

BUSINESS

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ACCOUNTING/ COMPUTING

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

INFORMATION TECHNOLOGIES

Information Systems Technology

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

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Degree Programs
Administrative Secretary
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Administrative Medical Secretary /
Transcription Specialist Option
Administrative Legal Secretary

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BUSINESS DIVISION

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

Transfer Students

Students need to take courses that will facilitate their transfer to the institution of their choice. Courses that would assist students who are business majors would be accounting, computers, statistics and spreadsheets. Other business courses may also transfer to many institutions (see pages 185-187 for specific degree requirements).

Career Option Students

For students interested in the business area but undecided as to what degree to pursue, career-option programs provide the flexibility these students need. Upon completion of a career-option program a student may choose to pursue a baccalaureate degree or go directly to a chosen occupational area. Career Option programs are available in Accounting/Computing, Marketing/Management, and Office Technology (see pages 185-187 for specific degree requirements).

Career Students

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

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

ACCOUNTING/ COMPUTING

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

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

Accounting with Computers/ Diploma

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

The curriculum is implemented with classroom work, laboratory instruction and practice, and computerized accounting. Several accounting simulation projects, including manual and computerized, are completed to give the students experience in keeping a complete set of books. Many hours of computer experience in accounting, keyboarding, and word processing prepare students for full-time employment or for more advanced education in the accounting field.

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

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

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

ENTRANCE REQUIREMENTS
High school graduation or the equivalent.

REQUIRED COURSES:

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

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

ELECTIVE COURSES:

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

* Recommended Electives

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

SUGGESTED SCHEDULE

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

First Term

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

Second Term

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

Total Hours 30 s.h.

Accounting/Associate in Science - Business Degree

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

Upon completion of the curriculum with an average grade point of 2.00 (C), the student is awarded an Associate in Science-Business degree. Students who plan to pursue a four-year degree and need to meet general education requirements of transfer institutions should strive for an Associate in Arts degree. Several of the first-year requirements are the same for both the ASB degree and the AA degree.

ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

SUGGESTED SCHEDULE

First Term

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

Second Term

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

Third Term

| | |
|---------------------------------|----------------|
| 15:120 Business Law I..... | 3 s.h. |
| 15:160 Computer Accounting..... | 3 s.h. |
| 15:241 Human Relations..... | 3 s.h. |
| 80:133 Macroeconomics | 3 s.h. |
| Elective..... | 3 s.h. |
| | 15 s.h. |

Fourth Term

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

Total

60/62 s.h.

Business Electives

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

Associate in Science - Business Requirements

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

Accounting/Transfer Curriculum

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

COURSE DESCRIPTIONS -

Accounting/Computing

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

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

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

Open Entry/Open Exit

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

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

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

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

15:118 Accounting Procedures (3 s.h.) An introductory course using a procedural approach applying the princi-

ples of debit and credit, recording of data in various journals, posting to the ledgers, the worksheet, financial statements, adjusting and closing entries, depreciation and inventory methods, plant assets, deferrals and accruals. (45-0)

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

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

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

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

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

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

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

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

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

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

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

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

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

15:174 Data Base Management (4 s.h.)Prerequisite: 15:140 Introduction to Computers and Information Systems. This course introduces students to data base concepts. The course will cover such topics as data base structure and design, data base engines, query languages, report writers, and the association between data bases and management information systems. The course will provide experience with a popular data base. (30-30)

15:175 Electronic Spreadsheets (3 s.h.)Prerequisite: 15:140, Introduction to Computers and Information Systems, or 15:134, Computer Applications. Learn the fun-

damentals of spreadsheets, data bases, and business graphics using appropriate software. (30-30)

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

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

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

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

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

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

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

30:102 Communication Skills II (4 s.h.) continuation of 30:101 with emphasis on argumentative and persuasive writing and speaking, research methods, and language. Students must meet minimum competency requirements in writing and speaking to receive a grade of C or higher. Students may use the computer editing system, Writer's Workbench. (60-0)

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

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

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

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

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

INFORMATION TECHNOLOGIES

INFORMATION SYSTEMS TECHNOLOGY

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

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

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

ENTRANCE REQUIREMENTS

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

SUGGESTED SCHEDULE

First Year - IST Core Classes

| | |
|--|----------------|
| 15:140 Intro to Computers and Information Systems..... | 3 s.h. |
| 15:156 Networking I | 3 s.h. |
| 15:161 Introduction to Operating Systems..... | 3 s.h. |
| 15:157 Networking II | 4 s.h. |
| 15:162 Networking Operating Systems I..... | 4 s.h. |
| | 17 s.h. |

First Year - General Education Requirements

| | |
|--|-----------------|
| Communications | 8 s.h. |
| Social Sciences and/or Humanities..... | 9 s.h. |
| Natural Sciences | 3 s.h. |
| | 20 s .h. |

Total Hours 37 s.h.

2nd Year Options**

Network Administration

| | |
|---|----------------|
| 15:158 Networking III | 4 s.h. |
| 15:163 Network Operating Systems II..... | 4 s.h. |
| 15:164 Groupware Applications I* | 4 s.h. |
| 15:159 Networking IV | 3 s.h. |
| 15:166 Inter/Intranet Application Management .. | 4 s.h. |
| 15:167 Network Security | 3 s.h. |
| | 22 s.h. |

MIS

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

Desktop Systems

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

Web Systems Support

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

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

** The program requires 60 credit hours for completion. Recommended Elective Courses are as follows:

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

Course Descriptions - Information Systems Technology

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

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

15:156 Networking I (3 s.h.) This course provides an overview of networking, including such topics as networking advantages, OSI layers, addressing and routing protocols, and LAN design, topologies, and cabling. (45-0)

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

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

15:159 Networking IV (3 s.h.) Prerequisite: 15:158, Networking III. A continuation of Networking III. Using primarily hands-on, project-based learning, this course includes advanced network design projects and advanced network management projects. (30-30)

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

15:162 Network Operating Systems I (4 s.h.) Prerequisite: 15:161, Introduction to Operating Systems. This course provides an overview of where networking operating systems fit into the network solution, including such topics as the components and features of a network operating system, major network operating systems, operating system setup and configuration, network client issues, WAN issues, and network operating system selection criteria. (30-30)

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

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

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

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

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

15:168 Introduction to Programming (4 s.h.) This course provides students exposure to computer pro-

gram design, structure, development, and troubleshooting through an examination of such topics as logic concepts, variables, input/output, iterative constructs, conditional flow, modular design, and the comparison of programming languages. (30-30)

15:169 Media Experience (3 s.h.) Prerequisite: 15:140, Introduction to Computers. This course provides exposure to the development and publication of different forms of communication, including such topics as the World Wide Web, hypertext markup language (HTML), file types, Java, browser helper applications, streaming audio and video, nonlinear audio and video, and creating web pages. (30-15)

15:174 Data Base Management (4 s.h.) Prerequisite: 15:140, Introduction to Computers and Information Systems. This course introduces students to data base concepts. The course will cover such topics as data base structure and design, data base engines, query languages, report writers, and the association between data bases and management information systems. The course will provide experience with a popular data base. (30-30)

15:176 Advanced Desktop Applications (3 s.h.) Prerequisite: 15:140, Introduction to Computers and Information Systems. Advanced topics in desktop computer applications will be studied in this course. Students will also examine integrated software packages such as Microsoft Office Professional in this class. They will utilize integrated software to solve several business problems presented to them allowing them to gain an understanding of integrated software, as well as other desktop applications, through hands-on experience. The course will be project-based, providing the student with a collaborative environment. (45-30)

15:177 Advanced Operating Systems (4 sh) Prerequisite: 15:140, Introduction to Computers and Information Systems, and 15:161, Introduction to Operating Systems. This course is a continuation of Introduction to Operating Systems. Students will address advanced topics of operating systems such as Microsoft DOS, Windows '95, Windows '98, Windows NT Workstation, UNIX, and Apple Macintosh. Topics will include installation, troubleshooting, registry, batch files, configuration, network and Internet features, and utilities. (45-30)

15:178 Hardware Service and Support (4 sh) Prerequisite: 15:140, Introduction to Computers and Information Systems, 15:161, Introduction to Operating Systems, or permission of instructor. This course prepares the student to properly install, configure, upgrade, troubleshoot and repair microcomputer hardware. This includes basic knowledge of desktop and portable systems, basic networking concepts, and printers. The student must also demonstrate knowledge of safety and common preventive maintenance procedures. Topics include advanced DOS and Windows concepts such as batch files and memory management, installing and uninstalling software, basic hardware installation, and troubleshooting. (30-60)

MARKETING/ MANAGEMENT

Financial Management/Insurance

General Business Banking Option

Marketing and Sales

Retail Management

Retail Management/Fashion Option

Supervision and Management Diploma Career Option

MARKETING/MANAGEMENT

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

Entrepreneurism and Small Business Management

The John Pappajohn Business and Entrepreneurial Center began operations at NIACC in April 1997. The center offers comprehensive entrepreneurial training and support programs for entrepreneurs, small business owners, and students. The NIACC Business Division, in partnership with the center, is currently developing credit courses in entrepreneurship and small business management.

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

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

NIACC is working to combine classroom instruction with practical experience to enhance the development of a student's entrepreneurial and small business management skills. For specific information about the program, contact the NIACC Business Division.

Integration into NIACC's Credit Program:

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

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

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

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

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

Financial Management/ Insurance Program

Associate in Science Business (ASB)

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

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

Upon the completion of the curriculum with a grade point average of 2.00 (C), the student is awarded an associate in science business degree (see pages 185-187 for specific degree requirements).

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

SUGGESTED SCHEDULE

(Two-Year Program)

First Term

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

Second Term

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

Third Term

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

Fourth Term

| | |
|---|----------------|
| 15:121 Business Law II | 3 s.h. |
| 15:151 Princ. of Accounting II | 3 s.h. |
| 80:134 Microeconomics | 3 s.h. |
| 89:100 Cooperative Work Experience..... | 3 s.h. |
| Elective..... | 3 s.h. |
| | 15 s.h. |
| Total | 62 s.h. |

Elective Courses

| | |
|------------------------------------|--------|
| 15:102 Keyboarding | 3 s.h. |
| 15:110 Electronic Calculators..... | 1 s.h. |
| 15:142 Princ. of Management | 3 s.h. |
| 15:160 Computer Accounting..... | 3 s.h. |
| 15:210 Business Statistics | 3 s.h. |
| 15:221 Marketing..... | 3 s.h. |
| 15:223 Princ. of Selling | 3 s.h. |
| 15:241 Human Relations..... | 3 s.h. |
| 89:150 Job-Seeking Skills | 1 s.h. |

General Business

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

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

Upon the completion of the curriculum with a grade point average of 2.00 (C), the student is awarded an Associate in Science - Business degree (see pages 185-187 for specific degree requirements). Students who know they wish to pursue a four-year degree and want to meet general education requirements of transfer institutions, should pursue the A.A. degree (see pages 185-187). This will necessitate a slightly different curriculum.

ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

SUGGESTED SCHEDULE

First Year

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

Second Year

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

¹ 40:121 or higher level math course

² Recommended electives

Elective Courses

| | | |
|--------|---|----------|
| 15:110 | Electronic Calculators..... | 1 s.h. |
| 15:130 | Personal Income Tax | 1 s.h. |
| 15:144 | Principles of Supervision..... | 3 s.h. |
| 15:146 | Contemporary Supervision..... | 3 s.h. |
| 15:149 | Managing Human Resources..... | 3 s.h. |
| 15:151 | Accounting Principles II | 3 s.h. |
| 15:171 | Introduction to Entrepreneurship | 3 s.h. |
| 15:172 | Managing the Entrepreneurial Venture .. | 3 s.h. |
| 15:173 | Seminar in Entrepreneurship..... | 3 s.h. |
| 15:190 | General Insurance..... | 3 s.h. |
| 15:210 | Business Statistics | 3 s.h. |
| 15:222 | Principles of Advertising | 3 s.h. |
| 15:223 | Principles of Selling | 3 s.h. |
| 89:100 | Cooperative Work Experience | 2-5 s.h. |
| 89:150 | Job-Seeking Skills | 1 s.h. |

General Business/Banking Option

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

Upon completion of the curriculum with an average grade point of 2.00 (C), the student is awarded an associate in science business degree (see pages 185-187 for specific requirements). Students who know they wish to pursue a four-year degree and want to meet general education requirements of transfer institutions should pursue the A.A. degree (see pages 185-187). This will necessitate a slightly different curriculum.

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

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

ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

SUGGESTED SCHEDULE

First Year

- 15:109 Intro to Accounting3 s.h.
 OR 15:118 Acctg. Procedures (3 s.h.)
 OR 15:150 Principles of Acctg. I (3 s.h.)
- 15:151 Accounting Principles II3 s.h.
- 15:170 Principles of Banking Operation3 s.h.
- 30:101 Communication Skills I3-4 s.h.
- 30:102 Communication Skills II3-4 s.h.
- 80:101 General Psychology3 s.h.
- 80:133 Macroeconomics3 s.h.
- 85:101 Public Speaking¹2 s.h.
- Mathematics²3 s.h.
- Electives4-5 s.h.

Second Year

- 15:120 Business Law I3 s.h.
- 15:121 Business Law II3 s.h.
- 15:140 Intro to Computers and Information Systems3 s.h.
- 15:241 Human Relations3 s.h.
- 40:125 Quantitative Methods3 s.h.
- Elective in Humanities or Social Science 3 s.h.
- Electives9 s.h.

Elective Courses

- 15:101 Introduction to Business3 s.h.
- 15:102 Keyboarding3 s.h.
- 15:110 Electronic Calculators1 s.h.
- 15:142 Principles of Management3 s.h.
- 15:171 Introduction to Entrepreneurship3 s.h.
- 15:172 Managing the Entrepreneurial Venture ..3 s.h.
- 15:173 Seminar in Entrepreneurship3 s.h.
- 30:120 Reading Improvement3 s.h.
- 80:110 Sociology3 s.h.
- 80:111 Social Problems3 s.h.
- 80:120 Intro to American Government3 s.h.
- 80:121 American, State and Local Government 3 s.h.
- 80:134 Microeconomics3 s.h.
- 89:150 Job-Seeking Skills1 s.h.
- 90:105 Business Math2 s.h.

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

² 40:121 or higher level math course

Marketing and Sales

Diploma Program

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

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

ENTRANCE REQUIREMENTS

High school graduation or equivalent.

Successful graduates can find job opportunities in the following occupational areas

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

SUGGESTED SCHEDULE

Required Courses

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

Elective Courses

| | |
|---|----------|
| 15:101 Intro to Business..... | 3 s.h. |
| 15:110 Electronic Calculators..... | 1 s.h. |
| 15:121 Business Law II | 3 s.h. |
| 15:134 Computer Applications | 3 s.h. |
| 15:140 Intro to Computers and Information Systems..... | 3 s.h. |
| 15:144 Principles of Supervision | 3 s.h. |
| 15:146 Contemporary Supervision..... | 3 s.h. |
| 15:149 Managing Human Resources..... | 3 s.h. |
| 15:151 Accounting Principles II ¹ | 3 s.h. |
| 15:171 Introduction to Entrepreneurship | 3 s.h. |
| 15:172 Managing the Entrepreneurial Venture .. | 3 s.h. |
| 15:173 Seminar in Entrepreneurship..... | 3 s.h. |
| 15:175 Electronic Spreadsheets | 3 s.h. |
| 15:241 Human Relations..... | 3 s.h. |
| 30:102 Communication Skills II (30:101C) ² | 3 s.h. |
| 80:134 Microeconomics | 3 s.h. |
| 89:100 Cooperative Work Experience | 2-5 s.h. |
| Mathematics | 3 s.h. |

¹ Prerequisite Accounting Principles I

² Prerequisite Communication Skills I

Retail Management

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

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

Upon completion of the prescribed curriculum with an average grade point of 2.00 (C), the student is awarded an associate in applied science degree.

ENTRANCE REQUIREMENTS

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

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

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

SUGGESTED SCHEDULE

Semester One

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

Semester Two

| | | |
|--------|-------------------------------|----------------|
| 15:134 | Computer Applications | 3 s.h. |
| 15:212 | Business Communication..... | 3 s.h. |
| 15:221 | Marketing..... | 3 s.h. |
| 90:126 | Retail Field Experience | 5 s.h. |
| | Elective..... | 3 s.h. |
| | Total | 17 s.h. |

Semester Three

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

Semester Four

| | | |
|--------|-------------------------------|----------------|
| 15:120 | Business Law I | 3 s.h. |
| 15:142 | Principles of Management..... | 3 s.h. |
| 90:234 | Retail Buying | 3 s.h. |
| | Elective..... | 3 s.h. |
| | Total | 12 s.h. |

Total Hours 60 s.h.

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

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

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

Retail Management/ Fashion Option

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

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

Upon completion of the prescribed curriculum with an average grade point of 2.00 (C), the student is awarded an associate in applied science degree.

ENTRANCE REQUIREMENTS

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

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

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

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

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

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

SUGGESTED SCHEDULE

Semester One

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

Semester Two

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

Semester Three

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

Semester Four

| | | |
|--------|-------------------------------|----------------|
| 15:120 | Business Law I | 3 s.h. |
| 15:142 | Principles of Management..... | 3 s.h. |
| 90:234 | Retail Buying | 3 s.h. |
| | Elective..... | 3 s.h. |
| | Total | 12 s.h. |

Total Hours 60 s.h.

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

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

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

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

Supervision and Management

Diploma Program

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

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

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

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

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

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

SUGGESTED SCHEDULE

- 15:120 Business Law I3 s.h.
- 15:140 Intro to Computers and
Information Systems.....3 s.h.
- 15:142 Principles of Management.....3 s.h.
- 15:144 Principles of Supervision3 s.h.
- 15:149 Managing Human Resources.....3 s.h.

- 15:109 Intro to Accounting3 s.h.
OR 15:118 Acctg. Procedures (3 s.h.)
OR 15:150 Principles of Acctg. I (3 s.h.)

- 15:241 Human Relations.....3 s.h.
- 30:101 Communication Skills I.....4 s.h.
- 80:133 Macroeconomics3 s.h.

Career Option

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

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

Upon completion of the prescribed curriculum with an average grade point of 2.00 (C), the student is awarded an associate in science business degree.

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

SUGGESTED SCHEDULE

- 15:121 Business Law II3 s.h.
- 15:146 Contemporary Supervision.....3 s.h.
- 15:151 Accounting Principles II3 s.h.
- 15:221 Marketing.....3 s.h.
- 30:102 Communication Skills II4 s.h.
- 40:121 Mathematics for Decision Making3 s.h.
- 80:134 Microeconomics3 s.h.

Elective Courses

- 15:175 Electronic Spreadsheets3 s.h.
- 15:171 Introduction to Entrepreneurship3 s.h.
- 15:172 Managing the Entrepreneurial Venture ..3 s.h.
- 15:173 Seminar in Entrepreneurship.....3 s.h.
- 89:100 Cooperative Work Experience, as arranged
Social Science or Humanities.....3 s.h.
- General Electives5 s.h.

COURSE DESCRIPTIONS

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

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

15:102 Keyboarding (3 s.h.) This course provides for the introduction to the basic techniques of keyboarding including mastery of the alphabetic and numeric keyboard as well as the mini-keypad by touch on a micro-computer. Development of speed and accuracy is emphasized as well as the word processing cycle. A variety of personal documents are introduced. This course is designed for the nonoffice technology major. (30-30)

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

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

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

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

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

15:130 Personal Income Tax (1 s.h.) For anyone interested in learning how to prepare an individual tax return. Standard versus itemized deductions; employee business expense and moving expense; multiple support agreements; and gains or losses on stocks, mutual funds and homes. A general education course helpful to all students regardless of their major interest. (15-0)

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

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

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

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

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

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

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

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

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

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

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

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

15:173 Seminar in Entrepreneurship (3 s.h.) Course will combine group lecture/discussions with an actual case project with a local entrepreneurial firm. Students will have an opportunity to apply business skills learned throughout their NIACC program in local entrepreneurial firms. Course expected to be offered beginning spring 1999. (45-0)

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

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

15:195 Property and Casualty Insurance (3 s.h.) This course is designed to provide instruction that will provide a high level of understanding of property and casualty insurance. Topics covered will include fire,

homeowners, dwelling, auto, business and professional liability, crime and fidelity, workers' compensation, and applications from a personal and commercial perspective. (45-0)

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

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

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

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

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

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

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

30:101C Communication Skills I (3 s.h.) Improvement of skills in reading and writing with an emphasis on expository methods of development and personal experience as supporting material. Students must meet minimum competency requirements in writing and speaking to receive a grade of C or higher. Students may use the computer editing system, Writer's Workbench. (45-0)

30:102 Communication Skills II (4 s.h.) continuation of 30:101 with emphasis on argumentative and persuasive writing and speaking, research methods, and language. Students must meet minimum competency requirements in writing and speaking to receive a grade of C or higher. Students may use the computer editing system, Writer's Workbench. (60-0)

30:102C Communication Skills II (3 s.h.) continuation of 30:101 with emphasis on argumentative and persuasive writing, research methods, and language. Students must meet minimum competency requirements in writing to receive a grade of C or higher. Students may use the computer editing system, Writer's Workbench. (45-0)

30:120 Reading Improvement (3 s.h.) instruction and practice in the basic reading skills that make college study most effective. Open to all students with diverse reading abilities and with comprehension skills at different stages of development. Instruction and practice in improving speed and comprehension, in budgeting time for reading, in concentrating, in building vocabulary, in adjusting the rate and kind of reading to the purpose and the content, and in previewing content to be studied. (45-0)

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

40:125 Quantitative Methods (3 s.h.) prerequisite: 40:120, Intermediate Algebra, or equivalent. Furnishes the student with the mathematics required for an understanding of various quantitative methods used in business. Set theory, linear programming, matrices, probability, linear systems, and applications. (45-0)

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

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

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

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

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

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

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

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

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

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

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

90:105 Business Math (2 s.h.) basic mathematical skills necessary in an accounting situation. Includes basic

mathematical principles, percentages, interest, and mechanics of handling daily monetary activities. (30-0)

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

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

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

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

90:234 Retail Buying Fundamentals (3 s.h.)Buying duties and policies, how to buy, how much to buy, buying methods, source selection, price lines, and sales records. Product knowledge and analysis relative to the buying function and value analysis of products. (30-30)

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

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

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

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

Quotable Quote:

The true test of a first-rate mind is the ability to hold two contradictory ideas at the same time.
-F. Scott Fitzgerald (1896-1940)

OFFICE TECHNOLOGY

Degree Programs

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

Diploma Programs

- General Secretary**
- Legal Secretary**
- Medical Secretary**

OFFICE TECHNOLOGY

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

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

Upon the completion of the curriculum with a grade point average of 2.00 (C), the student is awarded an associate degree (see pages 185-187 for specific degree requirements).

Students who know they want to pursue a four-year degree and want to meet general education requirements at transfer institutions should pursue the A.A. degree (see pages 185-187).

Administrative Secretary - Degree

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

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

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

Upon satisfactory completion of the prescribed curriculum (at least 60 semester hours) with an average grade point of 2.00 (C), the student is awarded an associate in science business degree.

ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

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

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

SUGGESTED SCHEDULE

First Year

First Term

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

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

Second Term

| | |
|----------------------------------|----------------|
| 15:134 Computer Applications |3 s.h. |
| OR 15:140 Intro to Computers and | |
| Information Systems (3 s.h.) | |
| 30:102 Communication Skills II |4 s.h. |
| Business Electives |9 s.h. |
| | 16 s.h. |

Second Year

First Term

| | |
|---------------------------------|----------------|
| 15:211 Word Processing |2 s.h. |
| 15:212 Business Communication |3 s.h. |
| 15:175* Electronic Spreadsheets |3 s.h. |
| Humanities Elective |3 s.h. |
| Social Science Elective |3 s.h. |
| | 14 s.h. |

*Prerequisites: 15:134 or 15:140

Second Term

| | |
|--|----------------|
| 15:217* Professional Office Procedures |5 s.h. |
| 89:150 Job-Seeking Skills |1 s.h. |
| Natural Science Elective |3 s.h. |
| 2 Electives |7 s.h. |
| | 16 s.h. |

*Prerequisites: 15:211 and 15:212

Recommended electives

| | |
|---------------------------------|-------------|
| 15:101 Intro to Business |3 s.h. |
| 15:221 Marketing |3 s.h. |
| 15:142 Principles of Management |3 s.h. |
| 15:241 Human Relations |3 s.h. |
| 15:280 On-the-Job Training |3 s.h. |
| 15:281 On-the-Job Training |3 s.h. |

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

Administrative Medical Secretary - Degree

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

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

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

Upon satisfactory completion of the prescribed curriculum (at least 60 semester hours) with an average grade point of 2.00 (C), the student is awarded an associate in science medical secretary degree.

ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

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

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

SUGGESTED SCHEDULE

First Year

First Term

- 15:107* Keyboarding for Office Technology3 s.h.
 - 15:109 Intro to Accounting3 s.h.
 OR 15:118 Acctg. Procedures (3 s.h.)
 OR 15:150 Acctg. Prin. (3 s.h.)
 - 15:110 Electronic Calculators.....1 s.h.
 - 30:101 Communication Skills I.....4 s.h.
 - 94:104 Body Structure & Function4 s.h.
- 15 s.h.**

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

Second Term

- 15:134 Computer Applications3 s.h.
 OR 15:140 Introduction to Computers and Information Systems (3 s.h.)
 - 30:102 Communication Skills II4 s.h.
 - Electives8 s.h.
- 15 s.h.**

Second Year

First Term

- 15:251 Medical Terminology I3 s.h.
 - 15:211 Word Processing2 s.h.
 - 15:212 Business Communication3 s.h.
 - 15:175* Electronic Spreadsheets3 s.h.
 - 70:101 Biological Principles3 s.h.
 - 70:102L Biological Principles Lab1 s.h.
- 15 s.h.**

*Prerequisite: 15:134 or 15:140

Second Term

- 15:250* Basic Medical Insurance & Coding.....2 s.h.
 - 15:252 Medical Terminology II3 s.h.
 - 15:259**Medical Office Procedures3 s.h.
 - 89:150 Job-Seeking Skills1 s.h.
 - Electives6 s.h.
- 15 s.h.**

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

**Prerequisites: 15:211 and 15:212

Recommended Electives

- 15:241 Human Relations3 s.h.
- 15:280 On-the-Job Training3 s.h.
- 15:281 On-the-Job Training3 s.h.
- 15:142 Principles of Management.....3 s.h.
- 70:250 Anatomy and Physiology I.....4 s.h.
- 90:141 Clinical Procedures I and Lab4 s.h.

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

**Administrative Medical Secretary Degree
Transcription Specialist Option**

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

The transcription specialist's duties primarily include transcribing medical documents and preparing correspondence and medical records; other secretarial duties include filing, mailing, ordering supplies, handling telephone services, making appointments and receiving visitors, taking care of general office administration, and using a computer for word processing.

NIACC's office technology classrooms are equipped with the latest in computers, office machines, and equipment and are staffed by qualified instructors in the field. Upon satisfactory completion of the prescribed curriculum (at least 60 semester hours) with an average grade point of 2.00 (C), the student is awarded an associate in science medical secretary degree with a transcription specialist certificate.

ENTRANCE REQUIREMENTS

High School graduation or the equivalent.

First Year

First Term

- 15:107* Keyboarding for Office Technology3 s.h.
- 15:251 Medical Terminology I3 s.h.
- 30:101 Communication Skills I4 s.h.
- 70:101 Biological Principles3 s.h.
- 70:102L Biological Principles Lab1 s.h.

14 s.h.

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

Second Term

- 15:109 Intro to Accounting3 s.h.
OR 15:118 Acctg. Procedures (3 s.h.)
OR 15:150 Acctg. Prin. (3 s.h.)
- 15:110 Electronic Calculators.....1 s.h.
- 15:134 Computer Applications3 s.h.
OR 15:140 Introduction to Computers
and Information Systems (3 s.h.)
- 15:252 Medical Terminology II3 s.h.
- 30:102 Communication Skills II4 s.h.
- 89:150 Job-Seeking Skills1 s.h.
- 90:140 Lab Tests.....1 s.h.

16 s.h.

Second Year

First Term

- 15:175* Electronic Spreadsheets3 s.h.
- 15:211 Word Processing2 s.h.
- 15:212 Business Communication3 s.h.
- 70:250 Anatomy and Physiology I4 s.h.
- 15:255**Medical Transcription I 3 s.h.

15 s.h.

*Prerequisite: 15:134 or 15:140

**Prerequisites: 15:251 and 15:107

Second Term

- 15:250* Basic Medical Insurance & Coding2 s.h.
- 15:256** Medical Transcription II3 s.h.
- 15:259***Medical Office Procedures3 s.h.
- 70:251 Anatomy and Physiology II4 s.h.
- Elective (see below Summer Term)3 s.h.

15 s.h.

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

**Prerequisites: 15:255, 15:251, and 15:252; suggested corequisite 70:250

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

Summer Term:

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

Administrative Legal Secretary - Degree

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

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

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

Upon satisfactory completion of the prescribed curriculum (at least 60 semester hours) with an average grade point of 2.00 (C), the student is awarded an associate in science business degree.

ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

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

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

SUGGESTED SCHEDULE

First Year

First Term

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

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

Second Term

| | |
|---|----------------|
| 15:134 Computer Applications | 3 s.h. |
| OR 15:140 Introduction to Computers | |
| and Information Systems | (3 s.h.) |
| 30:102 Communication Skills II | 4 s.h. |
| Social Science/Humanities Electives | 6 s.h. |
| Business Elective | 3 s.h. |
| | 16 s.h. |

Second Year

First Term

| | |
|---------------------------------------|----------------|
| 15:211 Word Processing | 2 s.h. |
| 15:212 Business Communication..... | 3 s.h. |
| 15:175* Electronic Spreadsheets | 3 s.h. |
| 15:120 Business Law I | 3 s.h. |
| Natural Science Elective | 3 s.h. |
| | 14 s.h. |

*Prerequisite: 15:134 or 15:140

Second Term

| | |
|--------------------------------------|----------------|
| 15:122* Legal Office Procedures..... | 5 s.h. |
| 89:150 Job-Seeking Skills | 1 s.h. |
| Electives | 10 s.h. |
| | 16 s.h. |

*Prerequisites: 15:211 and 15:212

Recommended Electives

| | |
|---------------------------------------|--------|
| 15:101 Introduction to Business | 3 s.h. |
| 15:241 Human Relations..... | 3 s.h. |
| 15:280 On-the-Job Training | 3 s.h. |
| 15:281 On-the-Job Training | 3 s.h. |
| 15:142 Principles of Management..... | 3 s.h. |
| 15:121 Business Law II | 3 s.h. |

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

Quotable Quote:

Great minds discuss ideas,
average minds discuss events,
small minds discuss people.

-Admiral Hyman Rickover

COURSE DESCRIPTIONS - (Degree Programs)

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

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

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

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

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

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

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

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

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

applying grammar rules, and taking care of general office administration. Students are expected to spend time outside of class working in the computer lab. (75-0)

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

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

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

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

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

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

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

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

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

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

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

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

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

15:255 Medical Transcription I (3 s.h.) Prerequisite: 15:251, Medical Terminology; 15:107, Keyboarding for Office Technology; recommended (not required) Corequisite: 70:250, Anatomy and Physiology. This course is designed to introduce students to transcription in the medical field. The students will progress from basic through intermediate levels of medical transcription projects. The students will also be introduced to issues of confidentiality and the use of medical reference books. (15-60)

15:256 Medical Transcription II (3 s.h.) Prerequisite: 15:255, Medical Transcription; 15:251 and 15:252, Medical Terminology I and II; suggested corequisite 70:250, Anatomy and Physiology I. This course is designed to introduce students to advanced medical transcription including reports dictated with foreign accents and other real-life situations. The students will apply problem-solving techniques to accurately transcribe advanced documents. (15-60)

15:259 Medical Office Procedures (3 s.h.) Prerequisite: 15:211, Word Processing, and 15:212, Business Communication. Management of a medical office that includes preparing correspondence and patient records, filing, handling telephone services, making and keeping appointments, developing transcription skills, composing letters, discussing professionalism, applying grammar rules, and taking care of general office duties. Also includes medical ethics and etiquette, medical law, and use of a computer for word processing. Students are expected to spend time outside of class working in the computer lab. (60-30)

15:280 On-the-Job Training (3 s.h.) Practical training on the job under the cooperative supervision of the College and qualified supervisors. (15-210)

15:281 On-the-Job Training (3 s.h.) A continuation of 15:280. (15-210)

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

30:102 Communication Skills II (4 s.h.) continuation of 30:101 with emphasis on argumentative and persuasive writing and speaking, research methods, and language. Students must meet minimum competency requirements in writing and speaking to receive a grade of C or higher. Students may use the computer editing system, Writer's Workbench. (60-0)

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

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

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

includes a study of cells, tissue, membranes, skeletal, muscular, and reproductive systems. (45-30)

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

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

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

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

90:141 Clinical Procedures I (4 s.h.) Assist physician with examinations and treatments, prepare patients for examinations and diagnostic procedures, administer first aid and CPR, maintain and use aseptic techniques, obtain and record patient data. Perform routine tests, sterilize instruments, and learn related terminology. (45-30)

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

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

General Secretary - Diploma

The General Secretary Program is designed to prepare students for employment with financial institutions, retail establishments, manufacturers, private organizations, and Civil Service.

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

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

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

ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

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

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

REQUIRED COURSES

First Term

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

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

Second Term

| | |
|---|----------------|
| 15:175* Electronic Spreadsheets | 3 s.h. |
| 15:217**Professional Office Procedures..... | 5 s.h. |
| 89:150 Job-Seeking Skills | 1 s.h. |
| Electives | 6 s.h. |
| | 15 s.h. |

*Prerequisite: 15:134 or 15:140

**Prerequisites: 15:211 and 15:212

Recommended Electives

| | |
|---------------------------------------|--------|
| 15:101 Introduction to Business | 3 s.h. |
| 15:241 Human Relations..... | 3 s.h. |
| 15:280 On-the-Job Training | 3 s.h. |

Legal Secretary - Diploma

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

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

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

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

ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

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

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

REQUIRED COURSES

First Term

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

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

Second Term

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

*Prerequisites: 15:211 and 15:212

Recommended Electives

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

Medical Secretary - Diploma

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

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

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

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

ENTRANCE REQUIREMENTS

High school graduation or the equivalent.

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

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

REQUIRED COURSES

First Term

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

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

Second Term

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

*Prerequisites: 15:211 and 15:212

**Prerequisites: 94:104 and 15:251

Recommended Electives

| | |
|---------------------------------------|--------|
| 15:101 Introduction to Business | 3 s.h. |
| 15:134 Computer Applications | 3 s.h. |
| 15:280 On-the-Job Training | 3 s.h. |

COURSE DESCRIPTIONS - Diploma Programs

**General Secretary
Legal Secretary
Medical Secretary**

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

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

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

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

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

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

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

administration. Students are expected to spend time outside of class working in the computer lab. (75-0)

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

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

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

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

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

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

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

15:217 Professional Office Procedures (5 s.h.)Prerequisite: 15:211, Word Processing and 15:212, Business Communication. Office procedures and techniques necessary to perform general office duties. Includes using a word processor, developing transcription skills, composing letters, filing, handling telephone services, discussing professionalism, applying grammar rules, and taking care of general office administration. Stu-

dents are expected to spend time outside of class working in the computer lab. (75-0)

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

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

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

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

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

15:259 Medical Office Procedures (3 s.h.)Prerequisite: 15:211, Word Processing, and 15:212, Business Communication. Management of a medical office that includes preparing correspondence and patient records, filing, handling telephone services, making and keeping appointments, developing transcription skills, composing letters, discussing professionalism, applying grammar rules, and taking care of general office duties. Also includes medical ethics and etiquette, medical law, and use of computer for word processing. Students are expected to spend time outside of class working in the computer lab. (60-30)

15:280 On-the-Job Training (3 s.h.)Practical training on the job under the cooperative supervision of the College and qualified supervisors. (15-210)

15:281 On-the-Job Training (3 s.h.) continuation of 15:280. (15-210)

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

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

Medical Assistant

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

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

Students who earn associate degrees in the Business programs at NIACC may wish to apply their studies toward a bachelor's degree in business-related fields at a four-year college or university. For further information on such options in business studies as accounting, business education, entrepreneurship, finance, insurance, management, management information systems, marketing, and real estate at Buena Vista University, Drake University, Iowa State University, Minnesota State University-Mankato, Simpson College, University of Iowa, University of Northern Iowa, Upper Iowa University, and Wartburg College, please see pages 117-138 in the catalog or speak with a NIACC advisor.