

Course Descriptions

(Unless otherwise noted, there are no prerequisites for the courses.)

A-71 Fundamentals of Accounting

5 Credits

This course provides the student with a thorough understanding of the basic accounting principles. Emphasis will be placed on accounting terminology and the double-entry system. It should provide the student with the necessary knowledge and skills for initial employment as an accounting trainee. This course will also provide a foundation for a more advanced study of accounting. Generally, the course will cover the accounting cycle, combination journal, subsidiary ledgers, payroll systems and an introduction to automated data processing.

A-72 Principles of Accounting

5 Credits

The general objective of this course is to follow and expound on the principles and concepts acquired in Fundamentals of Accounting. Emphasis is on recording transactions involving a merchandising type operation. When the student completes preparation of the worksheet for this type operation with importance placed on measurement and inventory valuation, inventory systems, and assigning cost of inventory, it is a completed recording transaction. Work is also completed involving the cost of long lived assets, the depreciation and disposal of same, as well as the methods of calculating depreciation. In addition to the inventory and depreciation, the student will learn the different methods of handling prepaid expenses.

Prerequisite: A-71.

A-73 Principles of Accounting

5 Credits

The general objective of this course is to introduce and expound on corporation and partnership accounting. Payroll accounting, notes and financial statements will be covered along with the differences between proprietorship, partnership and corporation accounting. Major emphasis will be placed upon current and long-term liabilities and investments in buying and selling stocks and bonds.

Prerequisite: A-72.

A-74 Financial Statement Analysis

5 Credits

This course utilizes the basic accounting knowledge obtained in Fundamentals of Accounting and Principles of Accounting in the teaching of the financial management decision-making process. The course includes the scope of financial management, forms of business organization, financial ratios budgeting and pro-forma, financial statement preparation, break even analysis, capital budgeting, leasing vs. purchasing, managing working capital, evaluation of financial management and planning for expansion.

Prerequisite: A-73.

A-130 Cost Accounting

5 Credits

This course is a study of cost accounting by its elements, material, labor, and overhead. Emphasis is placed on job cost, process cost, and standard cost systems and managerial cost applications.

Prerequisite: A-73.

1981-
1982

A-135 Income Tax Procedures
5 Credits

This course provides training in payroll record keeping, computation of payroll and payroll taxes. The student will be able to prepare quarterly payroll tax returns and annual W-2's. He/she will also be able to prepare individual tax returns with supporting schedules. An introduction to the various types of business returns is provided.

Prerequisite: A-71.

BA-61 Business Information Systems
4 Credits

This course introduces the student to manual, mechanical, and electronic forms of data processing so that graduates may be familiar with the terminology, hardware and software used in processing business data. The human responsibility for correct data is emphasized.

BA-100 Principles of Small Business Management
5 Credits

This course acquaints the student with principles of small business management. It introduces tools needed for effective planning, organizing, directing and controlling of a small business. Students develop skills in analyzing the special problems of small business ownership. It prepares the student for eventual management and/or ownership of the small business.

BA-101 Business Law I
5 Credits

This course provides an overview of criminal and civil law, courts, and law enforcement. Contracts and negotiable instruments are stressed.

BA-102 Business Law II
5 Credits

This course covers the rights, duties, and liabilities arising from ownership

and possession of property, warranties and product liability, consumer protection, types of insurance, and the legal aspects of all types of business operations.

BA-200 Principles of Economics I
5 Credits

This course covers the role of capitalism in the U.S. economy, the function and control of money, the Federal Reserve System and its effect on the economy, business cycles and economic activity, and gross national product along with a review of the "new" economics.

BA-201 Principles of Economics II
5 Credits

This course increases the student's knowledge of our Economic System in the field of Economic and Budgetary Policies, The National Debt and International Economics. The course includes tariffs, subsidies, foreign aid, the European Common Market, and other foreign trade agreements.

Prerequisite: BA-200.

DP-33 Posting by Mini Computer
4 Credits

This course provides an easy-to-use, cost effective system for processing business data. The machine permits input and output subsystems to further automate and enhance accounting and report writing power. Prerequisite: T-11.

E-102 Basic Composition
4 Credits

This course presents a review of the structure of English through word usage analysis in sentences. Emphasis is placed on proper business sentence structure, agreement and punctuation.

EDP-125 BASIC

8 Credits

The student will obtain a high degree of proficiency in the BASIC language. Construction of files and programming the mini-computer are emphasized.

Prerequisites: EDP-100 and EDP-105 or equivalent.

EDP-130 RPG II Case Study

5 Credits

Having previously learned the RPG II language, the student will now be exposed to systems design and program development on a small business computer. He/she will complete a system for a common business application.

Prerequisite: EDP-120.

EDP-135 Systems Analysis

8 Credits

This course will provide students with an understanding of the duties of the Systems Analyst, together with an understanding of the specific methods and techniques for conducting a systems project from the preliminary investigation of the project through the system implementation and evaluation.

Prerequisite: EDP-120.

EDP-200 Basic Assembler Language (BAL) I

8 Credits

After learning the Basic Assembler Language, the student will be able to code and debug BAL programs, using card and printer applications. A fundamental understanding of the instruction set is presented.

Prerequisite: EDP-130.

EDP-205 COBOL I

8 Credits

A basic understanding of the ANSICOBOL Language will be followed by students learning to write

and debug COBOL programs using card and printer applications.

Prerequisite: EDP-120.

EDP-220 COBOL II

8 Credits

The student will have a firm foundation in the use of magnetic and direct-access devices when programming using COBOL. He/she should be able to make decisions concerning file usage and file organization for magnetic tape and direct-access devices. In addition, he/she should have an understanding of the methods used by COBOL and the most efficient manner in which to code a COBOL program.

Prerequisite: EDP-205.

EDP-225 OS Concepts and Facilities

8 Credits

After learning the various computer languages, the student must be able to program these into the computer. Here he/she will be able to write the Job Control Statements, which are required in the majority of OS installations, and be able to use and understand the many IBM System Reference Manuals.

Prerequisite: EDP-205.

EDP-230 Case Study

4 Credits

Having gained knowledge of the many languages and how to program these, the student will put this into practical application by developing a series of programs for a typical business application. Computer time will be required.

Prerequisite: EDP-220.

E-103 Written Communications
4 Credits

Concentrates on the composition and typing of letters, interoffice memorandums, business reports, and sales and employment correspondence.

Prerequisites: E-102 and T-10.

E-104 Speech Communications
3 Credits

This is an intensive course in speech communication skills for students. It is designed to improve skills in group discussion and extemporaneous speaking for practical application in social and business situations. Communication theory will be applied to various communication settings such as one-to-one dialogue, group discussions, and speeches. Techniques of audience analysis, listening behavior, feedback perception, and group problem-solving techniques will be studied.

E-105 Literature of the American West
4 Credits

Literature of the American West examines the writings of American authors who have been influenced by Western expansion.

E-106 Learning Techniques
2 Credits

The course is designed to provide an opportunity for the student to improve his/her ability to read efficiently and to be able to apply the improved reading procedures to better his/her study habits.

E-107 Technical Report Writing
8 Credits

In addition to learning the various computer languages, students must be able to present the information gained from the computer in a report

that others can read. This course will acquaint the student with the tools and techniques used in preparing and writing technical reports.

Prerequisite: EDP-130.

EDP-100 Introduction to Data Processing
8 Credits

An introduction to Data Processing in business, this course will present an overview of Data Processing vendors and applications. Students will learn the difference between hardware and software, the various systems and concepts used in Data Processing, and file design.

Prerequisite: Completion of IBM Aptitude exam.

EPD-105 Flow Charting and Program Logic
4 Credits

The student will become familiar with program documentation and the steps involved in problem solving. After learning Flow Charting symbols, Logic and Instruction, the student will design the Logic for complex problems. In addition, he/she will learn matching, modular programming, updating and decision tables.

Prerequisite: Completion of IBM Aptitude exam.

EDP-120 Report Program Generator (RPG) II
8 Credits

The student will learn the RPG language so that he/she will be able to write, program, and solve business problems in RPG II. Additional capabilities of the system are presented. Multiple input files will be studied as well as updating and indexing files.

Prerequisites: EDP-100 and EDP-105 or equivalent.

**EDP-240 Basic Assembler
Language II**

8 Credits

Having an understanding of the basics of BAL, the student will learn to use and understand advanced BAL programming techniques. Emphasis will be placed on Direct Access and Magnetic Tape Applications.
Prerequisite: EDP-200.

EDP-245 Field Project

5 Credits

The student will complete a design on a live system from feasibility to final report. Mandatory use of the computer is essential to this project.
Prerequisite: EDP-230.

ET-105 Energy

5 Credits

This course introduces the student to geological and well-drilling terminology and map symbols. Students learn about oil and gas producing wells and how to locate land leases by longitude, latitude, section, state laws and registration of leases in county courthouses.

**FM-130 Careers in the Fashion
Industry**

2½ Credits

An overview of the variety of careers available in the fashion industry. This course will provide the students with an understanding of the requirements, functions, salaries, advantages and disadvantages of careers in retailing and in related fashion areas.

**FM-131 Twentieth Century
Designers**

2½ Credits

This course offers an introduction to the development and operation of couture. The student will learn about famous European and American

designers: their background, inspirations and influences.

FM-140 Retail Management

4 Credits

This course is a study of the organizational structure and the principles and practices in a retail operation. It introduces the student to the many specialized activities of retailing; includes store location and layout, handling of merchandise and services.

FM-141 Fashion Buying

5 Credits

In this course the student learns the buyer's role in retail merchandising. The course covers the buying techniques, merchandise control, vendor relations, financial planning and the buyer's managerial responsibilities.

FM-151 Historic Costume

5 Credits

This course is a study of the development of costume from primitive man through the 19th century. The student learns what influenced the development of different styles, to recognize and identify these fashions, and what interprets their influence on current fashions.

FM-152 Ready-to-Wear

5 Credits

This course is a study of fashion in the U.S. — colonial costume to current styles. Students learn to recognize and identify these fashions. The ready-to-wear industry is studied with emphasis on events that influenced the development of mass production during this time.

FM-161 Advertising

5 Credits

In this course the student studies the field of sales promotion and develops an understanding of why and how it is necessary to fashion merchandising. Principles and techniques of advertising are emphasized. The student gains experience in preparing promotional materials.

FM-162 Fashion Coordination

4 Credits

In this course the student learns the duties and responsibilities of the fashion director. It includes how to determine trends and plan a merchandise seminar and fashion show productions. Students plan and present a fashion show as a final project.

FM-163 Visual Merchandising

4 Credits

This course provides instruction in the visual promotion of merchandise. Students work with display equipment to develop the proper techniques of designing and installing window and interior displays. Students learn the purpose and goals of various types of displays.

FM-171 Textile Fibers

4 Credits

This course is a study of the characteristics and uses of natural and man-made fibers, how to identify them and selling points of each. It provides the student with the basic knowledge needed to select fabric for general and specific purposes.

FM-172 Textile Fabrics

4 Credits

In this course the student learns to identify various yarn constructions, fabric constructions, dyeing, printing and finishing methods. It provides the student with the basic knowledge

needed to select fabric for general and specific purposes.

FM-173 Non-Textiles

4 Credits

In this course the student learns about fashion materials other than fabrics. The course covers product knowledge, selling points and care of accessories, furs and other non-textile products.

FM-180 Fashion Design I

4 Credits

This course aims to develop the ability to use and understand design terms, and to use basic silhouettes to create a design. Experience is provided in designing apparel by sketching.

FM-181 Fashion Illustration

4 Credits

This is a course in basic drawing of fashion figures (female, male and children) using various media and techniques. Students work in pencil, pen and ink, and color as they learn to illustrate fashion designs.

FM-190 Interior Design I

4 Credits

This course is the study of historical and contemporary furniture styles and periods. The student learns how to identify furniture styles and how to select furniture on the basis of construction, materials and styles.

FM-280 Fashion Design II

4 Credits

This course covers the study of sources and influences inspiring seasonal trends. The student learns how to select clothes through the application of design elements and principles, and how to select appropriate styles for various types of people.

FM-290 Interior Design II

4 Credits

This course covers the elements of interior design to provide a basic background to enable the student to think of rooms in terms of design. It provides the student with experience in using color, selecting wall and floor coverings, and planning the room as a whole.

M-101 Medical Terminology

5 Credits

This course is a study of the structure (prefixes, suffixes, roots, forms and plurals) and meaning of medical words with emphasis on practical application in the medical office setting. The course places emphasis on spelling, pronunciation and definition of medical terms.

M-102 Anatomy and Physiology

5 Credits

The study of the structure of the human body to enable the student to identify the functions of the body systems and reinforce the understanding of medical terminology as it applies to the body and its systems.

Prerequisite: Permission of Medical Assistant Chairperson.

M-103 Medical Communications

2 Credits

Practice writing of medical letters with emphasis on form, appearance, construction and style. Rules pertaining to punctuation, spelling, numbers, and capitalization are reviewed. Speech techniques are also taught.

Prerequisite: Permission of Medical Assistant Chairperson.

M-201 Administrative Office Procedures I

8 Credits

This course covers filing systems in the medical office pertaining to

alphabetic, numeric, subject, geographic, and soundex. Students learn basic telephone techniques, scheduling appointments, handling incoming and outgoing mail. Students are introduced to the various forms found in the medical office. Transcription of medical correspondence pertaining to specialties is practiced, along with emphasis on speed and control on timed tests. Provides basic instruction in the use of 10-key adding machines with emphasis on adding, subtracting, multiplying, and dividing functions, skill, and accuracy. Introduces the student to banking procedures and to the pegboard systems of accounting for the medical office. Students learn how to submit different types of insurance claims, along with credit and collection techniques. Organization and typing of agendas and minutes on stencils and masters and operation of duplicating machines is practiced.

Prerequisite: Permission of Medical Assistant Chairperson.

M-301 Administrative Office Procedures II

2 Credits

Students gain practice in making travel arrangements and in typing itineraries. Preparing resumes, applications, follow-up letters and mock interviews are discussed and simulated in class. Students incorporate all administrative duties in an office simulation practice packet for two physicians.

Prerequisite: Permission of Medical Assistant Chairperson.

M-302 Common Diseases and Disorders

3 Credits

This course familiarizes the student with the diseases and disorders most frequently encountered in an office setting. It provides the student with an overall view of the practice of

medicine; reinforces the skills and knowledge acquired previously in the curriculum. The description of the various disorders is accompanied by the clinical picture and a brief review of diagnostic and therapeutic procedures. A discussion of treatment and care includes such topics as diet therapy (nutrition) and pharmacology.

Prerequisite: Permission of Medical Assistant Chairperson.

M-303 Medical Office Management

3 Credits

This is an introductory course to medical office management. The student will be introduced to various companies and the equipment; supplies and other services available to a medical office; screening and interviewing techniques; personnel management; labor and compensation laws; and maintenance of physicians' records.

Prerequisite: Permission of Medical Assistant Chairperson.

M-304 Medical Transcription

2 Credits

This course provides the student with additional transcription skills. Medical terminology will be reviewed while transcribing different case studies on patients pertaining to medical histories, physical examinations, operative notes, dismissal summaries, x-ray reports, pathology reports and clinical resumes.

Prerequisite: Permission of Medical Assistant Chairperson.

MA-101 Medical Assistant Principles and Techniques

4 Credits

This course covers the specific functions of the Medical Assistant, i.e., examining room techniques, vital signs, aseptic practices and techniques, care of equipment and

supplies. The course also includes a brief history of medicine; an introduction to the concept of the health team; and responsibilities of the Medical Assistant.

Prerequisite: Permission of Medical Assistant Chairperson.

MA-102 Medical Law and Ethics

2 Credits

This course provides the student with a solid foundation in Medical Law and Medical Ethics. The student should acquire knowledge of the legal relationship of the physician and patient, the particulars of consent, professional liabilities and the medical practice acts. The physician's public duties and professional responsibilities are explored as well as the qualifications and liabilities of the medical assistant practicing under the auspices of the physician. The types of medical practices in health care programs will be discussed. The principles of medical ethics and the medical assistant's obligations to uphold these principles is also emphasized.

Prerequisite: Permission of Medical Assistant Chairperson.

MA-201 Diagnostic and Therapeutic Procedures

4 Credits

This course is designed to prepare the student to be able to perform routine electrocardiograms, prepare for interpretation, and recognize abnormalities. It will also provide the student with an understanding of other cardiac studies. The student is taught basic x-ray techniques, radiation protection, x-ray generation, darkroom techniques, and radiographic positioning. The student will study modes of physical therapy, its uses and contraindications. Eye and ear testing will be included in this course.

Prerequisite: Permission of Medical Assistant Chairperson.

MA-202 Principles of Pharmacology and Drug Administration

4 Credits

The content of this course includes basic drugs, their uses and effects on the body, abbreviations and terminology, different modes of drug administration, and calculations of dosages. Students will demonstrate a knowledge of the correct anatomical injection sites and techniques.

Prerequisite: Permission of Medical Assistant Chairperson.

MA-203 Laboratory Orientation

7 Credits

The medical laboratory course of instruction for the Medical Assistant encompasses the basic, routine laboratory procedures that the graduate Medical Assistant may expect to encounter in the physician's office. This includes a complete, routine urinalysis with microscope; a routine complete blood count with differential and erythrocyte sedimentation rate, the collection and processing of laboratory specimens including basic, selected bacteriological procedures such as throat cultures and sensitivities. Basic clinical chemistries, specifically blood glucose, cholesterol, uric acid and blood urea nitrogen are also included in the medical laboratory curriculum.

Prerequisite: M-101 or equivalent.

MA-204 Practice Laboratory

2½ Credits

This course provides the student with the opportunity to practice and refine skills on an individual basis.

Prerequisite: Permission of Medical Assistant Chairperson.

MA-301 Cardiopulmonary Resuscitation and First Aid

2½ Credits

This course provides the student with instruction in basic cardiopulmonary

resuscitation. The student will receive certification from the American Red Cross in basic CPR upon satisfactory completion of this section of the course. Students will receive instruction in effective handling of emergency situations.

Prerequisite: Permission of Medical Assistant Chairperson.

MA-302 Externship Seminar

1½ Credits

This seminar is designed to provide a forum for discussion of externship problems, professional adjustments, and certification review.

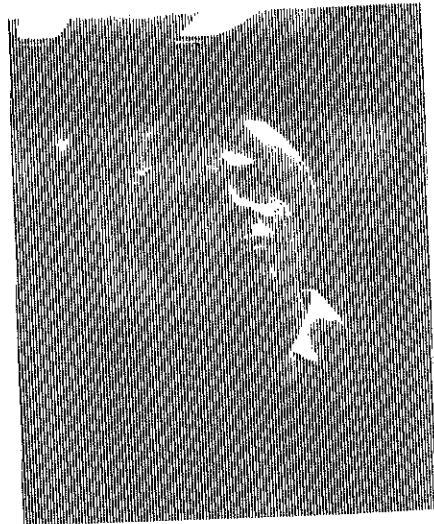
Prerequisite: Permission of Medical Assistant Chairperson.

MA-303 Externship

9 Credits

The student spends time in a medical facility under the supervision of qualified physicians. The student performs various clinical and administrative procedures under supervision and has an opportunity to experience his/her chosen profession.

Prerequisite: Permission of Medical Assistant Chairperson.



MA-304 Practice Laboratory II
2½ Credits

This course provides the student with the opportunity to practice and refine skills on an individual basis.

Prerequisite: Permission of Medical Assistant Chairperson.

MA-305 Externship Seminar
1½ Credits

This seminar is designed to provide a forum for discussion of externship problems, professional adjustments, and certification review.

Prerequisite: Permission of Medical Assistant Chairperson.

MA-306 Externship
9 Credits

The student spends time in a medical facility under the supervision of qualified physicians. The student performs various clinical and administrative procedures under supervision and has an opportunity to experience his/her chosen profession.

Prerequisite: Permission of Medical Assistant Chairperson.

MAT-50 Mathematics of Business
4 Credits

This course provides intensive review of basic mathematics: addition, subtraction, multiplication, and division. The student also learns to estimate answers to improve accuracy and is introduced to the binary number system. Problem solving using algebraic procedures is applied to percentage and ratio formulas and computations; negotiable instruments, compound interest, payroll mathematics, and depreciation computations.

MAT-51 Algebra I
5 Credits

This is a college algebra course with business and technical applications.

This course includes factoring, fractions, linear equations, functions, graphing, exponents and radicals.

MAT-52 Algebra II
5 Credits

This is an advanced study of algebra. Special topics include matrices, inequalities, and exponential and logarithmic functions.

Prerequisite: MAT-51.

MAT-53 Trigonometry
5 Credits

This course is a thorough study of trigonometry skills, including functions, circular functions, inverse functions, identities, complex numbers and vectors.

Prerequisite: MAT-52.

MG-201 Business Organization and Management
5 Credits

This is an introductory course in business management with practical application through the use of case studies. Business organization and objectives, the management function, decision making, and leadership styles are studied.

MG-202 Personnel Management
5 Credits

This course is an introduction to management of personnel. It covers basic principles of total system concept of management; work groups, structure, function and use; physical environment requirements; organizational change and provision for change. Topics covered are the manager's function in organizing, staffing, compensating, and motivating personnel; major management theories; and developing employee potential.

MK-201 Principles of Marketing
5 Credits

This course is an introduction to the function of distribution of goods and services within the total economy. Integration of marketing concepts with economic concepts and consumer needs is stressed.

MK-202 Salesmanship
5 Credits

The salesmanship student studies consumer buying behavior, consumer motivation types of personal selling, advertising and sales promotion. The student learns to gather product knowledge and locate customers, and prepares and practices sales presentations. Building and managing a sales force is covered briefly.

OP-121 Office Procedures
2 Credits

This is a six-week course designed for Travel and Transportation students. It covers records management and adding machines.

OP-131 Adding Machine Operations and Calculators
1 Credit

In this course the student learns to operate and becomes familiar with the functions of the ten-key adding machine and calculator.

OP-132 Adding Machine Operations
2 Credits

This course covers basic operations and speed building on ten-key adding machines. Study includes addition, subtraction, multiplication, error correction and use of decimals, fractions, percentages and credit balances. Emphasis is placed on correct fingering, speed, and accuracy.

OP-133 Calculators
2 Credits

This course covers the operation of printing and electronic calculators. Emphasis is on the special features, accuracy, and correct placement of decimals. Business problems are used to reinforce business math and accounting skills.

Prerequisite: OP-132 or equivalent. MAT-50 is preferred but not required.

OP-139 Records Management
1 Credit

This course prepares the student to accurately file documents in numerous office situations. It prepares the student to be effective in records management and to know filing systems, equipment, file transfer procedures, and file retention procedures.

OP-250 Secretarial Office Procedures
4 Credits

This course covers normal office functions, such as transcribing information from machine dictation, copying procedures, handling mail, telephoning techniques, handling travel arrangements, compiling statistical information, using banking services, and arranging meetings. Job selection and human relations in the office are also covered.

Prerequisites: T-13, S-113, OP-139 or equivalent.

OP-250B Executive Secretarial Dictation Studies
4 Credits

Live and taped dictation is used to familiarize students with the shorthand outlines and the vocabulary of specialized fields of business (for example, manufacturing, real estate, insurance, government, environment, science, etc.). Transcription

techniques are applied to convert the dictation into the correct format for documents relative to such areas.

Prerequisites: S-113, T-13.

OP-250C Executive Office Procedures

4 Credits

Through use of projects, the student applies the knowledge gained throughout the first part of training. Each project makes use of a number of skills and requires judgment and decision making on the part of the student. The student must arrange and organize each project as closely as possible to the way he/she would do it in an actual office situation.

Prerequisites: QP-250, E-102, E-103.

OP-250D Legal Secretarial Office Practice

4 Credits

The student studies the professional ethics of a legal secretary, legal office procedures, legal terminology, and legal typing. A variety of legal documents and their uses familiarize him/her with operations that are unique to a law office. Legal Secretarial Office Practice is coordinated with Legal Secretarial Dictation Studies.

Prerequisite: OP-250.

OP-250E Legal Secretarial Dictation Studies

4 Credits

Live and taped dictation is used to familiarize the student with shorthand forms for legal terms. Speed and accuracy and legal vocabulary are stressed. Successful completion requires 100 words a minute of legal dictation.

Prerequisites: OP-250, S-113.

OP-250F Medical Secretarial Dictation Studies

4 Credits

Live and taped dictation is used to familiarize students with the

shorthand outlines and the vocabulary of the medical profession. Transcription techniques are applied to convert the dictation into the correct format for medical documents.

Prerequisites: S-113, T-13.

PER-100 Outdoor Recreation

2 Credits

Courses will be individually designed for groups of students. The course could include backpacking, fishing techniques, cross-country skiing, alpine skiing, or rock climbing. The course will be individually designed with variable credits depending on the depth of the study.

Prerequisite: Consent of the Vice President of Education.

POS-100 American Government

5 Credits

This course is a study of the historical, cultural, and legal framework of American government. The course includes a study of the judicial process and civil liberties.

PS-205 Psychology

5 Credits

This course deals with the relationship of the individual with his environment. Emphasis is placed on working with others, human behavioral patterns, and personal factors affecting job efficiency and performance.

S-110 Shorthand Theory and Tapes

8 Credits

This course covers the basic theory of Century 21 and introduces transcription. Tapes and live dictation aid in building writing skills. Much emphasis is placed on speedforms and the correct writing of outlines in order to make transcription easier.

Prerequisites: E-102, T-11.

S-112 Shorthand Theory and Tapes

8 Credits

Speedwriting covers the basics of the alphabetic form of shorthand and introduces the student to transcription. The student learns the principles and rules involved, builds skill through taped and live dictation, and builds transcription speed.

Prerequisites: E-102, T-11.

S-113 Dictation and Transcription

4 Credits

This course is for all shorthand students. Emphasis is on building speed and accuracy through live and taped dictation drills. Students must transcribe dictation at 60 words a minute and at 80 words a minute. The letters will be graded by correctness and mailability standards. Results of spelling tests will be a part of the final grade.

Prerequisites: S-110 or S-112, T-13 may be taken concurrently.

S-114 Dictation and Transcription

4 Credits

This course emphasizes building speed and accuracy through live and taped dictation drills. Students must achieve a minimum of 100 words a minute on three-minute tests and short tests dictated from new material. Letters will be graded by correctness and mailability standards. Students are urged, but not required, to attain 120 words a minute. If two three-minute tests are passed at 120 words a minute, a pin will be awarded at graduation.

Prerequisite: S-113.

S-160 Career Interactions

3 Credits

Career interactions is designed to help the student determine and

achieve vocational goals; know how to wage a successful job campaign; learn about human relations on the job; know how to plan for career advancement; and know how personality and personal needs affect job performance.

T-10 Beginning Typewriting I

1½ Credits

This course is required of all full-course students who do not type or who type fewer than 25 words a minute. It is available at no additional cost to full-course students. Basic instruction is given in learning the keyboard and parts of the machine.

T-11 Beginning Typewriting II

1½ Credits

This course covers basic instruction to enable the student to type simple business letters, memos, tables, and reports.

T-12 Intermediate Typewriting I

1½ Credits

This course covers placement of business letters in block, modified block, and AMS simplified style, typing of special parts of a letter and the typing of envelopes. Speed and control are emphasized.

Prerequisite: T-11 or equivalent.

T-13 Intermediate Typewriting II

1½ Credits

This course covers manuscript typing with footnotes, headings, and bibliography; tabulated reports; typing from corrected copy; numbers, symbols and abbreviations; and continued emphasis on speed and control, technique improvement, and production typing.

Prerequisite: T-12 or equivalent.

T-14 Advanced Typewriting I
1½ Credits

This course covers typing outlines and financial reports; arranging and positioning data, production typing, and speed building are covered. Emphasis is on practical application of typing skills, speed, and accuracy. Prerequisite: T-13 or equivalent established through testing.

T-15 Advanced Typewriting II
1½ Credits

This course covers legal forms, business forms, government letters, further practice preparing final copy from rough draft and statistical information presentation. Continued emphasis is placed on production, speed building, and accuracy. Prerequisite: Successful completion of T-14 or equivalent established through testing.

TM-300 Introduction to Transportation Systems
2½ Credits

This course provides a basic introduction to various transportation systems, differences between carriers, types of laws a carrier must deal with, the concept of physical distribution of goods, and departmental organization. Prerequisite: BA-100.

TM-301 Geography
2½ Credits

To effectively transport goods from one area to another, the student needs to know where those areas are, what modes of transportation are possible, and how best to move the goods. This course will provide the student with a working knowledge of the major geographic areas, with particular emphasis on the United States. The student will also learn how to read the various types of maps and learn why such things as climate

and topography can affect transportation of goods. Prerequisite: TM-300.

TM-302 Transportation Economics
5 Credits

The objective of this course is to build on the general theory learned in Principles of Economics by going into the economic specifics of transportation. It covers how the American transportation system developed — from the effect of the railroads during the Civil War, to their importance in connecting and settling the east and west coasts of the United States, through the Robber Barons and the subsequent involvement of the Federal Government, who then began regulating in all areas of transportation: rails, roads, air, water, pipeline. Prerequisite: BA-200.

TM-303 Transportation and Traffic Management I
5 Credits

Covers a survey of transportation in economy, shows alternatives in transportation and how to make a decision as to which type of carrier and which mode of transportation to use. Students will learn how traffic departments are set up and run. Then they will go into the importance of choosing one mode of transportation over another and how to properly route a shipment, with all the variations that could be involved. Prerequisites: TM-302, MG-201.

TM-304 Transportation and Traffic Management II
8 Credits

This course will continue with various methods of carriers, material handling and packaging, storage and

warehousing, Loss and Damage Claims (OS&D), tracing, transportation documents, insurance and liability. The student will discover practices to help solve traffic problems and principles used in handling traffic matters.
Prerequisite: TM-303.

TM-305 Transportation Rates **4 Credits**

This course acquaints the student with the theory of the rate structure, the kinds of tariffs and rate schedules, rate bureaus and conferences. It involves a detailed study of the rules and regulations of the National Motor Freight Classification and a comprehensive study of Southern Territory Motor Freight Tariffs, Inter-Territorial Tariffs and Transcontinental Tariffs.
Prerequisite: TM-302.

TM-306 Government Regulation of Business **2½ Credits**

This course will acquaint the student with transportation law from the first attempts to regulate common carriers through present statutes. It is designed to give a student a thorough understanding of the rights and responsibilities of carriers and shippers as regulated by law.
Prerequisite: MG-201.

TM-307 Transportation Accounting **5 Credits**

This course goes into the accounting specifics of transportation. It will cover transportation billing and collecting, revenue division, collect and prepaid shipments, C.O.D. shipments, rate audits, and the special required accounting systems of the Interstate Commerce Commission (ICC) and Civil Aeronautics Board (CAB). Students will be confronted

with actual problems salesmen encounter in the field and will receive a sound foundation in selling and buying transportation. It will cover preparation of waybills, using actual carrier waybills and shipping order copies to develop speed and proficiency.
Prerequisite: TM-306.

TM-308 Transportation Regulations I **5 Credits**

The most important regulatory act in the transportation field is the Interstate Commerce Act. The main body of this act was developed in two time periods. How the Act came about and what it consists of will be studied in detail, with early emphasis on Parts I & II and later emphasis on the entire Act and all changes that have come about.
Prerequisite: TM-306.

TM-309 Transportation Regulations II **5 Credits**

Students will study important federal Acts and then consider how states develop their laws and regulations and how these relate to the federal laws.
Prerequisite: TM-308.

TM-310 Workshop in Freight Rates **3 Credits**

This course will be actual practice in case histories. These histories will give the student a practical working knowledge of the parcel post, express, air express, air freight, and over water systems. The classification of materials or substances to be transported, rail rates, motor and class rates, and commodity motor rates will be included.
Prerequisites: TM-303, TM-304, TM-305, TM-307.

TM-311 State and Local Regulations and Taxes

4 Credits

Students will become familiar with motor vehicle licenses and taxes, proration, "wheel," use, and ten-mile taxes, fuel and miscellaneous taxes, oversize loads, permits, insurance filings, the importance of compliance with state and local regulations, and truck route restrictions.

Prerequisites: TM-306, TM-308 (First Quarter).

TM-312 Safety Regulations

2 Credits

This course acquaints the student with the safety regulations required for the movement of motor carriers. The students will have a working knowledge of safety requirements for management and clerical occupations in the field.

TT-1 Travel Industry Orientation

1 Credit

Familiarizes the student with the overall concept of the travel industry; enables the student to proficiently compute time zone differences and gain a working knowledge of world time; and gives the student familiarity with the geography of the United States in relation to identification of gateway cities for international travel and the location of major domestic and international cities.

TT-2 Official Airline Guide & Travel Planner

1 Credit

Prepares the student to skillfully and effectively utilize the vital information contained in the Official Airline Guide and provides the necessary training to construct flight itineraries which comply closely with the desires of the passenger.

Prerequisite: TT-1 or equivalent.

TT-3 Reservations Procedures

1 Credit

Provides the student with basic sales fundamentals dealing with customer requirements for travel accommodations. Trains the student to properly construct messages related to passenger reservations using correct codes designating actions required. Also provides the student with basic skills and knowledge to effectively understand and use a computer console (agent set) for travel arrangements.

Prerequisite: TT-2 or equivalent.

TT-4 Travel Agency Operations

1 Credit

Acquaints the student with the organization, operation, duties, responsibilities, and reporting requirements for a travel agency.

TT-5 Steamship, Hotels, and Rental Cars

1 Credit

Provides the student with a knowledge and the skills necessary to competently select and book appropriate accommodations for a client through steamship lines, hotels, and rental car agencies.

Prerequisite: TT-1 or equivalent.

TT-6 Domestic Ticketing and Tariffs

6 Credits

Enables the student to develop the necessary knowledge and skills in the use of reference documents required to determine route structure, prepare appropriate tickets and compute domestic fares in accordance with accepted industry standards.

Prerequisites: TT-3 and TT-7 or equivalent.

TT-7 Geography of Travel
2 Credits

This course provides the student with a working knowledge of the major geographic areas and subdivisions of the world related to international travel and tourism in support of travel planning. Domestic and international gateway cities in the Eastern and Western Hemispheres are included.

TT-8 International Ticketing and Tariffs
6½ Credits

This course enables the student to develop the necessary knowledge and skills in the use of reference documents required to determine route structure, prepare appropriate tickets, and compute international fares in accordance with accepted industry standards.

Prerequisite: TT-6 or equivalent.

TT-9 Group and Tour Travel
1 Credit

This course provides an understanding of the nature of group and tour travel and enables the student to proficiently interpret tour literature regarding accommodations, facilities, and fares in order to correctly inform clients about group and tour plans.

Prerequisite: TT-8 or equivalent.

TT-10 Computer Operation
2½ Credits

The student is taught to use the computer to make scheduled air travel, specify flight service features, arrange ground transportation, calculate fares, and validate and print airline tickets on demand.



A Service to You ...

Unsure of the Right Career Choice for You?

Parks College will provide you with a Career Evaluation, including a personal visit with "COCIS," the talking computer. Simply call 426-1808 for an appointment!

COCIS (Colorado Career Information System) will enable you to:

- ... obtain descriptions of over 20,000 careers available now
- ... obtain a hiring profile of potential employers
- ... secure valuable information pertaining to interviewing, resume writing, etc.
- ... find out those skills you now have and what careers you may want to consider

