

# BUSINESS TECHNOLOGY

TC offers a wide variety of business-related programs, including two-year degrees, one-year certificates, and career studies programs. The college works to keep these business programs focused on current workplace requirements with state-of-the-art technology, experienced faculty, and active advisory committees from the business community.

Business programs focusing on management skills include specialties in small business, hospitality, retail operations, acquisition and procurement, and general business management. Other programs focus on technical skills in accounting and paralegal studies. Technology-based programs include information systems and administrative support occupations.

Students must meet extra requirements or complete prerequisites before being admitted to some of the technology-related programs. These requirements are listed with the individual program descriptions.

## ACCOUNTING

The accounting program offers three levels of programs, all built on the solid foundation of courses contained in the career studies program. The programs can prepare students for entry-level positions or help students update their skills and knowledge if they are already working in the accounting field.

The career studies program prepares students for employment as an accounts receivable clerk, accounts payable clerk, payroll clerk, or bank teller.

The same credit hours meet some of the educational requirements for students who have already earned a Bachelor of Science degree and wish to sit for the Certified Public Accountancy (CPA) exam. These classes also serve as a unique review mechanism for CPA candidates. Additionally, they meet federal government guidelines for accounting coursework to qualify for positions or promotion in the government workforce.

A cooperative education program allows students to earn academic credit and supplement their income while they gain work experience at local sites.

### ASSOCIATE OF APPLIED SCIENCE DEGREE: ACCOUNTING (203)

#### SEMESTER 1 (BASED ON A FALL SEMESTER START)

Course No.	Course Title	Credits	Prerequisite
ACC 211	Principles of Accounting I	3	
ITC 115	Introduction to Computer Applications and Concepts <sup>3</sup>	4	
BUS 100	Introduction to Business	3	
ENG 111	College Composition I	3	Placement
MTH 121	Fundamentals of Mathematics	3	Placement
SDV 100	College Success Skills	1	
<b>Semester Total</b>		<b>17</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
ACC 212	Principles of Accounting II	3	ACC 211
ACC 215	Computerized Accounting	3	ACC 212 should be taken prior to or with ACC 215
BUS 125	Applied Business Mathematics	3	MTH 121
BUS 200	Principles of Management	3	BUS 100
ECO 120	Survey of Economics (or ECO 201 or ECO 202)	3	
	Humanities Elective <sup>1</sup>	3	
<b>Semester Total</b>		<b>18</b>	

**SEMESTER 3**

Course No.	Course Title	Credits	Prerequisite
BUS 241	Business Law I	3	
ACC 221	Intermediate Accounting I	4	ACC 212
ACC 231	Cost Accounting I	3	ACC 212
ACC 261	Principles of Federal Taxation I	3	
	Social Science Elective <sup>1</sup>	3	
<b>Semester Total</b>		<b>16</b>	

**SEMESTER 4**

Course No.	Course Title	Credits	Prerequisite
ACC 222	Intermediate Accounting II	4	ACC 212
ACC 241	Auditing I	3	ACC 212
ACC 297	Cooperative Education in Accounting (or BUS elective) <sup>1</sup>	3	
BUS 220	Introduction to Business Statistics	3	MTH 121
	Health/Physical Education <sup>1</sup>	2	
<b>Semester Total</b>		<b>15</b>	
<b>Total Minimum Credits</b>		<b>66</b>	

**CERTIFICATE: ACCOUNTING SPECIALIST (202.01)**

**SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
ACC 211	Principles of Accounting I	3	
ACC 261	Principles of Federal Taxation I	3	
ITE 115	Introduction to Computer Applications and Concepts <sup>3</sup>	4	
BUS 241	Business Law I (or ACC 215) <sup>2</sup>	3	
<b>Semester Total</b>		<b>13</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
ACC 212	Principles of Accounting II	3	ACC 211
ENG 111	College Composition I	3	Placement
MTH 121	Fundamentals of Mathematics	3	Placement
SDV 100	College Success Skills	1	
<b>Semester Total</b>		<b>10</b>	

**SEMESTER 3**

Course No.	Course Title	Credits	Prerequisite
ACC 221	Intermediate Accounting I	4	ACC 212
ACC 222	Intermediate Accounting II	4	ACC 212
ACC 231	Cost Accounting I	3	ACC 212
ACC 241	Auditing I	3	ACC 212
<b>Semester Total</b>		<b>14</b>	
<b>Total Minimum Credits</b>		<b>37</b>	

**CAREER STUDIES: ACCOUNTING TECHNICIAN (014.01)**

Course No.	Course Title	Credits	Prerequisite
ACC 211	Principles of Accounting I	3	
ACC 212	Principles of Accounting II	3	ACC 211
ACC 221	Intermediate Accounting I	4	ACC 212
ACC 222	Intermediate Accounting II	4	ACC 212
ACC 231	Cost Accounting I	3	ACC 212
ACC 241	Auditing I	3	ACC 212
ACC 261	Principles of Federal Taxation I	3	
BUS 241	Business Law I (or ACC 215) <sup>2</sup>	3	
<b>Total Minimum Credits</b>		<b>26</b>	

- 1 Eligible courses are listed on page 146 in the 2006-2007 catalog. See your academic advisor or counselor to choose the appropriate course(s).
- 2 Students with a bachelor's degree who wish to complete requirements to sit for the Certified Public Accountant (CPA) examination must take BUS 241. Those who are employed in government positions who require college credit in accounting for promotion or those seeking government employment and other students should take ACC 215.
- 3 ITE 115 satisfies the college's computer competency requirement for graduation.

## ADMINISTRATIVE SUPPORT TECHNOLOGY

### ADMINISTRATIVE ASSISTANT

This program will train students to take on the role of administrative assistant. It also acts as an ideal refresher program for those returning to the field, or means of upgrading skills for professional advancement.

Students can choose from two programs, depending on the level of professional development they seek. Career studies graduates become general office assistants, file clerks, or administrative support assistants. With the AAS degree, students can become an administrative assistant, executive secretary, or office manager.

Cooperative education allows students to earn academic credit and supplement their income while they gain work experience at local sites.

### ASSOCIATE OF APPLIED SCIENCE DEGREE: ADMINISTRATIVE SUPPORT TECHNOLOGY SPECIALIZATION: ADMINISTRATIVE ASSISTANT (298.05)

#### SEMESTER 1 (BASED ON A FALL SEMESTER START)

Course No.	Course Title	Credits	Prerequisite
AST 101	Keyboarding I	3	
AST 234	Records and Database Management	3	
BUS 100	Introduction to Business	3	
ENG 111	College Composition I	3	Placement
MTH 121	Fundamentals of Mathematics	3	Placement
SDV 100	College Success Skills	1	
	Health/Physical Education <sup>1</sup>	1	
<b>Semester Total</b>		<b>17</b>	

#### SEMESTER 2

Course No.	Course Title	Credits	Prerequisite
AST 102	Keyboarding II	3	AST 101
AST 141	Word Processing I	4	AST 101
AST 154	Voice Recognition	1	
AST 205	Business Communications	3	ENG 111
BUS 125	Applied Business Mathematics	3	MTH 121
ECO 120	Survey of Economics (or ECO 201)	3	
<b>Semester Total</b>		<b>17</b>	

#### SEMESTER 3

Course No.	Course Title	Credits	Prerequisite
ACC 220	Accounting for Small Business	3	
AST 201	Keyboarding III	3	AST 102
AST 243	Office Administration I	3	AST 101
ITE 130	Introduction to Internet Services	4	
PSY	Psychology Elective <sup>1</sup>	3	
	Health/Physical Education <sup>2</sup>	1	
<b>Semester Total</b>		<b>17</b>	

#### SEMESTER 4

Course No.	Course Title	Credits	Prerequisite
AST 236	Specialized Software Applications <sup>2</sup>	4	AST 101
AST 244	Office Administration II	3	AST 243
AST 257	Word Processing Desktop Publishing	4	AST 141
AST 297	Cooperative Education (or BUS Elective) <sup>1</sup>	3	
	Humanities Elective <sup>1</sup>	3	
<b>Semester Total</b>		<b>17</b>	

<b>Total Minimum Credits</b>	<b>68</b>
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**CAREER STUDIES: GENERAL SECRETARY (074.07)**

**SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
AST 101	Keyboarding I	3	
AST 234	Records and Database Management	3	
AST 243	Office Administration I	3	AST 101
ENG 111	College Composition I	3	Placement
<b>Semester Total</b>		<b>12</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
AST 154	Voice Recognition	1	
AST 102	Keyboarding II	3	AST 101
AST 141	Word Processing I	4	AST 101
AST 205	Business Communications	3	ENG 111
AST 236	Specialized Software Applications <sup>2</sup>	4	AST 101
<b>Semester Total</b>		<b>15</b>	
<b>Total Minimum Credits</b>		<b>27</b>	

- 1 Eligible courses are listed on page 146 in the 2006-2007 catalog. See your academic advisor or counselor to choose the appropriate course(s).
- 2 AST 236 satisfies the college's computer competency requirement for graduation.

**ADMINISTRATIVE SUPPORT TECHNOLOGY**

**MEDICAL SECRETARY**

Students in this program acquire skills in medical transcription, medical terminology, medical office procedures, record management, and word processing. The career studies program provides training as a receptionist or clerical office assistant in a medical office. An Associate of Applied Science degree in this field will prepare students for work as a medical office specialist.

A cooperative education program allows students to earn academic credit and supplement their income while they gain work experience at local sites.

**ASSOCIATE OF APPLIED SCIENCE DEGREE:  
ADMINISTRATIVE SUPPORT TECHNOLOGY  
SPECIALIZATION: MEDICAL SECRETARY (298.11)**

**SEMESTER 1 (BASED ON A FALL SEMESTER START)**

Course No.	Course Title	Credits	Prerequisite
AST 101	Keyboarding I	3	
ENG 111	College Composition I	3	Placement
HLT 143	Medical Terminology I	3	
MTH 121	Fundamentals of Mathematics	3	Placement
PSY	Psychology Elective <sup>1</sup>	3	
SDV 100	College Success Skills	1	
<b>Semester Total</b>		<b>16</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
AST 102	Keyboarding II	3	AST 101
AST 141	Word Processing I	4	AST 101
AST 205	Business Communications	3	ENG 111
BUS 125	Applied Business Mathematics	3	MTH 121
HLT 144	Medical Terminology II	3	HLT 143
	Health/Physical Education <sup>1</sup>	1	
<b>Semester Total</b>		<b>17</b>	

**SEMESTER 3**

Course No.	Course Title	Credits	Prerequisite
ACC 220	Accounting for Small Business	3	
AST 201	Keyboarding III	3	AST 102
AST 234	Records and Database Management	3	
AST 271	Medical Office Procedures I	3	AST 101
ITE 130	Introduction to Internet Services	4	
	Health/Physical Education <sup>1</sup>	1	
<b>Semester Total</b>		<b>17</b>	

**SEMESTER 4**

Course No.	Course Title	Credits	Prerequisite
AST 245	Medical Machine Transcription	3	AST 102
AST 295	Medical Insurance and Coding	3	
AST 297	Cooperative Education in AST (or approved elective) <sup>2</sup>	3	
BUS 100	Introduction to Business	3	
ECO 120	Survey of Economics (or ECO 201)	3	
	Humanities Elective <sup>1</sup>	3	
<b>Semester Total</b>		<b>18</b>	
<b>Total Minimum Credits</b>		<b>68</b>	

**CAREER STUDIES: MEDICAL SECRETARY (074.06)**

**SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
AST 101	Keyboarding I	3	
AST 234	Records and Database Management	3	
AST 271	Medical Office Procedures I	3	AST 101
HLT 143	Medical Terminology I	3	
<b>Semester Total</b>		<b>12</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
AST 102	Keyboarding II	3	AST 101
AST 141	Word Processing I	4	AST 101
AST 245	Medical Machine Transcription	3	AST 102
AST 295	Medical Insurance and Coding	3	HLT 143
HLT 144	Medical Terminology II	3	HLT 143
<b>Semester Total</b>		<b>16</b>	
<b>Total Minimum Credits</b>		<b>28</b>	

- 1 Eligible courses are listed on page 146 in the 2006-2007 catalog. See your academic advisor or counselor to choose the appropriate course(s).
- 2 Approved electives: AST 236 or AST 257.

# HOSPITALITY MANAGEMENT

## CULINARY ARTS

The hospitality management program is designed to provide the knowledge and skills essential to a successful career in the rapidly expanding hospitality industry. The curriculum is a blend of professional, technical, and general education courses that will enable students to enter, advance, and compete successfully in a growing industry. Computer applications are integrated into many of the courses. Faculty combine practical experience and academic perspective.

The Culinary Arts Program focuses on the technical knowledge and hands-on skills necessary for a career path in food preparation in the hospitality industry.

With the Associate of Applied Science degree, students can become an assistant kitchen manager, chef de partie, caterer, banquet chef, chef tournant, sous chef, and eventually, executive chef.

The AAS degree in Hospitality Management: Specialization in Culinary Arts is accredited by the American Culinary Federation's Accrediting Commission.

### ASSOCIATE OF APPLIED SCIENCE DEGREE: HOSPITALITY MANAGEMENT SPECIALIZATION: CULINARY ARTS (775.05)

#### SEMESTER 1 (BASED ON FALL SEMESTER START)

Course No.	Course Title	Credits	Prerequisite
DIT 121	Nutrition I (or DIT 125 or HRI 119)	3	
HRI 101	Hotel Restaurant Organization and Management I	3	
HRI 106	Principles of Culinary Arts I	3	Coreq: HRI 158
HRI 158	Sanitation and Safety	3	Coreq: HRI 106
MTH 121	Fundamentals of Mathematics (or MTH 158 or 163)	3	Placement
SDV 100	College Success Skills	1	
<b>Semester Total</b>		<b>16</b>	

#### SEMESTER 2

Course No.	Course Title	Credits	Prerequisite
ENG 111	College Composition I	3	Placement
HRI 102	Hotel Restaurant Organization and Management II	3	
HRI 107	Principles of Culinary Arts II	3	HRI 106
HRI 128	Principles of Baking	3	HRI 158
HRI 134	Food and Beverage Service Management	3	HRI 158
HRI 215	Food Purchasing	3	
<b>Semester Total</b>		<b>18</b>	

#### SEMESTER 3

Course No.	Course Title	Credits	Prerequisite
HRI 145	Garde Manger	3	HRI 158
HRI 206	International Cuisine	3	HRI 106
HRI 224	Recipe and Menu Management	3	
ITE 115	Introduction to Computer Applications and Concepts	4	
	Social Science Elective <sup>1</sup>	3	
<b>Semester Total</b>		<b>16</b>	

#### SEMESTER 4

Course No.	Course Title	Credits	Prerequisite
HRI 207	American Regional Cuisine	3	HRI 106
HRI 297	Cooperative Education	3	
HRI	Approved HRI Elective <sup>2</sup>	3	
HRI	Approved HRI Elective <sup>2</sup>	3	
	Humanities Elective <sup>1</sup>	3	
	Social Science Elective <sup>1</sup>	3	
<b>Semester Total</b>		<b>18</b>	
<b>Total Minimum Credits</b>		<b>68</b>	

### CAREER STUDIES: CATERING (064.05)

#### SEMESTER 1

Course No.	Course Title	Credits	Prerequisite
HRI 106	Principles of Culinary Arts I	3	Coreq: HRI 158
HRI 158	Sanitation and Safety	3	Coreq: HRI 106
HRI 224	Recipe and Menu Management	3	
HRI 251	Food and Beverage Cost Control	3	
<b>Semester Total</b>		<b>12</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
HRI 145	Garde Manger	3	HRI 158
HRI 207	American Regional Cuisine	3	HRI 106
HRI 256	Principles and Applications of Catering	3	HRI 158
<b>Semester Total</b>		<b>9</b>	
<b>Total Minimum Credits</b>		<b>21</b>	

**CAREER STUDIES: CLASSICAL COOKING (064.03)**

**SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
HRI 106	Principles of Culinary Arts I	3	Coreq: HRI 158
HRI 158	Sanitation and Safety	3	Coreq: HRI 106
<b>Semester Total</b>		<b>6</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
HRI 128	Principles of Baking	3	HRI 158
HRI 145	Garde Manger	3	HRI 158
HRI 206	International Cuisine	3	HRI 106
HRI 207	American Regional Cuisine	3	HRI 106
<b>Semester Total</b>		<b>12</b>	
<b>Total Minimum Credits</b>		<b>18</b>	

**CAREER STUDIES: KITCHEN MANAGEMENT (064.04)**

**SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
DIT 121	Nutrition I (or DIT 125 or HRI 119)	3	
HRI 106	Principles of Culinary Arts I	3	Coreq: HRI 158
HRI 158	Sanitation and Safety	3	Coreq: HRI 106
<b>Semester Total</b>		<b>9</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
HRI 101	Hotel Restaurant Organization and Management	3	
HRI 224	Recipe and Menu Management	3	
HRI 251	Food and Beverage Cost Control	3	
<b>Semester Total</b>		<b>9</b>	
<b>Total Minimum Credits</b>		<b>18</b>	

- 1 Eligible courses are listed on page 146 in the 2006-2007 catalog. See your academic advisor or counselor to choose the appropriate course(s).
- 2 Approved HRI Electives:
  - HRI 150 Hospitality Ownership
  - HRI 235 Hospitality Marketing
  - HRI 251 Food and Beverage Cost Control
  - HRI 256 Principles and Applications of Catering
  - Other HRI courses subject to the approval of the Program Coordinator.

# HOSPITALITY MANAGEMENT

## FOOD SERVICE MANAGEMENT

In the food service management program, students will develop a practical working knowledge of the principles of hotel, motel, restaurant, and institutional management. They will learn about current trends and the latest practices such as the dynamics of guest relations.

The career studies program prepares students to become a manager trainee, member of the banquet staff, caterer, deli manager, line or prep cook.

With the Associate of Applied Science degree in food service management, students can become an assistant kitchen manager, banquet manager, restaurant general manager, cost control manager, hotel assistant food and beverage manager, catering sales manager, kitchen manager, sales manager, or purchasing manager.

### ASSOCIATE OF APPLIED SCIENCE DEGREE: HOSPITALITY MANAGEMENT SPECIALIZATION: FOOD SERVICE MANAGEMENT (775.02)

#### SEMESTER 1 (BASED ON A FALL SEMESTER START)

Course No.	Course Title	Credits	Prerequisite
DIT 121	Nutrition I (or DIT 125 or HRI 119)	3	
HRI 101	Hotel Restaurant Organization and Management I	3	
HRI 106	Principles of Culinary Arts I	3	Coreq: HRI 158
HRI 158	Sanitation and Safety	3	Coreq: HRI 106
MTH 121	Fundamentals of Mathematics	3	Placement
SDV 100	College Success Skills	1	
<b>Semester Total</b>		<b>16</b>	

#### SEMESTER 2

Course No.	Course Title	Credits	Prerequisite
ACC 116	Hospitality Accounting (or ACC 211)	3	
ENG 111	College Composition I	3	Placement
HRI 102	Hotel Restaurant Organization and Management II	3	
HRI 134	Food And Beverage Service Management	3	HRI 158
HRI 215	Food Purchasing	3	
HRI 255	Human Resource Management and Training for Hospitality and Tourism	3	
<b>Semester Total</b>		<b>18</b>	

#### SEMESTER 3

Course No.	Course Title	Credits	Prerequisite
HRI 206	International Cuisine	3	HRI 106
HRI 224	Recipe and Menu Management	3	
HRI 275	Hospitality Law	3	
ITE 115	Introduction to Computer Applications and Concepts	4	
	Social Science Elective <sup>1</sup>	3	
<b>Semester Total</b>		<b>16</b>	

#### SEMESTER 4

Course No.	Course Title	Credits	Prerequisite
HRI 297	Cooperative Education	3	
HRI	Approved HRI Elective <sup>2</sup>	3	
HRI	Approved HRI Elective <sup>2</sup>	3	
	Humanities Elective <sup>1</sup>	3	
	Social Science Elective <sup>1</sup>	3	
<b>Semester Total</b>		<b>15</b>	
<b>Total Minimum Credits</b>		<b>65</b>	

**CAREER STUDIES:  
FOOD SERVICE MANAGEMENT TRAINEE (064)**

**SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
DIT 121	Nutrition I (or DIT 125 or HRI 119)	3	
HRI 101	Hotel Restaurant Organization and Management I	3	
HRI 106	Principles of Culinary Arts I	3	Coreq: HRI 158
HRI 158	Sanitation and Safety	3	Coreq: HRI 106
<b>Semester Total</b>		<b>12</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
HRI 102	Hotel Restaurant Organization and Management II	3	
HRI 134	Food And Beverage Service Management	3	HRI 158
HRI 215	Food Purchasing	3	
HRI 224	Recipe and Menu Management	3	
HRI 251	Food and Beverage Cost Control I	3	
<b>Semester Total</b>		<b>15</b>	
<b>Total Minimum Credits</b>		<b>27</b>	

- 1 Eligible courses are listed on page 146 in the 2006-2007 catalog. See your academic advisor or counselor to choose the appropriate course(s).
- 2 Approved HRI Electives:
  - HRI 150 Hospitality Ownership
  - HRI 235 Hospitality Marketing
  - HRI 251 Food and Beverage Cost Control
  - HRI 256 Principles and Applications of Catering
  - Other HRI courses subject to the approval of the Program Coordinator.

**HOSPITALITY MANAGEMENT**

**LODGING MANAGEMENT**

In the lodging management program, students will develop a practical working knowledge of the principles of hotel, motel, restaurant, and institutional management. They will learn about current trends and the latest practices such as the dynamics of guest relations.

The career studies program qualifies students as trainee in the field, ready for positions such as front desk clerk, hotel receptionist, housekeeper, or reservationist.

With the Associate of Applied Science degree in lodging management students can become a hotel restaurant manager, banquet manager, cost control manager, housekeeping manager, hotel assistant food and beverage manager, catering sales manager, front office manager, assistant hotel general manager, or purchasing manager.

**ASSOCIATE OF APPLIED SCIENCE DEGREE:  
HOSPITALITY MANAGEMENT  
SPECIALIZATION: LODGING MANAGEMENT (775.04)**

**SEMESTER 1 (BASED ON A FALL SEMESTER START)**

Course No.	Course Title	Credits	Prerequisite
DIT 121	Nutrition I (or DIT 125 or HRI 119)	3	
HRI 101	Hotel Restaurant Organization and Management I	3	
HRI 106	Principles of Culinary Arts I	3	Coreq: HRI 158
HRI 158	Sanitation and Safety	3	Coreq: HRI 106
MTH 121	Fundamentals of Mathematics (or MTH 158 or 163)	3	Placement
SDV 100	College Success Skills	1	
<b>Semester Total</b>		<b>16</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
ENG 111	College Composition I	3	Placement
HRI 102	Hotel Restaurant Organization and Management II	3	
HRI 134	Food and Beverage Service Management	3	HRI 158
HRI 160	Executive Housekeeping	3	
HRI 180	Convention Management and Service	3	
HRI 215	Food Purchasing	3	
<b>Semester Total</b>		<b>18</b>	

**SEMESTER 3**

Course No.	Course Title	Credits	Prerequisite
HRI 224	Recipe And Menu Management	3	
HRI 265	Hotel Front Office Operations	3	
HRI 275	Hospitality Law	3	
ITE 115	Introduction to Computer Applications and Concepts	4	
	Social Science Elective <sup>1</sup>	3	
<b>Semester Total</b>		<b>16</b>	

**SEMESTER 4**

Course No.	Course Title	Credits	Prerequisite
HRI 297	Cooperative Education	3	
HRI	Approved HRI Elective <sup>2</sup>	3	
HRI	Approved HRI Elective <sup>2</sup>	3	
	Humanities Elective <sup>1</sup>	3	
	Social Science Elective <sup>1</sup>	3	
<b>Semester Total</b>		<b>15</b>	
<b>Total Minimum Credits</b>		<b>65</b>	

**CAREER STUDIES: LODGING MANAGEMENT TRAINEE (064.02)**

**SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
HRI 101	Hotel Restaurant Organization and Management I	3	
HRI 106	Principles of Culinary Arts I	3	Coreq: HRI 158
HRI 158	Sanitation and Safety	3	Coreq: HRI 106
HRI 251	Food and Beverage Cost Control I	3	
<b>Semester Total</b>		<b>12</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
HRI 102	Hotel Restaurant Organization and Management II	3	
HRI 160	Executive Housekeeping	3	
HRI 180	Convention Management and Service	3	
HRI 265	Hotel Front Office Operations	3	
HRI 275	Hospitality Law	3	
<b>Semester Total</b>		<b>15</b>	
<b>Total Minimum Credits</b>		<b>27</b>	

- 1 Eligible courses are listed on page 146 in the 2006-2007 catalog. See your academic advisor or counselor to choose the appropriate course(s).
- 2 Approved HRI Electives:
  - HRI 150 Hospitality Ownership
  - HRI 235 Hospitality Marketing
  - HRI 251 Food and Beverage Cost Control
  - HRI 256 Principles and Applications of Catering
 Other HRI courses subject to the approval of the Program Coordinator.

**INFORMATION SYSTEMS TECHNOLOGY**

The Information Systems Technology (IST) program consists of a number of career studies options that focus on a specific career field in information technology. These programs are best suited for individuals who already hold a degree and want to change careers or who seek advancement in their current field. Each of these programs requires that the student possess a basic understanding of computers in the work place. This basic understanding is expressed through prerequisite knowledge and/or required course work.

The career studies programs fold into the certificate program that adds some general education course work along with an introduction to the business world. The certificate is best suited for individuals who have substantial work experience in a related field.

The Associate of Applied Science degree is designed for the individual who has little, if any, work experience and holds no degree. It provides the combination of technical courses, general education, and business-related content.

Internships in local businesses and cooperative education experiences help students explore the job market before graduation. In some instances, internships are an optional component of the program.

For entry into any of the college's IST programs, students must have a strong foundation in microcomputer applications which includes word processing, spreadsheets, database, the Windows

desktop, Internet, and email. Students may demonstrate these competencies by challenging or completing ITE 115. Additionally, students are encouraged to complete the IT core requirements of ITN 101, ITN 106, ITN 107, and ITP 100 prior to specializing in any of the career studies programs. Some career studies programs alter these requirements slightly. Be sure to check the specific program prior to enrolling in the core classes. It is important to complete or otherwise satisfy all prerequisite requirements for any course.

Areas in which a student may concentrate are: Database Specialist, Network Administration, Network Engineer-Network 6, Network Engineer-Windows 2003, Network Engineer-Wireless Systems, Network Infrastructure Specialist (Cisco), Network Security, Programmer Trainee and Web Development Specialist. The majority of these concentrations prepare the student to sit for either vendor-specific or vendor-neutral certifications.

The field of information technology is constantly evolving and TCC makes every effort to keep all programs current. Please visit the following website for the most up-to-date information: [www.tcc.edu/academics/divisions/ITBusiness/ist](http://www.tcc.edu/academics/divisions/ITBusiness/ist).

Students enrolled in many of the IT courses are eligible for free software from Microsoft Corporation as a result of TCC's membership in the Microsoft Developers' Academic Alliance. See the IT website for details about MSDNAA.

## ASSOCIATE IN APPLIED SCIENCE DEGREE: INFORMATION SYSTEMS TECHNOLOGY (299)

### SEMESTER 1 (BASED ON A FALL SEMESTER START)

Course No.	Course Title	Credits	Prerequisite
BUS 100	Introduction to Business	3	
ENG 111	College Composition I	3	Placement
ITN 106	Microcomputer Operating Systems <sup>3,4</sup>	4	ITE 115
ITN 107	Personal Computer Hardware Troubleshooting <sup>3</sup>	4	ITE 115
MTH 158	College Algebra	3	Placement
SDV 100	College Success Skills	1	
<b>Semester Total</b>		<b>18</b>	

### SEMESTER 2

Course No.	Course Title	Credits	Prerequisite
AST 205	Business Communications	3	ENG 111
BUS 125	Applied Business Mathematics	3	MTH 121
BUS 200	Principles of Management (or BUS 165)	3	BUS 100
ITN 101	Introduction to Network Concepts <sup>3,4</sup>	4	ITN 106
ITP 100	Software Design	4	
<b>Semester Total</b>		<b>17</b>	

### SEMESTER 3

Course No.	Course Title	Credits	Prerequisite
ACC 211	Principles of Accounting I	3	
ECO 120	Survey of Economics (or ECO 201 or ECO 202)	3	
	Humanities Elective <sup>1</sup>	3	
IT	Approved IT Elective <sup>2</sup>	4	
IT	Approved IT Elective <sup>2</sup>	4	
<b>Semester Total</b>		<b>17</b>	

### SEMESTER 4

Course No.	Course Title	Credits	Prerequisite
ACC 212	Principles of Accounting II (or Approved IT Elective <sup>2</sup> )	3	ACC 211
	Social Science Elective <sup>1</sup>	3	
	Health/Physical Education <sup>1</sup>	2	
IT	Approved IT Elective <sup>2</sup>	3	
IT	Approved IT Elective <sup>2</sup>	4	
<b>Semester Total</b>		<b>15</b>	
<b>Total Minimum Credits</b>		<b>67</b>	

## CERTIFICATE: INFORMATION SYSTEMS TECHNOLOGY (200)

### SEMESTER 1

Course No.	Course Title	Credits	Prerequisite
ENG 111	College Composition I	3	Placement
IT	Approved IT Elective <sup>2</sup>	4 - 8	
MTH 158	College Algebra	3	Placement
SDV 100	College Success Skills	1	
<b>Semester Total</b>		<b>11 - 15</b>	

### SEMESTER 2

Course No.	Course Title	Credits	Prerequisite
BUS 100	Introduction to Business	3	
IT	Approved IT Elective <sup>2</sup>	8 - 12	
<b>Semester Total</b>		<b>11 - 15</b>	

### SEMESTER 3

Course No.	Course Title	Credits	Prerequisite
ACC 211	Principles of Accounting I	3	
IT	Approved IT Elective <sup>2</sup>	3 - 8	
<b>Semester Total</b>		<b>6 - 11</b>	
<b>Total Minimum Credits</b>		<b>34 - 41</b>	

- 1 Eligible courses are listed on page 146 in the 2006-2007 catalog. See your academic advisor or counselor to choose the appropriate course(s).
- 2 Approved electives must be selected from **one** of the IST Career Studies Programs.
- 3 These courses prepare students to sit for certification exams. ITN 106/107 prepare students for the A+ certification. ITN 101 prepares students for the Network+ certification.
- 4 Students in the Web Development Specialist curriculum should take ITE 130 Introduction to Internet Services in place of ITN 101. Students in the Database Specialist curriculum should take ITN 171 UNIX I in place of ITN 106.

### CAREER STUDIES: DATABASE SPECIALIST (071.17)

TCC is an Oracle Academic Initiative (OAI) Partner and an authorized Oracle training site.

#### SEMESTER 1

Course No.	Course Title	Credits	Prerequisite
ITD 132	Structured Query Language	4	ITE 115
ITD 260	Data Modeling and Design	4	ITD 132 should be taken prior to or with ITD 260
<b>Semester Total</b>		<b>8</b>	

#### SEMESTER 2

Course No.	Course Title	Credits	Prerequisite
ITD 250	Database Architecture and Administration	4	ITD 132 and ITN 171
ITD 134	PL/SQL Programming	4	ITD 132 or SQL knowledge
<b>Semester Total</b>		<b>8</b>	

### SEMESTER 3

Course No.	Course Title	Credits	Prerequisite
IT	Approved IT Electives <sup>1</sup>	4	
IT	Approved IT Electives <sup>1</sup>	4	
<b>Semester Total</b>		<b>8</b>	

### SEMESTER 4

Course No.	Course Title	Credits	Prerequisite
IT	Approved IT Electives <sup>1</sup>	3-4	
<b>Semester Total</b>		<b>3-4</b>	
<b>Total Minimum Credits</b>		<b>27-28</b>	

- 1 Electives may be chosen from any of the courses listed below. Students wishing career specialties should select those courses in either Enterprise Database Administrator or Enterprise Database Developer:

Enterprise Database Administrator:

- ITD 251 – Database System Development
- ITD 295 – Database Backup and Recovery and Performance Tuning
- ITN 216 – Windows 2000: SQL Server

Enterprise Database Developer:

- ITD 150 – Oracle Reporting
- ITD 152 – Oracle Forms Developer
- ITP 120 – Java Programming I

These courses prepare students for the test leading to Oracle Certified Associate (OCA) certification and Oracle Certified Professional (OCP).

### CAREER STUDIES: NETWORK ADMINISTRATION (071.12)

Depending upon the selection of electives, students may prepare for network-related certifications from Cisco, Microsoft, CompTIA, and Novell.

#### SEMESTER 1

Course No.	Course Title	Credits	Prerequisite
ITN 131	Novell Fundamentals of Networking Netware 6.X <sup>2</sup>	4	ITN 101
ITN 114	Windows XP Professional <sup>2</sup>	4	
ITN 150	Networking Fundamentals and Introductory Routing - Cisco <sup>2</sup>	4	ITN 101
ITN 171	UNIX I <sup>2</sup>	4	
<b>Semester Total</b>		<b>16</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
ITN 170	Linux System Administration <sup>2</sup>	4	ITN 171
ITN 260	Network Security Basics	4	ITN 101 or substantial networking experience
ITN	Approved ITN Elective <sup>1</sup>	3-4	
<b>Semester Total</b>		<b>11 - 12</b>	
<b>Total Minimum Credits</b>		<b>27 - 28</b>	

- 1 Approved ITN Electives:  
 ITN 115 – Windows 2003 Server  
 ITN 151 – Introductory Routing and Switching-Cisco  
 ITN 235 – Novell Network Management  
 ITN 270 – Advanced Linux Network Administration  
 ITN 120 – Wireless Network Administration  
 ITN 297 – Cooperative Education in ITN
- 2 These courses prepare students to sit for the first of a series of tests leading to certification with a variety of vendors.

**CAREER STUDIES:  
 NETWORK ENGINEER — NETWARE 6 (071.01)**

This program provides the background for Certified Novell Administrator (CNA) and Certified Novell Engineer (CNE) industry certifications. TCC is a Novell Education Academic Partner.

**SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
ITN 131	Novell Fundamentals of Networking Netware 6.X <sup>1</sup>	4	ITN 101
<b>Semester Total</b>		<b>4</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
ITN 232	Novell Network Design and Implementation <sup>1</sup>	4	ITN 131
ITN 235	Novell Network Management <sup>1</sup>	4	ITN 131
<b>Semester Total</b>		<b>8</b>	

**SEMESTER 3**

Course No.	Course Title	Credits	Prerequisite
ITN 234	Novell Desktop Management with ZENworks for Desktops <sup>1</sup>	4	ITN 131
ITN 260	Network Security Basics	4	ITN 101 or substantial networking experience
ITN 236	Advanced Novell Network Management <sup>1</sup>	4	ITN 235
<b>Semester Total</b>		<b>12</b>	
<b>Total Minimum Credits</b>		<b>24</b>	

- 1 These courses prepare students to sit for the CNE (Certified Network Engineer) certification exams. ITN 131 prepares students to sit for the CNA (Certified Network Administrator) certification exam.

**CAREER STUDIES:  
 NETWORK ENGINEER – WINDOWS 2003 (071.16)**

Graduates are prepared to study for the Microsoft Certified Professional (MCP), Microsoft Certified Systems Administrator (MCSA), and Microsoft Certified Systems Engineer (MCSE).

Tidewater Community College is a member of the Microsoft Developers' Network Academic Alliance. Students may obtain free copies of applicable software.

**SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
ITN 114	Windows XP Professional (XP)	4	
<b>Semester Total</b>		<b>4</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
ITN 115	Windows 2003 – Server (SER)	4	ITN 114
ITN 116	Windows 2003 – Network Infrastructure – Implementation, Management, and Maintenance (NI-IMM)	4	ITN 115 should be taken prior to or with ITN 116
<b>Semester Total</b>		<b>8</b>	

**SEMESTER 3**

Course No.	Course Title	Credits	Prerequisite
ITN 117	Windows 2003 – Network Infrastructure – Planning and Maintenance (NI-PM)	4	ITN 115
ITN 118	Windows 2003 – Active Directory Infrastructure Planning (ADI-PIM)	4	ITN 115
<b>Semester Total</b>		<b>8</b>	

**SEMESTER 4**

Course No.	Course Title	Credits	Prerequisite
ITN	ITN Approved MCSE 2003 Design Course <sup>1</sup>	4	ITN 116 ITN 117 and ITN 118
ITN	ITN Approved MCSE 2003 Elective <sup>2</sup>	4	ITN 116 ITN 117 and ITN 118
<b>Semester Total</b>		<b>8</b>	
<b>Total Minimum Credits</b>		<b>28</b>	

- ITN approved MCSE 2003 Design Course Choices (pick one)  
ITN 240 – Windows 2003 Active Directory and Network Infrastructure Design (AD-NID)\*  
ITN 241 – Windows 2003 Security Design (SD)\*
- ITN approved MCSE 2003 Elective Choices (pick one)  
ITN 240 – Windows 2003 Active Directory and Network Infrastructure Design (AD-NID)\*  
ITN 241 – Windows 2003 Security Design (SD)\*  
ITN 242 – Windows Microsoft Exchange 2003 Server (ES03)  
ITN 243 – Windows 2003 Security Implementation and Administration (S-IA)  
ITN 216 – Windows 2000 SQL Server  
ITN 260 – Network Security Basics

\* Can be used once, either as a design course or elective course.

**CAREER STUDIES:  
NETWORK ENGINEER – WIRELESS SYSTEMS (071.13)**

Program graduates are prepared to study for the Certified Wireless Network Administrator (CWNA).

**SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
ITN 120	Wireless – Network Administration (W-NA) <sup>2</sup>	3	
ITN 126	Wireless – Network Operating System (W-NOS)	3	ITN 101
<b>Semester Total</b>		<b>6</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
ITN 125	Wireless – Mobile Networking (W-MN) <sup>2</sup>	3	ITN 120
ITN 281	Wireless – Network Field Engineering (W-NFE)	3	ITN 120
<b>Semester Total</b>		<b>6</b>	

**SEMESTER 3**

Course No.	Course Title	Credits	Prerequisite
ITN 220	Wireless – Network Security (W-NS)	3	ITN 120
ITN 222	Wireless – Network Interoperability (W-NI)	3	ITN 120
ITN	Wireless – Approved ITN Electives <sup>1</sup>	3	ITN 120
<b>Semester Total</b>		<b>9</b>	
<b>Total Minimum Credits</b>		<b>21</b>	

- Wireless Approved ITN electives:  
ITN 221 - Wireless Satellite Systems (W-SS),  
ITN 228 - Wireless-Network Data Communication, Instrumentation, Testing and Measuring Techniques (W-NDC),  
ITN 283 - Wireless-Network Field Site Survey (W-NFSS).
- Students completing these courses are prepared to sit for the Certified Wireless Network Administrator (CWNA) certification.

**CAREER STUDIES:  
NETWORK INFRASTRUCTURE SPECIALIST (071.10)**

Through a partnership with Cisco Systems and the VCCS, this program provides the student with the training to gain certification as a Cisco Certified Networking Associate (CCNA) and as a Cisco Certified Design Associate (CCDA).

TCC is recognized as a Cisco Regional Academy that provides training and support for Local Academies in our service area.

**SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
ITN 150	Networking Fundamentals and Introductory Routing – Cisco <sup>1</sup>	4	ITN 101
ITN 260	Network Security Basics	4	ITN 101 or substantial network experience
<b>Semester Total</b>		<b>8</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
ITN 151	Introductory Routing and Switching – Cisco <sup>1</sup>	4	ITN 150
ITN 250	Advanced Routing – Cisco <sup>2</sup>	4	ITN 151 should be taken prior to or with ITN 250
<b>Semester Total</b>		<b>8</b>	

**SEMESTER 3**

Course No.	Course Title	Credits	Prerequisite
ITN 251	Remote Access Networking - Cisco <sup>2</sup>	4	ITN 151
ITN 252	Advanced Switching – Cisco <sup>2</sup>	4	ITN 151
<b>Semester Total</b>		<b>8</b>	

**SEMESTER 4**

Course No.	Course Title	Credits	Prerequisite
ITN 253	Network Troubleshooting - and Cisco <sup>2</sup>	4	ITN 250, ITN 251, and ITN 252
<b>Semester Total</b>		<b>4</b>	
<b>Total Minimum Credits</b>		<b>28</b>	

- 1 These courses prepare students to sit for the CCNA (Cisco Certified Networking Associate) and CCDA (Cisco Certified Design Associate) certification exams.
- 2 These courses prepare students to sit for the CCNP (Cisco Certified Networking Professional) certification exams.

**CAREER STUDIES: NETWORK SECURITY (071.15)**

This program has been designed for computer professionals currently working in industry or students who have successfully completed all the IST core requirements and some networking coursework.

**SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
ITN 260	Network Security Basics <sup>1</sup>	4	ITN 101 or substantial networking experience
ITN 267	Legal Topics in Network Security	3	ITN 260 should be taken prior to or with ITN 267
<b>Semester Total</b>		<b>7</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
ITN 261	Network Attacks, Computer Crime and Hacking	4	ITN 260
ITN 262	Network Communication, Security and Authentication	4	ITN 260
ITN 263	Internet/Intranet Firewalls and E-Commerce Security	4	ITN 260
<b>Semester Total</b>		<b>12</b>	

**SEMESTER 3**

Course No.	Course Title	Credits	Prerequisite
ITN 266	Network Security Layers	4	ITN 260
ITN	Approved ITN Electives <sup>2</sup>	3-4	
<b>Semester Total</b>		<b>7-8</b>	
<b>Total Minimum Credits</b>		<b>26-27</b>	

- 1 This course prepares students to sit for the CompTIA Security+ certification exam.
- 2 Approved ITN Electives:
  - ITN 114 Windows XP Professional
  - ITN 131 Novell Fundamentals of Networking NetWare 6.X
  - ITN 150 – Networking Fundamentals and Introductory Routing–Cisco
  - ITN 151 – Introductory Routing and Switching – Cisco
  - ITN 170 Linux System Administration
  - ITN 171 UNIX I
  - ITN 270 Advanced Linux Network Administration
  - ITN 297 Cooperative Education in ITN

### CAREER STUDIES: PROGRAMMER TRAINEE (071.02)

Languages currently supported include: Java, Visual Basic, Net, C++, and C#.Net.

#### SEMESTER 1

Course No.	Course Title	Credits	Prerequisite
ITD 132	Structured Query Language	4	ITE 115
ITP	Introductory Programming Language <sup>1</sup>	4	ITP 100
<b>Semester Total</b>		<b>8</b>	

#### SEMESTER 2

Course No.	Course Title	Credits	Prerequisite
ITE 215	Advanced Computer Applications and Integration	4	ITE 115
ITP	Introductory Programming Language <sup>1</sup>	4	ITP 100
ITP	Advanced Programming Language <sup>2</sup>	4	Intro ITP Language
<b>Semester Total</b>		<b>12</b>	

#### SEMESTER 3

Course No.	Course Title	Credits	Prerequisite
ITP 251	System Analysis and Design	3	ITP 100 and ITP Course
ITP	Advanced Programming Language <sup>2</sup>	4	Intro ITP Language
<b>Semester Total</b>		<b>7</b>	
<b>Total Minimum Credits</b>		<b>27</b>	

<sup>1</sup> Choose from ITP 120, ITP 132, ITP 112, or ITP 136.

<sup>2</sup> Choose from ITP 220, ITP 232, ITP 212, or ITP 236.

### CAREER STUDIES: WEB DEVELOPMENT SPECIALIST (071.05)

Graduates from this program will be prepared to accept entry-level positions that will fill the huge demand within organizations for Web development on company Intranets and corporate e-business sites on the Internet.

#### SEMESTER 1

Course No.	Course Title	Credits	Prerequisite
ITN 100	Introduction to Telecommunications <sup>2</sup>	4	
IT	Approved IT Elective <sup>1</sup>	4	
<b>Semester Total</b>		<b>8</b>	

#### SEMESTER 2

Course No.	Course Title	Credits	Prerequisite
ITD 110	Web Page Design I <sup>2</sup>	4	
IT	Approved IT Elective <sup>1</sup>	4	
<b>Semester Total</b>		<b>8</b>	

#### SEMESTER 3

Course No.	Course Title	Credits	Prerequisite
ITD 210	Web Page Design II <sup>2</sup>	4	ITD 110
ITN 224	Web Server Management	4	ITN 100
<b>Semester Total</b>		<b>8</b>	

**Total Minimum Credits 24**

- 1 Choose from courses for career specialties in either Web Design Graphics or Web Programming:

Web Design Graphics:

- ITD 112 - Designing Web Page Graphics
- ITD 212 - Interactive Web Design

Web Programming:

- ITD 132 - Structured Query Language
- ITP 120 - Java Programming I
- ITP 240 - Server Side Programming
- ITP 242 - ASP Server Side Scripting

- 2 Courses lead to Certified Internet Webmaster (CIW) Associate and Professional certifications.

# PARALEGAL STUDIES

## GENERAL PRACTICE SPECIALIST

This program prepares students to work in diverse settings as a paralegal specializing in general practice.

The career studies program enables students to upgrade their skills if they are currently employed as a legal assistant in general practice law. It gives those who already have an associate or bachelor's degree the training they need to make a career change. The certificate program can lead to entry-level positions in a general practice law firm, and the Associate of Applied Science degree in paralegal studies qualifies students as a legal assistant with a general practice firm.

A cooperative education program allows students to earn academic credit and supplement their income while they gain work experience at local sites.

## ASSOCIATE OF APPLIED SCIENCE DEGREE: PARALEGAL STUDIES SPECIALIZATION: GENERAL PRACTICE (260.02)

### SEMESTER 1 (BASED ON A FALL SEMESTER START)

Course No.	Course Title	Credits	Prerequisite
ENG 111	College Composition I	3	Placement
ITE 109	Information Systems for Legal Assistants	3	
LGL 110	Introduction to Law and The Legal Assistant	3	Placement into ENG 111
LGL 115	Real Estate Law for Legal Assistants	3	LGL 110 should be taken prior to or with LGL 115
LGL 117	Family Law	3	LGL 110 should be taken prior to or with LGL 117
LGL 200	Ethics for the Legal Assistant	1	LGL 110 should be taken prior to or with LGL 200
SDV 100	College Success Skills	1	
<b>Semester Total</b>		<b>17</b>	

### SEMESTER 2

Course No.	Course Title	Credits	Prerequisite
ENG 112	College Composition II	3	ENG 111
LGL 125	Legal Research	3	LGL 110
LGL 235	Legal Aspects of Business Organizations	3	LGL 110
LGL	LGL Elective (or may choose transfer studies core electives <sup>2</sup> )	2	
	Humanities Elective <sup>1</sup>	3	
MTH	MTH elective <sup>1</sup>	3	Placement
<b>Semester Total</b>		<b>17</b>	

### SEMESTER 3

Course No.	Course Title	Credits	Prerequisite
LGL 126	Legal Writing	3	LGL 125 and ENG 111
LGL 225	Estate Planning and Probate	3	LGL 110
LGL	LGL Elective (or may choose transfer studies core electives <sup>2</sup> )	3	
SPD 100	Principles of Public Speaking	3	
	Social Science Elective <sup>1</sup>	3	
	Health/Physical Education <sup>1</sup>	2	
<b>Semester Total</b>		<b>17</b>	

### SEMESTER 4

Course No.	Course Title	Credits	Prerequisite
LGL 238	Bankruptcy	3	LGL 110 should be taken prior to or with LGL 238
LGL 297	Cooperative Education (or Business Elective <sup>1</sup> )	3	
LGL	LGL Elective (or may choose transfer studies core electives <sup>2</sup> )	3	
LGL	LGL Elective (or may choose transfer studies core electives <sup>2</sup> )	3	
	Social Science Elective <sup>1</sup>	3	
<b>Semester Total</b>		<b>15</b>	
<b>Total Minimum Credits</b>		<b>66</b>	

**CERTIFICATE: LEGAL ASSISTANT (261)**

**SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
ENG 111	College Composition I	3	Placement
ITE 109	Information Systems for Legal Assistants	3	
LGL 110	Introduction to Law and The Legal Assistant	3	Placement into ENG 111
LGL 117	Family Law	3	LGL 110 should be taken prior to or with LGL 117
SDV 100	College Success Skills	1	
<b>Semester Total</b>		<b>13</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
ENG 112	College Composition II	3	ENG 111
LGL 125	Legal Research	3	LGL 110
LGL 200	Ethics for the Legal Assistant	1	LGL 110 should be taken prior to or with LGL 200
LGL	LGL Elective <sup>3</sup>	3	
MTH	MTH elective <sup>1</sup>	3	Placement
<b>Semester Total</b>		<b>13</b>	

**SEMESTER 3**

Course No.	Course Title	Credits	Prerequisite
LGL 126	Legal Writing	3	LGL 125 and ENG 111
LGL 238	Bankruptcy	3	LGL 110 should be taken prior to or with LGL 238
LGL	LGL Elective <sup>3</sup>	3	
LGL	LGL Elective <sup>3</sup>	3	
<b>Semester Total</b>		<b>12</b>	
<b>Total Minimum Credits</b>		<b>38</b>	

**CAREER STUDIES:  
PARALEGAL GENERAL PRACTICE (072.02)**

**SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
ITE 109	Information Systems for Legal Assistants	3	
LGL 110	Introduction to Law and The Legal Assistant	3	Placement into ENG 111
LGL 115	Real Estate Law for Legal Assistants	3	LGL 110 should be taken prior to or with
LGL 200	Ethics for the Legal Assistant	1	LGL 110 should be taken prior to or with
<b>Semester Total</b>		<b>10</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
LGL 117	Family Law	3	LGL 110 should be taken prior to or with LGL 117
LGL 125	Legal Research	3	LGL 110
LGL 235	Legal Aspects of Business Organizations	3	LGL 110
<b>Semester Total</b>		<b>9</b>	

**SEMESTER 3**

Course No.	Course Title	Credits	Prerequisite
LGL 126	Legal Writing	3	LGL 125 and ENG 111
LGL 225	Estate Planning and Probate	3	LGL 110
LGL 238	Bankruptcy	3	LGL 110 should be taken prior to or with
<b>Semester Total</b>		<b>9</b>	
<b>Total Minimum Credits</b>		<b>28</b>	

- 1 Eligible courses are listed on page 146 in the 2006-2007 catalog. See your academic advisor or counselor to choose the appropriate course(s).
- 2 Consult your academic advisor or counselor. Courses must be approved by the appropriate academic dean.
- 3 Students wishing to concentrate in general practice should take the following:  
 LGL 115 – Real Estate Law and the Legal Assistant  
 LGL 225 – Estate Planning and Probate  
 LGL 235 – Legal Aspects of Business Organizations

Students wishing to concentrate in litigation should take the following:  
 LGL 216 – Trial Preparation and Discovery Practice  
 LGL 218 – Criminal Law  
 LGL 230 – Legal Transactions

## PARALEGAL STUDIES

### LITIGATION

This program prepares students to work in diverse settings as a paralegal specializing in litigation.

The career studies program enables students to upgrade their skills if they are currently employed as a litigation legal assistant. It gives those who already have an associate or bachelor's degree the training they need to make a career change and become a trial work specialist in a law office, prosecutor's office, or criminal defense firm. The certificate program can lead to an entry-level position as a legal assistant with trial work specialization, and the Associate of Applied Science degree in paralegal studies qualifies students as a paralegal/litigation trial work specialist.

A cooperative education program allows students to earn academic credit and supplement their income while they gain work experience at local sites.

Placement test scores should indicate a readiness for ENG 111 prior to registering for any LGL course offerings. Prospective graduates must demonstrate computer skills in concepts, word processing, spreadsheets, and database.

## ASSOCIATE OF APPLIED SCIENCE DEGREE: PARALEGAL STUDIES SPECIALIZATION: LITIGATION (260.03)

### SEMESTER 1 (BASED ON A FALL SEMESTER START)

Course No.	Course Title	Credits	Prerequisite
ENG 111	College Composition I	3	Placement
ITE 109	Information Systems for for Legal Assistants	3	
LGL 110	Introduction to Law and The Legal Assistant	3	Placement into ENG 111
LGL 117	Family Law	3	LGL 110 should be taken prior to or with
LGL 200	Ethics for the Legal Assistant	1	LGL 110 should be taken prior to or with
LGL 230	Legal Transactions	3	LGL 110 should be taken prior to or with
SDV 100	College Success Skills	1	
<b>Semester Total</b>		<b>17</b>	

### SEMESTER 2

Course No.	Course Title	Credits	Prerequisite
ENG 112	College Composition II	3	ENG 111
LGL 125	Legal Research	3	LGL 110
LGL 216	Trial Preparation and Discovery Practice	3	
LGL	LGL Elective (or may choose transfer studies core electives <sup>2</sup> )	3	
	Humanities Elective <sup>1</sup>	3	
MTH	MTH elective <sup>1</sup>	3	Placement
<b>Semester Total</b>		<b>18</b>	

### SEMESTER 3

Course No.	Course Title	Credits	Prerequisite
LGL 126	Legal Writing	3	LGL 125 and ENG 111
LGL 218	Criminal Law	3	LGL 110
LGL	LGL Elective (or may choose transfer studies core electives <sup>2</sup> )	3	
SPD 100	Principles of Public Speaking	3	
	Social Science Elective <sup>1</sup>	3	
	Health/Physical Education <sup>1</sup>	2	
<b>Semester Total</b>		<b>17</b>	

**SEMESTER 4**

Course No.	Course Title	Credits	Prerequisite
LGL 238	Bankruptcy	3	LGL 110 should be taken prior to or with LGL 238
LGL 297	Cooperative Education (or Business Elective <sup>1</sup> )	3	
LGL	LGL Elective (or may choose transfer studies core electives <sup>2</sup> )	3	
LGL	LGL Elective (or may choose transfer studies core electives <sup>2</sup> )	3	
	Social Science Elective <sup>1</sup>	3	
<b>Semester Total</b>		<b>15</b>	
<b>Total Minimum Credits</b>		<b>67</b>	

**CERTIFICATE: LEGAL ASSISTANT (261)**

**SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
ENG 111	College Composition I	3	Placement
ITE 109	Information Systems for Legal Assistants	3	
LGL 110	Introduction to Law and The Legal Assistant	3	Placement into ENG 111
LGL 117	Family Law	3	LGL 110 should be taken prior to or with LGL 117
SDV 100	College Success Skills	1	
<b>Semester Total</b>		<b>13</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
ENG 112	College Composition II	3	ENG 111
LGL 125	Legal Research	3	LGL 110
LGL 200	Ethics for the Legal Assistant	1	LGL 110 should be taken prior to or with LGL 200
LGL	LGL Elective <sup>3</sup>	3	
MTH	MTH elective <sup>1</sup>	3	Placement
<b>Semester Total</b>		<b>13</b>	

**SEMESTER 3**

Course No.	Course Title	Credits	Prerequisite
LGL 126	Legal Writing	3	LGL 125 and ENG 111
LGL 238	Bankruptcy	3	LGL 110 should be taken prior to or with LGL 238
LGL	LGL Elective <sup>3</sup>	3	
LGL	LGL Elective <sup>3</sup>	3	
<b>Semester Total</b>		<b>12</b>	
<b>Total Minimum Credits</b>		<b>38</b>	

**CAREER STUDIES: PARALEGAL LITIGATION (072.03)**

**SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
ITE 109	Information Systems for Legal Assistants	3	
LGL 110	Introduction to Law and The Legal Assistant	3	Placement into ENG 111
LGL 117	Family Law	3	LGL 110 should be taken prior to or with LGL 117
LGL 200	Ethics for the Legal Assistant	1	LGL 110 should be taken prior to or with LGL 200
<b>Semester Total</b>		<b>10</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
LGL 125	Legal Research	3	LGL 110
LGL 217	Trial Preparation and Discovery Practice	3	LGL110
LGL 218	Criminal Law	3	LGL 110
LGL 230	Legal Transactions	3	LGL 110 should be taken prior to or with LGL 230
<b>Semester Total</b>		<b>12</b>	

**SEMESTER 3**

Course No.	Course Title	Credits	Prerequisite
LGL 126	Legal Writing	3	LGL 125 and ENG 111
LGL 238	Bankruptcy	3	LGL 110 should be taken prior to or with LGL 238
<b>Semester Total</b>		<b>6</b>	
<b>Total Minimum Credits</b>		<b>28</b>	

- 1 Eligible courses are listed on page 146 in the 2006-2007 catalog. See your academic advisor or counselor to choose the appropriate course(s).
- 2 Consult your academic advisor or counselor. Courses must be approved by the appropriate academic dean.
- 3 Students wishing to concentrate in general practice should take the following:  
 LGL 115 – Real Estate Law for Legal Assistant  
 LGL 225 – Estate Planning and Probate  
 LGL 235 – Legal Aspects of Business Organizations

Students wishing to concentrate in litigation should take the following:  
 LGL 216 – Trial Preparation and Discovery Practice  
 LGL 218 – Criminal Law  
 LGL 230 – Legal Transactions

**MANAGEMENT**

Tomorrow’s administrative assistants, department heads, management and supervisor trainees, office managers, or supervisors will get the training and education they need to get a good start in the management program. It also helps current managers update their skills for advancement and promotion.

The Associate of Applied Science degree program takes both a theoretical and a practical approach to accounting, marketing, business law, statistics, economics, and human resource management. Graduates become supervisors, department heads, office managers, small business managers, and administrative assistants.

A cooperative education program allows students to earn academic credit and supplement their income while they gain work experience at local sites.

**ASSOCIATE OF APPLIED SCIENCE DEGREE: MANAGEMENT (212)**

**SEMESTER 1 (BASED ON A FALL SEMESTER START)**

Course No.	Course Title	Credits	Prerequisite
BUS 100	Introduction to Business	3	
ENG 111	College Composition I	3	Placement
ITE 115	Introduction to Computer Applications and Concepts	4	
MKT 100	Principles of Marketing	3	
MTH 121	Fundamentals of Mathematics I	3	Placement
SDV 100	College Success Skills	1	
<b>Semester Total</b>		<b>17</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
AST 205	Business Communications	3	ENG 111
BUS 125	Applied Business Mathematics	3	
BUS 200	Principles of Management	3	BUS 100
ECO 120	Survey of Economics (or ECO 201)	3	
	Social Science Elective <sup>1</sup>	3	
	Health/Physical Education <sup>1</sup>	2	
<b>Semester Total</b>		<b>17</b>	

**SEMESTER 3**

Course No.	Course Title	Credits	Prerequisite
ACC 211	Principles of Accounting I	3	
BUS 205	Human Resource Management	3	
BUS 220	Introduction to Business Statistics	3	BUS 125
BUS 241	Business Law I	3	
BUS 297	Cooperative Education (or BUS prefix courses only)	3	
	Humanities Elective <sup>1</sup>	3	
<b>Semester Total</b>		<b>18</b>	

**SEMESTER 4**

Course No.	Course Title	Credits	Prerequisite
ACC 212	Principles of Accounting II	3	ACC 211
BUS 201	Organizational Behavior	3	
BUS 242	Business Law II	3	BUS 241
BUS 297	Cooperative Education (or BUS prefix courses only)	3	
FIN 215	Financial Management	3	ACC 211 or Instructor Permission
<b>Semester Total</b>		<b>15</b>	
<b>Total Minimum Credits</b>		<b>67</b>	

**CAREER STUDIES: ACQUISITION AND PROCUREMENT (005)**

**SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
ACQ 121	Introduction to Acquisition and Procurement Fundamentals I	3	
ACQ 215	Contract Law	3	
ACQ 231	Principles of Contract Pricing and Negotiation I	3	
<b>Semester Total</b>		<b>9</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
ACQ 122	Introduction to Acquisition and Procurement Fundamentals II	3	ACQ 121
ACQ 221	Advanced Acquisition and Procurement Management I	3	ACQ 121
ACQ 232	Principles of Contract Pricing and Negotiation II	3	ACQ 231
<b>Semester Total</b>		<b>9</b>	
<b>Total Minimum Credits</b>		<b>18</b>	

**CAREER STUDIES: RETAIL OPERATIONS (054.02)**

**SEMESTER 1**

Course No.	Course Title	Credits	Prerequisite
BUS 111	Principles of Supervision	3	
MKT 100	Principles of Marketing	3	
MKT 110	Principles of Selling	3	
SPD 105	Oral Communications	3	
	Approved Electives*	3	
<b>Semester Total</b>		<b>15</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
MKT 216	Retail Organization and Management	3	
MKT 260	Customer Service Management	3	
MKT ___	Portfolio Development	1	
SDV 106	Preparation for Employment	1	
	Approved Electives*	3	
	Approved Electives*	3	
<b>Semester Total</b>		<b>14</b>	
<b>Total Minimum Credits</b>		<b>29</b>	

\* Approved electives:

- BUS 205 - Human Resource Management
- MKT 220 - Principles of Advertising
- MKT 251 - Front End Management and Retail Service
- MKT 271 - Consumer Behavior
- MKT 282 - Principles of E-Commerce
- MKT 297 - Cooperative Education

**CAREER STUDIES:  
SMALL BUSINESS MANAGEMENT (015.01)**

Course No.	Course Title	Credits	Prerequisite
ACC 220	Accounting for Small Business	3	
AST 205	Business Communications	3	ENG 111
BUS 111	Principles of Supervision	3	
BUS 160	Legal Aspects of Small Business Operations	1	
BUS 165	Small Business Management	3	
BUS 260	Planning for Small Business	2	
FIN 260	Financial Management for Small Business	2	
ITE 115	Introduction to Computer Applications and Concepts	4	
MKT 160	Marketing for Small Business	3	
<b>Total Minimum Credits</b>		<b>24</b>	

**CAREER STUDIES: SUPERVISORY MANAGEMENT (055)**

Course No.	Course Title	Credits	Prerequisite
ACC 211	Principles of Accounting	3	
BUS 200	Principles of Management	3	
BUS 201	Organizational Behavior	3	
BUS 205	Human Resource Management	3	
ENG 115	Technical Writing	3	Placement
SAF 126	Principles of Industrial Safety	3	
<b>Total Minimum Credits</b>		<b>18</b>	

1 Eligible courses are listed on page 146 in the 2006-2007 catalog. See your academic advisor or counselor to choose the appropriate course(s).

**MANAGEMENT  
MARITIME LOGISTICS**

Maritime Logistics Management is the part of the supply chain process that plans, implements, and controls the efficient, effective flow and storage of goods, services, and related information from the point of origin to the point of consumption in order to meet customers' requirements in the Maritime and business environments. Supply Management has evolved from a clerical function requiring limited education to strategic supply management with a professional staff and a proactive approach with a global view.

Associate of Applied Science degree program takes a theoretical and a practical approach to the supply chain processes of distribution and transportation, supply chain management, purchasing, inventory and warehouse management, accounting, integrated logistics, and financial management. Graduates are prepared for employment and growth in the field of logistics management in the Maritime and business environments.

**ASSOCIATE OF APPLIED SCIENCE DEGREE: MANAGEMENT  
SPECIALIZATION: MARITIME LOGISTICS (212.02)**

**SEMESTER 1 (BASED ON A FALL SEMESTER START)**

Course No.	Course Title	Credits	Prerequisite
BUS 100	Introduction to Business	3	
ENG 111	College Composition I	3	Placement
ITE 115	Introduction to Computer Applications and Concepts	4	
MKT 100	Principles of Marketing	3	
MTH 121	Fundamentals of Mathematics I	3	Placement
SDV 100	College Success Skills	1	
<b>Semester Total</b>		<b>17</b>	

**SEMESTER 2**

Course No.	Course Title	Credits	Prerequisite
AST 205	Business Communications	3	ENG 111
BUS 125	Applied Business Mathematics	3	
BUS 200	Principles of Management	3	BUS 100
ECO 120	Survey of Economics (or ECO 201)	3	
	Social Science Elective <sup>1</sup>	3	
	Health/Physical Education <sup>1</sup>	2	
<b>Semester Total</b>		<b>17</b>	

**SEMESTER 3**

Course No.	Course Title	Credits	Prerequisite
ACC 211	Principles of Accounting I	3	
BUS 215	Purchasing and Materials Management (or BUS approved elective <sup>2</sup> )	3	
BUS 223	Distribution and Transportation	3	
BUS 265	Ethical Issues in Management	3	
BUS 297	Cooperative Education (or BUS prefix courses only <sup>3</sup> )	3	
	Humanities Elective <sup>1</sup>	3	
<b>Semester Total</b>		<b>18</b>	

**SEMESTER 4**

Course No.	Course Title	Credits	Prerequisite
ACC 212	Principles of Accounting II	3	ACC 211
BUS 255	Inventory and Warehouse Management (or BUS approved elective <sup>2</sup> )	3	
BUS 234	Supply Chain Management	3	
BUS 297	Cooperative Education (or BUS prefix courses only <sup>3</sup> )	3	
FIN 215	Financial Management	3	ACC 211 or Instructor Permission
<b>Semester Total</b>		<b>15</b>	
<b>Total Minimum Credits</b>		<b>67</b>	

- 1 Eligible courses are listed on page 146 in the 2006-2007 catalog. See your academic advisor or counselor to choose the appropriate course(s).
- 2 Electives:
  - BUS 130 - Maritime Logistics Afloat
  - BUS 131 - Maritime Logistics Ashore
- 3 Electives:
  - BUS 140 - Relational Supply (Force Level) Operations Technician
  - BUS 141 - Unit Level Relational Supply
  - BUS 175 - Aviation Supply System Specialist
  - BUS 179 - Ships Non-Tact. Auto. Proc. 3-M Systems Coordinator/Inspector
  - BUS 182 - Ships Non-Tactical Auto. Processing Leading Storekeeper
  - BUS 183 - Ships Store Afloat Resale Oper. Mgmt. Systems Supervisor
  - BUS 184 - Shipboard Uniform Automated Data Processing-Real Time
  - BUS 185 - Disbursing Clerk Travel Payment
  - BUS 186 - Disbursing Clerk Afloat Automated Pay Systems Specialist
  - BUS 187 - Disbursing Clerk Fiscal Procedures
  - BUS 245 - Relational Supply Unit Stock Control Supervisor
  - BUS 247 - SNAP II (SFM) Supervisor
  - BUS 246 - Supply Application Administrator