

**Transfer Degree**

# Business Division

**Career Programs**

**Career Option Programs**

## Accounting/Computing

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

## Information Technology

- Information Systems Technology
- Information Technology Blended Study Certificates
- Graphic Media Design

## Business Program Clusters

## Marketing/Management

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

## Professional Administrative Services

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

## BUSINESS

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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 Student Opportunities*

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

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

Students need to take courses that will facilitate their transfer to the institution of their choice. Courses that would assist students who are business majors would be accounting, computers, statistics, and spreadsheets. Other business courses may also transfer to many institutions (see pages 212-214 for specific degree requirements).

#### *Career Option Student Opportunities*

For students interested in the business area but undecided as to what degree to pursue, career option programs provide the flexibility these students need. Upon completion of a career option program, a student may choose to pursue a baccalaureate degree or go directly to a chosen occupational area. Career option programs are available in Accounting/Computing, Information Technology, Marketing/Management, and Professional Administrative Services (see pages 212-214 for specific degree requirements).

#### *Career Student Opportunities*

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

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

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

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

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

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



### Career Opportunities

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

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

Occupational titles include:

- Accounting Clerk
- Accounts Receivable/Payable Manager
- Bookkeeper
- Credit Analyst
- Credit Counselor
- Contract Administrator
- Financial Planner
- Payroll Manager
- Tax Preparer

### Required Courses/Suggested Schedule

#### First Year

##### First Term

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

15-17 s.h.

##### Second Term

ACC-122	Principles of Accounting II.....	3 s.h.
BCA-129	Basic Word Processing.....	2 s.h.
BCA-152	Comprehensive Spreadsheets.....	3 s.h.
ENG-103	Composition & Speech II.....	4 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
	Elective(s).....	1 s.h.

16 s.h.

#### Second Year

##### Third Term

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

15 s.h.

##### Fourth Term

ACC-161	Payroll Accounting.....	3 s.h.
BUS-107	Business Careers.....	1 s.h.
ECN-130	Principles of Microeconomics.....	3 s.h.
	Business Elective(s).....	4 s.h.
	Elective(s).....	3 s.h.

14 s.h.

**Total Program Hours**

**60-62 s.h.**

#### Business Electives

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

For additional Business electives, see pages 132-133.

## Accounting with Computers/Diploma

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

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



### Required Courses/Suggested Schedule

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

#### First Term

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

\* Prerequisite: Keyboarding skill of 30 wpm with 3 errors or less is recommended.

#### Second Term

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

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

### Business Internships

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

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

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

### Career Opportunities

Employment opportunities may be found in a variety of businesses:

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

Occupational titles include:

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

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

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

For additional Business electives, see pages 132-133.

## Accounting Certificate Program



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

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

### Required Courses

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

### Career Opportunities

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

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

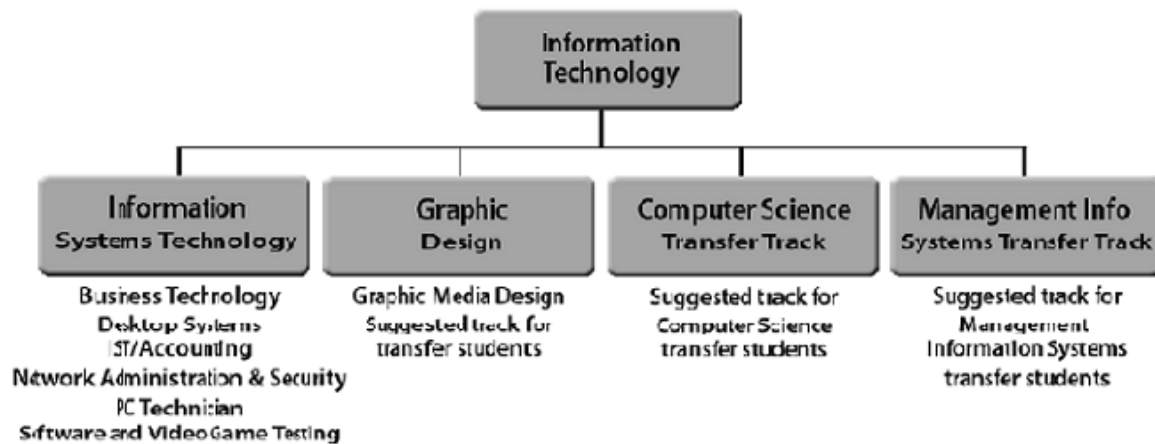


### Business Internships

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

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

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



## Information Systems Technology

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

- Business Technology (page 35)
- Desktop Systems (Software) (page 36)
- IST/Accounting (page 37)
- Network Administration and Security (page 38)
- PC Technician (Hardware) (page 39)
- Software and Video Game Testing (page 40)

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

For placement information, contact the Career and Internship Center or the NIACC Business Division. **Upon completion of the prescribed curriculum with a grade point average of 2.00 (C) or above, the student is awarded an Associate in Science (Business/Information Systems Technology) Degree.** Students who wish to obtain a four-year degree and want to meet general education requirements of transfer institutions should pursue the A.A. degree. This will necessitate a slightly different curriculum.

## Graphic Design

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

- Graphic Media Design (page 42)
- Foundational courses for transfer to four-year institution (page 42)

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

### Entrance Advising for all Information Technology and Graphic Design Programs

Due to the highly technical nature of the computer programs and NIACC's commitment to giving students the best possible opportunity for success, students are highly encouraged to meet with the counselor prior to program enrollment to arrange for assessment. Assessments should include keyboarding, reading, writing, and math to determine if additional course work is required to promote success.

## Computer Science Transfer Track

Computer scientists work as theorists, researchers, or inventors. The areas of computer science research range from complex theory to hardware design to programming-language design. Some researchers work on multidisciplinary projects, such as developing and advancing uses of virtual reality, extending human-computer interaction, or designing robots. They may work on design teams with electrical engineers and other specialists.

- Computer Science Transfer Track  
(Click here to see UNI Sample Schedule)  
(Click here to see Sample Schedule for transfer to other four-year colleges)

### Career Opportunities

Students pursuing a four-year degree in Computer Science often find jobs as:

- Software Engineer/Developer
- Computer Systems Analyst
- Database Administrator
- Network Systems and Data Communications Analyst
- IT Manager

*(Click on any of the links below to see information videos)*

[What kind of jobs do MIS professionals get when they graduate?](#)

[What is the employment outlook for a MIS major?](#)

[Find out about the program, school environment, and curriculum.](#)

[2-year program or four-year program? Which do I need for what I want to do?](#)

## Management Information Systems Transfer Track

Management Information Systems is a general term for the computer systems in an enterprise that provide information about its business operations, supports decision making, and give an enterprise a competitive advantage and the foundation of success. Management Information Systems is the application of information technology and systems in business.

- Management Information Systems Transfer Track  
(Click here to see Sample Schedule for transfer to four-year colleges)

### Career Opportunities

Students pursuing a four-year degree in Management Information Systems often find jobs as:

- MIS Director/Specialist
- Information Manager
- Systems Analyst
- Programmer
- Consultant/Business Analyst

*(Click on any of the links below to see information videos)*

[What kind of jobs do MIS professionals get when they graduate?](#)

[What is the employment outlook for a MIS major?](#)

[Find out about the program, school environment, and curriculum.](#)

[2-year program or four-year program? Which do I need for what I want to do?](#)

### Entrance Advising for all Computer Science and Management Information Systems Transfer Programs

The Computer Science and Management Information Systems Transfer Tracks found in this section were developed for students planning to transfer to a four-year institution to pursue a Computer Science or Management Information Systems degree. Curriculum is recommended for each major that can be taken at NIACC.

Students should, however, check the requirements of their major with a NIACC counselor/advisor. Sample schedules may differ based on the transfer school.

Students are also encouraged to correspond with their transfer college to obtain a verification of their planned courses while at NIACC.

## Information Technology Blended Study Certificates

Short on time? Can't get away from your desk to go to class? Need or want to work rather than go to school? Looking for a promotion?

North Iowa Area Community College offers IT certificates that provide hands-on experience where you can complete a certificate in as little as three months to one year. Each certificate is designed to give you foundational skills to help you get ahead. And, if you choose to further your education at a later date, all of your certificates transfer into two-year degree Information Technology programs here at NIACC.

Many certificates are available with on-line, night, and coming soon Webinar-style classes so that you can complete your certificate program providing the flexibility you need in your busy life.

### Foundations of Technology Certificate

#### Required Courses/Suggested Schedule

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

\*This course should be taken if bridging into IT Programs.

### Web Content Certificate

#### Required Courses/Suggested Schedule

CIS-210	Web Development I.....	3 s.h.
GRA-158	Web Multimedia .....	3 s.h.
GRA-108	Visual Communications.....	3 s.h.
GRA-299	Electronic Portfolio*.....	3 s.h.
<b>Total Program Hours</b>		<b>12 s.h.</b>

\*It is preferred that students take GRA-299, Electronic Portfolios, in their last term.

### Basic Computer Diagnostics Certificate

#### Required Courses/Suggested Schedule

CFR-100	Computer Forensics.....	3 s.h.
GRA-299	Electronic Portfolio*.....	3 s.h.
NET-113	IT Essentials I.....	4 s.h.
NET-304	Microsoft Workstation OS .....	4 s.h.
<b>Total Program Hours</b>		<b>14 s.h.</b>

\*It is preferred that students take GRA-299, Electronic Portfolios, in their last term.

### Career Opportunities

[Why get an Information Technology Certificate?](#)

[What is the employment outlook if I get an IT certificate?](#)

[Find out about the program, school environment, and curriculum.](#)

## Foundations of Security Certificate

#### Required Courses/Suggested Schedule

CFR-100	Computer Forensics.....	3 s.h.
GRA-299	Electronic Portfolio*.....	3 s.h.
NET-113	IT Essentials I.....	4 s.h.
NET-613	Information Data Assurance.....	3 s.h.
<b>Total Program Hours</b>		<b>13 s.h.</b>

\*It is preferred that students take GRA-299, Electronic Portfolio, in their last term.

## Video Game Testing Certificate

#### Required Courses/Suggested Schedule

BCA-185	Beginning Web Page Development.....	3 s.h.
CIS-155	Intro to Video Game Testing .....	3 s.h.
CIS-156	Testing Concepts .....	4 s.h.
GRA-299	Electronic Portfolio* .....	3 s.h.
<b>Total Program Hours</b>		<b>13 s.h.</b>

\*It is preferred that students take GRA-299, Electronic Portfolio, in their last term.

## Project Management Certificate

#### Required Courses/Suggested Schedule

BCA-259	Project Management Software .....	2 s.h.
BCA-170	Personal Information Management .....	2 s.h.
GRA-299	Electronic Portfolio* .....	3 s.h.
NET-743	Fundamental Project Management .....	4 s.h.
<b>Total Program Hours</b>		<b>11 s.h.</b>

\*It is preferred that students take GRA-299, Electronic Portfolio, in their last term.

## SOHO Computer Management Certificate (Small Office/Home Office)

#### Required Courses/Suggested Schedule

BCA-170	Personal Information Management .....	2 s.h.
GRA-299	Electronic Portfolio* .....	3 s.h.
NET-112	Home/Office Computer Management .....	3 s.h.
NET-117	Home/Office Network Management.....	3 s.h.
<b>Total Program Hours</b>		<b>11 s.h.</b>

\*It is preferred that students take GRA-299, Electronic Portfolio, in their last term.

## SOHO Network Management Certificate (Small Office/Home Office)

#### Required Courses/Suggested Schedule

GRA-299	Electronic Portfolio* .....	3 s.h.
NET-117	Home/Office Network Management.....	3 s.h.
NET-149	Business Network Management.....	3 s.h.
NET-304	Microsoft Workstation OS .....	4 s.h.
<b>Total Program Hours</b>		<b>13 s.h.</b>

\*It is preferred that students take GRA-299, Electronic Portfolio, in their last term.

## Business Technology Specialization

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

Placement requirements for this program are found on page 32.

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

### Required Courses/Suggested Schedule

#### First Year

##### First Term

BCA-101	Introduction to Computers & Information Systems	3 s.h.
ENG-102	Composition & Speech I	4 s.h.
NET-112	Home/Office Computer Management	3 s.h.
	Information Technology Elective(s)**	3 s.h.
	Humanities/Social Science Elective	3 s.h.
		16 s.h.

##### Second Term

BUS-151	Introduction to E-Commerce	3 s.h.
BCA-185	Beginning Web Page Development	3 s.h.
	OR CIS-210, Web Development I (3 s.h.)	
ENG-103	Composition & Speech II	4 s.h.
	Information Technology Elective(s)**	3 s.h.
	Humanities/Social Science Elective	3 s.h.
		16 s.h.

#### Second Year

##### Third Term

	Information Technology Elective(s)**	5 s.h.
	Business Elective	3 s.h.
	Humanities/Social Science Elective	3 s.h.
	Natural Science/Mathematics Elective	3 s.h.
		14 s.h.

##### Fourth Term

GRA-299	Electronic Portfolio	3 s.h.
	Information Technology Electives(s)**	3 s.h.
	Business Elective	9 s.h.
		15 s.h.
	<b>Total Program Hours</b>	<b>61 s.h.</b>

### Career Opportunities

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

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

*(Click on any of the links below to see information videos)*

[What does a Business Technology professional do?](#)

[What is the employment outlook for a Business Technology professional?](#)

[Find out about the program, school environment, and curriculum.](#)

### Recommended Business Elective Courses:

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

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

^Prerequisite BUS-107 Business Careers

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

BCA-103	Management Information Systems	3 s.h.
BCA-185	Beginning Web Page Development	3 s.h.
CIS-119	Introduction to Programming	4 s.h.
CIS-125	Intro to Programming Logic With Language	3 s.h.
CIS-210	Web Development I	3 s.h.
CIS-232	Web Development II	1 s.h.
GRA-108	Visual Communication	3 s.h.
GRA-151	Web Design	3 s.h.
NET-113	IT Essentials I	4 s.h.
NET-117	Home/Office Network Management	3 s.h.
NET-213	CISCO Networking	4 s.h.
NET-304	Windows Workstation Operating Systems	4 s.h.

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

### Business Internships

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

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

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

## Desktop Systems Specialization (Software)

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

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

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

Placement requirements for this program are found on page 32.

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



### Career Opportunities

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

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

*(Click on any of the links below to see information videos)*

[What does a Desktop Systems professional do?](#)

[What is the employment outlook for a Desktop Systems professional?](#)

[Find out about the program, school environment, and curriculum.](#)

### Required Courses/Suggested Schedule

#### First Year

##### First Term (Fall Semester)

BCA-129	Basic Word Processing.....	2 s.h.
BCA-174	Basic Presentation Software.....	1 s.h.
BCA-215	Computer Business Applications .....	3 s.h.
ENG-102	Composition & Speech I .....	4 s.h.
NET-113	IT Essentials I.....	4 s.h.
	OR NET-112 Home/Office Computer Management (3 s.h.)	
NET-117	Home/Office Network Management.....	3 s.h.
		16-17 s.h.

##### Second Term (Spring Semester)

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

##### Third Term (Summer)

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

#### Second Year

##### Fourth Term (Fall Semester)

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

##### Fifth Term (Spring Semester)

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

**Total Program Hours**

**64-65 s.h.**

### Business Internships

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

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

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

## IST/Accounting Specialization

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

Placement requirements for this program are found on page 32.

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



### Career Opportunities

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

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

*(Click on any of the links below to see information videos)*

[What does an IST/Accounting professional do?](#)

[What is the employment outlook for an IST/Accounting professional?](#)

[Find out about the program, school environment, and curriculum.](#)

### Required Courses/Suggested Schedule

#### First Year

##### First Term (Fall Semester)

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
BCA-101	Introduction to Computers & Information Systems.....	3 s.h.
BUS-102	Introduction to Business.....	3 s.h.
NET-113	IT Essentials I.....	4 s.h.
NET-117	Home/Office Network Management.....	3 s.h.
		16 s.h.

##### Second Term (Spring Semester)

ACC-121	Principles of Accounting I.....	3 s.h.
	OR ACC-122 Principles of Accounting II (3 s.h.)	
BCA-152	Comprehensive Spreadsheets.....	3 s.h.
NET-304	Windows Workstation Operating Systems.....	4 s.h.
	OR NET-112 Home/Office Computer Management (3 s.h.)	
NET-743	Fundamental Project Management.....	4 s.h.
	Natural Science/Mathematics Elective(s).....	3 s.h.
		16-17 s.h.

##### Third Term (Summer)

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

#### Second Year

##### Fourth Term (Fall Semester)

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

##### Fifth Term (Spring Semester)

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

Total Program Hours

73-77 s.h.

### Business Internships

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

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

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

## Network Administration and Security Specialization

The Network Administration and Security Specialization prepares students to install, configure, operate, and troubleshoot medium-sized route and switched networks, along with workstation installation, management of servers, and general maintenance of all devices on a network. This network professional demonstrates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats.

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

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

Placement requirements for this program are found on page 32.

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

### Career Opportunities

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

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

*(Click on any of the links below to see information videos)*

[What is a Network Administrator/Security professional?](#)

[What is the Networking/Security employment outlook?](#)

[Find out about the program, school environment, and curriculum.](#)



### Required Courses/Suggested Schedule

#### First Year

##### First Term (Fall Semester)

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

##### Second Term (Spring Semester)

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

##### Third Term (Summer)

NET-136	Operating Systems II.....	3 s.h.
	OR CFR-100 Computer Forensics I (3 s.h.)	
	Humanities/Social Science Elective(s).....	3 s.h.
		6 s.h.

#### Second Year

##### Fourth Term (Fall Semester)

NET-201	Network LANs and WANs.....	5 s.h.
NET-314	Windows Server.....	4 s.h.
NET-613	Information Data Assurance.....	3 s.h.
	Natural Science/Mathematics Elective(s).....	3 s.h.
		15 s.h.

##### Fifth Term (Spring Semester)

###### Network Administration Concentration

GRA-299	Electronic Portfolio.....	3 s.h.
NET-635	Ethical Hacking.....	3 s.h.
NET-215	CISCO Network Security.....	4 s.h.
NET-324	Windows Network Management.....	4 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		17 s.h.

**Total Program Hours** 72 s.h.

### Business Internships

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

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

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

## PC Technician Specialization (Hardware)



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

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

Placement requirements for this program are found on page 32.

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

### Career Opportunities

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

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

*(Click on any of the links below to see information videos)*

[What does a PC Technician do?](#)

[What is the employment outlook for a PC Technician?](#)

[Find out about the program, school environment, and curriculum.](#)

### Required Courses/Suggested Schedule

#### First Year

##### First Term (Fall Semester)

BCA-215	Computer Business Applications .....	3 s.h.
BUS-107	Business Careers* .....	1 s.h.
NET-113	IT Essentials I* .....	4 s.h.
NET-117	Home/Office Network Management .....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		14 s.h.

##### Second Term (Spring Semester)

ENG-102	Composition & Speech I .....	4 s.h.
NET-133	IT Essentials II.....	4 s.h.
NET-304	Windows Workstation Operating Systems.....	4 s.h.
NET-743	Fundamental Project Management.....	4 s.h.
		16 s.h.

##### Third Term (Summer)

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

#### Second Year

##### Fourth Term (Fall Semester)

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

##### Fifth Term (Spring Semester)

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

#### Total Program Hours

64 s.h.

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

### Business Internships

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

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

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

## Software and Video Game Testing Specialization

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

Placement requirements for this program are found on page 32.

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

### Career Opportunities

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

*(Click on any of the links below to see information videos)*

[What does a Software and Video Game Tester do?](#)

[What is the employment outlook for a Software and Video Game Tester?](#)

[Find out about the program, school environment, and curriculum.](#)

### Required Courses/Suggested Schedule

#### First Year

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

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

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

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

#### Second Year

##### *Third Term (Fall Semester)*

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

##### *Fourth (Spring Semester)*

CIS-275	Advanced Testing Concepts.....	2 s.h.
CIS-276	Testing Cases.....	4 s.h.
GRA-299	Electronic Portfolio.....	3 s.h.
NET-743	Fundamental Project Management.....	4 s.h.
	Humanities/Social Science Elective(s).....	6 s.h.
		19 s.h.

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



# NIACC

INFORMATION TECHNOLOGY  
COURSES

## NIACC Information Technology

Think, Create, Explore....

- Build a Computer
- Create Animations
- Start an Internet company
- Write computer programs
- Test Video Games
- Design a Magazine
- Network an International Company
- Create Web pages



**NIACC First**

**Then tackle  
the  
world!**

## Graphic Design

As a designer or graphic artist, creativity is crucial. Designers must possess a strong sense of aesthetics, color and detail, along with a sense of balance, proportion and beauty. Designers must produce designs that are appropriate for a given context and in accordance to the needs of the client, the ultimate function for which the design is intended, and its appeal to customer and user audience. The pieces created by professional designers are often the main media used to successfully market products and services and strongly influence buying decisions.

NIACC offers two tracks in Graphic Design. **Graphic Media Design** is a two-year program that prepares designers to get out in the real world quickly and find employment. (The courses you need for the Graphic Media Design degree are spelled out on the next page.) If you are thinking you might want to ultimately earn a four-year degree in art and design, take a look at the **Graphic Design Transfer Track** degree.

### Graphic Media Design

**Graphic Media Design** graduates design and create a wide variety of materials including logos, business cards, web sites, animations, mailers, brochures, signage, podcasts, packaging, labels, display booths, and more. Upon completion of the program, graduates find jobs as:

- Graphic Designers
- Production Artists
- Screenprinters
- Advertising Layout
- Web Site Developers
- Multimedia Designers
- Web Consultants
- Print Industry

This degree also provides the graduate with the tools needed to become freelance artists, working from their homes or offices, creating artistic solutions for several clients at once. Some graduates also opt for continuing their education by transferring to a four-year institution for additional training.

Placement requirements for these programs are found on page 32.

**Upon completion of the Graphic Media Design curriculum with an average grade point of 2.0 (C), the student is awarded an Associate in Science (Business/Information Systems Technology) Degree.**

### Graphic Design Transfer Track

Designed to make transfer to a four-year school easy and inexpensive, the Associate of Arts degree satisfies all requirements for General Education. The Associate of Arts degree described below also builds a strong foundation in art and design for transfer into a four-year design program.

- **Graphic Design Transfer Track**  
(Click here to see Sample Schedule for transfer to four-year colleges)



### Business Internships

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

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

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

## Graphic Media Design

### Required Courses/Suggested Schedule

#### First Year

##### First Term (Fall Semester)

ART-120	Two-Dimensional Design .....	3 s.h.
ART-133	Drawing I .....	3 s.h.
CIS-210	Web Development I .....	3 s.h.
ENG-102	Composition & Speech I .....	4 s.h.
GRA-134	Digital Photography .....	3 s.h.
		16 s.h.

##### Second Term (Spring Semester)

ART-115	Graphic Design .....	3 s.h.
BUS-151	Intro to E-Commerce .....	3 s.h.
BUS-159	Internet Law, Copyright, and Computer Ethics .....	1 s.h.
GRA-108	Visual Communication .....	3 s.h.
NET-112	Home/Office Computer Management .....	3 s.h.
	OR NET-117 Home/Office Network Management .....	3 s.h.
	Two Application Courses (from the list at right)* .....	2 s.h.
		15 s.h.

##### Third Term (Summer Semester)

	Three Application Courses (from the list at right)* .....	3 s.h.
		3 s.h.

#### Second Year

##### Fourth Term (Fall Semester)

GRA-123	Principles of Illustration .....	3 s.h.
GRA-158	Web Multimedia .....	3 s.h.
GRA-166	Web Animation .....	3 s.h.
GRA-173	Typography .....	3 s.h.
	Graphic Media Design Elective(s) (from the list at right)* .....	3 s.h.
		15 s.h.

##### Fifth Term (Spring Semester)

ART-131	Digital Publication Design .....	3 s.h.
ENG-103	Composition & Speech II .....	4 s.h.
GRA-194	Design Studio Applications .....	3 s.h.
GRA-299	Electronic Portfolio .....	3 s.h.
	Math/Natural Science Elective(s) .....	3 s.h.
		16 s.h.

**Total Program Hours** **65 s.h.**



#### \*Application Courses

BCA-729	Search Engine Optimization .....	1 s.h.
BCA-775	JavaScript Programming for the Web .....	1 s.h.
BCA-778	AJAX Basics .....	1 s.h.
CIS-232	Web Development II .....	1 s.h.
GRA-761	Dreamweaver Basics .....	1 s.h.
GRA-762	Flash Basics .....	1 s.h.
GRA-763	Fireworks Basics .....	1 s.h.
GRA-764	Illustrator Basics .....	1 s.h.
GRA-765	InDesign Basics .....	1 s.h.
GRA-766	Photoshop Basics .....	1 s.h.

The Application Courses listed above are all open entry/open exit. That means you can sign up for these classes at any time and start and end them around your schedule.

#### Graphic Media Design Electives

ART-116	Graphic Design II .....	3 s.h.
CIS-125	Introduction to Programming Logic with Language .....	3 s.h.

Students are expected to complete a set of courses from the above list. It is the student's choice as to which courses to take, but students are encouraged to take the courses that will best fit their individual needs and post-graduation plans.

So you want to become a graphic designer, maybe a production artist or ad designer? The best electives for careers like these might include:

- ART-116 Graphic Design II
- GRA-761 Dreamweaver Basics
- GRA-762 Flash Basics
- GRA-763 Fireworks Basics
- GRA-764 Illustrator Basics
- GRA-765 InDesign Basics
- GRA-766 Photoshop Basics

Or maybe you are looking to focus on the Web. If so, try these electives:

- BCA-729 Search Engine Optimization
- BCA-775 JavaScript Programming for the Web
- BCA-778 AJAX Basics
- CIS-125 Introduction to Programming Logic with Language
- GRA-761 Dreamweaver Basics
- GRA-763 Fireworks Basics
- GRA-766 Photoshop Basics

Want to know a secret? To be the most employable, take a variety of courses and create a wider base of knowledge. Many businesses are looking for people that can do more than one thing.

### Career Opportunities

*(Click on any of the links below to see information videos)*

[What is a Graphic Media Design professional?](#)

[What is the employment outlook for a Graphic Media Design professional?](#)

[Find out about the program, school environment, and curriculum.](#)



## Entrepreneurship and Small Business Management

Want to make a million dollars, be the next Bill Gates, or be your own boss? The Entrepreneurship and Small Business Management Program provides students with an understanding of the many facets of entrepreneurship. Students will learn the process of identifying a business opportunity and developing an organization to establish a new venture. The curriculum will provide students with the proper tools to evaluate the feasibility of a new venture and to identify the available resources for assisting an entrepreneur during the start-up phase of the business.

### Career Opportunities:

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

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



### Required Courses/Suggested Schedule

#### First Year

##### First Term

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

##### Second Term

ACC-121	Principles of Accounting I.....	3 s.h.
BUS-142	Planning the Entrepreneurial Venture.....	3 s.h.
ENG-103	Composition & Speech II .....	4 s.h.
MKT-110	Principles of Marketing.....	3 s.h.
MKT-140	Principles of Selling.....	3 s.h.
		16 s.h.

#### Second Year

##### Third Term

ACC-122	Principles of Accounting II.....	3 s.h.
BUS-185	Business Law I.....	3 s.h.
ECN-120	Principles of Macroeconomics .....	3 s.h.
MGT-101	Principles of Management .....	3 s.h.
	Elective(s) .....	3 s.h.
		15 s.h.

##### Fourth Term

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

BUS-225C*	Business Internships .....	3 s.h.
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**Total Program Hours 61 s.h.**

\* Prerequisite: BUS-107 Business Careers. Please meet with your advisor in the Pappajohn Center prior to scheduling this class. May be taken during your summer session, third or fourth semester.

#### To add A.A. Degree:

Move 4 s.h. of electives to General Education Core	
Add 13 s.h. of General Education Core	
Total .....	17 s.h.



**Business Internships**

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

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

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

**The Pappajohn Entrepreneurial Certificate**

The John Pappajohn Entrepreneurial Certificate is designed for the aspiring student entrepreneur and is ideal for any student who someday would like to own and operate a business of his or her own.

**Career Opportunities:**

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

**Strengths:**

Students will be able to explore a new business idea, conduct market research, prepare marketing and financial plans, and learn basic skills on how to own, operate, and manage the business.

**Required Courses/Suggested Schedule**

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

## Banking, Insurance, and Financial Management



Drive a car? Rent or own a home? Manage a Fortune 500 company? Chances are you answered yes to at least one of those questions. Banking, Insurance and Financial Management are everywhere and savvy students can use this training to their career advantage. A Banking, Insurance and Financial Management Degree will provide students with the fundamental knowledge, skills and tools necessary to move into their career or advance in their educational program. Improve your own personal balance sheet with an A.S.B. degree in NIACC's Banking, Insurance and Financial Management.

### Career Opportunities:

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

- Management
- Customer Service
- Sales
- Commercial Bankers/Lenders
- Financial Analysts
- Investment Bankers
- Private Wealth Managers

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

Upon satisfactory completion of the first year of the curriculum with a grade point average of 2.00 (C) or above, the student is awarded a diploma.

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

### Business Internships

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

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

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

### Required Courses/Suggested Schedule

#### First Year

##### First Term

ACC-121	Principles of Accounting I.....	3 s.h.
	OR ACC-111 Introduction to Accounting (3 s.h.) <i>if necessary</i>	
BCA-215	Computer Business Applications .....	3 s.h.
	OR BCA-101 Introduction to Computers and Information Systems (3 s.h.)	
BUS-102	Introduction to Business.....	3 s.h.
BUS-161	Human Relations.....	3 s.h.
ENG-102	Composition & Speech I .....	4 s.h.
		16 s.h.

##### Second Term

ACC-122*	Principles of Accounting II.....	3 s.h.
BUS-260	Introduction to Insurance .....	3 s.h.
ENG-103	Composition & Speech II .....	4 s.h.
FIN-101	Principles of Banking .....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		16 s.h.

\*Prerequisite: ACC-121 Principles of Accounting I

#### Second Year

##### Third Term

BUS-185	Business Law I.....	3 s.h.
BUS-266	Property and Casualty Insurance.....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
	Natural Science/Mathematics .....	3 s.h.
	Elective(s) .....	3 s.h.
		15 s.h.

##### Fourth Term

BCA-152	Comprehensive Spreadsheets.....	3 s.h.
BUS-186	Business Law II.....	3 s.h.
BUS-267	Life, Health, & Disability Insurance .....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
	Elective(s) .....	3 s.h.
		15 s.h.

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

### Recommended Elective Courses

ACC-135	Personal Income Tax.....	3 s.h.
ACC-311	Computer Accounting.....	3 s.h.
ADM-123	Document Formatting.....	3 s.h.
ADM-131	Office Calculators.....	1 s.h.
BUS-107	Business Careers.....	1 s.h.
BUS-134	The Successful Entrepreneur .....	2 s.h.
BUS-136	Creativity, Innovation, and Opportunity Analysis.....	2 s.h.
BUS-142	Planning the Entrepreneurial Venture .....	3 s.h.
<b>BUS-225</b>	<b>Business Internships (Prereq: BUS-107 Business Careers) 1-5 s.h.</b>	
ECN-120	Principles of Macroeconomics .....	3 s.h.
ECN-130	Principles of Microeconomics .....	3 s.h.
MGT-101	Principles of Management .....	3 s.h.
MKT-110	Principles of Marketing.....	3 s.h.
MKT-140	Principles of Selling.....	3 s.h.
POL-111	American National Government.....	3 s.h.
POL-112	American, State, & Local Government .....	3 s.h.

For additional Business electives, see pages 132-133.

## General Business

The General Business Program provides the student with a broad base of knowledge to assume a wide variety of professional business positions in our ever-changing business environment.

### Career Opportunities:

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

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

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

### Employment Outlook:

Whether a business is not-for-profit, governmental, or an international corporation, it needs people with skills in general business. All organizations offer careers that rely heavily on effective business management techniques, making general business an excellent foundation.

### Strengths:

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.

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

### Business Internships

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

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

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

## Required Courses/Suggested Schedule

### First Year

#### First Term

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

#### Second Term

BUS-186	Business Law II.....	3 s.h.
ECN-130	Principles of Microeconomics .....	3 s.h.
ENG-103	Composition & Speech II .....	4 s.h.
MAT-156	Introduction to Statistics.....	3 s.h.
	Elective(s) .....	3 s.h.
		16 s.h.

### Second Year

#### Third Term

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

#### Fourth Term

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

**Total Program Hours**

**60 s.h.**

### Recommended Elective Courses

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

For additional Business electives, see pages 132-133.

## Hospitality/Food Service Management



Does a career in Hospitality/Food Service Management sound appetizing? This program is designed to give students the option of articulation to a four-year institution or employment upon graduation. Graduates will be prepared for careers in food preparation, entry-level supervision or management positions, as well as food marketing or food distribution sales representatives.

### Career Opportunities:

A wide variety of employment opportunities are available including:

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

### Employment Outlook:

Bureau of Labor Statistics (BLS) data shows the field of food management, particularly in institutions such as schools, hospitals, nursing homes, restaurants, hotels, and prisons, to be in the top ten job growth areas by 2012.

Students who complete the first year, as well as Business Internships, with a grade point average of 2.00 (C) or above are awarded a NIACC diploma. Students can also go on to earn an Associate in Applied Science degree with an emphasis in Hospitality/Food Service Management.

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

### Business Internships

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

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

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

### Required Courses/Suggested Schedule

#### First Year

##### First Term

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

BUS-225 Business Internships+ (Prereq: BUS-107 Business Careers) . 4 s.h.  
A student may enroll in this course in any term.

##### Second Term

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

#### Second Year

##### Third Term

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

##### Fourth Term

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

**Total Program Hours 63 s.h.**

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

^ Prerequisite BUS-107 Business Careers

### Recommended Electives

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

For additional Business electives, see pages 132-133.

## Marketing and Sales

*(Pending approval by the Department of Education)*

The Marketing and Sales Degree helps students explore several important areas of an organization, including marketing, promotion and sales. To successfully communicate an idea, to serve the needs of your customers more effectively, and to be competitive in the marketplace, learning effective selling skills is essential for everyone. From the CEO to the Administrative Assistant, everyone in every company is selling every hour of every day whether they are aware of this fact or not!

### Career Opportunities:

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

- Sales Representative
- Department Manager
- Store Manager
- Promotion/Advertising
- Merchandise Buying/Planning
- Sales
- Human Resources Management

### Strengths:

Marketing is an attitude, philosophy, and perspective that stresses customer relationships to provide satisfaction. Marketing plays an important role in society, is important to business, and offers outstanding career opportunities.

Upon satisfactory completion of the first year of the curriculum with a grade point average of 2.00 (C) or above, the student is awarded a diploma.

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

### Business Internships

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

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

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

### Required Courses/Suggested Schedule

#### First Year

##### *First Term*

ACC-121	Principles of Accounting I.....	3 s.h.
	OR ACC-111 Introduction to Accounting (3 s.h.)	
BCA-215	Computer Business Applications .....	3 s.h.
	OR BCA-101 Introduction to Computers and Information Systems (3 s.h.)	
BUS-102	Introduction to Business.....	3 s.h.
BUS-161	Human Relations.....	3 s.h.
ENG-102	Composition & Speech I .....	4 s.h.
		16 s.h.

##### *Second Term*

BUS-121	Business Communications.....	3 s.h.
ENG-103	Composition & Speech II .....	4 s.h.
MKT-110	Principles of Marketing.....	3 s.h.
MKT-140	Principles of Selling.....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		16 s.h.

#### Second Year

##### *Third Term*

BUS-107	Business Careers.....	1 s.h.
BUS-185	Business Law I.....	3 s.h.
MKT-160	Principles of Retailing .....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
	Natural Science/Mathematics Elective(s) .....	3 s.h.
	Elective(s) .....	2 s.h.
		15 s.h.

##### *Fourth Term*

BCA-152	Comprehensive Spreadsheets.....	3 s.h.
BUS-225	Business Internships .....	3 s.h.
MKT-150	Principles of Advertising.....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
	Elective(s) .....	3 s.h.
		15 s.h.

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

#### *Recommended Electives*

ADM-131	Office Calculators.....	1 s.h.
BUS-134	The Successful Entrepreneur .....	2 s.h.
BUS-136	Creativity, Innovation, and Opportunity Analysis.....	2 s.h.
BUS-142	Planning the Entrepreneurial Venture.....	3 s.h.
BUS-298	Seminar in Entrepreneurship .....	3 s.h.
BUS-186	Business Law II.....	3 s.h.
ECN-120	Principles of Macroeconomics .....	3 s.h.
ECN-130	Principles of Microeconomics .....	3 s.h.
MAT-710	Business & Financial Math.....	2 s.h.
MGT-101	Principles of Management .....	3 s.h.
MGT-130	Principles of Supervision.....	3 s.h.
MGT-170	Human Resource Management .....	3 s.h.
MKT-170	Retail Buying.....	3 s.h.
SPC-111	Public Speaking .....	2 s.h.

For additional Business electives, see pages 132-133.

## Sport Management



Did you know that "sports" is a \$200 billion dollar industry in the U.S. alone? Those dollars spell opportunity for students with a love of sports and ability to organize and manage. In the exciting Sport Management Program, which combines a solid business foundation with experiential learning, you'll be able to start your career running.

### Career Opportunities:

Career opportunities include, but are not limited to:

- Athletic Director
- Municipal Parks and Recreational Sport Leadership
- Sport Management
- Sport Marketing
- Sport Facility Management
- Sport Event Management
- Tourism Director
- Community/Voluntary Agency Sport Programming

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

### Business Internships

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

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

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

### Required Courses/Suggested Schedule

#### First Year

##### First Term

BUS-102	Introduction to Business.....	3 s.h.
ENG-102	Composition & Speech I.....	4 s.h.
MGT-220	Introduction to Sport Management.....	3 s.h.
	Elective(s) .....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
		16 s.h.

##### Second Term

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

#### Second Year

##### Third Term

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

##### Fourth Term

BUS-185	Business Law I.....	3 s.h.
BUS-225	Business Internships*.....	3 s.h.
MGT-101	Principles of Management .....	3 s.h.
	Humanities/Social Science Elective(s).....	3 s.h.
	Elective(s) .....	3 s.h.
		15 s.h.

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

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

#### Elective Business Courses:

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

#### Recommended Physical Education Courses:

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

## Supervision and Management

The Supervision and Management 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.

### Career Opportunities:

Occupational titles include:

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

### Strengths:

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 satisfactory completion of the first year of the curriculum with a grade point average of 2.00 (C) or above, the student is awarded a diploma.

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

### Business Internships

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

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

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

### Required Courses/Suggested Schedule

#### First Year

##### *First Term*

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

##### *Second Term*

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

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

#### Career Option

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

#### Second Year

##### *Third Term*

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

##### *Fourth Term*

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

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

#### Recommended Electives:

ACC-135	Personal Income Tax.....	3 s.h.
BCA-152	Comprehensive Spreadsheets.....	3 s.h.
<b>BUS-107</b>	<b>Business Careers.....</b>	<b>1 s.h.</b>
BUS-134	The Successful Entrepreneur .....	2 s.h.
BUS-136	Creativity, Innovation, and Opportunity Analysis.....	2 s.h.
BUS-142	Planning the Entrepreneurial Venture.....	3 s.h.
<b>BUS-225</b>	<b>Business Internships (Prereq: BUS-107 Business Careers)</b>	<b>1-5 s.h.</b>
BUS-298	Seminar in Entrepreneurship .....	3 s.h.

For additional Business electives, see pages 132-133.

## Administrative Office Associate - Diploma

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

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

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

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



### Required Courses/Suggested Schedule

#### First Year

##### First Term

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

\* Prerequisite: Keyboarding skill of 30 wpm with 3 errors or less is recommended.

##### Second Term

ADM-162**	Office Procedures .....	3 s.h.
BCA-152*	Comprehensive Spreadsheets.....	3 s.h.
BUS-107	Business Careers.....	1 s.h.
	Business Electives .....	8 s.h.
		15 s.h.

\* Prerequisite: BCA-215 or BCA-101

\*\* Prerequisite: BCA-129 and BUS-121

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

#### Recommended Electives:

BCA-136	Advanced Word Processing.....	3 s.h.
BCA-163	Microsoft Access .....	1 s.h.
BCA-170	Personal Information Management.....	2 s.h.
BCA-174	Basic Presentation Software.....	1 s.h.
BCA-185	Beginning Web Page Development .....	3 s.h.
BUS-102	Introduction to Business.....	3 s.h.
BUS-161	Human Relations.....	3 s.h.
<b>BUS-225</b>	<b>Business Internships.....</b>	<b>1-5 s.h.</b>
NET-112	Home/Office Computer Management .....	3 s.h.

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

For additional Business electives, see pages 132-133.

### Career Opportunities

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

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

### Business Internships

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

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

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

## Administrative Office Specialist - Degree

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

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



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

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

### Career Opportunities

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

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

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

### Business Internships

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

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

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

### Required Courses/Suggested Schedule

#### First Year

##### First Term

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

\* Prerequisite: Keyboarding skill of 30 wpm with 3 errors or less is recommended.

##### Second Term

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

#### Second Year

##### Third Term

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

##### Fourth Term

ADM-162***	Office Procedures.....	3 s.h.
BCA-136*	Advanced Word Processing.....	3 s.h.
BCA-152**	Comprehensive Spreadsheets.....	3 s.h.
BUS-107	Business Careers.....	1 s.h.
	Business Elective(s).....	2 s.h.
	Natural Science/Mathematics Elective(s).....	3 s.h.
		15 s.h.

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

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

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

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

#### Recommended Electives:

BCA-163	Microsoft Access.....	1 s.h.
BCA-170	Personal Information Management.....	2 s.h.
BCA-174	Basic Presentation Software.....	1 s.h.
BCA-185	Beginning Web Page Development.....	3 s.h.
BUS-102	Introduction to Business.....	3 s.h.
BUS-161	Human Relations.....	3 s.h.
<b>BUS-225</b>	<b>Business Internships.....</b>	<b>1-5 s.h.</b>
MGT-101	Principles of Management.....	3 s.h.
MKT-110	Principles of Marketing.....	3 s.h.
NET-112	Home/Office Computer Management.....	3 s.h.

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

For additional Business electives, see pages 132-133.

## Legal Office Associate - Diploma



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

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

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

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

### Business Internships

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

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

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

### Required Courses/Suggested Schedule

#### First Year

##### *First Term*

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

\* Prerequisite: Keyboarding skill of 30 wpm with 3 errors or less is recommended.

##### *Second Term*

ADM-162*	Office Procedures .....	3 s.h.
ADM-185	Legal Terminology and Transcription .....	2 s.h.
BUS-107	Business Careers.....	1 s.h.
BUS-185	Business Law I.....	3 s.h.
	Business Electives .....	6 s.h.
		15 s.h.

\* Prerequisites: BCA-129 and BUS-121

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

#### *Recommended Electives:*

BCA-136	Advanced Word Processing.....	3 s.h.
BCA-152	Comprehensive Spreadsheets.....	3 s.h.
BCA-163	Microsoft Access .....	1 s.h.
BCA-170	Personal Information Management.....	2 s.h.
BCA-174	Basic Presentation Software.....	1 s.h.
BCA-185	Beginning Web Page Development.....	3 s.h.
BUS-102	Introduction to Business.....	3 s.h.
BUS-161	Human Relations.....	3 s.h.
<b>BUS-225</b>	<b>Business Internships.....</b>	<b>1-5 s.h.</b>
NET-112	Home/Office Computer Management .....	3 s.h.

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

For additional Business electives, see pages 132-133.

### Career Opportunities

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

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

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

## Legal Office Specialist - Degree



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

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

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

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

### Career Opportunities

Successful graduates can find opportunities in the following occupational areas:

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

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

### Business Internships

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

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

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

## Required Courses/Suggested Schedule

### First Year

#### First Term

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

\* Prerequisite: Keyboarding skill of 30 wpm with 3 errors or less is recommended.

#### Second Term

BCA-129	Basic Word Processing.....	2 s.h.
BUS-107	Business Careers.....	1 s.h.
ENG-103	Composition & Speech II.....	4 s.h.
	Business Elective(s).....	3 s.h.
	Humanities/Social Science Elective(s).....	6 s.h.
		16 s.h.

### Second Year

#### Third Term

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

#### Fourth Term

ADM-162*	Office Procedures.....	3 s.h.
ADM-185	Legal Terminology and Transcription.....	2 s.h.
BCA-136**	Advanced Word Processing.....	3 s.h.
BCA-152***	Comprehensive Spreadsheets.....	3 s.h.
	Business Elective(s).....	4 s.h.
		15 s.h.

\* Prerequisites: BCA-129 and BUS-121

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

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

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

#### Recommended Electives:

BCA-163	Microsoft Access.....	1 s.h.
BCA-170	Personal Information Management.....	2 s.h.
BCA-174	Basic Presentation Software.....	1 s.h.
BCA-185	Beginning Web Page Development.....	3 s.h.
BUS-102	Introduction to Business.....	3 s.h.
BUS-161	Human Relations.....	3 s.h.
BUS-186	Business Law II.....	3 s.h.
<b>BUS-225</b>	<b>Business Internships.....</b>	<b>1-5 s.h.</b>
MGT-101	Principles of Management.....	3 s.h.
NET-112	Home/Office Computer Management.....	3 s.h.

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

For additional Business electives, see pages 132-133.

## Medical Coding - Diploma

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

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

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

### Career Opportunities

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

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

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

### Business Internships

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

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

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

### Required Courses/Suggested Schedule

#### First Year

##### First Term

BCA-129	Basic Word Processing.....	2 s.h.
BUS-121	Business Communications.....	3 s.h.
HIT-246	Coding I (ICD-9).....	3 s.h.
HSC-120	Medical Terminology I.....	3 s.h.
HSC-144	Basic Pharmacology.....	2 s.h.
HSC-150	Body Structure & Function.....	4 s.h.
		17 s.h.

##### Second Term

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

\* Prerequisites: BCA-129 and BUS-121

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

#### Recommended Electives:

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

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

For additional Business electives, see pages 132-133.



## Medical Office Associate - Diploma

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

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

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

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

### Career Opportunities

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

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

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



### Required Courses/Suggested Schedule

#### First Year

##### First Term

BCA-129	Basic Word Processing.....	2 s.h.
BUS-121	Business Communications.....	3 s.h.
HSC-120	Medical Terminology I.....	3 s.h.
HSC-144	Basic Pharmacology.....	2 s.h.
HSC-150	Body Structure & Function.....	4 s.h.
		14 s.h.

##### Second Term

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
ADM-123***	Document Formatting.....	3 s.h.
ADM-131	Office Calculators.....	1 s.h.
ADM-215**	Medical Office Procedures.....	3 s.h.
BUS-107	Business Careers.....	1 s.h.
HIT-210*	Basic Medical Insurance & Coding.....	2 s.h.
	OR HIT-246, Coding I (3 s.h.) and HIT-247, Coding II (3 s.h.)	
HSC-121	Medical Terminology II.....	3 s.h.
		16 s.h.

\* Prerequisites: HSC-150 and HSC-120

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

\*\*\* Prerequisite: Keyboarding skill of 30 wpm with 3 errors or less is recommended.

**Total Program Hours**

**30 s.h.**

### Business Internships

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

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

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

## Medical Office Specialist - Degree



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

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

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

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

### Business Internships

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

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

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

### Required Courses/Suggested Schedule

#### First Year

##### *First Term*

ACC-111	Introduction to Accounting.....	3 s.h.
	OR ACC-121 Principles of Accounting I (3 s.h.)	
ADM-123*	Document Formatting.....	3 s.h.
ENG-102	Composition & Speech I.....	4 s.h.
HSC-144	Basic Pharmacology.....	2 s.h.
HSC-150	Body Structure & Function.....	4 s.h.
		16 s.h.

\* Prerequisite: Keyboarding skill of 30 wpm with 3 errors or less is recommended.

##### *Second Term*

ADM-131	Office Calculators.....	1 s.h.
BCA-215	Computer Business Applications.....	3 s.h.
	OR BCA-101 Introduction to Computers and Information Systems (3 s.h.)	
BUS-107	Business Careers.....	1 s.h.
BIO-102	Introductory Biology.....	3 s.h.
BIO-103	Introductory Biology Lab.....	1 s.h.
ENG-103	Composition & Speech II.....	4 s.h.
	Social Science or Humanities Elective(s).....	3 s.h.
		16 s.h.

#### Second Year

##### *Third Term*

BCA-129	Basic Word Processing.....	2 s.h.
BUS-121	Business Communications.....	3 s.h.
HSC-120	Medical Terminology I.....	3 s.h.
	Social Science or Humanities Elective(s).....	6 s.h.
		14 s.h.

##### *Fourth Term*

ADM-215***	Medical Office Procedures.....	3 s.h.
BCA-136*	Advanced Word Processing.....	3 s.h.
BCA-152****	Comprehensive Spreadsheets.....	3 s.h.
HSC-121	Medical Terminology II.....	3 s.h.
HIT-210**	Basic Medical Insurance & Coding.....	2 s.h.
	OR HIT-246, Coding I (3 s.h.) and HIT-247, Coding II (3 s.h.)	
		14 s.h.

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

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

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

\*\*\*\* Prerequisite: BCA-215 or BCA-101

**Total Program Hours**

**60 s.h.**

### Career Opportunities

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

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

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

## Medical Transcription - Diploma

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

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

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

### Required Courses/Suggested Schedule

#### First Year

##### First Term

BCA-129	Basic Word Processing.....	2 s.h.
BUS-121	Business Communications.....	3 s.h.
HIT-630	Medical Transcription I.....	3 s.h.
HSC-120	Medical Terminology I.....	3 s.h.
HSC-144	Basic Pharmacology.....	2 s.h.
HSC-150	Body Structure & Function.....	4 s.h.
		17 s.h.

##### Second Term

BUS-107	Business Careers.....	1 s.h.
HSC-121	Medical Terminology II.....	3 s.h.
HSC-155	Laboratory Tests.....	2 s.h.
HIT-631*	Medical Transcription II.....	3 s.h.
HIT-632*	Medical Transcription III.....	3 s.h.
	Elective (Strongly recommend BIO-206, Anatomy & Physiology I).....	1 s.h.
		13 s.h.

\* Prerequisite: HIT-630

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

### Career Opportunities

Successful graduates can find job opportunities in the following area:

- Medical Transcriptionist

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



## Software Applications Specialist - Certificate

The Software Applications Specialist - Certificate is designed to expose students to Microsoft software.

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

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

### Required Courses/Suggested Schedule

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

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

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

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

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

### Career Opportunities

Successful graduates can find job opportunities in the following areas:

- Software Specialist
- Help Desk Support

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