Individual Courses

Accounting

AC 101 Business Accounting I   4 Quarter Hours

This course introduces the student to the fundamental principles of accounting as they relate to single proprietorship business. The student learns the art of properly recording transactions in the elementary journals and posting to the ledger. The trial balance, working papers, financial statements, and opening and closing of books are introduced. The completion of a comprehensive accounting simulation is required. Payroll Accounting will be introduced as well. Lab required: 1 hour per week

Pre-requisite: MA101 or permission of the Director of Education.

AC 102 Business Accounting II   4 Quarter Hours

The principles learned in Accounting I are expanded and applied to the partnership type of business. Special emphasis is placed on the classifications of accounts; controlling accounts; safeguarding cash, notes, drafts, and trade acceptances; discounts; capital investments; and drawing. Lab required: 1 hour per week

Pre-Requisite: AC101 or permission of the Director of Education.

AC 103 Business Accounting III   4 Quarter Hours

This course deals with the opening, adjusting, and closing of corporate accounts and books. The course shows a general system of accounting with a classification and an arrangement of accounts that is elastic and adjustable to meet the requirements of many different lines of business. It presents the purpose for which special columns may be used in books of original entry to reduce labor and increase efficiency. This course outlines a system of accounts that is suited for the efficient recording of transactions of a manufacturing business. This course introduces cost accounting and corporate accounts for stock/bond transactions.

Lab required: 1 hour per week

Pre-Requisite: AC102, MA102, or permission of the Director of Education.

AC 105 Tax Accounting   4 Quarter Hours

The course content centers on the principles of taxation on the state and federal level and the preparation of income tax returns for individuals, partnerships, and corporations. Lab required: 1 hour per week

Pre-Requisite: AC101 or permission of the Director of Education.

AC 106 Computerized Accounting   4 Quarter Hours

The objective of this course is to provide students with hands-on experience in using a modern computerized accounting system. This experience will include setting up and working through all journals, ledgers and statements necessary in accounting. A secondary objective will be the reinforcement of generally accepted accounting procedures used during the accounting process. Lab required: 1 hours per week

Pre-requisite: AC101 or permission of the Director of Education.

AC 200 Cost Accounting   4 Quarter Hours

This course introduces the student to the principles of cost accounting systems, including job cost procedures, cost and standard cost accounting for materials and labor, factory overhead, and other cost factors. The completion of a comprehensive cost accounting simulation is required. Lab required: 1 hour per week

Pre-Requisite: AC103 or permission of the Director of Education.

AC 201 Intermediate Accounting I   4 Quarter Hours

This is the first of three advanced accounting classes building upon the accounting principles learned in Accounting I, II, & III. An overview of accounting and its theoretical framework is included. An advanced interpretation and study of the income statement, the balance sheet, and the statement of cash flows are accomplished. The analysis of assets is introduced using cash, temporary investments, and receivables. Lab required: 1 hour per week

Pre-Requisite: AC103 or permission of the Director of Education.

AC 202 Intermediate Accounting II   4 Quarter Hours

This course is a continuation of AC 201. The study and analysis of assets concerning inventories, acquisitions, utilization, and retirement is introduced. Discussion of long-term investments in equity, securities, and other assets will conclude the topic of assets. Current and contingent liabilities and accounting for long-term debt securities will be included. Lab required: 1 hour per week

Pre-Requisite: AC201 or permission of the Director of Education.

AC 203 Intermediate Accounting III   4 Quarter Hours

This course concludes the higher level accounting series. Owner's Equity concerning contributed capital and retained earnings are examined in detail. Special problems in income determination and reporting will be covered. Financial reporting with special emphasis on financial statement analysis will be examined.

Lab required: 1 hour per week

Pre-Requisite: AC201 or permission of the Director of Education.

Business Administration

BA 101 Introduction to Business   4 Quarter Hours

This is an overview of the world of business. The student is made aware of the terminology of business and the various fields within business, which are vital to the requirements to sit for the Ohio Real Estate Broker Examination.

BA 111 Economics   4 Quarter Hours

The foundations of national wealth and welfare are examined in this basic class of economics. The impact of the nation's economy on business and the methods of strengthening business relations through economics are examined.

General Education Course

BA 200 Business Law   4 Quarter Hours

This is an examination of the laws, which relate to business. Topics for study include contracts, sales, bailment, commercial papers, agencies, partnerships, corporations, and property. In addition, this course partially fulfills the requirements to sit for the Ohio Real Estate Broker Examination.

BA 202 Business Psychology (Human Relations Skills)   4 Quarter Hours

Business Psychology applies the basic principles of psychology to human relationships in a business environment. A study of the role of motivation in business, as well as the role of management relations with employees is included in this course.

BA 212 Investments   4 Quarter Hours

The content of this course involves the presentation of the principles and procedures in the art of investing. The student examines federal and state laws and taxes, which affect the investor and the comparison of the different securities markets.

Pre-Requisite: AC102 or permission of the Director of Education.

MG 123 Principles of Supervision (Decision Making)   4 Quarter Hours

This course provides a blend of theory and practical information on developmental management skills. The student learns the basic management functions as well as tools to analyze issues, solve problems, and provide effective goal setting. Participatory management will be stressed through case studies and through the use of group dynamics.

Pre-Requisite: BA101, MT121 or permission of the Director of Education.

MG 124 Sales and Retail Management   4 Quarter Hours

This course presents the management of concepts necessary to develop/manage a retail operation in today's competitive society. External and internal environments as well as the role of competition are studied in this course. Focus is on the marketing planning.

Pre-Requisite: MG131, BA101 or permission of the Director of Education.

MG 231 Marketing/Advertising   4 Quarter Hours

This course deals with the fundamentals of marketing from the origination of the product to its ultimate use by the consumer. The student learns the channels of distribution, research, advertising, and the sale of the product.

MT 221 Human Resource Management   4 Quarter Hours

This course deals with recognizing the various elements that comprise an organization's internal and external environment and the possible impact upon the management of human resources. The course deals with all areas of recruitment, training, and supervision of personnel. In addition, this course partially fulfills the requirements to sit for the Ohio Real Estate Broker Examination.

MT 122 Small Business Management   4 Quarter Hours

The basic concepts of business management and development are covered in this course. The student learns the design

and implementation of a small business through the development of a written plan. Included are the concepts of objectives, decision-making, financial planning, marketing and organizational structure.

PD 201 Professional Development   4 Quarter Hours

The development of a student, personally and professionally, is vital to that student's entire educational process and career preparation. This course will help the student evaluate personal skills, self-esteem, abilities, and total worth in relationship to the job market. The student will be introduced to study habits and learning techniques. This course will help the student enhance employability by resume preparation, interviewing techniques, job search techniques, and personal evaluation. To be taken last two quarters of enrollment.

Computers Applications/Technical Support

CS 133 Introduction to Computer Science   4 Quarter Hours

This course deals with the basic components of a computer, and the Internet. Discussions include elements of hardware, software, e-mail, and software applications. This is an introduction to the Windows XP Pro operating system. Students are given lecture and hands-on training on the latest computer trends and software applications.

CS 235 Presentation Software   4 Quarter Hours

Students will learn the essentials of preparing slides, overhead transparencies, and other presentation media using a common software package such as Microsoft PowerPoint 2003. Techniques for incorporating audio and other features will be covered. The class will be project-oriented with each student preparing a project to be presented at the conclusion of the quarter. Lab Required: 2 hours per week

CS 240 Database Design I   4 Quarter Hours

This course is designed to give the student insight to the different models of database design. Emphasis will be on relational database design using Microsoft Access 2003. Students are taught the principles of the application design, data restrictions, and relationship. The course also emphasizes the generation of databases, reports, and the multi-file handling techniques using the concept of work areas and programming techniques. Lab required: 2 hours per week

Pre-Requisite: CS250, CS153 or permission of the Director of Education.

CS 241 Database Design II   4 Quarter Hours

This course will be designed to build upon core disciplines learned in Database Design I. In this course students will learn how to become a Database Administrator, the use of advanced reports & form techniques, Visual Basic programming and editing, and non-wizard form& report building.

Prerequisites: TY101 and CS240

CS 242 Integrated Office Applications   4 Quarter Hours

This course will serve as a capstone for all software applications learned in previous courses. Employing a popular suite such as MS Office 2003, students will create a series of projects requiring them to integrate and manipulate features common to word processing, spreadsheets, database, and presentation software. The course will culminate in a portfolio to be presented at the end of the quarter. Practicum required: 66 clock hours. Time and location coordinated by

instructor. Lab required; 2 hour per week.

Pre-Requisite: CS235, CS240, CS 251, CS153, TY212 or permission of the Director of Education.

CS 250 Spreadsheets I   4 Quarter Hours

This course is designed to familiarize the student with the functions of spreadsheets. The student will be able to enter formulas, replicate, delete rows and columns, print, create windows, load, save, erase, fix titles, and edit using Microsoft Excel.   Lab required: 2 hours per week

Pre-Requisite: MA101 or permission of the Director of Education.

CS 251 Spreadsheets II   4 Quarter Hours

This course will be an extension of CS 250. Emphasis will be placed on micro techniques and presentation graphics using the capabilities of spreadsheet software. Advanced spreadsheet financial commands will be learned. File linking with other spreadsheets, databases, and word processors will be discussed with installing, setting up, and configuring a custom spreadsheet package. Lab required: 2 hours per week

Pre-Requisite: CS 250 or permission of the Director of Education.

CS 153 Windows Applications   4 Quarter Hours

This course provides students with the essentials of using Microsoft Windows, including use of the mouse, keyboard, icons, pull-down menus, the Program Manager, the File Manager, desktop accessories, and a variety of applications using the Windows XP Pro operating environment. Lab required: 2 hours per week

CS 254 Desktop Publishing   4 Quarter Hours

This course is designed to familiarize the student with layout and designing of newsletters, menus, flyers, brochures, and annual reports using desktop publishing software. The student will be able to create publications by importing text and graphics, working with frames, color palettes, graphics and drawing tools. Lab 2 hours per week

Pre-Requisite: CS153 or permission of the Director of Education.

CS 260 Troubleshooting Operating Systems   4 Quarter Hours

Students will be introduced to a variety of operating systems. They will learn in more detail how to set up and install the operating system software, configure new peripheral devices, and share resources over a network.

Lab required: 2 hours per week.

Pre-Requisite: CS133, CS153 or permission of the Director of Education.

CS 261 PC Maintenance and Networking   4 Quarter Hours

Students will learn basic PC maintenance and networking procedures. A goal is to be able to diagnose and resolve problems common to many personal computer systems. Students will learn procedures for downloading and installing patches, operating virus protection software, and installing and upgrading hardware and software. The fundamentals of networking will cover installation and TCP/IP protocols. Lab required: 2 hours per week

Pre-Requisite: CS133 or permission of the Director of Education.

CS 262 Help Desk/Technical Support   4 Quarter Hours

Students will learn how to answer technical support questions for most applications whether they are hardware or software based. Customer service techniques and listening skills will be emphasized in addition to technical knowledge.

CS 263 Systems Analysis and Design   4 Quarter Hours

Students will learn the basics of analyzing an organization’s computer needs. They will be able to design and implement a new system, making recommendations on pricing and purchasing both hardware and software. After development, they will be able to provide technical support for the system they have designed.

Pre-Requisite: CS261 or permission of the Director of Education.

CS 264 Advanced Networking   4 Quarter Hours

In this course, which is a continuation of CS 261, students will learn advanced techniques for establishing and operating a computer network. They will develop, set up, and maintain a network using the Windows operating system and Windows NT. Students will install software for a workstation and/or server and receive in-depth knowledge of network interface cards. Lab required: 2 hours

Pre-Requisite: CS261 or permission of the Director of Education.

Mathematics

MA 100 Developmental Math   4 Quarter Hours

This course offers a review of the basic skills and understandings of the mathematical processes needed for business mathematics and related courses. Mathematical operations covered include: whole numbers, fractions, decimals, percentages, and algebra. THIS COURSE IS REQUIRED FOR ENTERING STUDENTS WHO SCORE LESS THAN 69 PERCENT ON THE MATHEMATICS PLACEMENT TEST.

MA 101 Business Math I   4 Quarter Hours

This course is designed to provide students with the mathematical skills and concepts that are beneficial in the study of other courses, the pursuit of a successful business career, and in the everyday activity of being a consumer. This course will provide students with a firm foundation in the mathematical skills of percents, payroll, discounts, markups, and simple interest.

Pre-Requisite: Score of 69 Percent or better on the Mathematics Placement Test

MA 102 Business Math II   4 Quarter Hours

Business Math II is designed to provide students with a firm foundation in mathematical abilities that will enhance their success in the study of the principles of accounting. The student is introduced to business situations in which he/she must make computations of credit and installment loans, investment calculations, depreciation, inventories, and financial statements.

Pre-Requisite: MA101 or permission of the Director of Education.

Communications

CO 100 Developmental English   4 Quarter Hours

This course is designed for students who need a review of the basic fundamentals of reading and writing. Instruction is given in spelling, vocabulary, grammar, sentence structure, and reading comprehension. THIS COURSE IS REQUIRED FOR ENTERING STUDENTS WHO SCORE LESS THAN 70 PERCENT ON THE ENGLISH PLACEMENT TEST.

CO 101 Communications I   4 Quarter Hours

Communications I presents an overview of college-level writing. Students cover topics such as writing paragraphs and essays, critical thinking and argumentation, writing grammatical sentences, and writing effective sentences. Writing is presented as a process with an emphasis on prewriting and revision.

Pre-Requisite: Score of 70 Percent or better on the English Placement Test. General Education Course

CO 102 Business Communications   4 Quarter Hours

Communications II is designed as an introductory study in which the student's primary position is that of the "Communicator." The student improves his/her oral and written communication skills as they pertain to business letters, short reports, and resumes.

CO 103 Communications III   4 Quarter Hours

Communications III emphasizes the correct usage of communications, both oral and written, concentrating on the step-by-step process of developing a research report from idea to final product. The course further enhances speaking skills to enable students to confidently present an oral overview of the research paper. In the total process, group participation skills will be employed.

General Education Course

Medical

MD 200 Comprehensive Medical Terminology I   4 Quarter Hours

This course is the first of three courses designed to assist the student in learning the basic language of human anatomy and physiology as a background for working in an allied health or medical office career setting. This comprehensive review covers basic structures of the major body systems and related simple physiologic processes. This course also includes the study of prefixes, suffixes, and root words used to describe the anatomical structures, histology, medical processes, and procedures related to these systems. Whole body terminology, the integumentary, skeletal, muscular and nervous systems will be considered in this first course. Four hours of lecture.

Pre-Requisite: None

MD 201 Comprehensive Medical Terminology II   4 Quarter Hours

This course is the second of three courses designed to assist the student in learning the basic language of human anatomy and physiology as a background for working in an allied health or medical office career setting. This comprehensive review covers basic structures of the major body systems and related simple physiologic processes. This course also includes the study of prefixes, suffixes, and root words used to describe the anatomical structures, histology, medical processes, and procedures related to these systems. The blood and lymphatic systems the cardiovascular, respiratory, digestive, endocrine systems and the special senses will be considered in this second course. Four hours of lecture.

Pre-Requisite: MD200 or permission of the Director of Education.

MD 202 Comprehensive Medical Terminology III   4 Quarter Hours

This course is the third of three courses designed to assist the student in learning the basic language of human anatomy and physiology as a background for working in an allied health or medical office career setting. This comprehensive review covers basic structures of the major body systems and related simple physiologic processes. This course also includes the study of prefixes, suffixes, and root words used to describe the anatomical structures, histology, medical processes, and procedures related to these systems. The urinary tract, male and female reproductive systems, obstetrics, child health, radiology and diagnostic imaging, oncology and pharmacology will be considered in this third course. Four hours of lecture.

Pre-Requisite: MD201 or permission of the Director of Education.

MD 203 Medical Transcription   4 Quarter Hours

Medical Transcription is designed to coordinate the use of dictation equipment and advanced typewriting in the development of communication and secretarial skills. The student is introduced to the medical, financial, legal, and clerical responsibilities of a medical office. Lab required: 2 hours per week

Pre-Requisite: MD202, TY102 or permission of the Director of Education.

MD 204 Medical Insurance/Coding   4 Quarter Hours

This course introduces the student to the management of a medical practice through the usage of coding for insurance, billing, and collection. The course also examines the legal aspects of insurance claims and medical records. Students will become familiar with Current Procedural Terminology (CPT-4) and Diagnostic Coding. ICD-9-CM. Lab required: 2 hour per week

Pre-Requisite: MD202 or permission of the Director of Education.

MD 205 Computerized Medical Management   4 Quarter Hours

This course will familiarize students with the capabilities of a medical practice management software program Medisoft 11, including computer patient files, matching CRT and diagnosis codes, charges, payments, age of accounts receivables, generate superbills, and print reports. Lab required: 2 hours per week

Pre-Requisite: MD202 or permission of the Director of Education.

MD 206 Medical Office Procedures   4 Quarter Hours

In Medical Office Procedures the student will be working with communications and secretarial skills that apply to doctors' offices. The student will prepare medical records, schedule appointments, do some billing, and be introduced to insurance forms. Emphases are placed on legal, financial, and clerical responsibilities of a private doctor's office. There are simulations that take the student through an average day in this type of office by using tapes and Dictaphones. Practicum required: 66 clock hours. Time and location coordinated by instructor. Lab required; 2 hour per week.

Pre-Requisite: MD202 through MD205, or permission of the Director of Education.

Co-Requisite: TY104

MD 207 Medical Office Ethics

This course will introduce students to the legal aspect of the medical office and provide a foundation of law to aid students in understanding legal constraints in a medical environment. This course will provide students with a basic understanding of the HIPAA rulings mandated by the federal government that directly affect the delivery of health care and the behavior of medical office personnel.

Pre-Requisite: MD202 or permission of the Director of Education.

Office Administration Skills

SE 131 Records Management   4 Quarter Hours

This course teaches the fundamentals that are essential to managing the records of a business. It covers the four basic methods of filing and deals with the job of the records manager and record control. A laboratory set is included. Lab required: 2 hours per week

Pre-Requisite: TY101 or permission of the Director of Education

SE 231 Office Management   4 Quarter Hours

This course familiarizes the student with the skills & responsibilities of a secretary in an executive office. The student learns the maintenance of essential records, mail processing, expediting travel arrangements, itinerary preparation, and meeting arrangements. In addition the student learns to use the photocopier, fax machine, and electronic typewriter. Employment preparation techniques will also be discussed. Eligible students will complete a 66-clock hour externship. Time and location coordinated by instructor.

Lab required: 1 hour per week

 Pre-Requisite: TY103 or permission of the Director of Education.

Social Studies

SS 121 Principles of Sociology   4 Quarter Hours

This course covers the role of man in relation to society. It contains an emphasis on the concepts of individuals, groups, socialization, and culture. This course also deals with the changing roles of the family, religion, and education. General Education Course

SS 123 Political Science   4 Quarter Hours

This course is designed to enable the student to understand fundamentals of the American political process as well as the national institutions, their function, and the relationships of state and local governments.

General Education Course

AH 101 – United States History (To 1950)   4 Quarter Hours

This course is designed to enable the student to understand the fundamental facts of the United States history, starting with the European settlement of the continent in the 17th Century & concluding with the events up to the midpoint of the 20th Century.

General Education Course

Keyboarding/Word Processing

TY 101 Keyboarding I   4 Quarter Hours

The student will take the important first steps toward keyboarding competence by making key reaches that are done speedily and with accurate results. The student will also learn how to use Microsoft Word software. Ample opportunity for measuring skill growth is also included. The development of the student's keyboarding skill for use in a variety of personal and business applications will also be emphasized. Recommended speed at class completion is 30 wpm.

Lab required: 2 hours per week

TY 102 Keyboarding II   4 Quarter Hours

This course will enable the student to improve the ability to type from different kinds of copy; to work from rough draft and corrected materials; prepare business correspondence; format tables; prepare formal reports and business forms; and to further develop his/her communication skills. The student will continue to improve keyboarding skills and develop good production skills. Recommended speed at class completion is 45 wpm. Lab required: 2 hours per week

Pre-Requisite: TY101 or permission of the Director of Education.

TY 103 Information Processing   4 Quarter Hours

The student will continue to improve his/her keyboard production and communication skills using Microsoft Word software. The student will complete simulations comprised of realistic jobs, designed to give the student a feeling of accomplishment. Recommended speed at class completion is 55 wpm. Lab required: 2 hours per week

Pre-Requisite: TY102 or permission of the Director of Education.

TY 104 Advanced Document Development

The student will continue to improve his/her keyboard production and communication skills. Students will work on intensive publishing of business communication documents, as well as extensive work with desktop publishing documents. Emphasis will be placed on formatting of documents as well as student composition of documents. In addition, students will be introduced to the integration of documents from different applications into Word documents. Minimum speed required: 65 words per minute. Lab required 2 hours per week

Prerequisite: TY103 or permission of the Director of Education.

TY 211 Advanced Word processing   4 Quarter Hours

This course is designed to teach students the operation of text-editing equipment. The student will become familiar with

the role that word processing systems play in information management, and provides an opportunity for students to learn about career possibilities utilizing word processor system operation skills. Students learn text editing, formatting, locating, printing, and pagination. Lab required: 2 hours per week

Pre-Requisite: TY101 or permission of the Director of Education.