

Career Programs

Cuyahoga College offers over 70 Associate Degree and Certificate credit programs that combine selected core courses from the arts and sciences curriculum with a focus on preparation for specific occupational skills. These options feature program concentrations in the general areas of agriculture and natural resources, business, engineering, health, and public service technologies. All credit programs have been formally approved by the Ohio Board of Regents.

Agricultural and Natural Resources Technology

Business Technologies

Engineering and Industrial Technologies

Health Careers

Public Service Technologies

One-Year Certificates

Listing of All Credit Programs for 1996-1997 Academic Year

Career Programs

Agricultural and Natural Resources Technology

Plant Science Technology

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Plant Science Technology

Recipients of a degree in Plant Science Technology are in demand as competent managers as well as skilled personnel to work in greenhouses, florist shops, landscaping and landscaping architecture, nurseries, and golf course turf maintenance as well as in sales. Plant science technicians help fill the increasing need for knowledgeable people to maintain and redevelop the urban and suburban green spaces and for assisting homeowners to maintain and improve their grounds through the proper selection and location of trees and plants.

The curriculum in this 22-month, full-time program of seven academic quarters and a summer session between the first and second year, is composed of classroom and laboratory study with field experience in nurseries and greenhouses in the horticultural industry.

Requests for advanced placement, if the applicant has completed some course work at other institutions, must be submitted in writing with the admission materials described below. Students may enroll on full-time or part-time basis and attend day or evening classes.

Program Manager - Mr. David Emmitt (987-2235)

This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Career Programs

Agricultural and Natural Resources Technology

Plant Science Technology

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
- ENG 101 - College Composition
 - ENG 102 - College Composition
 - SPCH 100 - Fundamentals of Interpersonal Communication
- B. Minimum competence in Social Sciences by completing ONE of the following sequences:
1.
 - SSCI 103 - Introduction to Social Science
 - SSCI 104 - Introduction to Social Science
 - SSCI 105 - Introduction to Social Science
 2.
 - HIST 101 - History of Civilization
 - HIST 102 - History of Civilization
 - HIST 103 - History of Civilization
 3.
 - POL 101 - American National Government
 - ECON 161 - Principles of Economics I AND EITHER
 - ANTH 101 - Cultural Anthropology OR
 - SOC 101 - Introductory Sociology
 4.
 - PSY 101 - General Psychology
 - PSY 102 - General Psychology
 - PSY - (any 200 level Psychology course)
- C. Minimum competence in Mathematics by completing the following:
- MATH 106 - Survey of Mathematics or higher*
- D. Minimum competence in Natural Sciences by completing ONE of the following**:
- BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
 - BIO 105 - Introductory Biology - Human Body in Health and Disease
 - A more advanced laboratory science course
- E. Minimum competence in Humanities by completing ONE of the following:
- HUM 101 - Introduction to the Humanities: Man as an Individual
 - HUM 102 - Introduction to the Humanities: Man and Society
 - HUM 103 - Introduction to the Humanities: Man and the Cosmos
 - ART 101 - Art Appreciation
 - MUS 103 - Survey and Appreciation of Music
 - THEA 101 - Theater Appreciation
 - PHIL 101 - Introduction to Philosophy
 - ENG - (any 200 level Literature course)
 - Any Foreign Language course

Career Programs

Agricultural and Natural Resources Technology

Plant Science Technology

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- A. PSCI 102 - Physical Science - Chemistry
- B. AND any course(s) from the following areas:
 - 1. SOCIAL SCIENCES - Anthropology, Economics, Education, Geography, History, Political Science, Psychology, Social Science, Sociology, Urban Studies
 - 2. HUMANITIES - Art, Dance, English, Foreign Language, Humanities, Journalism, Music, Philosophy, Religious Studies, Speech Communications, Theatre Arts
 - 3. NATURAL SCIENCES - Biology, Chemistry, Earth Science, Physical Science, Physics
 - 4. MATHEMATICS

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

- A. The following courses are required:
 - BADM 102 - Introduction to Business
 - BADM 130 - Small Business Management I
 - BADM 131 - Small Business Management II
 - BADM 220 - Human Relations in Business
 - CS 102 - Introduction to Computer Use
 - EMT 131 - Cardiopulmonary Resuscitation
 - PST 101 - Introduction to Horticulture
 - PST 103 - Soil Technology
 - PST 113 - Plant Production
 - PST 120 - Practicum in Plant Science
 - PST 121 - Woody Plants I
 - PST 122 - Woody Plants II
 - PST 125 - Landscape Practices (formerly PST-123 and 127)
 - PST 140 - Basic General Contracting
 - PST 141 - Equipment Operations and Maintenance
 - PST 210 - Entomology
 - PST 214 - Herbaceous Plants
 - PST 215 - Landscape Design
 - PST 221 - Plant Pathology
 - PST 250 - Horticulture Seminar
 - PST 260 - Cooperative Field Experience
- B. PST - Elective*** Select from the following (minimum of 3 credits):
 - PST 209 - Foliage Plant Identification (Wtr. only) (formerly PST-109)
 - PST 212 - Advanced General Contracting (Spg. only)
 - PST 230 - Introduction to Turfgrass (Wtr. only)
 - PST 245 - Arboriculture (Spg. only)
 - PST 270/272 - Special Topics in Horticulture/Lab

*MATH-270 may not be used to meet this requirement.

**BIO-150 Field Botany is recommended.

***Student may select which quarter to take the plant science elective.

Career Programs
 Agricultural and Natural Resources Technology
 Plant Science Technology

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ENG-101	3	BADM-130	3
PST -101	5	CS-102	4
PST -121	3	PST-140	3
Elective Req.	3	PST-210	3
Social Sci...(See I.B.)	3	PST-221	4
TOTAL	17	TOTAL	17
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ENG-102	3	BADM-131	3
MATH-106*	5	PST -103	4
PSCI-102	3	PST -215	3
PST -113	3	PST-Elective***	3
PST -122	3	HLTH/PE... (See III.)	1
TOTAL	17	Social Sci (See I.B.)	3
		TOTAL	17
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
BADM-102	4	BADM-220	3
EMT-131	1	PST -214	3
PST-125	4	HLTH/PE... (See III.)	1
PST -141	3	Humanities. (See I.E.)	3
SPCH-100	4	Natural Sci** (See I.D.)	4
HLTH/PE... (See III.)	1	Social Sci...(See I.B.)	3
TOTAL	17	TOTAL	17
Summer Quarter	Cr. Hrs.		
PST -120	1		
PST -250	2		
PST -260	2		
TOTAL	5	PROGRAM TOTAL	107

Career Programs

Business Technologies

Accounting

Basic Program

Accounting Theory

Aviation Technology

Basic Program

Business Management

Basic Program

Postal Management (Inactive)

Small Business Management

Commercial Art

Basic Program

Computer Studies

Basic Program

Microapplications

Court and Conference Reporting

Basic Program

Financial Institutions

Savings and Loan

Graphic Communications Management and Technology

Basic Program

Photography

Hospitality Management

Culinary Art Management

Hotel-Motel Management

Restaurant/Food Service Management

Interior Design Technology

Basic Program

Marketing

Basic Program

Professional Selling

Office Administration

Administrative Assistant

Secretarial

Word Processing Specialist

Purchasing Management

Basic Program

Real Estate

Basic Program

Career Programs

Business Technologies

Accounting Basic Program

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Accounting

The Associate Degree Program in Accounting addresses the fundamentals of accounting education: namely, verbal and written communication skills, decision-making abilities and a sound technical competence. The program provides the student with the practical accounting applications necessary for a career in bookkeeping and other recordkeeping positions. Current technology has been integrated and new areas of study added to provide students with both the theory and practical skills necessary to meet the demands of business.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
- ENG 101 - College Composition
 - ENG 102 - College Composition
 - SPCH 100-Fundamentals of Interpersonal Communication
- B. Minimum competence in Social Sciences by completing ONE of the following sequences:
1.
 - SSCI 103 - Introduction to Social Science
 - SSCI 104 - Introduction to Social Science
 - SSCI 105 - Introduction to Social Science
 2.
 - HIST 101 - History of Civilization
 - HIST 102 - History of Civilization
 - HIST 103 - History of Civilization
 3.
 - HIST 151 - United States History to 1841
 - HIST 152 - United States History from 1841 to 1896
 - HIST 153 - United States History from 1896 to the Present
 4.
 - POL 101 - American National Government
 - ECON 161 - Principles of Economics I AND EITHER
 - ANTH 101 - Cultural Anthropology OR
 - SOC 101 - Introductory Sociology
- C. Competence in Mathematics by completing the following (minimum of 4 credits):
- MATH 106 - Survey of Mathematics or higher*
- D. Minimum competence in Natural Sciences by completing ONE of the following:
- BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
 - BIO 105 - Introductory Biology - Human Body in Health and Disease
 - A more advanced laboratory science course

Career Programs

Business Technologies

Accounting Basic Program

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

A. ONE course from the following:

ECON 100 - Business Economics

ECON 161 - Principles of Economics I

ECON 162 - Principles of Economics II

B. ONE course from the following:

ECON - Elective

MATH - Elective

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

ACCT 115 - Accounting/Business Applications with Electronic Calculations

ACCT 125 - Survey of Financial Accounting**

ACCT 126 - Survey of Managerial Accounting**

ACCT 128 - Applied Accounting**

ACCT 136 - Accounting with Computer Applications

ACCT 155 - Practical Taxation

BADM 102 - Introduction to Business

BADM 112 - Principles of Management

BADM 213 - Business Law

CS 102 - Introduction to Computer Use

FIN 110 - Principles of Finance

OADM 119 - Introductory Typewriting

OADM 210 - Business Communications

B. ONE of the following:

ACCT 150 - Governmental/Not-For-Profit Accounting

ACCT 250 - Cost Accounting

ACCT 251 - Internal Controls

Career Programs
Business Technologies
Accounting Basic Program

C. ONE of the following:

ACCT 272 - Accounting: Special Topics

ACCT 272A- Accounting: Special Topics

*MATH-114, 123 and 270 may not be used to meet this requirement.

**The ACCT-145 and 146 sequence may be used to fulfill the ACCT-125, 126 and 128 requirement.

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ACCT-115	4	ACCT-128**	4
ENG -101	3	ECON-100...OR	3-4
OADM-119	3	ECON-161...OR	
HLTH/PE... (See III.)	1	ECON-162	
Humanities... (See I.E.)	3	MATH-106*	5
Social Sci...(See I.B.)	3	SPCH-100	4
TOTAL	17	TOTAL	16-17
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ACCT-125**	4	ACCT-136	3
BADM-102	4	ACCT-155	5
CS -102	4	BADM-213	4
HLTH/PE... (See III.)	1	OADM-210	4
Nat. Sci...(See I.D.)	4	TOTAL	16
TOTAL	17		
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ACCT-126**	4	ACCT-272...OR	3
BADM-112	4	ACCT-272A	
ENG -102	3	ACCT-150...OR	5
FIN -110	3	ACCT-250...OR	
Social Sci...(See I.B.)	3	ACCT-251	
TOTAL	17	ECON-Elective...OR	3-4
		MATH-Elective	
		HLTH/PE... (See III.)	1
		Social Sci...(See I.B.)	3
		TOTAL	15-16
		PROGRAM TOTAL	98-100

Career Programs

Business Technologies

Accounting (Accounting Theory)

Associate of Applied Business Degree in Accounting with a Concentration in Accounting Theory

Accounting Theory concentrates on providing a sound foundation in preparation for eventual supervisory or paraprofessional accounting careers. This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
- ENG 101 - College Composition
 - ENG 102 - College Composition
 - SPCH 100-Fundamentals of Interpersonal Communication
- B. Minimum competence in Social Sciences by completing ONE of the following sequences:
1.
 - SSCI 103 - Introduction to Social Science
 - SSCI 104 - Introduction to Social Science
 - SSCI 105 - Introduction to Social Science
 2.
 - HIST 101 - History of Civilization
 - HIST 102 - History of Civilization
 - HIST 103 - History of Civilization
 3.
 - HIST 151 - United States History to 1841
 - HIST 152 - United States History from 1841 to 1896
 - HIST 153 - United States History from 1896 to the Present
 4.
 - POL 101 - American National Government
 - ECON 161 - Principles of Economics I AND EITHER
 - ANTH 101 - Cultural Anthropology OR
 - SOC 101 - Introductory Sociology
- C. Competence in Mathematics by completing the following (minimum of 4 credits):
- MATH 120 - Intermediate Algebra or higher*
- D. Minimum competence in Natural Sciences by completing ONE of the following:
- BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
 - BIO 105 - Introductory Biology - Human Body in Health and Disease
 - A more advanced laboratory science course
- E. Minimum competence in Humanities by completing ONE of the following:
- HUM 101 - Introduction to the Humanities: Man as an Individual
 - HUM 102 - Introduction to the Humanities: Man and Society
 - HUM 103 - Introduction to the Humanities: Man and the Cosmos
 - ART 101 - Art Appreciation
 - MUS 103 - Survey and Appreciation of Music
 - THEA 101 - Theater Appreciation
 - PHIL 101 - Introduction to Philosophy
 - ENG - (any 200 level Literature course)
 - Any Foreign Language course

Career Programs

Business Technologies

Accounting (Accounting Theory)

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.
Minimum of 6 credits must be completed to include all of the following:

A. ECON 161 - Principles of Economics I

B. ONE of the following:

MATH 124 - Business Statistics

MATH 141 - Elementary Probability and Statistics I

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in physical education

IV. Program Requirements

A. The following courses are required:

ACCT 136 - Accounting with Computer Applications

ACCT 145 - Financial Accounting

ACCT 146 - Managerial Accounting

ACCT 210 - Principles of Financial Management

ACCT 211 - Intermediate Accounting

ACCT 212 - Intermediate Accounting

ACCT 213 - Intermediate Accounting

ACCT 236 - Accounting with Advanced Computer Applications

BADM 102 - Introduction to Business

BADM 112 - Principles of Management

BADM 213 - Business Law

CS 102 - Introduction to Computer Use

OADM 118 - Keyboarding

OADM 210 - Business Communications

B. TWO of the following:

ACCT 150 - Governmental/Not-For-Profit Accounting

ACCT 250 - Cost Accounting

ACCT 251 - Internal Controls

ACCT 255 - Theory of Taxation

ECON 162 - Principles of Economics II

*MATH-123 and 270 may not be used to meet this requirement.

Fall 1996-Summer 1998 Catalog

Career Programs
Business Technologies
Accounting (Accounting Theory)

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ACCT-145	5	ACCT-211	4
BADM-102	4	ACCT-150...OR	5
ENG -101	3	ACCT-250...OR	
MATH-120*	5	ACCT-251...OR	
OADM-118	2	ACCT-255	
TOTAL	19	ECON-161	4
		HLTH/PE... (See III.)	1
		Social Sci...(See I.B.)	3
		TOTAL	17
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr Hrs.
ACCT-146	5	ACCT-212	4
CS -102	4	ACCT-150...OR	4-5
ENG -102	3	ACCT-250...OR	
MATH-124...OR	4	ACCT-251...OR	
MATH-141		ACCT-255...OR	
Social Sci...(See I.B.)	3	ECON-162	
TOTAL	19	OADM-210	4
		HLTH/PE... (See III.)	1
		Humanities... (See I.E.)	3
		TOTAL	16-17
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ACCT-136	3	ACCT-213	4
ACCT-210	4	ACCT-236	3
BADM-112	4	BADM-213	4
SPCH-100	4	HLTH/PE... (See III.)	1
Social Sci...(See I.B.)	3	Nat. Sci...(See I.D.)	4
TOTAL	18	TOTAL	16
		PROGRAM TOTAL	105-106

Career Programs
Business Technologies
Aviation Technology

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Aviation Technology

This program provides education and training for a career in aviation with Federal Aviation Administration licenses for private pilot, commercial pilot, instrument rating and instructor's certificate. It also provides training for general aviation industry careers.

This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
ENG 103 - College Composition

B. Minimum competence in Social Sciences by completing following:

SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science

C. Minimum competence in Mathematics by completing the following:

MATH 120 - Intermediate Algebra or higher*

D. Minimum competence in Natural Sciences by completing the following:

BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology

E. Minimum competence in Humanities by completing the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

ESCI 101 - Physical Geography
MATH 135 - Trigonometry
PSCI 103 - Physical Science - Earth
SPCH 101 - Fundamentals of Speech Communication

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education
Three credit hours in Physical Education

Career Programs
Business Technologies
Aviation Technology

IV. Program Requirements

The following courses are required:

- AVIA 101 - Private Pilot Theory
- AVIA 105 - Aviation Communications
- AVIA 121 - Commercial Pilot Theory
- AVIA 141 - Aviation Meteorology
- AVIA 151 - Primary Flight
- AVIA 171 - Commercial Pilot
- AVIA 172 - Commercial Pilot
- AVIA 201 - Intermediate Flight
- AVIA 202 - Intermediate Flight
- AVIA 221 - Instrument Pilot Theory
- AVIA 271 - Flight Instructor
- AVIA 281 - Ground Instructor
- AVIA 285 - Advanced Ground Instructor/Dispatcher
- BADM 102 - Introduction to Business
- BADM 112 - Principles of Management
- CS 102 - Introduction to Computer Use
- CS 114 - Internal Computer Functions
- OADM 119 - Introductory Typewriting

*MATH-270 may not be used to meet this requirement.

Career Programs
 Business Technologies
 Aviation Technology

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
AVIA-101	3	AVIA-141	3
AVIA-151	3	AVIA-201	3
ENG -101	3	BADM-102	4
ESCI-101	4	MATH-135	4
SSCI-103	3	PSCI-103	3
HLTH/PE...(See III.)	1	TOTAL	17
TOTAL	17		
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
AVIA-121	3	AVIA-105	3
AVIA-171	3	AVIA-202	3
CS -102	4	AVIA-271	3
ENG -102	3	BIO -104	4
OADM-119	3	CS -114	4
SSCI-104	3	TOTAL	17
HLTH/PE... (See III.)	1		
TOTAL	20		
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
AVIA-172	3	AVIA-281	3
AVIA-221	3	AVIA-285	3
ENG -103	3	BADM-112	4
MATH-120*	5	HUM -101	3
SSCI-105	3	SPCH-101	4
HLTH/PE... (See III.)	1	TOTAL	17
TOTAL	18	 	
		PROGRAM TOTAL	106

Career Programs
Business Technologies
Business Management

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Business Management

Millions of salaried workers today are engaged in managing the business activities of our nation's enterprises. Many others are self-employed managers who carry on all or part of the activities necessary for the management of their own businesses. This curriculum offers a working knowledge of varied business procedures as preparation for a first line and middle-level management career with a small or large company.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
ENG 101 - College Composition
ENG 102 - College Composition
ENG 103 - College Composition OR
SPCH 101-Fundamentals of Speech Communication
- B. Minimum competence in Social Sciences by completing the following:
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
- C. Competence in Mathematics by completing the following (minimum of 4 credits):
MATH 106 - Survey of Mathematics or higher*
- D. Minimum competence in Natural Sciences by completing ONE of the following:
BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
BIO 105 - Introductory Biology - Human Body in Health and Disease
A more advanced laboratory science course
- E. Minimum competence in Humanities by completing ONE of the following:
HUM 101 - Introduction to the Humanities: Man as an Individual
HUM 102 - Introduction to the Humanities: Man and Society
HUM 103 - Introduction to the Humanities: Man and the Cosmos
ART 101 - Art Appreciation
MUS 103 - Survey and Appreciation of Music
THEA 101 - Theater Appreciation
PHIL 101 - Introduction to Philosophy
ENG - (any 200 level Literature course)
Any Foreign Language course

Career Programs
Business Technologies
Business Management

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.
Minimum of 6 credits must be completed to include all of the following:

- A. ENG 107 - Advanced Reading Improvement
- B. AND any course(s) from the following areas: **
 1. SOCIAL SCIENCES - Anthropology, Economics, Education, Geography, History, Political Science, Psychology, Social Science, Sociology, Urban Studies
 2. HUMANITIES - Art, Dance, English, Foreign Language, Humanities, Journalism, Music, Philosophy, Religious Studies, Speech Communications, Theatre Arts
 3. NATURAL SCIENCES - Biology, Chemistry, Earth Science, Physical Science, Physics
 4. MATHEMATICS

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in physical education

IV. Program Requirements

A. The following courses are required:

- ACCT 115 - Accounting/Business Applications with Electronic Calculations
- BADM 102 - Introduction to Business
- BADM 110 - Business Decision Making
- BADM 112 - Principles of Management
- BADM 121 - Labor-Management Relations
- BADM 130 - Small Business Management I
- BADM 213 - Business Law
- BADM 214 - Business Law
- BADM 216 - Introduction to Purchasing
- BADM 220 - Human Relations in Business
- BADM 222 - Organizational Behavior
- BADM 241 - Office Management
- BADM 250 - Business Operations
- MARK 201 - Principles of Marketing
- OADM 118 - Keyboarding
- OADM 130 - Microcomputer Word Processing
- OADM 210 - Business Communications

B. ONE group of courses as listed in Sequence 1 or Sequence 2

Sequence 1:

- ACCT 125 - Survey of Financial Accounting
- ACCT 126 - Survey of Managerial Accounting

Sequence 2:

- ACCT 145 - Financial Accounting***
- ACCT 146 - Managerial Accounting***

*MATH-114, 123 and 270 may not be used to meet this requirement.

**ECON-162 Principles of Economics II recommended for transferring students.

***ACCT-145 and ACCT-146 recommended for transferring students.

Fall 1996-Summer 1998 Catalog

**Career Programs
Business Technologies
Business Management**

**Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)**

Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ACCT-115	4	BADM-213	4
BADM-102	4	BADM-216	3
ENG -101	3	BADM-220	3
ENG -107	3	MARK-201	4
MATH-106*	5	OADM-210	4
HLTH/PE... (See III.)	1	TOTAL	18
TOTAL	20		
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ACCT-125...OR	4-5	BADM-214	4
ACCT-145***		BADM-222	3
BADM-110	2	BADM-241	4
BADM-112	4	HLTH/PE... (See III.)	1
ECON-161	4	Humanities... (See I.E.)	3
ENG -102	3	TOTAL	15
OADM-118	2		
TOTAL	19-20		
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ACCT-126...OR	4-5	ANTH-101...OR	4
ACCT-146***		SOC -101	
BADM-130	3	BADM-121	3
ENG -103...OR	3-4	BADM-250	3
SPCH-101		POL -101	4
OADM-130	3	Elective Req. ** (See II.B.)	3
HLTH/PE... (See III.)	1	TOTAL	17
Nat. Sci...(See I.D.)	4		
TOTAL	18-20		
		PROGRAM TOTAL	107-110

Career Programs

Business Technologies

Business Management (Postal Management)

Associate of Applied Business Degree in Business Management with a Concentration in Postal Management

NOTE: The Postal Management Concentration in Business Management program is inactive for the 1996-97 academic year. For further information please contact the Business Technologies Department at the Metro campus

Career Programs

Business Technologies

Business Management (Small-Business)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Business Management with a Concentration in Small-Business Management

This career program is designed for students who wish to go into business for themselves or would like to manage a small business. It also affords opportunities to strengthen managerial skills of those currently managing a small business.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
- ENG 101 - College Composition
 - ENG 102 - College Composition
 - ENG 103 - College Composition OR
 - SPCH 101-Fundamentals of Speech Communication
- B. Minimum competence in Social Sciences by completing the following sequences:
- POL 101 - American National Government
 - ECON 161 - Principles of Economics I AND EITHER
 - ANTH 101 - Cultural Anthropology OR
 - SOC 101 - Introductory Sociology
- C. Competence in Mathematics by completing the following (minimum of 4 credits):
- MATH 106 - Survey of Mathematics or higher*
- D. Minimum competence in Natural Sciences by completing ONE of the following:
- BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
 - BIO 105 - Introductory Biology - Human Body in Health and Disease
 - A more advanced laboratory science course
- E. Minimum competence in Humanities by completing ONE of the following:
- HUM 101 - Introduction to the Humanities: Man as an Individual
 - HUM 102 - Introduction to the Humanities: Man and Society
 - HUM 103 - Introduction to the Humanities: Man and the Cosmos
 - ART 101 - Art Appreciation
 - MUS 103 - Survey and Appreciation of Music
 - THEA 101 - Theater Appreciation
 - PHIL 101 - Introduction to Philosophy
 - ENG - (any 200 level Literature course)
 - Any Foreign Language course

Career Programs

Business Technologies

Business Management (Small-Business)

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

A. ENG 107 - Advanced Reading Improvement

B. AND any course(s) from the following areas: **

1. SOCIAL SCIENCES - Anthropology, Economics, Education, Geography, History, Political Science, Psychology, Social Science, Sociology, Urban Studies
2. HUMANITIES - Art, Dance, English, Foreign Language, Humanities, Journalism, Music, Philosophy, Religious Studies, Speech Communications, Theatre Arts
3. NATURAL SCIENCES - Biology, Chemistry, Earth Science, Physical Science, Physics
4. MATHEMATICS

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

- ACCT 115 - Accounting/Business Applications with Electronic Calculations
- BADM 102 - Introduction to Business
- BADM 110 - Business Decision Making
- BADM 112 - Principles of Management
- BADM 130 - Small Business Management I
- BADM 131 - Small Business Management II
- BADM 213 - Business Law
- BADM 216 - Introduction to Purchasing
- BADM 220 - Human Relations in Business
- BADM 245 - New Business Seminar
- BADM 246 - New Business Seminar
- BADM 250 - Business Operations
- MARK 201 - Principles of Marketing
- MARK 225 - Promotion Management
- OADM 118 - Keyboarding
- OADM 130 - Microcomputer Word Processing
- OADM 210 - Business Communications

B. ONE group of courses as listed in Sequence 1 or Sequence 2

Sequence 1

ACCT 125 - Survey of Financial Accounting

ACCT 126 - Survey of Managerial Accounting

Sequence 2

ACCT 145 - Financial Accounting***

ACCT 146 - Managerial Accounting***

C. ONE of the following (minimum of 4 credits):

BADM - Elective

MARK - Elective

*MATH-114, 123 and 270 may not be used to meet this requirement.

**ECON-162 Principles of Economics II recommended for transferring students.

***ACCT-145 and 146 recommended for transferring students.

Career Programs
 Business Technologies
 Business Management (Small-Business)

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ACCT-115	4	BADM-131	3
BADM-102	4	BADM-213	4
ENG -101	4	BADM-220	3
ENG -107	3	MARK-201	4
MATH-106*	5	OADM-210	4
HLTH/PE... (See III.)	1	TOTAL	18
TOTAL	20		
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ACCT-125...OR	4-5	BADM-245	4
ACCT-145***		BADM-Elective...OR	4
BADM-110	2	MARK-Elective	
BADM-112	4	MARK-225	4
ECON-161	4	POL -101	4
ENG -102	3	Humanities... (See I.E.)	3
OADM-118	2	TOTAL	19
TOTAL	19-20		
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ACCT-126...OR	4-5	ANTH-101...OR	4
ACCT-146***		SOC -101	
BADM-130	3	BADM-216	3
ENG -103...OR	3-4	BADM-246	4
SPCH-101		BADM-250	3
OADM-130	3	Elective Req. ** (See II.B.)	3
HLTH/PE... (See III.)	1	HLTH/PE... (See III.)	1
Nat. Sci...(See I.D.)	4	TOTAL	18
TOTAL	18-20		
		PROGRAM TOTAL	112-115

Career Programs
Business Technologies
Commercial Art

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Commercial Art

The Commercial Art program is based on professional standards in building a marketable portfolio. The emphasis is on conceptual thinking, problem solving and on solid studio skills. Students have the opportunity to develop or upgrade traditional drawing board and computer art skills for communicating graphically. Graduates are prepared for a variety of full-time or freelance employment opportunities with advertising agencies, art studios, exhibit and package design firms, corporate art departments, publishers, the broadcasting media, department stores, typographers, service bureaus and printers.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
ENG 103 - College Composition OR
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
HIST 151 - United States History to 1841
HIST 152 - United States History from 1841 to 1896
HIST 153 - United States History from 1896 to the Present
4.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology

C. Competence in Mathematics by completing the following (minimum of 4 credits):

Successful completion of a 4 credit math course numbered 106 or higher
Achievement of 80% or better on the College wide Mathematics Proficiency Exam

Career Programs
Business Technologies
Commercial Art

D. Minimum competence in Natural Sciences by completing ONE of the following:

- BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
- BIO 105 - Introductory Biology - Human Body in Health and Disease
- A more advanced laboratory science course

E. Minimum competence in Humanities by completing ONE of the following:

- HUM 101 - Introduction to the Humanities: Man as an Individual
- HUM 102 - Introduction to the Humanities: Man and Society
- HUM 103 - Introduction to the Humanities: Man and the Cosmos
- ART 101 - Art Appreciation
- MUS 103 - Survey and Appreciation of Music
- THEA 101 - Theater Appreciation
- PHIL 101 - Introduction to Philosophy
- ENG - (any 200 level Literature course)
- Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- ART 102 - Art History
- ART 103 - Art History
- ART 104 - Art History

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

- ART 105 - Drawing I
- ART 106 - Drawing II
- ART 107 - Drawing III
- ART 108 - Fundamentals of Design I
- ART 109 - Fundamentals of Design II
- ART 110 - Fundamentals of Design III
- ART 131 - Commercial/Advertising Art
- ART 132 - Commercial/Advertising Art
- ART 133 - Commercial/Advertising Art
- ART 201 - Life Drawing I
- ART 202 - Life Drawing II
- CART 105 - Commercial Art Orientation
- CART 111 - Typography and Layout
- CART 112 - Typography and Layout
- CART 113 - Typography and Layout
- CART 201 - Graphic Drawing
- CART 202 - Graphic Drawing
- CART 211 - Illustration
- CART 212 - Illustration
- CART 221 - Graphic Production
- CART 222 - Graphic Production
- CART 262 - Commercial Art Practicum
- GCMT 113 - Beginning Photography

Career Programs
Business Technologies
Commercial Art

- B. ONE of the following (minimum of 3 credits): CART 140 - Page Layout on Computer
 CART 240 - Designing with Type on Computer
 CART 241 - Integrating Art with Type on Computer
 CART 270 - Special Topics in Commercial Art
 GCMT 114 - Intermediate Black and White Photography
 GCMT 131 - Copy Preparation
 GCMT 171 - Reproduction Photography and Film Assembly

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ART -102	3	ART -131	3
ART -105	3	CART-111	2
ART -108	3	CART-201	2
ART -201	3	CART-221	2
CART-105	2	GCMT-113	3
ENG -101	3	Mathematics... (See I.C.)	4
HLTH/PE... (See III.)	2	Social Sci...(See I.B.)	3
TOTAL	18	TOTAL	19
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ART -103	3	ART- 132	3
ART -106	3	CART-112	2
ART -109	3	CART-202	2
ART -202	3	CART-211	3
ENG -102	3	CART-222	2
HLTH/PE... (See III.)	1	CART/GCMT Elect. (See IV.B.)	3-4
TOTAL	16	Nat. Sci...(See I.D.)	4
		TOTAL	19-20
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ART -104	3	ART -133	3
ART -107	3	CART-113	2
ART -110	3	CART-212	3
ENG -103...OR	3-4	CART-262	2
SPCH-101		Humanities... (See I.E.)	3
HLTH/PE... (See III.)	1	Social Sci...(See I.B.)	3
Social Sci...(See I.B.)	3	TOTAL	16
TOTAL	16-17		
		PROGRAM TOTAL	104-106

Career Programs
Business Technologies
Computer Studies

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Computer Studies

The Associate of Applied Business Degree in Computer Studies prepares the student for entry level positions as programmer/analysts within information centers utilizing large computer systems. This option includes the development of problem solving and communications skills.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition AND EITHER
SPCH 100-Fundamentals of Interpersonal Communication OR
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science

2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization

3.
HIST 151 - United States History to 1841
HIST 152 - United States History from 1841 to 1896
HIST 153 - United States History from 1896 to the Present

4.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology

C. Competence in Mathematics by completing the following:

MATH 120 - Intermediate Algebra or higher*

D. Minimum competence in Natural Sciences by completing ONE of the following:

BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
BIO 105 - Introductory Biology - Human Body in Health and Disease
A more advanced laboratory science course

Career Programs
Business Technologies
Computer Studies

E. Minimum competence in Humanities by completing ONE of the following:

- HUM 101 - Introduction to the Humanities: Man as an Individual
- HUM 102 - Introduction to the Humanities: Man and Society
- HUM 103 - Introduction to the Humanities: Man and the Cosmos
- ART 101 - Art Appreciation
- MUS 103 - Survey and Appreciation of Music
- THEA 101 - Theater Appreciation
- PHIL 101 - Introduction to Philosophy
- ENG - (any 200 level Literature course)
- Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- A. MATH 141 - Elementary Probability and Statistics I
- B. AND any course(s) from the following areas:
 1. SOCIAL SCIENCES - Anthropology, Economics, Education, Geography, History, Political Science, Psychology, Social Science, Sociology, Urban Studies
 2. HUMANITIES - Art, Dance, English, Foreign Language, Humanities, Journalism, Music, Philosophy, Religious Studies, Speech Communications, Theatre Arts
 3. NATURAL SCIENCES - Biology, Chemistry, Earth Science, Physical Science, Physics
 4. MATHEMATICS

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

- ACCT 145 - Financial Accounting
- BADM 102 - Introduction to Business
- CS 102 - Introduction to Computer Use
- CS 114 - Internal Computer Functions
- CS 124 - Techniques and Logic of Program Design
- CS 125 - Applications Program Development I: COBOL I
- CS 234 - Systems Analysis Methods
- CS 235 - Applications Programming II: COBOL II
- CS 245 - Applications Programming III: COBOL and CICS
- CS 255 - Applications Programming IV: CICS
- CS 281 - Assembly Language Programming
- CS - Elective**
- OADM 118 - Keyboarding

*MATH-123 and 270 may not be used to meet this requirement.

**Select from a programming language such as RPG, PASCAL, C, etc.

Fall 1996-Summer 1998 Catalog

**Career Programs
Business Technologies
Computer Studies**

**Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)**

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BADM-102	4	CS -234	4
CS -102	4	CS -235	4
ENG -101	3	MATH-141	4
MATH-120*	5	Social Sci...(See I.B.)	3
OADM-118	2	TOTAL	15
TOTAL	18		
Second Quarter	Cr. Hrs	Fifth Quarter	Cr. Hrs.
ACCT-145	5	CS -245	4
CS -114	4	CS -281	5
CS -124	4	HLTH/PE... (See III.)	1
ENG -102	3	Social Sci...(See I.B.)	3
HLTH/PE... (See III.)	1	TOTAL	13
TOTAL	17		
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
CS -125	4	CS-255	5
SPCH-100...OR	4	CS-Elective**	5
SPCH-101	4	HLTH/PE... (See III.)	1
Elective Req. (See II.B.)	3	Humanities... (See I.E.)	3
Nat. Sci...(See I.D.)	4	Social Sci...(See I.B.)	3
TOTAL	15	TOTAL	17
		 PROGRAM TOTAL	 95

Career Programs

Business Technologies

Computer Studies (Microapplications)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Computer Studies with a Concentration in Microapplications

The Associate of Applied Business degree in Computer Studies (Microapplications) prepares the student to utilize microcomputer application software as a tool in the execution of a wide range of tasks. This option includes the development of problem solving and communication skills.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
ENG 101 - College Composition
ENG 102 - College Composition
SPCH 100-Fundamentals of Interpersonal Communication OR
SPCH 101 - Fundamentals of Speech Communication
- B. Minimum competence in Social Sciences by completing ONE of the following sequences:
1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
 2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
 3.
HIST 151 - United States History to 1841
HIST 152 - United States History from 1841 to 1896
HIST 153 - United States History from 1896 to the Present
 4.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
- C. Competence in Mathematics by completing the following:
MATH 120 - Intermediate Algebra or higher*
- D. Minimum competence in Natural Sciences by completing ONE of the following:
BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
BIO 105 - Introductory Biology - Human Body in Health and Disease
A more advanced laboratory science course

Career Programs

Business Technologies

Computer Studies (Microapplications)

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

A. MATH 141 - Elementary Probability and Statistics I

B. AND any course(s) from the following:

1. SOCIAL SCIENCES - Anthropology, Economics, Education, Geography, History, Political Science, Psychology, Social Science, Sociology, Urban Studies

2. HUMANITIES - Art, Dance, English, Foreign Language, Humanities, Journalism, Music, Philosophy, Religious Studies, Speech Communications, Theatre Arts

3. NATURAL SCIENCES - Biology, Chemistry, Earth Science, Physical Science, Physics

4. MATHEMATICS

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

ACCT 145 - Financial Accounting

BADM 102 - Introduction to Business

CS 102 - Introduction to Computer Use

CS 114 - Internal Computer Functions

CS 120 - Microcomputer Applications I

CS 124 - Techniques and Logic of Program Design

CS 230 - Microcomputer Applications II

CS 234 - Systems Analysis Methods

CS 240 - Microcomputer Applications III

CS 250 - Microcomputer Applications IV

CS - Elective**

CS - Elective***

OADM 118 - Keyboarding

*MATH-123 and 270 may not be used to meet this requirement.

**Select one micro language course such as BASIC, Pascal, C, etc.

***Select one 270 series, systems, micro language or other micro elective.

Fall 1996-Summer 1998 Catalog

Career Programs
Business Technologies
Computer Studies (Microapplications)

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BADM-102	4	CS -230	4
CS -102	4	CS -234	4
ENG -101	3	HLTH/PE... (See III.)	1
MATH-120*	5	Social Sci...(See I.B.)	3
OADM-118	2	TOTAL	12
TOTAL	18		
Second Quarter	Cr. Hrs	Fifth Quarter	Cr. Hrs.
ACCT-145	5	CS -240	4
CS -114	4	CS -Elective**	5
CS -124	4	MATH-141	4
ENG -102	3	Social Sci...(See I.B.)	3
HLTH/PE... (See III.)	1	TOTAL	16
TOTAL	17		
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
CS -120	4	CS-250	5
SPCH-100...OR	4	CS-Elective***	2-5
SPCH-101	4	HLTH/PE... (See III.)	1
Elective Req. (See II.B.)	4	Humanities... (See I.E.)	3
Nat. Sci...(See I.D.)	4	Social Sci...(See I.B.)	3
TOTAL	16	TOTAL	14-17
		PROGRAM TOTAL	93-96

Career Programs

Business Technologies

Court and Conference Reporting

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Court and Conference Reporting

This program provides a practical and theoretical preparation for career reporters in the courtroom and business community in general, where there is a serious shortage of qualified personnel. The student is prepared to work as a court reporter, or as a free-lance reporter in a civil, criminal, municipal or Supreme Court. (Certificate also available.)

Program Manager - Ms. Mary A. Reis (216-987-4431). This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition AND EITHER
ENG 103 - College Composition OR
SPCH 100 - Fundamentals of Interpersonal Communication OR
SPCH 101 - Fundamentals of Speech Communication*

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science

2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization

3.
HIST 151 - United States History to 1841
HIST 152 - United States History from 1841 to 1896
HIST 153 - United States History from 1896 to the Present

4.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology

C. Minimum competence in Mathematics by completing ONE of the following:

Successful completion of a 4 credit math course numbered 106 or higher
Achievement of 80% or better on the College wide Mathematics Proficiency Exam

D. Minimum competence in Natural Sciences by completing ONE of the following:

BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
BIO 105 - Introductory Biology - Human Body in Health and Disease
A more advanced laboratory science course

Career Programs

Business Technologies

Court and Conference Reporting

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include courses from the following:

A. SOCIAL SCIENCES - Anthropology, Economics, Education, Geography, History, Political Science, Psychology, Social Science, Sociology, Urban Studies

B. HUMANITIES - Art, Dance, English, Foreign Language, Humanities, Journalism, Music, Philosophy, Religious Studies, Speech Communications, Theatre Arts

C. NATURAL SCIENCES - Biology, Chemistry, Earth Science, Physical Science, Physics

D. MATHEMATICS

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

C&CR 100 - Introduction to Court Reporting

C&CR 103 - Legal Terminology and Communications I

C&CR 104 - Legal Terminology and Communications II

C&CR 105 - Basic Theory I

C&CR 106 - Basic Theory II

C&CR 109 - Introduction to CAT

C&CR 110 - Steno Editing (formerly C&CR-108)

C&CR 122A- Speed Building and Transcription I

C&CR 122B- Speed Building and Transcription II

C&CR 202 - Medical Reporting

C&CR 207 - Reporter Technology I

C&CR 208 - Reporter Technology II

C&CR 211 - Courtroom Procedures (formerly C&CR-205 and 206)

C&CR 221 - Internship

C&CR 222A- Speed Building and Transcription III

C&CR 222B- Speed Building and Transcription IV

C&CR - Electives** (minimum of 3 credits)

C&CR - Electives (minimum of 5 credits)

LAW 121 - Criminal Law Procedure

LAW 122 - Constitutional Law

LAW 123 - Laws of Evidence

MA 102 - Medical Terminology I

MA 103 - Medical Terminology II

OADM 108 - Business Language Skills

*SPCH-101 Fundamentals of Speech Communication is recommended.

**Elective: C&CR-120 Skills Analysis (repeatable).

Career Programs
 Business Technologies
 Court and Conference Reporting

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Summer Quarter	Cr. Hrs.
C&CR-100	1	C&CR-122B	3
C&CR-103	3	English... (See I.A.)*	3-4
C&CR-105	3	TOTAL	6-7
C&CR-Elective**	1		
ENG-101	3	Fourth Quarter	Cr. Hrs.
LAW-121	3	C&CR-211	3
HLTH/PE... (See III.)	1	C&CR-Elective**	1
Humanities... (See I.E.)	3	C&CR-Elective	3
TOTAL	18	MA-103	3
		Mathematics... (See I.C.)	4
Second Quarter	Cr. Hrs.	Social Sciences. (See I.B.)	3
C&CR-104	3	TOTAL	17
C&CR-106	3		
C&CR-Elective**	1	Fifth Quarter	Cr. Hrs.
ENG-102	3	C&CR-207	3
LAW-122	3	C&CR-222A	3
HLTH/PE... (See III.)	1	C&CR-	2-3
Natural Science... (See I.D.)	4	Elective Req. (See II.)	3
TOTAL	18	Social Sciences. (See I.B.)	3
		TOTAL	14-15
Third Quarter	Cr. Hrs.		
C&CR-109	2	Sixth Quarter	Cr. Hrs.
C&CR-110	3	C&CR-202	3
C&CR-122A	3	C&CR-222B	3
OADM-108	3	C&CR-208	3
LAW-123	3	C&CR-221	1
MA-102	3	Elective Req. (See II.)	3
HLTH/PE... (See III.)	1	Social Sciences. (See I.B.)	3
TOTAL	18	TOTAL	16
		PROGRAM TOTAL	107-109

Career Programs

Business Technologies

Financial Institutions (Savings and Loan)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Financial Institutions with a Concentration in Savings and Loan Institutions

This program is designed for persons currently employed or preparing for employment in financial management in savings and loan institutions.

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition AND EITHER
ENG 103 - College Composition OR
SPCH 100 - Fundamentals of Interpersonal Communication OR
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
HIST 151 - United States History to 1841
HIST 152 - United States History from 1841 to 1896
HIST 153 - United States History from 1896 to the Present
4.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology

C. Competence in Mathematics by completing the following (minimum of 4 credits):

MATH 120 - Intermediate Algebra or higher*

D. Minimum competence in Natural Sciences by completing ONE of the following:

BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
BIO 105 - Introductory Biology - Human Body in Health and Disease
A more advanced laboratory science course

Career Programs

Business Technologies

Financial Institutions (Savings and Loan)

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

ECON 161 - Principles of Economics I

ECON 162 - Principles of Economics II

POL 101 - American National Government

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

ACCT 145 - Financial Accounting

ACCT 146 - Managerial Accounting

BADM 102 - Introduction to Business

BADM-112 - Principles of Management

BADM 213 - Business Law

CS 102 - Introduction to Computer Use

FIN 161 - Retail Banking

FIN 162 - Savings Association Operations

FIN 163 - Deposit Accounts and Services

FIN 164 - Deposit Account Operations

FIN 221 - Residential Mortgage Lending

FIN 222 - Mortgage Loan Servicing

FIN 223 - Individual Retirement Accounts/Keogh Plans

FIN - Electives (minimum of 12 credits)

OADM 210 - Business Communications

*MATH-123 and 270 may not be used to meet this requirement.

Fall 1996-Summer 1998 Catalog

Career Programs
Business Technologies
Financial Institutions (Savings and Loan)

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BADM-102	4	ECON-162	4
ENG -101	3	FIN -164	3
FIN -161	3	FIN -223	3
MATH-120*	5	FIN -Elective	3
Social Sci...(See I.B.)	3	HLTH/PE... (See III.)	1
TOTAL	18	English..... (See I.A.)	3-4
		TOTAL	17-18
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ACCT-145	5	BADM-213	4
ENG -102	3	FIN -221	3
FIN -162	3	FIN -Elective	3
FIN -Elective	3	OADM-210	4
Social Sci...(See I.B.)	3	POL -101	4
TOTAL	17	HLTH/PE... (See III.)	1
		TOTAL	19
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ACCT-146	5	BADM-112	4
ECON-161	4	CS -102	4
FIN -163	3	FIN -222	3
HLTH/PE... (See III.)	1	FIN -Elective	3
Natural Sci. (See I.D.)	4	Humanities... (See I.E.)	3
Social Sci...(See I.B.)	3	TOTAL	17
TOTAL	20		
		PROGRAM TOTAL	108-109

Career Programs

Business Technologies

Graphic Communications Management and Technology

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Graphic Communications Management and Technology

Career opportunities in the graphic arts industry include a variety of supervisory and mid-management positions in printing establishments and allied industries. Positions open to graduates of this program include supervising or managing printing production operations such as computer controlled composition and electronic pre-press, camera work, film assembly, press work and bindery. Other positions include estimating; quality control; purchasing of printing and production materials; sales of graphic arts services, equipment or supplies; customer service and production control.

A Sheetfed Offset Competency Award is available through the Department.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing the following:

Successful completion of a mathematics course numbered 100 or higher
Achievement of 80% or better on the College wide Mathematics Proficiency Exam

D. Minimum competence in Natural Sciences by completing the following:

PSCI 102 - Physical Science - Chemistry
PSCI 108 - Physical Science Laboratory - Chemistry

Career Programs

Business Technologies

Graphic Communications Management and Technology

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

A. ART 108 - Fundamentals of Design I

B. ONE of the following:

ECON 100 - Basic Economics

ECON 161 - Principles of Economics I

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

ACCT 128 - Applied Accounting

BADM 102 - Introduction to Business

BADM 112 - Principles of Management

GCMT 101 - Graphic Arts Orientation

GCMT 103 - Introduction to Printing*

GCMT 105 - Science of Graphic Arts

GCMT 110 - Graphic Arts Materials (formerly GCMT-109)

GCMT 113 - Beginning Photography

GCMT-125 - Computer Applications in Graphic Communications (formerly GCMT-124)

GCMT 131 - Copy Preparation

GCMT 171 - Reproduction Photography and Film Assembly

GCMT 201 - Platemaking and Presswork

GCMT 209 - Finishing and Bindery (formerly GCMT-210)

GCMT 222 - Production and Operations Management

GCMT 226 - Graphic Arts Estimating

GCMT 235 - Personal and Corporate Publishing I

GCMT 273 - Color Reproduction

MARK 201 - Principles of Marketing

OADM 118 - Keyboarding**

B. ONE of the following:

BADM 213 - Business Law

BADM 220 - Human Relations in Business

GCMT - Elective (minimum of 3 credits)

C. ONE of the following (minimum of 1 credit):

GCMT 223 - Applied Graphic Arts Sales

GCMT 260 - Cooperative Field Experience

GCMT 261 - Internship

Career Programs
Business Technologies
Graphic Communications Management and Technology

D. ONE of the following:
 MARK 202 - Principles of Salesmanship
 MARK 225 - Promotion Management

*May be waived, if student possesses prior graphic arts lab experience.

**May be waived, if student types 20 wpm.

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ART-108	3	ACCT-128	4
BADM-102	4	BADM-112	4
ENG-101	3	GCMT-201	4
GCMT-101	2	MARK-201	4
GCMT-103*	1	Social Sci...(See I.B.)	3
GCMT-125	4	TOTAL	19
OADM-118**	2		
TOTAL	19		
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ENG-102	3	GCMT-209	4
GCMT-105	4	GCMT-235	3
GCMT-113	3	GCMT-273	3
GCMT-131	4	MARK-202...OR	4
PSCI-102	3	MARK-225	
PSCI-108	1	HLTH/PE... (See III.)	1
HLTH/PE... (See III.)	1	Social Sci...(See I.B.)	3
TOTAL	19	TOTAL	18
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
GCMT-110	3	BADM-213...OR	3-4
GCMT-171	4	BADM-220...OR	
SPCH-101	4	GCMT-Elective	
HLTH/PE... (See III.)	1	ECON-100...OR	3-4
Mathematics... (See I.C.)	3	ECON-161	
Social Sci...(See I.B.)	3	GCMT-222	3
TOTAL	18	GCMT-223...OR	1-3
		GCMT-260...OR	
		GCMT-261	
		GCMT-226	4
		Humanities... (See I.E.)	3
		TOTAL	17-21
		PROGRAM TOTAL	110-114

Career Programs

Business Technologies

Graphic Communications Management and Technology Photography)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Graphic Communications Management and Technology with a Concentration in Photography

This curriculum provides a foundation program in the technical and aesthetic components of black and white, color, and electronic still photography. It prepares students to work in photographic processing labs, photographic studios, multi-media production, in-house photography departments, photographic sales and related services, and in the field of electronic still photography, as well as providing opportunities for those currently employed in the field to update their skills.

This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing the following:

Successful completion of a mathematics course numbered 100 or higher
Achievement of 80% or better on the College wide Mathematics Proficiency Exam

D. Minimum competence in Natural Sciences by completing the following:

PSCI 102 - Physical Science - Chemistry
PSCI 108 - Physical Science Laboratory-Chemistry

Career Programs

Business Technologies

Graphic Communications Management and Technology Photography)

E. Minimum competence in Humanities by completing the following:

ART 101 - Art Appreciation

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

ART 108 - Fundamentals of Design I

ART 109 - Fundamentals of Design II

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

GCMT 113 - Beginning Photography

GCMT 114 - Intermediate Black and White Photography

GCMT 115 - Advanced Black and White Photography

GCMT 125 - Computer Applications in Graphic Arts (formerly GCMT-124)

GCMT 212 - Artificial Lighting Technique

GCMT 213 - Color Transparencies

GCMT 214 - Color Printing I

GCMT 216 - Individual Projects in Photography

GCMT 217 - Large Format Camera Technique

GCMT 218 - Multimedia Production

GCMT 219 - Color Printing II

GCMT 250 - Presentation Graphics

GCMT 253 - Electronic Drawing and Illustration

GCMT 255 - Electronic Still Photography I

GCMT 256 - Electronic Still Photography II

GCMT 270 - Special Topics in Graphic Communications and Photography

GCMT 272 - Special Topics in Graphic Communications and Photography Laboratory Experience

GCMT 275 - Portfolio Preparation

GCMT 277 - Professional Photographic Practices

GCMT - Elective* (minimum of 3 credits)

JOUR 101 - Introduction to Mass Communications

OADM 118 - Keyboarding**

Career Programs
 Business Technologies
 Graphic Communications Management and Technology Photography)

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs
ART -101	4	GCMT-214	3
ART -108	3	GCMT-217	3
ENG -101	3	GCMT-255	3
GCMT-113	3	GCMT-Elective*	3
PSCI-102	3	HLTH/PE.... (See III.)	3
PSCI-108	1	Social Sci...(See I.B.)	3
TOTAL	17	TOTAL	16
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ART -109	3	GCMT-216	3
ENG- 102	3	GCMT-219	3
GCMT-114	3	GCMT-253	3
GCMT-125	4	GCMT-256	3
GCMT-213	3	HLTH/PE.... (See III.)	1
OADM-118**	2	Social Sci...(See I.B.)	3
Mathematics... (See I.C.)	3	TOTAL	16
TOTAL	21		
Third Quarter	Cr. Hrs	Sixth Quarter	Cr. Hrs.
GCMT-115	3	GCMT-218	3
GCMT-212	3	GCMT-270	1-4
GCMT-250	3	GCMT-272	1-2
JOUR-101	4	GCMT-275	3
SPCH-101	4	GCMT-277	3
TOTAL	17	HLTH/PE.... (See III.)	1
		Social Sci...(See I.B.)	3
		TOTAL	15-19
		PROGRAM TOTAL	102-106

Career Programs

Business Technologies

Hospitality Management (Culinary Art)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Hospitality Management with a Concentration in Culinary Art

The Culinary Art curriculum follows the guidelines of the American Culinary Federation, preparing students for careers as professional chefs, caterers, kitchen supervisors and cooks. The culinary concentration emphasizes hands-on food preparation, including advanced techniques in garde-manger, contemporary and classical cuisine.

Program Manager - Ms. Jan DeLucia (216-987-4082).

This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition AND EITHER
ENG 103 - College Composition OR
SPCH 100 - Fundamentals of Interpersonal Communication OR
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
HIST 151 - United States History to 1841
HIST 152 - United States History from 1841 to 1896
HIST 153 - United States History from 1896 to the Present
4.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology

C. Competence in Mathematics by completing the following (minimum of 4 credits):

Successful completion of a 4 credit math course numbered 106 or higher
Achievement of 80% or better on the College wide Mathematics Proficiency Exam

D. Minimum competence in Natural Sciences by completing ONE of the following:

BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
BIO 105 - Introductory Biology - Human Body in Health and Disease
A more advanced laboratory science course

Career Programs

Business Technologies

Hospitality Management (Culinary Art)

E. Minimum competence in Humanities by completing ONE of the following:

- HUM 101 - Introduction to the Humanities: Man as an Individual
- HUM 102 - Introduction to the Humanities: Man and Society
- HUM 103 - Introduction to the Humanities: Man and the Cosmos
- ART 101 - Art Appreciation
- MUS 103 - Survey and Appreciation of Music
- THEA 101 - Theater Appreciation
- PHIL 101 - Introduction to Philosophy
- ENG - (any 200 level Literature course)
- Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include courses from the following:

1. SOCIAL SCIENCES - Anthropology, Economics, Education, Geography, History, Political Science, Psychology, Social Science, Sociology, Urban Studies
2. HUMANITIES - Art, Dance, English, Foreign Language, Humanities, Journalism, Music, Philosophy, Religious Studies, Speech Communications, Theatre Arts
3. NATURAL SCIENCES - Biology, Chemistry, Earth Science, Physical Science, Physics
4. MATHEMATICS

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

- ACCT 128 - Applied Accounting
- CS 102 - Introduction to Computer Use
- DIET 110 - Nutrition for Consumers
- HOSP 101 - Introduction to Hospitality Management
- HOSP 102 - Sanitation and Safety
- HOSP 103 - Fundamentals of Foodservice Lab
- HOSP 104 - Fundamentals of Foodservice
- HOSP 105 - Food Preparation I
- HOSP 106 - Food Preparation II
- HOSP 110 - Dining Room Operations
- HOSP 120 - Foodservice and Hotel Purchasing
- HOSP 140 - Menu Planning and Management
- HOSP 145 - Food and Beverage Service Management
- HOSP 200 - Hospitality Management I
- HOSP 217 - Garde Manger
- HOSP 218 - Haute Cuisine
- HOSP 221 - Food and Beverage Cost Control
- HOSP 223 - Hospitality Facilities Management and Design
- HOSP 234 - Hospitality Management II
- HOSP 235 - Restaurant Management Operations
- HOSP 263 - Seminar
- HOSP 265 - Hospitality Practicum
- HOSP 270 - Culinary Arts: Evaluation and Enhancement

Career Programs
Business Technologies
Hospitality Management (Culinary Art)

- B. ONE of the following:
 HOSP 133 - Quantity Food Production
 HOSP 265 - Hospitality Practicum
 HOSP 295 - Hospitality Management Experience

- C. ONE of the following:
 HOSP 139 - Baking Production
 HOSP 265 - Hospitality Practicum

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ENG -101	3	HOSP-133...OR	3
HOSP-101	3	HOSP-265...OR	
HOSP-102	3	HOSP-295	
HOSP-103	1	HOSP-139...OR	3
HOSP-104	3	HOSP-265	
Mathematics... (See I.C.)	4	HOSP-140	3
TOTAL	17	HOSP-221	4
		HOSP-270	1
Second Quarter	Cr. Hrs.	Elective Req. (See II.)	3
CS -102	4	TOTAL	17
ENG -102	3		
HOSP-105	4	Fifth Quarter	Cr. Hrs.
HOSP-110	2	HOSP-217	2
HOSP-145	1	HOSP-234	3
HLTH/PE.... (See III.)	1	HOSP-235	4
Social Sci...(See I.B.)	3	English... (See I.A.)	3-4
TOTAL	18	HLTH/PE.... (See III.)	1
		Social Sci...(See I.B.)	3
Third Quarter	Cr. Hrs.	TOTAL	16-17
ACCT-128	4		
DIET-110	3	Sixth Quarter	Cr. Hrs.
HOSP-106	3	HOSP-218	2
HOSP-120	3	HOSP-223	3
HOSP-200	4	HOSP-263	1
TOTAL	17	HLTH/PE.... (See III.)	1
		Elective Req...(See II.)	3
Summer Session	Cr. Hrs.	Humanities... (See I.E.)	3
HOSP-265	3	Social Sci...(See I.B.)	3
Natural Sci. (See I.D.)	4	TOTAL	16
TOTAL	7		
		PROGRAM TOTAL	108-109

Career Programs

Business Technologies

Hospitality Management (Hotel-Motel)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Hospitality Management with a Concentration in Hotel-Motel Management

The Hotel/Motel Management Concentration prepares students for entry-level supervision in front office, sales and convention management. This leads to increasingly responsible management positions in hotels, motels and clubs. A minimum component of foodservice is included as well as observations of front-office and sales/marketing and convention planning functions.

Program Manager - Ms. Jan DeLucia (216-987-4082).

This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition AND EITHER
ENG 103 - College Composition OR
SPCH 100 - Fundamentals of Interpersonal Communication OR
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
HIST 151 - United States History to 1841
HIST 152 - United States History from 1841 to 1896
HIST 153 - United States History from 1896 to the Present
4.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology

C. Competence in Mathematics by completing the following (minimum of 4 credits):

Successful completion of a 4 credit math course numbered 106 or higher
Achievement of 80% or better on the College wide Mathematics Proficiency Exam

Career Programs

Business Technologies

Hospitality Management (Hotel-Motel)

D. Minimum competence in Natural Sciences by completing ONE of the following:

BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology

BIO 105 - Introductory Biology - Human Body in Health and Disease

A more advanced laboratory science course

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include courses from the following:

A. SOCIAL SCIENCES - Anthropology, Economics, Education, Geography, History, Political Science, Psychology, Social Science, Sociology, Urban Studies

B. HUMANITIES - Art, Dance, English, Foreign Language, Humanities, Journalism, Music, Philosophy, Religious Studies, Speech Communications, Theatre Arts

C. NATURAL SCIENCES - Biology, Chemistry, Earth Science, Physical Science, Physics

D. MATHEMATICS

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

ACCT 128 - Applied Accounting

CS 102 - Introduction to Computer Use

HOSP 101 - Introduction to Hospitality Management

HOSP 102 - Sanitation and Safety

HOSP 103 - Fundamentals of Foodservice Lab

HOSP 104 - Fundamentals of Foodservice

HOSP 105 - Food Preparation I

HOSP 120 - Foodservice and Hotel Purchasing

HOSP 138 - Front Office Operations

HOSP 145 - Food and Beverage Service Management

HOSP 148 - Housekeeping Operations

HOSP 160 - Tourism in the Hospitality Industry

HOSP 200 - Hospitality Management I

HOSP 221 - Food and Beverage Cost Control

HOSP 223 - Hospitality Facilities Management and Design

HOSP 224 - Hospitality Marketing and Sales

HOSP 234 - Hospitality Management II

HOSP 258 - Hospitality Law

HOSP 263 - Seminar

HOSP 265 - Hospitality Practicum

HOSP 295 - Hospitality Management Experience

Career Programs
Business Technologies
Hospitality Management (Hotel-Motel)

- B. ONE of the following:
 HOSP 250 - Convention Management
 HOSP 295 - Hospitality Management Experience

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ENG -101	3	HOSP-221	4
HOSP-101	3	HOSP-224	3
HOSP-102	3	HLTH/PE.... (See III.)	1
HOSP-103	1	Elective Req. (See II.)	3
HOSP-104	3	Social Sci...(See I.B.)	3
Mathematics... (See I.C.)	4	TOTAL	14
TOTAL	17		
		Fifth Quarter	Cr. Hrs.
Second Quarter	Cr. Hrs.	HOSP-234	3
CS -102	4	HOSP-250...OR	3
ENG -102	3	HOSP-295	
HOSP-105	4	HOSP-258	4
HOSP-138	3	HLTH/PE.... (See III.)	1
HOSP-145	1	Humanities. (See I.E.)	3
HOSP-148	3	Social Sci...(See I.B.)	3
TOTAL	18	TOTAL	17
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ACCT-128	4	HOSP-223	3
HOSP-120	3	HOSP-263	1
HOSP-160	3	HOSP-295	3
HOSP-200	4	HLTH/PE.... (See III.)	1
English... (See I.A.)	3-4	Natural Sci. (See I.D.)	4
TOTAL	17-18	Social Sci...(See I.B.)	3
		TOTAL	15
Summer Quarter	Cr. Hrs.	PROGRAM TOTAL	104-105
HOSP-265	3		
Elective Req. (See II.)	3		
TOTAL	6		

Career Programs

Business Technologies

Hospitality Management (Restaurant/Food Service)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Hospitality Management with a Concentration in Restaurant Food/Service Management

Students are prepared for entry-level front-and back-of-the-house supervisory positions in both restaurant and institutional foodservice establishments. Students prepare for future positions as kitchen managers, dining room managers, banquet managers, purchasing agents, food and beverage controllers and restaurant/food service managers.

Program Manager - Ms. Jan DeLucia (216-987-4082).

This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition AND EITHER
ENG 103 - College Composition OR
SPCH 100 - Fundamentals of Interpersonal Communication OR
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
HIST 151 - United States History to 1841
HIST 152 - United States History from 1841 to 1896
HIST 153 - United States History from 1896 to the Present
4.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology

C. Minimum competence in Mathematics by completing ONE of the following:

Successful completion of a 4 credit math course numbered 106 or higher
Achievement of 80% or better on the College wide Mathematics Proficiency Exam

Career Programs

Business Technologies

Hospitality Management (Restaurant/Food Service)

D. Minimum competence in Natural Sciences by completing ONE of the following:

BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology

BIO 105 - Introductory Biology - Human Body in Health and Disease

A more advanced laboratory science course

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include courses from the following:

A. SOCIAL SCIENCES - Anthropology, Economics, Education, Geography, History, Political Science, Psychology, Social Science, Sociology, Urban Studies

B. HUMANITIES - Art, Dance, English, Foreign Language, Humanities, Journalism, Music, Philosophy, Religious Studies, Speech Communications, Theatre Arts

C. NATURAL SCIENCES - Biology, Chemistry, Earth Science, Physical Science, Physics

D. MATHEMATICS

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

ACCT 128 - Applied Accounting

CS 102 - Introduction to Computer Use

DIET 110 - Nutrition for Consumers

HOSP 101 - Introduction to Hospitality Management

HOSP 102 - Sanitation and Safety

HOSP 103 - Fundamentals of Foodservice Lab

HOSP 104 - Fundamentals of Foodservice

HOSP 105 - Food Preparation I

HOSP 106 - Food Preparation II

HOSP 110 - Dining Room Operations

HOSP 120 - Foodservice and Hotel Purchasing

HOSP 140 - Menu Planning and Management

HOSP 145 - Food and Beverage Service Management

HOSP 200 - Hospitality Management I

HOSP 221 - Food and Beverage Cost Control

HOSP 223 - Hospitality Facilities Management and Design

HOSP 224 - Hospitality Marketing and Sales

HOSP 234 - Hospitality Management II

HOSP 258 - Hospitality Law

HOSP 263 - Seminar

HOSP 265 - Hospitality Practicum

Career Programs

Business Technologies

Hospitality Management (Restaurant/Food Service)

B. ONE of the following:

HOSP 133 - Quantity Food Production

HOSP 265 - Hospitality Practicum

C. ONE of the following:

HOSP 235 - Restaurant Management Operations

HOSP 295 - Hospitality Management Experience

**Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)**

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ENG -101	3	HOSP-133...OR	3
HOSP-101	3	HOSP-265	
HOSP-102	3	HOSP-140	3
HOSP-103	1	HOSP-221	4
HOSP-104	3	HOSP-224	3
Mathematics... (See I.C.)	4	English... (See I.A.)	3-4
TOTAL	17	Social Sci...(See I.B.)	3
		TOTAL	19-20
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
CS -102	4	HOSP-234	3
ENG -102	3	HOSP-235...OR	3-4
HOSP-105	4	HOSP-295	
HOSP-110	2	HOSP-258	4
HOSP-145	1	HLTH/PE... (See III.)	1
Elective Req. (See II.)	3	Social Sci...(See I.B.)	3
TOTAL	17	TOTAL	14-15
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ACCT-128	4	HOSP-223	3
DIET-110	3	HOSP-263	1
HOSP-106	3	HLTH/PE... (See III.)	1
HOSP-120	3	Elective Req. (See II.)	3
HOSP-200	4	Humanities... (See I.E.)	3
HLTH/PE... (See III.)	1	Social Sci...(See I.B.)	3
TOTAL	18	TOTAL	14
Summer Quarter	Cr. Hrs.		
HOSP-265	3		
Natural Sci...(See I.D.)	4		
TOTAL	7		
		PROGRAM TOTAL	106-108

Career Programs

Business Technologies

Interior Design Technology

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Interior Design Technology

The interior design technician, working with and under the direction of the interior designer, helps to fulfill the need for creatively expressed contemporary living in residential and commercial interiors. The technician may do certain aspects of drafting, delineation, material or component selection or specification. Students in this program prepare for employment opportunities in interior design studios, photography studios, architectural firms, retail department and furniture stores, related manufacturing firms and other types of business dealing with interior furnishing.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition AND EITHER
ENG 103 - College Composition OR
SPCH 100 - Fundamentals of Interpersonal Communication OR
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
HIST 151 - United States History to 1841
HIST 152 - United States History from 1841 to 1896
HIST 153 - United States History from 1896 to the Present
4.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology

C. Competence in Mathematics by completing the following (minimum of 4 credits):

MATH 120 - Intermediate Algebra or higher*

D. Minimum competence in Natural Sciences by completing ONE of the following:

BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
BIO 105 - Introductory Biology - Human Body in Health and Disease
A more advanced laboratory science course

Career Programs

Business Technologies

Interior Design Technology

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

ART 102 - Art History

ART 103 - Art History

ART 104 - Art History

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

ACCT 115 - Accounting/Business Applications with Electronic Calculations

ARCH 141 - Architectural Drawing I

ART 105 - Drawing I

ART 106 - Drawing II

ART 107 - Drawing III

ART 108 - Fundamentals of Design I

ART 109 - Fundamentals of Design II

ART 110 - Fundamentals of Design III

BADM 220 - Human Relations in Business

INTD 101 - Introduction to Interior Design

INTD 201 - Introductory Interior Design

INTD 202 - Intermediate Interior Design

INTD 203 - Advanced Interior Design

INTD 205 - History of Interiors

INTD 206 - Architectural Materials and Methods

INTD 207 - Interior Design Materials and Methods

INTD 208 - Textiles

INTD 210 - Interior Design Presentation

INTD 220 - Professional Practice of Interior Design

INTD 221 - Interior Design Practicum

MARK 202 - Principles of Salesmanship

*MATH-123 and 270 may not be used to meet this requirement.

Fall 1996-Summer 1998 Catalog

Career Programs
Business Technologies
Interior Design Technology

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ART -102	3	BADM-220	3
ART -105	3	INTD-201	3
ART -108	3	INTD-205	3
ENG -101	3	INTD-206	3
INTD-101	2	MARK-202	4
Social Sci...(See I.B.)	3	HLTH/PE.... (See III.)	1
TOTAL	17	TOTAL	17
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ACCT-115	4	INTD-202	3
ART -103	3	INTD-207	3
ART -106	3	INTD-208	3
ART -109	3	INTD-210	3
ENG -102	3	Humanities. (See I.E.)	3
Social Sci...(See I.B.)	3	Social Sci...(See I.B.)	3
TOTAL	19	TOTAL	18
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ARCH-141	3	INTD-203	3
ART -104	3	INTD-220	3
ART -107	3	INTD-221	2
ART -110	3	MATH-120*	5
English... (See I.A.)	3-4	HLTH/PE.... (See III.)	1
HLTH/PE.... (See III.)	1	Natural Sci...(See I.D.)	4
TOTAL	16-17	TOTAL	18
		PROGRAM TOTAL	105-106

Career Programs
Business Technologies
Marketing

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Marketing

This program addresses the broad scope of activities performed in supplying a product or service to the consuming sectors of the economy through marketing tactics. Key focus is on the "Marketing Mix" of factors that in combination generate demand in the market place. A special international trade focus is also possible in the program.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
ENG 101 - College Composition
ENG 102 - College Composition
ENG 103 - College Composition
- B. Minimum competence in Social Sciences by completing ONE of the following sequences:
1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
 2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
 3.
HIST 151 - United States History to 1841
HIST 152 - United States History from 1841 to 1896
HIST 153 - United States History from 1896 to the Present
 4.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
- C. Competence in Mathematics by completing the following (minimum of 4 credits):
MATH 106 - Survey of Mathematics or higher*
- D. Minimum competence in Natural Sciences by completing ONE of the following:
BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
BIO 105 - Introductory Biology - Human Body in Health and Disease
A more advanced laboratory science course

Career Programs
Business Technologies
Marketing

E. Minimum competence in Humanities by completing ONE of the following:

- HUM 101 - Introduction to the Humanities: Man as an Individual
- HUM 102 - Introduction to the Humanities: Man and Society
- HUM 103 - Introduction to the Humanities: Man and the Cosmos
- ART 101 - Art Appreciation
- MUS 103 - Survey and Appreciation of Music
- THEA 101 - Theater Appreciation
- PHIL 101 - Introduction to Philosophy
- ENG - (any 200 level Literature course)
- Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- A. ECON 161 - Principles of Economics I
- B. AND any course(s) from the following areas:
 1. SOCIAL SCIENCES - Anthropology, Economics, Education, Geography, History, Political Science, Psychology, Social Science, Sociology, Urban Studies
 2. HUMANITIES - Art, Dance, English, Foreign Language, Humanities, Journalism, Music, Philosophy, Religious Studies, Speech Communications, Theatre Arts
 3. NATURAL SCIENCES - Biology, Chemistry, Earth Science, Physical Science, Physics
 4. MATHEMATICS

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

- ACCT 115 - Accounting/Business Applications with Electronic Calculations
- BADM 102 - Introduction to Business
- BADM 112 - Principles of Management
- BADM 213 - Business Law
- BADM 216 - Introduction to Purchasing
- BADM 220 - Human Relations in Business
- BADM 222 - Organizational Behavior
- CS 102 - Introduction to Computer Use
- MARK 201 - Principles of Marketing
- MARK 202 - Principles of Salesmanship
- MARK 209 - Marketing Management
- MARK 211 - Introduction to World Trade
- MARK 225 - Promotion Management
- MARK 250 - Industrial Marketing
- MARK - Elective (minimum of 4 credits)
- OADM 210 - Business Communications

B. ONE group of courses as listed in Sequence 1 or Sequence 2

1. ACCT 125 - Survey of Financial Accounting AND ACCT 126 - Survey of Managerial Accounting
2. ACCT 145 - Financial Accounting** AND ACCT 146 - Managerial Accounting**

*MATH-114, 123 and 270 may not be used to meet this requirement.

**ACCT-145 and 146 recommended for transferring students.

Career Programs
Business Technologies
Marketing

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ACCT-115	4	ACCT-125...OR	4-5
BADM-102	4	ACCT-145**	
CS -102	4	BADM-216	3
ENG -101	3	BADM-222	3
HLTH/PE... (See III.)	1	MARK-211	4
Social Sci...(See I.B.)	3	MARK- Elective	4
TOTAL	19	HLTH/PE... (See III.)	1
		TOTAL	19-20
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
BADM-112	4	ACCT-126...OR	4-5
ENG -102	3	ACCT-146**	
MARK-201	4	BADM-213	4
MATH-106*	5	MARK-225	4
Social Sci...(See I.B.)	3	MARK-250	4
TOTAL	19	Elective Req. (See II.B.)	3
		TOTAL	19-20
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
BADM-220	3	ECON-161	4
ENG -103	3	MARK-209	4
MARK-202	4	HLTH/PE... (See III.)	1
OADM-210	4	Humanities... (See I.E.)	3
Social Sci...(See I.B.)	3	Natural Sci...(See I.D.)	4
TOTAL	17	TOTAL	16
		PROGRAM TOTAL	109-111

Career Programs

Business Technologies

Marketing (Professional Selling)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Marketing with a Concentration in Professional Selling

This program is career oriented and should be considered necessary training for the person who wishes to be a professional sales representative. It emphasizes the development of individual communications skills in combination with general marketing theory. These skills prepare the individual for a successful career in professional selling.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
ENG 101 - College Composition
ENG 102 - College Composition
SPCH 101 - Fundamentals of Speech Communication
- B. Minimum competence in Social Sciences by completing ONE of the following sequences:
1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
 2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
 3.
HIST 151 - United States History to 1841
HIST 152 - United States History from 1841 to 1896
HIST 153 - United States History from 1896 to the Present
 4.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
- C. Minimum competence in Mathematics by completing ONE of the following:
MATH 106 - Survey of Mathematics or higher*
- D. Minimum competence in Natural Sciences by completing ONE of the following:
BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
BIO 105 - Introductory Biology - Human Body in Health and Disease
A more advanced laboratory science course

Career Programs

Business Technologies

Marketing (Professional Selling)

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

ECON 161 - Principles of Economics I

SPCH 100 - Fundamentals of Interpersonal Communication

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

ACCT 115 - Accounting/Business Applications with Electronic Calculations

BADM 102 - Introduction to Business

BADM 112 - Principles of Management

BADM 213 - Business Law

BADM 216 - Introduction to Purchasing

BADM 220 - Human Relations in Business

BADM 222 - Organizational Behavior

CS 102 - Introduction to Computer Use

MARK 201 - Principles of Marketing

MARK 202 - Principles of Salesmanship

MARK 209 - Marketing Management

MARK 224 - Effective Selling Practices

MARK 225 - Promotion Management

MARK 266 - Sales Management

OADM 210 - Business Communications

B. ONE group of courses as listed in Sequence 1 or Sequence 2

1.

ACCT 125 - Survey of Financial Accounting

ACCT 126 - Survey of Managerial Accounting

2.

ACCT 145 - Financial Accounting**

ACCT 146 - Managerial Accounting**

*MATH-114, 123 and 270 may not be used to meet this requirement.

**ACCT-145 and 146 recommended for transferring students.

Career Programs
 Business Technologies
 Marketing (Professional Selling)

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ACCT-115	4	ACCT-125...OR	4-5
BADM-102	4	ACCT-145**	
CS -102	4	BADM-220	3
ENG -101	3	MARK-202	4
Natural Sci. (See I.D.)	4	SPCH-100	4
TOTAL	19	Social Sci...(See I.B.)	3
		TOTAL	18-19
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
BADM-112	4	ACCT-126...OR	4-5
ENG -102	3	ACCT-146**	
MARK-201	4	BADM-213	4
MATH-106*	5	BADM-222	3
Social Sci...(See I.B.)	3	MARK-224	4
TOTAL	19	HLTH/PE.... (See III.)	1
		TOTAL	16-17
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
BADM-216	3	ECON-161	4
MARK-225	4	MARK-209	4
OADM-210	4	MARK-266	4
SPCH-101	4	HLTH/PE.... (See III.)	1
HLTH/PE.... (See III.)	1	Humanities. (See I.E.)	3
Social Sci...(See I.B.)	3	TOTAL	16
TOTAL	19		
		PROGRAM TOTAL	107-109

Career Programs

Business Technologies

Office Administration (Administrative Assistant)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Office Administration with a Concentration in Administrative Assistant

This curriculum provides preparation for an office administration major to qualify for the rapidly growing job description of administrative assistant in the integrated office of the future. The option features classes in the use of microcomputers, records management and information processing management.

(Administrative Assistant and Clerk Typist Certificates also available)

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
ENG 103 - College Composition

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science

2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization

3.
HIST 151 - United States History to 1841
HIST 152 - United States History from 1841 to 1896
HIST 153 - United States History from 1896 to the Present

4.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology

C. Minimum competence in Mathematics by completing ONE of the following:

Successful completion of a 4 credit math course numbered 106 or higher
Achievement of 80% or better on the College wide Mathematics Proficiency Exam

D. Minimum competence in Natural Sciences by completing ONE of the following:

BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
BIO 105 - Introductory Biology - Human Body in Health and Disease
A more advanced laboratory science course

Career Programs

Business Technologies

Office Administration (Administrative Assistant)

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

ECON 161 - Principles of Economics I

SPCH 101 - Fundamentals of Speech Communication

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education OR Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

ACCT 128 - Applied Accounting

BADM 102 - Introduction to Business

CS 102 - Introduction to Computer Use

OADM 108 - Business Language Skills

OADM 115 - Accounting/Business Applications with Electronic Calculations

OADM 116 - Basic Filing

OADM 119 - Introductory Typewriting*

OADM 121 - Business Typewriting*

OADM 122 - Intermediate Business Typing*

OADM 210 - Business Communications

OADM 215 - Information Processing Concepts

OADM 216 - Basic Word/Information Processing

OADM 225 - Information Processing Management

OADM 230 - Records Management

OADM 255 - Office Administration Procedures and Practices

OADM 260 - Cooperative Field Experience (minimum of 3 credits)

B. ONE of the following:

OADM 130 - Microcomputer Word Processing

OADM 131 - Integrated Office Technology for Business

Career Programs

Business Technologies

Office Administration (Administrative Assistant)

C. ONE of the following (minimum of 3 credits):

- BADM 112 - Principles of Management
- BADM 213 - Business Law
- BADM 216 - Introduction to Purchasing
- BADM 220 - Human Relations in Business
- BADM 233 - Personnel Management
- BADM 241 - Office Management
- OADM 223 - Telecommunications
- OADM 270 - Special Topics: Office Careers Update/Trends.....AND
- OADM 272 - Special Topics: Office Careers Update/Trends Laboratory Experience

*If student has previous typewriting experience, OADM-123 Typewriting Refresher may be substituted. See course descriptions and contact the office administration department for proper placement.

**Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)**

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ENG -101	3	BADM-102	4
OADM-108	3	OADM-130 ...OR	3-4
OADM-115	4	OADM-131	
OADM-119*	3	OADM-215	3
HLTH/PE... (See III.)	1	OADM-216	3
Social Science... (See I.B.)	3	Natural Science... (See I.D.)	4
TOTAL	17	TOTAL	17-18
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ENG -102	3	ACCT-128	4
OADM-116	3	OADM-210	4
OADM-121*	3	OADM-230	3
SPCH-101	4	Humanities... (See I.E.)	3
HLTH/PE... (See III.)	1	TOTAL	14
Social Science... (See I.B.)	3		
TOTAL	17	Sixth Quarter	Cr. Hrs.
		OADM-225	3
Third Quarter	Cr. Hrs.	OADM-255	4
CS- 102	4	OADM-260	3
ECON-161	4	BADM-Elective...OR	3
ENG- 103	3	OADM-Elective... (See IV.B.)	
OADM-122*	3	Mathematics... (See I.C.)	4
HLTH/PE... (See III.)	1	TOTAL	17
Social Science... (See I.B.)	3		
TOTAL	18	PROGRAM TOTAL	100-101

*If the student has previous typewriting experience, OADM-123 Typewriting Refresher may be substituted. See course descriptions and contact the office administration department for proper placement.

Career Programs

Business Technologies

Office Administration (Secretarial)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Office Administration with a Concentration in Secretarial

This curriculum provides preparation for career secretaries in business, industry, and government. In addition to training graduates for the integrated office of the future, this option features classes in pen shorthand--a skill required by many businesses in the Greater Cleveland area.

(Certificate also available)

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
ENG 103 - College Composition

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science

2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization

3.
HIST 151 - United States History to 1841
HIST 152 - United States History from 1841 to 1896
HIST 153 - United States History from 1896 to the Present

4.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology

C. Minimum competence in Mathematics by completing ONE of the following:

Successful completion of a 4 credit math course numbered 106 or higher
Achievement of 80% or better on the College wide Mathematics Proficiency Exam

D. Minimum competence in Natural Sciences by completing ONE of the following:

BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
BIO 105 - Introductory Biology - Human Body in Health and Disease
A more advanced laboratory science course

Career Programs

Business Technologies

Office Administration (Secretarial)

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

ECON 161 - Principles of Economics I

SPCH 101 - Fundamentals of Speech Communication

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

ACCT 128 - Applied Accounting

BADM 102 - Introduction to Business

CS 102 - Introduction to Computer Use

OADM 108 - Business Language Skills

OADM 115 - Accounting/Business Applications with Electronic Calculations

OADM 116 - Basic Filing

OADM 119 - Introductory Typewriting*

OADM 121 - Business Typewriting*

OADM 122 - Intermediate Business Typing*

OADM 210 - Business Communications

OADM 215 - Information Processing Concepts

OADM 216 - Basic Word/Information Processing

OADM 217 - Intermediate Word/Information Processing

OADM 255 - Office Administration Procedures and Practices

B. ONE of the following (minimum of 3 credits):

OADM 130 - Microcomputer Word Processing

OADM 131 - Integrated Office Technology for Business

OADM 218 - Word/Information Processing Applications

OADM 219 - Machine Transcription/Skill Building

OADM 223 - Telecommunications

OADM 230 - Records Management

OADM 260 - Cooperative Field Experience (minimum of 3 credits)

OADM 270 - Special Topics: Office Careers Update/Trends.....AND

OADM 272 - Special Topics: Office Careers Update/Trends Laboratory Experience

*If student has previous typewriting experience, OADM-123 Typewriting Refresher may be substituted. See course descriptions and contact the office administration department for proper placement.

Career Programs
 Business Technologies
 Office Administration (Secretarial)

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ENG -101	3	BADM-102	4
OADM-108	3	OADM-112	3
OADM-115	4	OADM-215	3
OADM-119*	3	OADM-216	3
HLTH/PE.... (See III.)	1	Natural Sci. (See I.D.)	4
Social Sci...(See I.B.)	3	TOTAL	17
TOTAL	17		
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ENG -102	3	ACCT-128	4
OADM-109	4	ECON-161	4
OADM-116	3	OADM-210	4
OADM-121*	3	OADM-Elective (See IV.B.)	3
HLTH/PE.... (See III.)	1	Humanities. (See I.E.)	3
Social Sci...(See I.B.)	3	TOTAL	18
TOTAL	17		
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
CS -102	4	OADM-217	3
ENG -103	3	OADM-255	4
OADM-111	3	SPCH-101	4
OADM-122*	3	Mathematics... (See I.C.)	4
HLTH/PE.... (See III.)	1	TOTAL	15
Social Sci...(See I.B.)	3		
TOTAL	17	PROGRAM TOTAL	101

Career Programs

Business Technologies

Office Administration (Word Processing Specialist)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Office Administration with a Concentration in Word Processing Specialist

This curriculum provides preparation for a career in the rapidly growing field of word/information processing. In addition to hands-on training in all word processing applications/functions, this option includes classes in information processing concepts and information processing management.

(WP Supervisor and WP Operator Certificates also available)

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
ENG 103 - College Composition

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
HIST 151 - United States History to 1841
HIST 152 - United States History from 1841 to 1896
HIST 153 - United States History from 1896 to the Present
4.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology

C. Minimum competence in Mathematics by completing ONE of the following:

Successful completion of a 4 credit math course numbered 106 or higher
Achievement of 80% or better on the College wide Mathematics Proficiency Exam

D. Minimum competence in Natural Sciences by completing ONE of the following:

BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
BIO 105 - Introductory Biology - Human Body in Health and Disease
A more advanced laboratory science course

Career Programs

Business Technologies

Office Administration (Word Processing Specialist)

E. Minimum competence in Humanities by completing ONE of the following:

- HUM 101 - Introduction to the Humanities: Man as an Individual
- HUM 102 - Introduction to the Humanities: Man and Society
- HUM 103 - Introduction to the Humanities: Man and the Cosmos
- ART 101 - Art Appreciation
- MUS 103 - Survey and Appreciation of Music
- THEA 101 - Theater Appreciation
- PHIL 101 - Introduction to Philosophy
- ENG - (any 200 level Literature course)
- Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- ECON 161 - Principles of Economics I
- SPCH 101 - Fundamentals of Speech Communication

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

- ACCT 128 - Applied Accounting
- BADM 102 - Introduction to Business
- CS 102 - Introduction to Computer Use
- OADM 108 - Business Language Skills
- OADM 115 - Accounting/Business Applications with Electronic Calculations
- OADM 116 - Basic Filing
- OADM 119 - Introductory Typewriting*
- OADM 121 - Business Typewriting*
- OADM 122 - Intermediate Business Typing*
- OADM 210 - Business Communications
- OADM 215 - Information Processing Concepts
- OADM 216 - Basic Word/Information Processing
- OADM 217 - Intermediate Word/Information Processing
- OADM 218 - Word/Information Processing Applications
- OADM 219 - Machine Transcription/Skill Building
- OADM 225 - Information Processing Management
- OADM 255 - Office Administration Procedures and Practices

B. ONE of the following (minimum of 3 credits):

- OADM 130 - Microcomputer Word Processing
- OADM 131 - Integrated Office Technology for Business
- OADM 223 - Telecommunications
- OADM 230 - Records Management
- OADM 260 - Cooperative Field Experience (minimum of 3 credits)
- OADM 270 - Special Topics: Office Careers Update/Trends.....AND
- OADM 272 - Special Topics: Office Careers Update/Trends Laboratory Experience

*If student has previous typewriting experience, OADM-123 Typewriting Refresher may be substituted. See course descriptions and contact the office administration department for proper placement.

Fall 1996-Summer 1998 Catalog

Career Programs
Business Technologies
Office Administration (Word Processing Specialist)

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ENG -101	3	BADM-102	4
OADM-108	3	OADM-215	3
OADM-115	4	OADM-216	3
OADM-119*	3	OADM-Elective... (See IV.B.)	3
HLTH/PE... (See III.)	1	Natural Sci...(See I.D.)	4
Social Sci...(See I.B.)	3	TOTAL	17
TOTAL	17		
		Fifth Quarter	Cr. Hrs.
Second Quarter	Cr. Hrs.	ACCT-128	4
ENG -102	3	OADM-210	4
OADM-116	3	OADM-217	3
OADM-121*	3	Humanities. (See I.E.)	3
SPCH-101	4	TOTAL	14
HLTH/PE... (See III.)	1		
Social Sci...(See I.B.)	3	Sixth Quarter	Cr. Hrs.
TOTAL	17	OADM-218	3
		OADM-219	3
Third Quarter	Cr. Hrs.	OADM-225	3
CS -102	4	OADM-255	4
ECON-161	4	Mathematics... (See I.C.)	4
ENG -103	3	TOTAL	17
OADM-122*	3		
HLTH/PE... (See III.)	1		
Social Sci...(See I.B.)	3		
TOTAL	18	PROGRAM TOTAL	100

Career Programs
Business Technologies
Purchasing Management

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Purchasing Management

Purchases of materials, supplies and equipment represent a large part of a business or industrial firm's total cost of operation. Purchasing, because of its importance, is often designated as a separate responsibility to be handled by one or more individuals. Purchasing agents and their assistants are responsible for obtaining raw materials, goods and services at the lowest cost consistent with required quality. The majority of the nation's purchasing personnel are employed in manufacturing firms. Many also work in government agencies, public utilities, schools and hospitals.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
ENG 101 - College Composition
ENG 102 - College Composition AND EITHER
ENG 103 - College Composition OR
SPCH 101 - Fundamentals of Speech Communication
- B. Minimum competence in Social Sciences by completing the following sequence:
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
- C. Competence in Mathematics by completing the following (minimum of 4 credits):
MATH 106 - Survey of Mathematics or higher*
- D. Minimum competence in Natural Sciences by completing ONE of the following:
BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
BIO 105 - Introductory Biology - Human Body in Health and Disease
A more advanced laboratory science course
- E. Minimum competence in Humanities by completing ONE of the following:
HUM 101 - Introduction to the Humanities: Man as an Individual
HUM 102 - Introduction to the Humanities: Man and Society
HUM 103 - Introduction to the Humanities: Man and the Cosmos
ART 101 - Art Appreciation
MUS 103 - Survey and Appreciation of Music
THEA 101 - Theater Appreciation
PHIL 101 - Introduction to Philosophy
ENG - (any 200 level Literature course)
Any Foreign Language course

Career Programs
Business Technologies
Purchasing Management

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- A. ENG 107 - Advanced Reading Improvement
- B. AND any course(s) from the following areas: **
 - 1. SOCIAL SCIENCES - Anthropology, Economics, Education, Geography, History, Political Science, Psychology, Social Science, Sociology, Urban Studies
 - 2. HUMANITIES - Art, Dance, English, Foreign Language, Humanities, Journalism, Music, Philosophy, Religious Studies, Speech Communications, Theatre Arts
 - 3. NATURAL SCIENCES - Biology, Chemistry, Earth Science, Physical Science, Physics
 - 4. MATHEMATICS

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

- A. The following courses are required:
 - ACCT 115 - Accounting/Business Applications with Electronic Calculations
 - BADM 102 - Introduction to Business
 - BADM 110 - Business Decision Making
 - BADM 112 - Principles of Management
 - BADM 130 - Small Business Management I
 - BADM 213 - Business Law
 - BADM 216 - Introduction to Purchasing
 - BADM 217 - Intermediate Purchasing
 - BADM 218 - Purchasing Management
 - BADM 220 - Human Relations in Business
 - BADM 223 - Value Analysis
 - BADM 224 - Negotiations
 - BADM 250 - Business Operations
 - BADM 270B - Special and Current Topics in Business Administration
 - MARK 201 - Principles of Marketing
 - OADM 118 - Keyboarding
 - OADM 130 - Microcomputer Word Processing
 - OADM 210 - Business Communications
- B. ONE group of courses as listed in Sequence 1 or Sequence 2
 - 1. ACCT 125 - Survey of Financial Accounting AND ACCT 126 - Survey of Managerial Accounting
 - 2. ACCT 145 - Financial Accounting*** AND ACCT 146 - Managerial Accounting***
- C. ONE of the following:
 - BADM 120 - Transportation Principles
 - BADM 230 - Industrial Traffic Management
 - MARK 202 - Principles of Salesmanship

*MATH-114, 123 and 270 may not be used to meet this requirement.

**ECON-162 Principles of Economics II recommended for transferring students.

***ACCT-145 and 146 recommended for transferring students.

Fall 1996-Summer 1998 Catalog

**Career Programs
Business Technologies
Purchasing Management**

**Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)**

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ACCT-115	4	BADM-213	4
BADM-102	4	BADM-216	3
ENG -101	3	MARK-201	4
ENG -107	3	OADM-210	4
MATH-106*	5	POL -101	4
HLTH/PE.... (See III.)	1	TOTAL	19
TOTAL	20		
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ACCT-125...OR	4-5	BADM-217	3
ACCT-145***		BADM-220	3
BADM-110	2	BADM-224	3
BADM-112	4	BADM-270B	3
ECON-161	4	BADM-120...OR	3-4
ENG -102	3	BADM-230...OR	
OADM-118	2	MARK-202	
TOTAL	19-20	Humanities... (See I.E.)	3
		TOTAL	18-19
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ACCT-126...OR	4-5	ANTH-101...OR	4
ACCT-146***		SOC -101	
BADM-130	3	BADM-218	3
ENG -103...OR	3-4	BADM-223	3
SPCH-101		BADM-250	3
OADM-130	3	HLTH/PE... (See III.)	1
HLTH/PE.... (See III.)	1	Elective Req. ** (See II.B.)	3
Nat. Sci...(See I.D.)	4	TOTAL	17
TOTAL	18-20		
		PROGRAM TOTAL	111-115

Career Programs
Business Technologies
Real Estate

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Real Estate

This curriculum is designed to fulfill academic requirements leading to real estate licensure in the State of Ohio and to prepare students for a professional career in the real estate industry. Graduates of the program are educationally qualified for positions as brokers, sales agents, real estate managers, counselors and real estate financiers.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
- ENG 101 - College Composition
 - ENG 102 - College Composition AND EITHER
 - ENG-103 - College Composition OR
 - SPCH 100-Fundamentals of Interpersonal Communication
- B. Minimum competence in Social Sciences by completing ONE of the following sequences:
1.
 - SSCI 103 - Introduction to Social Science
 - SSCI 104 - Introduction to Social Science
 - SSCI 105 - Introduction to Social Science
 2.
 - HIST 101 - History of Civilization
 - HIST 102 - History of Civilization
 - HIST 103 - History of Civilization
 3.
 - HIST 151 - United States History to 1841
 - HIST 152 - United States History from 1841 to 1896
 - HIST 153 - United States History from 1896 to the Present
 4.
 - POL 101 - American National Government
 - ECON 161 - Principles of Economics I AND EITHER
 - ANTH 101 - Cultural Anthropology OR
 - SOC 101 - Introductory Sociology
- C. Minimum competence in Mathematics by completing the following:
- MATH 120 - Intermediate Algebra or higher*
- D. Minimum competence in Natural Sciences by completing ONE of the following:
- BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
 - BIO 105 - Introductory Biology - Human Body in Health and Disease
 - A more advanced laboratory science course

Career Programs
Business Technologies
Real Estate

- E. Minimum competence in Humanities by completing ONE of the following:
- HUM 101 - Introduction to the Humanities: Man as an Individual
 - HUM 102 - Introduction to the Humanities: Man and Society
 - HUM 103 - Introduction to the Humanities: Man and the Cosmos
 - ART 101 - Art Appreciation
 - MUS 103 - Survey and Appreciation of Music
 - THEA 101 - Theater Appreciation
 - PHIL 101 - Introduction to Philosophy
 - ENG - (any 200 level Literature course)
 - Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- A. ECON 161 - Principles of Economics I

- B. AND any course(s) from the following areas:
 1. SOCIAL SCIENCES - Anthropology, Economics, Education, Geography, History, Political Science, Psychology, Social Science, Sociology, Urban Studies
 2. HUMANITIES - Art, Dance, English, Foreign Language, Humanities, Journalism, Music, Philosophy, Religious Studies, Speech Communications, Theatre Arts
 3. NATURAL SCIENCES - Biology, Chemistry, Earth Science, Physical Science, Physics
 4. MATHEMATICS

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

- ACCT 115 - Accounting/Business Applications with Electronic Calculations
- ACCT 125 - Survey of Financial Accounting
- BADM 102 - Introduction to Business
- BADM 112 - Principles of Management
- BADM 130 - Small Business Management I
- BADM 241 - Office Management
- BADM - Elective (minimum of 3 credits)
- CS 102 - Introduction to Computer Use
- MARK 201 - Principles of Marketing
- MARK - Elective (minimum of 4 credits)
- OADM 210 - Business Communications
- REAL 101 - Real Estate Principles and Practices
- REAL 102 - Real Estate Brokerage
- REAL 111 - Valuation of Residential Properties
- REAL 121 - Real Estate Law
- REAL 151 - Real Estate Management
- REAL 171 - Real Estate Financing
- REAL 211 - Real Estate Sales
- REAL 271 - Commercial and Industrial Real Estate
- REAL - Elective (minimum of 3 credits)

*MATH-123 and 270 may not be used to meet this requirement.

Career Programs
 Business Technologies
 Real Estate

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ACCT-115	4	BADM-130	3
BADM-102	4	BADM-Elective	3
ENG -101	3	MATH-120*	5
REAL-101	3	OADM-210	4
REAL-121	3	REAL-151	3
HLTH/PE... (See III.)	1	TOTAL	18
Social Sci. (See I.B.)	3		
TOTAL	21	Fifth Quarter	Cr. Hrs.
		BADM-241	4
Second Quarter	Cr. Hrs.	MARK-201	4
ACCT-125	4	REAL-171	3
ECON-161	4	REAL-271	3
ENG -102	3	Nat. Sci...(See I.D.)	4
REAL-102	3	TOTAL	18
HLTH/PE... (See III.)	1		
Social Sci. (See I.B.)	3	Sixth Quarter	Cr. Hrs.
TOTAL	18	MARK-Elective	4
		REAL-211	3
Third Quarter	Cr. Hrs.	REAL-Elective	3
BADM-112	4	Humanities... (See I.E.)	3
CS -102	4	Elective Req. (See II.B.)	3
ENG -103...OR	3-4	TOTAL	16
SPCH-100			
REAL-111	3		
HLTH/PE... (See III.)	1		
Social Sci. (See I.B.)	3		
TOTAL	18-19	PROGRAM TOTAL	109-110

Career Programs

Engineering and Industrial Technologies

Architectural and Construction

Basic Program

Automotive Technology

Basic Program

(General Motors-ASEP & Toyota T-TEN Options available)

Electrical-Electronic Engineering Technology

Basic Program

Bio-Medical Engineering

Telecommunications

Manufacturing/Industrial Technology

Basic Program

Computer Integrated Manufacturing

Mechanical Engineering Technology

Basic Program

Production and Inventory Management

Basic Program

Career Programs

Engineering and Industrial Technologies

Architectural and Construction Engineering Technology

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Architectural and Construction Engineering Technology

The construction industry makes up one of the largest groups in the nation's labor force. This program is designed to prepare students for paraprofessional employment in the construction industry and a variety of related design professional services. Possible career positions include architectural and engineering drafting, construction field coordination, expediting, estimating, building material sales, contracting and building inspection. (Certificate also available.)

This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
ENG 103 - College Composition

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing the following:

MATH 116 - Technical Mathematics I

D. Minimum competence in Natural Sciences by completing the following:

CHEM 101 - Introduction to Inorganic Chemistry

Career Programs

Engineering and Industrial Technologies

Architectural and Construction Engineering Technology

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

MATH 126 - Technical Mathematics II

MATH 146 - Technical Mathematics III

PHYS 101 - Introductory Physics

PHYS 103 - Introductory Physics

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

ARCH 141 - Architectural Drawing I

ARCH 142 - Architectural Drawing II

ARCH 143 - Architectural Drawing III

ARCH 221 - Building Equipment (Mechanical Systems)

ARCH 222 - Building Equipment (Heating/Air Conditioning Systems)

ARCH 223 - Building Equipment (Electrical Systems)

ARCH 230 - Architectural CAD

ARCH 231 - Contracts and Specifications

ARCH 232 - Construction Estimating

ARCH 241 - Principles of Structural Design (Steel)

ARCH 242 - Principles of Structural Design (Wood)

ARCH 243 - Principles of Concrete Design

ARCH 251 - Construction Procedures

ENGR 109 - Engineering Technology Orientation (formerly ENGR-114)

ENGR 116 - Engineering Report Construction

ENGR 128 - Calculating Methods

ENGR 151 - Statics

ENGR 215 - Surveying

ENGR 254 - Strength of Materials

FIRE 230 - Building Construction for Fire Prevention

B. ONE of the following:

ENGR 130A- Introduction to AUTOCAD

ENGR 130B- Introduction to Intergraph CAD

Career Programs
 Engineering and Industrial Technologies
 Architectural and Construction Engineering Technology

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ARCH-141	3	ARCH-221	3
ENG -101	3	ARCH-231	2
ENGR-109	2	ARCH-241	3
MATH-116	5	ENGR-130A...OR	4
Humanities... (See I.E.)	3	ENGR-130B	
Social Sci...(See I.B.)	3	ENGR-254	4
TOTAL	19	FIRE-230	3
		TOTAL	19
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ARCH-142	3	ARCH-222	3
ENG -102	3	ARCH-230	3
ENGR-116	2	ARCH-232	3
ENGR-128	2	ARCH-242	3
MATH-126	5	PHYS-103	4
PHYS-101	4	Social Sci...(See I.B.)	3
HLTH/PE... (See III.)	1	TOTAL	19
TOTAL	20		
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ARCH-143	3	ARCH-223	3
CHEM-101	5	ARCH-243	3
ENG -103	3	ARCH-251	3
ENGR-151	3	ENGR-215	3
MATH-146	4	HLTH/PE... (See III.)	1
HLTH/PE... (See III.)	1	Social Sci...(See I.B.)	3
TOTAL	19	TOTAL	16
		PROGRAM TOTAL	112

Career Programs
Engineering and Industrial Technologies
Automotive Technology

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Automotive Technology

This program provides students with the opportunity to learn the current technology through classroom, laboratory and technical field experience and prepares students for employment in the automotive service industry. (Certificate also available.)

Program Manager - Mr. Dewey Knight (216-987-5444).

This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
SPCH 100-Fundamentals of Interpersonal Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Competence in Mathematics by completing the following:

MATH 106 - Survey of Mathematics or higher*
MATH-125 - Applied Algebra for Technology**

D. Minimum competence in Natural Sciences by completing ONE of the following:

BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
BIO 105 - Introductory Biology - Human Body in Health and Disease
A more advanced laboratory science course

Career Programs

Engineering and Industrial Technologies

Automotive Technology

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include courses from the following:

1. SOCIAL SCIENCES - Anthropology, Economics, Education, Geography, History, Political Science, Psychology, Social Science, Sociology, Urban Studies

2. HUMANITIES - Art, Dance, English, Foreign Language, Humanities, Journalism, Music, Philosophy, Religious Studies, Speech Communications, Theatre Arts

3. NATURAL SCIENCES - Biology, Chemistry, Earth Science, Physical Science, Physics

4. MATHEMATICS

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

AUTO 110 - Introduction to Automotive Service

AUTO 119 - Basic Automotive Electrical Systems (formerly AUTO-121)

AUTO 120 - Fundamentals of Internal Combustion Engines

AUTO 122 - Automotive Braking Systems

AUTO 125 - Automotive Heating and Air Conditioning

AUTO-128 - Intermediate Automotive Electrical Systems

AUTO-129 - Engine Tune-up and Emissions (formerly AUTO-123 and 124)

AUTO 220 - Engine Performance and Driveability

AUTO 221 - Advanced Automotive Electrical and Electronic Systems

AUTO 222 - Automatic Transmissions/Transaxles

AUTO 223 - Automotive Alignment Steering and Suspension

AUTO 224 - Manual Transmission/Transaxles and Drive Train

AUTO 225 - Automotive Service Operations

AUTO - Electives**** (minimum of 4 crs.)

CS 102 - Introduction to Computer Use

B. ONE of the following: AUTO - Elective (1 - 4 credits)

BADM-102 - Introduction to Business

BADM 213 - Business Law

*MATH-270 may not be used to meet this requirement.

**Restricted to identified Tech Prep students.

***PSCI-115 Physical Science for Technology is recommended.

****AUTO-131 Automotive Technical Experience is recommended.

Fall 1996-Summer 1998 Catalog

**Career Programs
Engineering and Industrial Technologies
Automotive Technology**

**Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)**

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
AUTO-110	2	AUTO-220	5
AUTO-119	4	AUTO-221	4
AUTO-120	4	AUTO-Elective****	1
ENG-101	3	Natural Science***... (See I.D.)	4
MATH-106*...OR	4-5	HLTH/PE... (See III.)	1
MATH-125**		TOTAL	15
HLTH/PE... (See III.)	1		
TOTAL	18-19	Fifth Quarter	Cr. Hrs.
		AUTO-222	4
Second Quarter	Cr. Hrs.	AUTO-224	4
AUTO-122	4	AUTO Elective****	1
AUTO-128	4	SPCH-100	4
AUTO-Elective****	1	Elective Req. (See II.)	3
ENG-102	3	TOTAL	16
HLTH/PE... (See III.)	1		
Social Science. (See I.B.)	3	Sixth Quarter	Cr. Hrs.
TOTAL	16	AUTO-125	4
		AUTO-225	3
Third Quarter	Cr. Hrs.	AUTO-Elective...OR	1-4
AUTO-129	5	BADM-102...OR	
AUTO-223	4	BADM-213	
AUTO-Elective****	1	Elective Req. (See II.)	3
CS-102	4	Humanities... (See I.E.)	3
Social Science. (See I.B.)	3	Social Science. (See I.B.)	
TOTAL	17	TOTAL	17-20
		PROGRAM TOTAL	99-103

Career Programs

Engineering and Industrial Technologies

Electrical-Electronic Engineering Technology (Basic Program)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Electrical-Electronic Engineering Technology

The needs of an expanding and increasingly complex technological age have greatly intensified the demand for technicians to assist engineers and scientists in industrial process control. Career opportunities exist in a broad range of electrical/electronic fields. They are to be found in aerospace research, in communications, with manufacturers of electrical equipment and with electric light and power companies. Potential positions include electrical or electronic engineering aide, manufacturing technician, instrument technician, technical writer and communication specialist. (Certificate also available.)

This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
ENG 103 - College Composition

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing the following:

MATH 116 - Technical Mathematics I

D. Minimum competence in Natural Sciences by completing the following:

CHEM 101 - Introduction to Inorganic Chemistry

Career Programs

Engineering and Industrial Technologies

Electrical-Electronic Engineering Technology (Basic Program)

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

MATH 126 - Technical Mathematics II

MATH 146 - Technical Mathematics III

PHYS 101 - Introductory Physics

PHYS 103 - Introductory Physics

III. Health or Physical Education

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

ELEC 125 - DC Electric Circuits

ELEC 126 - AC Electric Circuits I

ELEC 127 - AC Electric Circuits II

ELEC 140 - Direct Current Machines

ELEC 150 - Alternating Current Machines

ELEC 160 - Semiconductor and Electronic Circuits I

ELEC 170 - Electrical/Electronic Design and Drafting

ELEC 237 - Telecommunications I

ELEC 250 - Industrial Electronics I

ELEC 252 - Logic, Pulse and Switching Circuitry

ELEC 253 - Computer Circuitry

ELEC 260 - Semiconductor and Electronic Circuits II

ELEC 261 - Semiconductor and Electronic Circuits III

ELEC 262 - Electronic Measurement

ELEC 272 - Integrated Circuit Analysis

ENGR 109 - Engineering Technology Orientation (formerly ENGR-114)

ENGR 116 - Engineering Report Construction

ENGR 121 - Engineering Drawing I

ENGR 128 - Calculating Methods

B. ONE group of courses as listed in Sequence 1 or Sequence 2

Sequence 1. ELEC 251 - Industrial Electronics II AND ELEC 263 - Electronic Instrumentation

Sequence 2. ENGR 130A- Introduction to AUTOCAD AND ELEC 231 - Electrical CAD I

Fall 1996-Summer 1998 Catalog

Career Programs
Engineering and Industrial Technologies
Electrical-Electronic Engineering Technology (Basic Program)

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ELEC-125	3	ELEC-170	3
ENG -101	3	ELEC-237	3
ENGR-109	2	ELEC-250	3
ENGR-121	3	ELEC-260	3
MATH-116	5	PHYS-103	4
HLTH/PE... (See III.)	1	Social Sci...(See I.B.)	3
Social Sci...(See I.B.)	3	TOTAL	19
TOTAL	20		
		Fifth Quarter	Cr. Hrs.
Second Quarter	Cr. Hrs.	CHEM-101	5
ELEC-126		ELEC-252	3
ELEC-140	3	ELEC-261	3
ENG -102	3	ELEC-262	3
ENGR-116	2	ELEC/ENGR Elect. (See IV.B.)	3-4
MATH-126	5	TOTAL	17-18
PHYS-101	4		
TOTAL	20	Sixth Quarter	Cr. Hrs.
		ELEC-253	3
Third Quarter	Cr. Hrs.	ELEC-272	3
ELEC-127	3	ELEC-Elective... (See IV.B.)	3-4
ELEC-150	3	HLTH/PE... (See III.)	1
ELEC-160	3	Humanities... (See I.E.)	3
ENG -103	3	Social Sci...(See I.B.)	3
ENGR-128	2	TOTAL	16-17
MATH-146	4		
HLTH/PE... (See III.)	1		
TOTAL	19	PROGRAM TOTAL	111-113

Career Programs

Engineering and Industrial Technologies

Electrical-Electronic Engineering Technology (Bio-Medical)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Electrical-Electronic Engineering Technology

The medical community has grown to depend increasingly on bio-medical equipment for the delivery of health care. Bio-medical engineering technicians are responsible for maintaining health-related equipment in order to provide optimum health care. Their tasks include functional and safety inspections, preventive maintenance, calibration, fault diagnosis and repair. In addition, they may be involved in equipment control programs, in electrical safety assurance programs, and in training hospital personnel in the safe and proper use of the medical equipment.

This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
ENG 103 - College Composition

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing the following:

MATH 116 - Technical Mathematics I

D. Minimum competence in Natural Sciences by completing the following:

BIO 121 - Principles of Medical Science

Career Programs

Engineering and Industrial Technologies

Electrical-Electronic Engineering Technology (Bio-Medical)

E. Minimum competence in Humanities by completing ONE of the following:

- HUM 101 - Introduction to the Humanities: Man as an Individual
- HUM 102 - Introduction to the Humanities: Man and Society
- HUM 103 - Introduction to the Humanities: Man and the Cosmos
- ART 101 - Art Appreciation
- MUS 103 - Survey and Appreciation of Music
- THEA 101 - Theater Appreciation
- PHIL 101 - Introduction to Philosophy
- ENG - (any 200 level Literature course)
- Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- MATH 126 - Technical Mathematics II
- MATH 146 - Technical Mathematics III
- PHYS 101 - Introductory Physics
- PHYS 103 - Introductory Physics

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

- ELEC 125 - DC Electric Circuits
- ELEC 126 - AC Electric Circuits I
- ELEC 127 - AC Electric Circuits II
- ELEC 145 - Power Transformers and AC and DC Electrical Machinery
- ELEC 160 - Semiconductor and Electronic Circuits I
- ELEC 237 - Telecommunications I
- ELEC 240 - Bio-Medical Terminology and Technology
- ELEC 243 - Bio-Medical Equipment I
- ELEC 245 - Bio-Medical Equipment II
- ELEC 247 - Clinical Internship
- ELEC 252 - Logic, Pulse and Switching Circuitry
- ELEC 253 - Computer Circuitry
- ELEC 260 - Semiconductor and Electronic Circuits II
- ELEC 261 - Semiconductor and Electronic Circuits III
- ELEC 262 - Electronic Measurement
- ELEC 272 - Integrated Circuit Analysis
- ENGR 109 - \Engineering Technology Orientation (formerly ENGR-114)
- ENGR 116 - Engineering Report Construction
- ENGR 121 - Engineering Drawing I
- ENGR 128 - Calculating Methods

Career Programs
 Engineering and Industrial Technologies
 Electrical-Electronic Engineering Technology (Bio-Medical)

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ELEC-125	3	BIO -121	4
ENG -101	3	ELEC-237	3
ENGR-109	2	ELEC-240	4
ENGR-121	3	ELEC-260	3
MATH-116	5	HLTH/PE... (See III.)	1
Social Sci...(See I.B.)	3	TOTAL	15
TOTAL	19		
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ELEC-126	3	ELEC-243	4
ENG -102	3	ELEC-252	3
ENGR-116	2	ELEC-261	3
MATH-126	5	ELEC-262	3
PHYS-101	4	PHYS-103	4
HLTH/PE... (See III.)	1	HLTH/PE... (See III.)	1
TOTAL	18	TOTAL	18
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ELEC-127	3	ELEC-245	3
ELEC-145	3	ELEC-253	3
ELEC-160	3	ELEC-272	3
ENG -103	3	Humanities... (See I.E.)	3
ENGR-128	2	Social Sci...(See I.B.)	3
MATH-146	4	TOTAL	15
TOTAL	18	Summer Quarter	Cr. Hrs.
		ELEC-247	6
		Social Sci...(See I.B.)	3
		TOTAL	9
		PROGRAM TOTAL	112

Career Programs

Engineering and Industrial Technologies

Electrical-Electronic Engineering Technology (Telecommunications)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Electrical-Electronic Engineering Technology

Recent deregulation and technical innovations have produced significant growth and opportunity in the telecommunications industry. At the present time, more people are employed by the telecommunications industry than by the automobile industry. Although employment in the industry is at an all-time high, the demand for telecommunications literate technical employees has exceeded the current supply. The broad and diverse field of telecommunications includes the transmission of voice and data; as well as the installation, operation, maintenance, analysis and diagnosis of modern telecommunications systems. Employment opportunities are available for electronic telecommunications technical graduates as field service engineers and technical specialists in diverse engineering environments involving equipment design, repair and maintenance.

This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
ENG 103 - College Composition

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing the following:

MATH 116 - Technical Mathematics I

D. Minimum competence in Natural Sciences by completing the following:

CHEM 101 - Introduction to Inorganic Chemistry

Career Programs

Engineering and Industrial Technologies

Electrical-Electronic Engineering Technology (Telecommunications)

E. Minimum competence in Humanities by completing ONE of the following:

- HUM 101 - Introduction to the Humanities: Man as an Individual
- HUM 102 - Introduction to the Humanities: Man and Society
- HUM 103 - Introduction to the Humanities: Man and the Cosmos
- ART 101 - Art Appreciation
- MUS 103 - Survey and Appreciation of Music
- THEA 101 - Theater Appreciation
- PHIL 101 - Introduction to Philosophy
- ENG - (any 200 level Literature course)
- Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- MATH 126 - Technical Mathematics II
- MATH 146 - Technical Mathematics III
- PHYS 101 - Introductory Physics
- PHYS 103 - Introductory Physics

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

- ELEC 125 - DC Electric Circuits
- ELEC 126 - AC Electric Circuits I
- ELEC 127 - AC Electric Circuits II
- ELEC 145 - Power Transformers and AC and DC Electrical Machinery
- ELEC 160 - Semiconductor and Electronic Circuits I
- ELEC 237 - Telecommunications I
- ELEC 238 - Telecommunications II
- ELEC 239 - Telecommunications III
- ELEC 250 - Industrial Electronics I
- ELEC 254 - Digital Systems I
- ELEC 255 - Digital Systems II
- ELEC 256 - Microprocessor Devices I
- ELEC 257 - Microprocessor Devices II
- ELEC 260 - Semiconductor and Electronic Circuits II
- ELEC 261 - Semiconductor and Electronic Circuits III
- ELEC 262 - Electronic Measurement
- ELEC 272 - Integrated Circuit Analysis
- ENGR 109 - Engineering Technology Orientation (formerly ENGR-114)
- ENGR 116 - Engineering Report Construction
- ENGR 121 - Engineering Drawing I
- ENGR 128 - Calculating Devices

Career Programs
 Engineering and Industrial Technologies
 Electrical-Electronic Engineering Technology (Telecommunications)

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ELEC-125	3	ELEC-237	3
ENG -101	3	ELEC-250	3
ENGR-109	2	ELEC-255	3
ENGR-121	3	PHYS-103	4
MATH-116	5	Social Sci...(See I.B.)	3
Social Sci...(See I.B.)	3	TOTAL	16
TOTAL	19		
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ELEC-126	3	CHEM-101	5
ENG -102	3	ELEC-238	3
ENGR-116	2	ELEC-256	3
MATH-126	5	ELEC-261	3
PHYS-101	4	ELEC-262	3
HLTH/PE... (See III.)	1	HLTH/PE... (See III.)	1
TOTAL	18	TOTAL	18
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ELEC-127	3	ELEC-239	3
ELEC-145	3	ELEC-257	3
ELEC-160	3	ELEC-272	3
ENG -103	3	HLTH/PE... (See III.)	1
ENGR-128	2	Humanities... (See I.E.)	3
MATH-146	4	Social Sci...(See I.B.)	3
TOTAL	18	TOTAL	16
Summer Quarter	Cr. Hrs.		
ELEC-254	3		
ELEC-260	3		
TOTAL	6	PROGRAM TOTAL	111

Career Programs

Engineering and Industrial Technologies

Manufacturing/Industrial Technology (Basic Program)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Manufacturing/Industrial Technology

This program prepares students for entry positions in the field of manufacturing and industrial management. It also provides a means for people now working in business and industry to prepare themselves for advancement to more responsible and supervisory positions. In addition, this set of courses provides opportunities for currently employed production personnel to improve their skills. (Certificate also available.)

This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing the following:

MATH 116 - Technical Mathematics I

D. Minimum competence in Natural Sciences by completing the following:

PHYS 101 - Introductory Physics

Career Programs

Engineering and Industrial Technologies

Manufacturing/Industrial Technology (Basic Program)

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

MATH 126 - Technical Mathematics II

MATH 146 - Technical Mathematics III

PHYS 103 - Introductory Physics

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

ELEC 122 - Principles of DC/AC Circuits

ENGR 109 - Engineering Technology Orientation (formerly ENGR-114)

ENGR 121 - Engineering Drawing I

ENGR 130A - Introduction to AUTOCAD

INDT 122 - Introduction to Manufacturing Management

INDT 215 - Industrial Drawing Essentials

INDT 224 - Employee and Plant Safety (formerly INDT-134)

INDT 225 - Introduction to Computer Integrated Manufacturing (formerly INDT-135)

INDT 226 - CIM-Design (formerly INDT-136)

INDT 238 - Industrial CAD I

INDT 239 - Industrial CAD II

INDT-261 - Introduction to Statistical Quality Control

INDT - Elective (minimum of 1 credit)

MECH 150 - Machine Tools

MECH 151 - Metal Fabrication Techniques

MECH 152 - Manufacturing Processes

MECH 201 - Industrial Hydraulics

B. ONE of the following (minimum of 3 credits):

INDT 260 - Cooperative Field Experience

INDT 262 - Internship

C. ONE of the following:

MECH 161 - CNC Machining-Turning

MECH 162 - CNC Machining-Milling

Fall 1996-Summer 1998 Catalog

Career Programs
Engineering and Industrial Technologies
Manufacturing/Industrial Technology (Basic Program)

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ENG -101	3	INDT-225	3
ENGR-109	2	INDT-238	4
ENGR-121	3	PHYS-103	4
MATH-116	5	SPCH-101	4
MECH-150	3	HLTH/PE.... (See III.)	1
HLTH/PE... (See III.)	1	Social Sci...(See I.B.)	3
TOTAL	17	TOTAL	19
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ENG -102	3	INDT-239	4
ENGR-130A	4	INDT-Elective	1-3
MATH-126	5	MECH-201	4
MECH-152	3	PHYS-101	4
MECH-161...OR	3	Social Sci...(See I.B.)	3
MECH-162		TOTAL	16-18
TOTAL	18		
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ELEC-122	3	INDT-224	3
INDT-122	3	INDT-226	3
INDT-215	3	INDT-260...OR	3
MATH-146	4	INDT-262	
MECH-151	3	INDT-261	3
HLTH/PE... (See III.)	1	Hum. (See I.E.)	3
TOTAL	17	Social Sci...(See I.B.)	3
		TOTAL	18
		PROGRAM TOTAL	105-107

Career Programs

Engineering and Industrial Technologies

Manufacturing/Industrial Technology (Computer Integrated Manufacturing)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Manufacturing/Industrial Technology with a Concentration in Computer Integrated Manufacturing.

This program prepares students for entry positions in the field of manufacturing and industrial management. It also provides a means for people now working in business and industry to prepare themselves for advancement to more responsible and supervisory positions. In addition, this set of courses provides opportunities for currently employed production personnel to improve their skills.

This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
ENG 103 - College Composition

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing the following:

MATH 116 - Technical Mathematics I

D. Minimum competence in Natural Sciences by completing the following:

CHEM 101 - Introduction to Inorganic Chemistry

Career Programs

Engineering and Industrial Technologies

Manufacturing/Industrial Technology (Computer Integrated Manufacturing)

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

MATH 126 - Technical Mathematics II

MATH 141 - Elementary Probability and Statistics I

PHYS 101 - Introductory Physics

PHYS 103 - Introductory Physics

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

ELEC 122 - Principles of DC/AC Circuits

ENGR 101 - Metallurgy I

ENGR 109 - Engineering Technology Orientation (formerly ENGR-114)

ENGR 116 - Engineering Report Construction

ENGR 121 - Engineering Drawing I

ENGR 128 - Calculating Methods

INDT 122 - Introduction to Manufacturing Management

INDT 222 - Manufacturing Management

INDT 225 - Introduction to Computer Integrated Manufacturing (formerly INDT-135)

INDT 226 - CIM-Design (formerly INDT-136)

INDT 235 - Computer Integrated Manufacturing Production Planning

INDT 236 - Computer Integrated Manufacturing Shop Floor Management

INDT 237 - Computer Integrated Manufacturing Production and Quality Control

INDT-261 - Introduction to Statistical Quality Control

INDT 291 - Materials Handling and Plant Layout

MECH 150 - Machine Tools

MECH 152 - Manufacturing Processes

MECH 161 - CNC Machining-Turning

MECH 162 - CNC Machining-Milling

MECH 163 - Robotics I

B. ONE of the following:

ENGR 130A- Introduction to AUTOCAD

ENGR 130B- Introduction to Intergraph CAD

Career Programs
 Engineering and Industrial Technologies
 Manufacturing/Industrial Technology (Computer Integrated Manufacturing)

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ENG -101	3	ENGR-130A...OR	4
ENGR-109	2	ENGR-130B	
ENGR-121	3	INDT-226	3
MATH-116	5	MATH-141	4
MECH-150	3	MECH-163	3
Social Sci...(See I.B.)	3	PHYS-103	4
TOTAL	19	HLTH/PE.... (See III.)	1
		TOTAL	19
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ENG -102	3	ELEC-122	3
ENGR-116	2	INDT-235	3
INDT-122	3	INDT-236	3
MATH-126	5	INDT-291	3
MECH-152	3	MECH-162	3
PHYS-101	4	Social Sci...(See I.B.)	3
TOTAL	20	TOTAL	18
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
CHEM-101	5	ENGR-101	3
ENG -103	3	INDT-222	3
ENGR-128	2	INDT-237	4
INDT-225	3	INDT-261	3
MECH-161	3	HLTH/PE.... (See III.)	1
HLTH/PE.... (See III.)	1	Humanities. (See I.E.)	3
TOTAL	17	Social Sci...(See I.B.)	3
		TOTAL	20
		PROGRAM TOTAL	113

Career Programs

Engineering and Industrial Technologies

Mechanical Engineering Technology

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Mechanical Engineering Technology

This program prepares the student for a career as a member of an engineering or scientific team involved in mechanical engineering design, and/or research and development. Successful completion of this program may lead to positions such as engineering laboratory aide, materials tester, quality control technician, drafter, mechanical design technician, technical writer, technician in operation, maintenance of large systems, and manual or CAD drafting. (Certificate also available.)

This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
ENG 103 - College Composition

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing the following:

MATH 116 - Technical Mathematics I

D. Minimum competence in Natural Sciences by completing the following:

CHEM 101 - Introduction to Inorganic Chemistry

Career Programs

Engineering and Industrial Technologies

Mechanical Engineering Technology

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

MATH 126 - Technical Mathematics II

MATH 146 - Technical Mathematics III

PHYS 101 - Introductory Physics

PHYS 103 - Introductory Physics

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

ELEC 122 - Principles of DC/AC Circuits

ENGR 101 - Metallurgy I

ENGR 109 - Engineering Technology Orientation (formerly ENGR-114)

ENGR 116 - Engineering Report Construction

ENGR 121 - Engineering Drawing I

ENGR 128 - Calculating Methods

ENGR 130A- Introduction to AUTOCAD

ENGR 151 - Statics

ENGR 252 - Applied Dynamics

ENGR 254 - Strength of Materials

MECH 150 - Machine Tools

MECH 201 - Industrial Hydraulics

MECH 212 - Machine Design

MECH 214 - Mechanisms

MECH 221 - Applied Instrumentation-Measurement and Control

MECH 241 - Mechanical CAD I

MECH 242 - Mechanical CAD II

B. ONE group of courses as listed in Sequence 1 or Sequence 2

1.

MECH 151 - Metal Fabrication Methods

MECH 152 - Manufacturing Processes

2.

MECH 161 - CNC Machining-Turning OR

MECH 162 - CNC Machining-Milling AND

MECH 163 - Robotics I

Career Programs
 Engineering and Industrial Technologies
 Mechanical Engineering Technology

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ENG -101	3	CHEM-101	5
ENGR-109	2	ENGR-252	3
ENGR-121	3	ENGR-254	4
MATH-116	5	MECH-Elective*(See IV.B.)	3
MECH-150	3	HLTH/PE.... (See III.)	1
Social Sci...(See I.B.)	3	Social Sci...(See I.B.)	3
TOTAL	19	TOTAL	19
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ENG -102	3	ELEC-122	3
ENGR-116	2	MECH-214	3
ENGR-130A	4	MECH-241	4
MATH-126	5	MECH-Elective*(See IV.B.)	3
PHYS-101	4	HLTH/PE... (See III.)	1
HLTH/PE... (See III.)	1	Social Sci...(See I.B.)	3
TOTAL	19	TOTAL	17
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ENG -103	3	MECH-201	4
ENGR-101	3	MECH-212	3
ENGR-128	2	MECH-221	3
ENGR-151	3	MECH-242	4
MATH-146	4	Humanities. (See I.E.)	3
PHYS-103	4	TOTAL	17
TOTAL	19		
		PROGRAM TOTAL	110

Career Programs

Engineering and Industrial Technologies

Production and Inventory Management

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Production and Inventory Management

This career program is tailored to individuals who are or will be working in production and inventory control departments in industry, business and other organizations. This program combines basic theory with the latest techniques in the field of production and inventory management.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
- ENG 101 - College Composition
 - ENG 102 - College Composition AND EITHER
 - ENG 103 - College Composition OR
 - SPCH 100 - Fundamentals of Interpersonal Communication OR
 - SPCH 101 - Fundamentals of Speech Communication
- B. Minimum competence in Social Sciences by completing ONE of the following sequences:
1.
 - SSCI 103 - Introduction to Social Science
 - SSCI 104 - Introduction to Social Science
 - SSCI 105 - Introduction to Social Science
 2.
 - HIST 101 - History of Civilization
 - HIST 102 - History of Civilization
 - HIST 103 - History of Civilization
 3.
 - POL 101 - American National Government
 - ECON 161 - Principles of Economics I AND EITHER
 - ANTH 101 - Cultural Anthropology OR
 - SOC 101 - Introductory Sociology
 4.
 - PSY 101 - General Psychology
 - PSY 102 - General Psychology
 - PSY - (any 200 level Psychology course)
- C. Minimum competence in Mathematics by completing the following:
- MATH 114 - Applied Algebra or higher*
- D. Minimum competence in Natural Sciences by completing the following:
- BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology

Career Programs

Engineering and Industrial Technologies

Production and Inventory Management

E. Minimum competence in Humanities by completing ONE of the following:

- HUM 101 - Introduction to the Humanities: Man as an Individual
- HUM 102 - Introduction to the Humanities: Man and Society
- HUM 103 - Introduction to the Humanities: Man and the Cosmos
- ART 101 - Art Appreciation
- MUS 103 - Survey and Appreciation of Music
- THEA 101 - Theater Appreciation
- PHIL 101 - Introduction to Philosophy
- ENG - (any 200 level Literature course)
- Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- ECON 100 - Basic Economics
- ECON 151 - Development of the American Economy
- PSY 101 - General Psychology
- PSY 102 - General Psychology

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

- BADM 102 - Introduction to Business
- BADM 112 - Principles of Management
- BADM 121 - Labor-Management Relations
- BADM 211 - Production/Operations Management
- BADM 220 - Human Relations in Business
- BADM - Elective (minimum of 3 credits)
- CS 102 - Introduction to Computer Use
- ENGR - Elective (minimum of 4 credits)
- INDT 122 - Introduction to Manufacturing Management
- INDT 164 - Inventory Management
- INDT 166 - Materials Requirements Planning
- INDT 169 - Shop Capacity and Floor Control

B. ONE of the following:

- BADM 216 - Introduction to Purchasing
- INDT 291 - Materials Handling and Plant Layout

C. ONE course from the following (minimum of 3 credits):

- BADM - Elective
- INDT - Elective

D. ONE course from the following (minimum of 3 credits):

- INDT 260 - Cooperative Field Experience
- INDT - Elective

*MATH-270 may not be used to meet this requirement.

Career Programs
 Engineering and Industrial Technologies
 Production and Inventory Management

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BADM-102	4	BADM-121	3
ECON-100	3	ECON-151	4
ENG -101	3	ENGR-Elective	4
HLTH/PE... (See III.)	1	INDT-166	3
Social Sci. (See I.B.)	3	MATH-114*	3
TOTAL	14	TOTAL	17
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
BADM-211	3	BADM-220	3
CS -102	4	BADM-Elective	3
ENG -102	3	BIO -104	4
PSY -101	3	INDT-122	3
HLTH/PE... (See III.)	1	INDT-260...OR	3
Social Sci. (See I.B.)	3	INDT-Elective	
TOTAL	17	TOTAL	16
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
BADM-112	4	BADM-216...OR	3
INDT-164	3	INDT-291	
PSY -102	3	INDT-169	3
English.... (See I.A.)	3-4	BADM-Elective...OR	3
HLTH/PE... (See III.)	1	INDT-Elective	
Social Sci. (See I.B.)	3	Humanities. (See I.E.)	3
TOTAL	17-18	TOTAL	12
		PROGRAM TOTAL	93-94