGESTED SCHEDULE

#### First Term

15:251 Medical Terminology I .....	3 s.h.
15:255* Medical Transcription I .....	3 s.h.
15:256**Medical Transcription II .....	3 s.h.
15:212 Business Communication .....	3 s.h.
94:104 Body Structure and Function.....	4 s.h.
OR 70:111 Human Biology (4 s.h.)	
	<b>16 s.h.</b>

\*Prerequisite: 15:251

\*\*Prerequisite: 15:251

#### Second Term

15:252 Medical Terminology II .....	3 s.h.
15:265* Medical Transcription III .....	3 s.h.
90:140 Lab Tests.....	1 s.h.
90:134 Pharmacology .....	2 s.h.
15:211 Word Processing .....	2 s.h.
Electives (Strongly recommend.....)	4 s.h.
70:111 Human Biology or	
70:250 Anatomy & Physiology I)	
	<b>15 s.h.</b>

\*Prerequisites: 15:255 and 15:256

## COURSE DESCRIPTIONS - Diploma Programs

### General Secretary Legal Secretary Medical Secretary Medical Transcription

**15:101 Introduction to Business (3 s.h.)** An overview of the phases and functions of the business enterprise. Units of instruction include the organization, financing, production, and contemporary issues in business. The course provides an awareness and understanding of the complexities of the business world. (45-0)

**15:107 Keyboarding for Office Technology (3 s.h.)** Prerequisite: 15:112, Keyboarding Level I, and/or 15:113, Keyboarding Level II, OR keyboarding skill of 30 wam (words a minute) with 3 or less errors on a 3-minute timed writing. This course covers the continued development of speed and accuracy on the alphabetic, numeric, and symbol keys. Students develop skills in formatting, producing, and proofreading documents: memos, letters, envelopes, tables and reports. (30-30)

**15:109 Introduction to Accounting (3 s.h.)** A basic understanding of the process of collecting and using financial information in a business. (45-0)

**15:110 Electronic Calculators (1 s.h.)** [Open Entry/Open Exit] A study of the ten-key, electronic calculator. Applied business problems on the calculator. (0-30)

**15:118 Accounting Procedures (3 s.h.)** An introductory course using a procedural approach applying the principles of debit and credit, recording of data in various journals, posting to the ledgers, the worksheet, financial statements, adjusting and closing entries, depreciation and inventory methods, plant assets, deferrals and accruals. (45-0)

**15:120 Business Law I (3 s.h.)** Law as applied to business transactions and business relationships. An introduction to jurisprudence and the courts, contracts, commercial paper, sales, and security agreements. (45-0)

**15:122 Legal Office Procedures (5 s.h.)** Prerequisite: 15:211, Word Processing, and 15:212, Business Communication. Management of a lawyer's office that includes topics covering general legal documents, personal and real property, business organizations and meetings, bankruptcies, wills and estates, civil cases, and family law. Includes using a word processor, developing transcription skills, filing, handling telephone services, discussing professionalism, applying grammar rules, and taking care of general office administration. Students are expected to spend time outside of class working in the computer lab. (40-70)

**15:134 Computer Applications (3 s.h.)** Emphasis on business applications of computer software. Students do business problems using electronic spreadsheets,

word processing software, and data base management software. (30-30)

**15:136 Advanced Document Processing (3 s.h.)** Prerequisites: 15:134, Computer Applications, and 15:211, Word Processing. Students will learn intermediate to advanced functions of Microsoft Word including customizing templates, recording macros, creating on-screen forms, managing long documents, creating hyperlinks, and publishing on the World Wide Web. Upon completion of the course, the students will be prepared to take the Expert level Microsoft Office User Specialist (MOUS) certification exam. (30-30)

**15:140 Introduction to Computers and Information Systems (3 s.h.)** Emphasis on computer literacy and business applications of computer software. Students do business problems using electronic spreadsheets, word processing software, data base management software, and presentation software. Students also are exposed to some programming and web page development. (45-0)

**15:142 Principles of Management (3 s.h.)** Provides students with a general introductory management learning experience. Role of management in today's business environment; management's influence on employee productivity, employee satisfaction and organizational effectiveness; major control devices of management. (45-0)

**15:150 Accounting Principles I (3 s.h.)** An introductory accounting course: analyzing transactions, matching principle, adjusting and closing entries, financial statements, receivables, inventories, fixed assets and intangible assets, current liabilities, corporations (capital stock transactions, dividends, income and taxes, stockholder's equity, investment in stocks), bonds payable, investment in bonds. (45-0)

**15:175 Electronic Spreadsheets (3 s.h.)** Prerequisite: 15:140, Introduction to Computers and Information Systems or 15:134, Computer Applications. Learn the fundamentals of spreadsheets, data bases, and business graphics using appropriate software. (30-30)

**15:211 Word Processing (2 s.h.)** This course is designed to introduce students to computers and the fundamentals of word processing. The students will progress from basic through intermediate features of word processing software. (15-30) Also Open Entry/Open Exit. (0-60)

**15:212 Business Communication (3 s.h.)** This course will help the student become an effective communicator in the business world. Basic written communication will be emphasized through practice in grammar structure, vocabulary building, and organization of thoughts. These skills will then be implemented when the student plans and writes business letters, interoffice memorandums, and informal business reports. A secondary emphasis will be placed on oral communication, listening skills, and nonverbal communication. (45-0)

**15:218 Professional Office Procedures (4 s.h.)** Prerequisite: 15:211, Word Processing and 15:212, Business Communication. Office procedures and techniques necessary to perform general office duties. Includes using a word processor, developing transcription skills, filing, handling telephone services, discussing professionalism, applying grammar rules, and taking care of general office administration. Students are expected to spend time outside of class working in the computer lab. (40-40)

**15:221 Marketing (3 s.h.)** A study of the role of marketing in society as well as a study of target market (customer) determination and selection, product strategy, channels of distribution, pricing concepts, and promotional activities that are used in business today. (45-0)

**15:241 Human Relations (3 s.h.)** Problems of defining the wants of the worker and of management and bringing these elements together in formal and informal organizations; implementing programs to help them achieve their common purpose to work together productively and cooperatively and with economic, psychological, and social satisfaction. (45-0)

**15:250 Basic Medical Insurance and Coding (2 s.h.)** Prerequisite: 15:251, Medical Terminology I, and 94:104, Body Structure and Function. This course will provide the students with an overview of medical health insurance claims, submission guidelines, and basic coding procedures. In addition, the student will work through a number of relevant case studies. (30-0)

**15:251 Medical Terminology I (3 s.h.)** A study of medical terminology which should be taken concurrently with 70:250, Anatomy and Physiology, or 94:104, Body Structure and Function, as a part of the Medical Secretary and Medical Assistant curriculum. Introduction of basic medical terminology utilizing a programmed, word-building system to learn word parts to construct and analyze new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. (45-0)

**15:252 Medical Terminology II (3 s.h.)** Prerequisite: None. However, 15:251, Medical Terminology I is highly desirable. A continuation of 15:251. To be taken concurrently with 70:251, Anatomy & Physiology, by those in the Medical Secretary curriculum. A brief review of basic medical terminology followed by a systems approach to learning terms associated with the anatomical, physiological, and pathological aspects of the body. Classifications of associated pharmaceutical agents are studied with each related system. (45-0)

**15:255 Medical Transcription I (3 s.h.)** Prerequisite 15:251, Medical Terminology; 15:107, Keyboarding for Office Technology. This course is designed to introduce students to transcription in the medical field. The students will progress through clinic, basic radiology, and basic pathology transcription. The students will also be introduced to issues of confidentiality and the use of medical reference books. (5-80)

**15:256 Medical Transcription II (3 s.h.)** Prerequisite 15:255, Medical Transcription; 15:251 and 15:107, Keyboarding for Office Technology. This course is designed to introduce students to advanced medical transcription including reports dictated with foreign accents and other real-life situations. The students will apply problem-solving techniques to accurately transcribe advanced documents. (5-80)

**15:259 Medical Office Procedures (3 s.h.)** Prerequisite: 15:211, Word Processing, and 15:212, Business Communication. Management of a medical office that includes preparing correspondence and patient records, filing, handling telephone services, making and keeping appointments, developing transcription skills, composing letters, discussing professionalism, applying grammar rules, and taking care of general office duties. Also includes medical ethics and etiquette, medical law, and use of computer for word processing. Students are expected to spend time outside of class working in the computer lab. (30-30)

**15:265 Medical Transcription III (3 s.h.)** Prerequisites: 15:255, Medical Transcription I, and 15:256, Medical Transcription II. This course is designed to introduce students to transcribing advanced documents in the medical field. The content areas will include clinic dictation, radiology, pathology, and hospital transcription. (5-80)

**15:280 On-the-Job Training (1-6 s.h.)** Practical training on the job under the cooperative supervision of the College and qualified supervisors. (45-270)

**89:150 Job-Seeking Skills (1 s.h.)** Develop skills necessary to find, obtain, and keep a job. Students learn to understand and appreciate the world of work as they examine personal job readiness and skills to make job entry successful. (15-0)

**90:134 Pharmacology (2 s.h.)** Provides a basic foundation of the study of drugs including general concepts, biological factors affecting the action of drugs, and effects of medications on body systems. Includes allergy overview, the medication order, and discussion of legal and ethical issues related to pharmacology. (30-0)

**90:140 Laboratory Tests (1 s.h.)** To familiarize the student with lab tests and their normal ranges in the areas of hematology, urology, and microbiology. (15-0)

**94:104 Body Structure and Function (4 s.h.)** A basic study of the anatomy and physiology of the human body. Study progresses from the cell to tissues, organs and systems with emphasis on their interrelatedness. Discussion includes some of the alterations which occur in illness. Usage of applicable medical terminology is stressed. (45-30)

## Medical Assistant

Information regarding the Medical Assistant Program can be found in the Health Section of Career Programs.

## **Are you considering transferring to a four-year college or university?**

Students who earn associate degrees in the Business programs at NIACC may wish to apply their studies toward a bachelor's degree in business-related fields at a four-year college or university. For further information on such options in business studies as accounting, business education, entrepreneurship, finance, insurance, management, management information systems, marketing, and real estate at Buena Vista University, Drake University, Iowa State University, Minnesota State University-Mankato, Simpson College, University of Iowa, University of Northern Iowa, Upper Iowa University, and Wartburg College, please see pages 125-148 in the catalog or speak with a NIACC advisor.