

COURSE DESCRIPTIONS

Section Ten

General – The following list of courses shows the responsible academic division, course number, course title, number of semester hours credit, course description, prerequisite, if any, and frequency of offering. The courses are arranged alphabetically by department followed by the course number.

1. **Symbols** – Course numbers (Example: ENGL 1101) are in two distinct parts. The department code (ENGL) is derived from the name of the instructional department, usually the letters from the name. In the course number (1101) the first digit of the number signifies first or second year level. Courses with numbers ending in a number divisible by five are reserved for courses that are not part of a specified course sequence. Applied Music course numbers are constructed individually; an explanation of how they are constructed can be found in the introductory remarks for those courses (page 297). The number in parentheses following the course title specifies the amount of credit, in semester hours, which the course will yield upon successful completion.
2. **Transferability of Courses** – The Core Curriculum of the University System of Georgia provides for the transferability of those courses which are part of the Core Curriculum Plan. The courses developed for the one- and two-year career programs have been designed to give the student the best possible background needed for employment in the career. Therefore, some of the following do not offer comparable programs and courses. If in doubt, students should discuss the matter with the advisor or the other institution involved.
4. **Learning Support Prerequisites** – Students who are placed in Learning Support courses because of their scores on the Admission and Placement Tests will be required to satisfy specific developmental requirements before they can enroll in the college level courses (courses numbered 1000 or higher). The minimum developmental level required for admission into any college level course is listed as a prerequisite in the course description.

ACCT 2101 Principles of Accounting I (3-0-3)

A study of the underlying theory and application of financial accounting concepts. Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.

Prerequisite: BUSA 1005 or higher math course with grade of C or better OR permission of instructor.

Offered: All semesters.

ACCT 2102 Principles of Accounting II (3-0-3)

A study of the underlying theory and application of managerial accounting concepts.

Prerequisite: ACCT 2101 with grade of C or better.

Offered: All semesters.

ACCT 2125 Bookkeeping for Small Businesses (3-0-3)

This is an introductory course covering various aspects of recording keeping and accounting for small business and entrepreneurs, including sales, expenses, payroll, human resources, and government related record keeping. Enrollment in this course is limited to those in the Small Business Management Certificate.

Prerequisite: None.

Corequisite: Minimum COMPASS reading score of 78 or completion of READ 0099.

- ACCT 2205 Microcomputers in Accounting** (3-0-3)
 This project based course will introduce Quickbooks and include payroll accounting. The software will be used to setup a company and perform transactional analysis and recording.
 Prerequisite: ACCT 2101 with grade of C or better or permission of instructor.
 Offered: Fall.
- ACCT 2211 Intermediate Accounting** (3-0-3)
 A review of the basic accounting model; the fundamentals of actuarial mathematics and its practical application to accounting problems; accounting theory and practice as related to recognition, measurement, and reporting of income; the balance sheet and statement of cash flows; current assets; tangible and intangible fixed assets, depreciation, depletion, and deferred charges.
 Prerequisite: ACCT 2102 with grade of C or better.
 Offered: Spring (even years).
- ACCT 2220 Income Tax Procedures** (3-0-3)
 A practical presentation of Federal Income Tax fundamentals, with emphasis on individual returns. Topics considered include gross income, deductions and tax credits. The course is designed primarily for those students who expect to terminate their study at the two-year college level.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: ACCT 2101 preferred or tax accounting experience.
 Offered: Fall.
- ACCT 2225 Cost Accounting** (3-0-3)
 The basic elements of cost accounting with emphasis on managerial applications of process, job-order, and standard cost accounting systems.
 Prerequisite: READ 0099 or a minimum reading CPE score of 75 and ACCT 2102 with grade of C or better.
 Offered: On demand.
- ACCT 2230 Manufacturing Cost Accounting** (3-0-3)
 The basic elements of manufacturing cost accounting with emphasis on managerial applications of process, job-order, and standard cost accounting systems.
 Prerequisite: None.
 Offered: On demand.
- ALHE 1103 Orientation to MLT** (1-0-1)
 This course provides an introduction to basic clinical laboratory science and web-based instruction. Students learn about the organizational structure of a clinical laboratory, regulation of quality and reliability of testing, personnel qualifications, safety, medical-legal issues, specimen collection and processing, principles of instrumentation and laboratory mathematics.
 Prerequisite: None.
 Corequisite: None.
 Offered: Fall.

- ALHE 1105 Health Care System Foundation** (2-0-2)
 This introductory course addresses three central areas in health care and human services: the historical development of and current trends and changes in the health care delivery system; the emerging data base on the mind-body relationship in health and illness; and basic concepts in health care research and design. Attention is specifically given to managed care and its impact on health care delivery, the biopsychosocial model of assessment and diagnosis, and the interpretation of journal articles from professional health-related publications.
 Prerequisite: READ 0099.
 Offered: Fall, Spring.
- ALHE 1115 Clinical Professionalism** (0-3-1)
 This course addresses key competency areas for health care professionals. Elements including communication skills, time management, professional development, personal skills, policies and procedures, motivation and attitude, and the medical record are emphasized.
 Prerequisite: READ 0099.
 Offered: On demand.
- ALHE 1120 Medical Terminology** (1-0-1)
 Medical terminology approached through roots, prefixes, and suffixes of medical terms. Definition and spelling of anatomical, diagnostic, symptomatic and operative medical terms are covered.
 Prerequisite: READ 0099.
 Offered: Fall, Spring, Summer.
- ALHE 2000 Ethics and the Healthcare Professional** (2-0-2)
 Introduction to the meaning and scope of ethical dilemmas in health care; ethical decision-making; the health professional as an individual, as a care giver, and as a member of the health care team; the health care professional as a member of society.
 Prerequisites: PSYC 1101, BUSA 2220 or permission of instructor.
 Offered: Summer and on demand.
- ALHE 2050 Health Care Delivery System** (1-0-1)
 A general overview of the health care delivery system with specific emphasis on the allied health professions. The concept of a multidisciplinary team approach to patient/client management will be emphasized. Students will develop an awareness of the relationships among and between allied health disciplines.
 Prerequisite: READ 0099.
 Offered: Summer and on demand.
- ALHE 2100 Personal Growth & Development** (3-0-3)
 An experiential course designed to enable the student to become aware of effectively utilizing self as an agent of therapeutic change. Emphasis is on helping each student identify personal values, assets and weaknesses and understand how these influence his/her decisions and interactions with others in a helping relationship. The dynamics of professional burnout will be explored, and each student will develop an individual plan for self care.
 Prerequisites: PSYC 1101 and admission to HST Program or PTA Program or permission of instructor.
 Offered: Summer.

- ANTH 1103 Introduction to Cultural Anthropology** (3-0-3)
 A study of the elements of functioning cultures, including kinship systems, patterns of marriage, social and political structures, and economic organization.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: On demand.
- ART 1010 Drawing** (2-4-3)
 This course introduces the techniques, materials, and principles of drawing. The course is composed of several projects/exercises that will emphasize the analysis and rendering of line, form, value, texture, color, and perspective. During the course, students will apply their understanding of drawing style, technique, media, and methods of drawing.
 Prerequisite: None.
 Offered: Fall.
- ART 1020 Design I** (2-4-3)
 This course involves the fundamentals of two-dimensional design introduced through projects in a variety of media. The course is composed of several projects that will emphasize the visual and intellectual aspects of form, visual awareness, analytical thinking, craftsmanship, use of media and techniques, and the application of design principles.
 Prerequisite: None.
 Offered: Fall.
- ART 1030 Design II** (2-4-3)
 This course is an investigation of three-dimensional forms and space using various materials and methods. In this course, students will demonstrate their ability to invent imaginative and conceptual complex sculptures in response to a series of studio problems using hand-building and simple materials.
 Prerequisite: None.
 Offered: Spring.
- ART 1100 Art Appreciation** (3-0-3)
 Development of an awareness and understanding of the visual arts through studio and classroom experiences, gallery visits, and lectures. ART 1100 and FIAR 2250 are related courses; only one can count toward graduation.
 Prerequisite: None.
 Offered: All semesters.
- ART 1150 Art Practicum** (0-6-3)
 A studio course designed for the student who has advanced beyond the basic art structure courses and wishes to explore various media in order to develop skills, techniques, and a higher level of expertise.
 Prerequisites: Completion of ART 1010, ART 1020, ART 1030, ART 2111, ART 2120, ART 2130, ART 2140, ART 2150, ART 2160 or ART 2170 and permission of the instructor or consent of the Division Chair.
 Offered: All semesters
- ART 2111 Basic Photography** (2-4-3)
 Instruction in fundamentals of black/white still photography: camera technique, exposure determination methods, film processing. Special assignments in visual perception, editing, and theme photography. (Previously ART 1110)
 Prerequisite: None.
 Offered: Fall & Spring.

- ART 2120 Painting** (2-4-3)
 Acrylic Painting. An introduction to the fundamentals of painting related to subject matter, content, composition, and color. Preparation of supports and grounds, and use of basic painting tools, techniques, and materials will be stressed.
 Prerequisite: None.
 Offered: Spring.
- ART 2130 Watercolor** (2-4-3)
 Fundamentals of watercolor techniques, drawing, principles of composition, and color theory. Landscape, still life, figure, and abstract studies.
 Prerequisite: None.
 Offered: On demand.
- ART 2140 Ceramics I** (2-4-3)
 This studio course involves the development of personal expression using the ceramic process. The course will examine the many processes of ceramics production such as hand forming, throwing on the wheel, glaze application, and firing.
 Prerequisite: None.
 Offered: On demand.
- ART 2150 Computer Art** (0-6-3)
 In this introductory lab course, students explore the computer and digital technologies as tools to produce personal and creative work in preparation for careers in commercial and fine art. Students are introduced to the digital imaging power of Adobe Photoshop, and commonly used page layout and graphic design software programs.
 Prerequisite: None.
 Offered: Fall, Spring.
- ART 2160 Visual Design** (0-6-3)
 This is an introductory course in solving visual design problems. The course is an exploration of the basic principles of graphic design production, as they apply to the commonly-produced products in the graphic design field (logos, advertisements, brochures, newsletters, etc.), typography, print production techniques and considerations, and the basic elements of web page design.
 Prerequisite: Computer Art or permission of the instructor or consent of the Division Chair.
 Offered: Spring.
- ART 2170 Web Page Design** (0-6-3)
 This is an introductory course in designing websites for the Internet. The course is an exploration of the basic principles of designing, creating, and maintaining websites. The course introduces the fundamentals of designing web pages using HTML code and commonly used web page layout programs.
 Prerequisite: Computer Art or permission of the instructor or consent of the Division Chair.
 Offered: Fall.

- ART 2180 Digital Photography** (2-4-3)
 In this course, students will create digital photographic images by combining fundamental photographic skills with digital camera technology and computer print technology. Emphasis will be placed on camera operation, techniques, and esthetics. Students will explore a range of both fine art and commercial photographic applications.
 Prerequisite: ART 2111 or ART 2150 or permission of the instructor or consent of the Division Chair.
 Offered: Fall, Spring.
- ART 2190 Photographic Lighting Principles & Techniques** (0-6-3)
 This is an introductory course in basic studio and location lighting principles and techniques. The course is an exploration of the creation and use of lighting arrangements as they apply to all specialties of commercial and fine art photography. The course is composed of demonstrations and projects that will explore the principles of artificial, natural and combination lighting. During the course, the students will demonstrate their understanding of basic lighting techniques through individual projects.
 Prerequisite: ART 2111, ART 2180 or permission of the instructor or consent of the Division Chair.
 Offered: On demand.
- ART 2200 Professional Practices, Portfolio Preparation & Review** (3-0-3)
 This is a course designed to prepare the student for entry into the business of commercial and fine art. The skills learned are applicable to any specialty in the field of commercial and fine art. The course is composed of lectures concerning the business of commercial and fine art, visiting lecturers who are specialists in their field, field trips to a variety of art establishments, research into the requirements and expectations of potential employers, clients, galleries and museums and directed preparation of each student's professional portfolio.
 Prerequisite: None.
 Offered: On demand.
- ART 2280 Art History I** (3-0-3)
 This lecture course explores the history of the visual arts from the Prehistoric Period through Northern Renaissance. Topics include a study of the visual arts, painting, sculpture, architecture, and related arts, against the background of cultural, political, and economic development.
 Prerequisite: None.
 Offered: Fall.
- ART 2285 Art History II** (3-0-3)
 This lecture course explores the history of the visual arts from the Baroque Period through the twentieth century with major focus on epochs of Western art history. Topics include painting, architecture, sculpture, and design.
 Prerequisite: None.
 Offered: Spring.
- BIOL 1100K Human Anatomy & Physiology for the Health Care Professional** (3-3-4)
 This course is a survey of general principles of human anatomy and physiology with an emphasis on medical applications. It is restricted to students in Allied Health Science programs or requires the consent of the division chair. Laboratory exercises supplement the lecture material.
 Prerequisite: READ 0099.
 Offered: All semesters.

- BIOL 1107K Principles of Biology I** (3-3-4)
 This is an integrated conceptual course which includes all levels of biological organization with the principles of origin, development, genetics, diversity, behavior, and energetics. Laboratory exercises supplement the lecture material.
 Prerequisite: Completion of Learning Support and high school or college chemistry.
 Offered: All semesters. Cannot be used with BIOL 1110 to satisfy Area D.
- BIOL 1108K Principles of Biology II** (3-3-4)
 This is an integrated conceptual course that includes a survey of living organisms, behavior, and ecology. Laboratory exercises supplement the lecture material.
 Prerequisite: BIOL 1107K.
 Offered: Spring, Summer.
- BIOL 1110K Introduction to Environmental Biology** (3-2-4)
 This course is an interdisciplinary approach to contemporary environmental problems for students not majoring in science. Laboratory exercises supplement the lecture material. Cannot be used with BIOL 1107 to satisfy Area D.
 Prerequisite: None.
 Offered: Fall, Spring.
- BIOL 2003 Life Sciences for Middle Grades Teachers** (3-0-3)
 This course will provide middle grades teachers with high-level science content that is the foundation for the topics of cell and organism, genetics, adaptation, and ecology. This course does not satisfy any core curriculum requirement. Restricted to Middle Grades Teachers.
 Prerequisites: None.
 Offered: On demand.
- BIOL 2023 Life Sciences for special Education Teachers** (3-0-3)
 This course is restricted to in-service special education teachers. It is a brief summary of the important aspects of biological science including cells, genetics, diversity and adaptations of organisms, and ecology. Classroom applications will be explored. Laboratory exercises supplement the lecture material. This course does not satisfy any core curriculum requirement.
 Prerequisite: Restricted to in-service special education teachers.
 Offered: As required.
- BIOL 2111K Human Anatomy & Physiology I** (3-3-4)
 This course covers general physiological principles emphasizing the structure and function of the human organ systems including the study of cells, tissues, organs, and systems of the body as an integrated whole. Laboratory exercises supplement the lecture material.
 Prerequisites: Exit Learning Support.
 Offered: All semesters.
- BIOL 2112K Human Anatomy & Physiology II** (3-3-4)
 This course is a continuation of BIOL 2111K. Laboratory exercises supplement the lecture material.
 Prerequisite: BIOL 2111K.
 Offered: All semesters.

- BIOL 2115K Essentials of Microbiology** (3-3-4)
 This course covers basic pathogenic microbes and some helminths related to immunity, diseases, and controls. Laboratory exercises supplement the lecture material.
 Prerequisites: BIOL 2112K or BIOL 1108K or CHEM 1151K and BIOL 1100K.
 Offered: All semesters.
- BIOM 1100K Introduction to Biotechnology** (3-3-4)
 This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using lab ware, solutions and equipment according to prescribed protocols.
 Prerequisite: None.
 Offered: Spring.
- BIOM 2100K Genetics** (2-3-3)
 This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. This course has been approved to satisfy the Comprehensive Articulation Agreements for transferability as a pre-major and/or elective course requirements.
 Prerequisites: BIOL 1108K.
 Offered: Summer.
- BIOM 2202K Immunological Techniques** (3-3-4)
 This course covers the principles and practices of modern immunology, including the interactions between the various cellular and chemical components of the immune response. Topics include antigens, humeral immunity, cellular immunity, complement, immunological assays, and hybridoma use and productions. Upon completion, students should be able to discuss the immune response, perform immunological assays and make monoclonal antibody-producing hybridomas.
 Prerequisite: BIOM 2100K.
 Offered: Spring.
- BIOM 2204K Molecular/Cell Biology** (2-3-3)
 This course allows students to explore the major events that occur inside a human cell. Course topics center around molecular machinery, intracellular response to various external stimuli, and regulation of all intracellular processes. Course content includes ultrastructure, metabolism, signal transduction, cell cycle, cell-cell interactions, DNA replication, gene expression, and protein synthesis.
 Prerequisites: BIOL 1115K, BIOM 1100K
 Offered: Fall.

- BIOM 2205K Introduction to Biochemistry** (2-3-3)
 By design, this course is an abbreviated, annotated version of the typical Biochemistry course. The purpose of this course is to introduce certain chemical concepts as it relates to various biological themes. The main area of focus is on protein behavior and enzymatic activity. Course content includes the chemical properties that determines pH, acidity and alkalinity, the function of buffers, catabolic/anabolic chemical reactions that occurs in cells, properties of proteins, protein-protein interactions, characteristics of amino acids, general enzyme functions, major metabolic pathways in a cell, and protein purification techniques. Prerequisites: BIOL 1108K, BIOM 2204K, CHEM 1211K.
 Offered: Spring.
- BIOM 2210K Biomedical Laboratory Experience** (1-2-2)
 This course provides an opportunity to pursue an individual laboratory project in biotechnology. Emphasis is placed on developing, performing and maintaining records of a project in a specific area of interest. Upon completion, students should be able to complete the project with accurate records and demonstrate an understanding of the project.
 Prerequisite: BIOM 2201K.
 Offered: On demand.
- BUED 1105 Keyboarding** (2-0-2)
 Introduction to the touch operation of the alphabetic and numeric keyboards and the 10-key numeric pad.
 Prerequisite: None.
 Offered: Fall, Spring.
- BUED 1111 Beginning Keyboarding and Formatting Applications** (3-0-3)
 Introduction to keyboarding and formatting techniques and the development of basic speed and accuracy. The formatting of numerous business applications (letters, reports, tables) is included. Minimum passing speed: 30 wpm for 3 minutes. Course may be exempted by passing a proficiency examination.
 Prerequisite: None.
 Offered: Fall, Spring.
- BUED 1112 Intermediate Formatting Applications** (3-0-3)
 Review of basic skills; business letters, reports, tables, and special communication forms (invoices, memorandums, purchase orders, minutes, news releases, etc.). Minimum passing speed: 40 wpm for 5 minutes. Course may be exempted by passing a proficiency examination.
 Prerequisite: BUED 1111 with grade of C or better.
 Offered: Fall, Spring.
- BUED 1113 Advanced Document Processing** (3-0-3)
 Emphasizes vocational application of keyboarding/formatting/editing skills in sections that portray realistic office-like settings. Minimum passing speed: 50 wpm for 5 minutes. This course may be exempted by passing a proficiency examination.
 Prerequisite: BUED 1112 with grade of C or better.
 Offered: Fall, Spring.

- BUED 2200 Medical Office Management** (3-0-3)
 The use of a medical simulation for use in medical office management, medical assisting, or secretarial office management. Patient scheduling, patient charts, billing, collections, insurance, banking, and payroll will be covered.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: On demand.
- BUED 2215 Office Machines** (3-0-3)
 Using electronic calculators and transcribing machines in conjunction with word processing, and manual and electronic filing systems for the processing of information.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: BUED 1112 or permission of instructor.
 Offered: Fall, Spring.
- BUED 2235 Medical Insurance Form Preparation** (3-0-3)
 This course will cover how to complete a variety of medical forms through hands-on experience. Such forms as universal Medical (HIC), Superbill, Workman's Compensation, Group Hospital Insurance, and Medicaid are included. The latest information on HMOs, DRGs, and HCPCs for Medicare and Medicaid is included. CPT Procedure Coding and ICD 9's Diagnostics Coding are also covered.
 Corequisite: None.
 Prerequisite: READ 0099 or a minimum reading CPE score of 75.
 Offered: On demand.
- BUED 2240 Medical Office Procedures** (3-0-3)
 Prepares students for secretarial employment in medical offices by developing office skills to a higher level of proficiency. Emphasizes decision-making competencies, human relations techniques, performance patterns, and professional development. Content includes medical environment, medical staff, medical ethics, medical law, interacting with patients, telephoning, scheduling appointments, managing medical records, medical correspondence, communication, mail distribution, health insurance and alternative financing plans, billing and collection, and computerizing the medical office.
 Prerequisite: READ 0099 or a minimum reading CPE score of 75 and BUED 2251 with grade of C or better or permission of instructor.
 Offered: Spring.
 SPECIAL NOTE: BUED 2240 and BUED 2245 are related courses; only one of the two can count towards graduation.
- BUED 2245 Administrative Secretarial Procedures** (3-0-3)
 Prepares students for secretarial employment by developing office skills received in previous courses to a higher level of proficiency. Decision-making competencies, human relations techniques, performance patterns, and operational skills for the office professional are emphasized. Content includes employment opportunities, work organization, office technology, office reprographics, telecommunications, the office team, public relations, document preparation, mailing services, meeting and conference planning, and travel arrangements.
 Prerequisite: BUED 2251 with grade of C or better or permission of instructor.
 Offered: Spring.
 SPECIAL NOTE: BUED 2240 and BUED 2245 are related courses; only one of the two can count towards graduation.

- BUED 2251 Beginning WordPerfect/Word** (3-0-3)
 Preparation of business letters, rough drafts, reports, tables, and other documents using word processing packages and personal computers. Concepts and terminology of word processing as it relates to the total communication process will be emphasized.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: BUED 1111 with grade of C or better or permission of instructor.
 Offered: Fall, Spring.
- BUED 2252 Advanced WordPerfect/Word** (3-0-3)
 Advanced applications of word processing packages taught in the first-semester course. Includes enhancing the visual display of documents, enhancing the presentation of text, and organizing text in documents. Some desktop publishing is included.
 Prerequisite: BUED 2251 with grade of C or better or permission of instructor.
 Offered: Fall, Spring.
- BUED 2265 Microsoft Word with Desktop Publishing** (3-0-3)
 Using design elements of Microsoft Word for Windows to produce desktop publishing documents such as brochures, flyers, letterheads, calendars, business cards, resumes, certificates, charts, transparencies, newsletters, and booklets. The applications are designed to develop skills in critical thinking, decision making, and creativity.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: BUED 2252 with grade of C or better or permission of instructor.
 Offered: Fall, Spring.
- BUSA 1005 Business Mathematics** (3-0-3)
 Basic processes in mathematics, problems, and exercises develop proficiency in quantity-oriented operations. Management-oriented materials are included to introduce mathematics as a tool in management decision-making.
 Corequisite: None.
 Prerequisite: READ 0099 or a minimum reading CPE score of 75 and MATH 0099.
 Offered: On demand.
- BUSA 1100 Financial Planning and Investment Management** (2-0-2)
 Provides the foundation for studying and applying personal financial planning techniques for a lifetime.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: All semesters.
- BUSA 1105 Introduction to Business** (3-0-3)
 An integrative study of the functional areas of business (finance, operations, marketing, human resources, etc.).
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: Fall, Spring.

- BUSA 1121 Small Business Management** (3-0-3)
This course provides an extensive coverage of topics related to small business management and entrepreneurship. Students will learn managing (operation, human resources, risk, and assets), marketing, financing, and evaluation financial performance of small businesses. Students will also learn how to prepare a comprehensive business plans.
Prerequisites: None.
Corequisites: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
Offered: On demand.
- BUSA 1145 International Business, Culture and Economics** (2-0-2)
This is an introductory course covering various aspects of the international business environment, including global culture and the economy, different political systems and legal systems around the world, international financial system, and international business management.
Prerequisites: None.
Corequisites: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
Offered: On demand.
- BUSA 1171 Principles of Banking** (3-0-3)
This course provides an introduction to the banking industry and highlights nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. This course provides the foundation of all AIB training and is designed for personnel, at any level, new to banking.
Prerequisite: None.
Offered: On demand.
- BUSA 1172 Law and Banking Applications** (3-0-3)
This course is devoted to the laws and regulations that govern funds transaction, whether by check, EFT, wire transfers, or letters of credit. In addition, focus is placed on issues of liability, wrongful payment and dishonor, electronic banking, deposit accounts, mutual funds, and annuities. This course is designed for entry- and officer-level personnel who are new to banking or require a refresher course on the legal basis for many banking services and transactions.
Prerequisite: None.
Offered: On demand.
- BUSA 1173 Money and Banking** (3-0-3)
This course describes how money functions in the U.S. and world economies. Topics include the concept of money supply and the role the bank plays as a money creator and participant in the nation's payment mechanism. Other topics include how the various types of financial institutions operate, the workings of monetary and fiscal policies, and the functions and power of the Federal Reserve. This course is designed for officer trainees through mid-management level bankers and banking personnel who have not had a formal course in money and banking.
Prerequisite: None.
Offered: On demand.

- BUSA 1176 Fundamentals of Consumer Lending** (1-0-1)
 This course provides basic knowledge about consumer credit. Topics covered include terminology, basic categories of consumer credit, determining credit worthiness, the application process, and bank regulations. This course is designed for participants who currently sell or are otherwise involved in the consumer lending process.
 Prerequisite: None.
 Offered: On demand.
- BUSA 1177 Introduction to Relationship Selling** (1-0-1)
 This course introduces the relationship selling process and the skills and techniques that support a customer, needs-focused, sales approach. This course is designed for any branch personnel involved with in-branch sales.
 Prerequisite: None.
 Offered: On demand.
- BUSA 1178 Lending: Introductory** (2-0-2)
 This is an introductory course on the lending process. The major concepts of lending are presented using a sample consumer loan as a guideline. This course is designed for bank personnel who have an interest in the lending process, but have not yet begun a career in lending.
 Prerequisite: None.
 Offered: On demand.
- BUSA 1179 Consumer Lending** (3-0-3)
 This course on consumer lending provides current information about regulations governing credit practices, and reviews loan processing, cross-selling, and collections. This course is designed for entry-level consumer lenders, consumer credit personnel, and bank employees who need to understand consumer credit.
 Prerequisite: None.
 Offered: On demand.
- BUSA 1180 Introduction to Supervision** (3-0-3)
 This course provides an introduction to supervision in the banking industry. Emphasis is placed on becoming a better manager by focusing on interpersonal relations required of today's successful managers. This course is designed for both practicing and aspiring bank supervisors who have little formal knowledge of supervision.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: On demand.
- BUSA 1181 Analyzing Financial Statements** (3-0-3)
 This AIB course provides the skills needed to effectively assess a borrower's ability to repay loans. It builds core competencies through instruction and application based on actual small business lending cases.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.

- BUSA 1182 Issues for Bankers** (1-0-1)
 This course covers three topics of interest to bankers. It covers usiness ethics from a banker's perspective, an understanding of Fair Lending laws as they apply to bank personnel, and the fundamental skills and techniques for using the telephone effectively on the job. Participants explore the importance of ethical behavior in banking from a personal and organizational perspective as well as from the legael perspective. The course also spotlights the importance of the telephone as a business tool and provides techniques for its effective use.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- BUSA 2105 Communicating in the Business Environment** (3-0-3)
 A course emphasizing both interpersonal and organizational communications; to include written and oral exercises appropriate to business practice. If the student has not completed ENGL 1102 or the Regents' Testing Program (RTP), he/she must complete BUSA 2105 with a grade of C or better.
 Prerequisite: ENGL 1101 with grade of C or better.
 Offered: Fall, Spring.
- BUSA 2106 The Environment of Business** (3-0-3)
 An introduction to the legal, regulatory, political, social, ethical, cultural, environmental and technological issues which form the context for business; to include an overview of the impact of demographic diversity on organizations.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: All semesters.
- BUSA 2200 Principles of Management** (3-0-3)
 A study of applied management techniques and practices emphasizing planning, organizing, decision making, staffing, directing, and controlling as they pertain to solving management problems.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: Spring.
- BUSA 2215 Principles of Human Resources Management** (3-0-3)
 The study of personnel administration as a staff function. It includes discussion of employment standards, procurement and placement, remuneration, training, safety and health, employee services, and labor relations.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: Fall.
- BUSA 2220 Human Relations** (3-0-3)
 A study of the patterns of human behavior leading to effective work relationships. The following are discussed: the influence of leadership, the organization itself, peer groups, and the social environment in which the organization exists as related to human motivation.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: Spring.

- BUSA 2234 Logistics and Supply Chain Management** (3-0-3)
 This course surveys current practices in logistics management including purchasing, transportation, warehousing and inventory control.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- BUSA 2235 Inventory Management** (3-0-3)
 This course provides a comprehensive study of inventory control and warehousing as key functions within the supply chain.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- BUSA 2236 Transportation and Traffic Management** (3-0-3)
 This course explores transportation and traffic management principles and techniques including truck, ship, rail, air and intermodal. Topics include selecting carriers, contracting, government regulations, tariffs, documentation, rate structures, import/export management, and interstate/intrasstate traffic management.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- BUSA 2237 Cost, Performance and Customer Service Management For Supply Chain** (3-0-3)
 This course deals with managing cost and performance issues along the supply chain as they are vital to ensuring high profitability and customer satisfaction.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- BUSA 2238 Global Logistics** (3-0-3)
 This course develops a framework for and an overview of the theories, commercial dynamics, public policies, laws and the various economic, political and social factors affecting the actual operations and regulation of global trade, transportation, and logistics.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.
- BUSA 2239 Purchasing and Material Management** (3-0-3)
 This course includes an overview of quality assurance, quantity determination, price and cost analysis and supplier relations. The policies and procedures of purchasing management are introduced and issues of concern to today's purchasing professional are discussed.
 Corequisite: None.
 Prerequisite: None.
 Offered: On demand.

- BUSA 2240 Principles of Marketing** (3-0-3)
 Principles and methods involved in moving goods and services from producers to consumers; the marketing environment, channels of distribution, marketing functions, marketing decision-making, and the merchandising/retailing function of marketing including retail organization, merchandise management, customer services, and retail control.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: Fall.
- BUSA 2245 Advertising and Promotion** (3-0-3)
 A study of the factors involved in the marketing communications process. This includes promotional strategy, media selection, promotional segmentation, public relations and sales promotion.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: On demand.
- BUSA 2250 Retail Management** (3-0-3)
 A study of the factors involved in the management of a retailing enterprise. This includes store design and layout, structure of the retail organization, retail personnel management, buying and pricing of merchandise, customer service, store security, and basic accounting procedures.
 Corequisite: None.
 Prerequisite: READ 0099 or a minimum reading CPE score of 75.
 Offered: Every other summer – odd years.
- BUSA 2255 Personal Selling** (3-0-3)
 Includes principles of selling with practical applications such as careers in sales, sales psychology, sales techniques and customer service. Covers concepts and techniques of making an effective sales presentation from prospecting to follow-up.
 Corequisite: None.
 Prerequisite: READ 0099 or a minimum reading CPE score of 75.
 Offered: Every other summer – even years.
- BUSA 2260 Labor Relations** (3-0-3)
 Labor-management relations including the practice and techniques of collective bargaining with respect to the interrelationships between the individual worker, the union, the employer, and the general public, stressing the responsibilities of labor and management.
 Corequisite: Minimum COMPASS reading score of 78 or enrollment in READ 0099.
 Prerequisite: None.
 Offered: On demand.
- CHEM 1151K Introductory Chemistry** (3-2-4)
 This course covers the basic principles of chemistry including atomic structure, nuclear chemistry, bonding, solution chemistry, organic chemistry, and a brief introduction to biochemistry. Laboratory exercises supplement the lecture material. Cannot be used with CHEM 1211 or PHSC 1012 to satisfy Area D.
 Prerequisites: Completion of all Learning Support requirements or permission of the Division Chair.
 Offered: Fall, Spring.