

DPT.	CRS.		"THEORY"		"EXPERIMENTAL"		"MANIPULATIVE"		COURSE
PRE	NUM	COURSE TITLE	CREDIT HOURS	WEEKLY CONTACT HOURS	CREDIT HOURS	WEEKLY CONTACT HOURS	CREDIT HOURS	WEEKLY CONTACT HOURS	CREDIT HOURS
DPT	101	Computer Operations	3	2	1	2	0	0	3

PREREQUISITE: As required by program.

This course introduces students to computer equipment operational procedures. Units include diskette data entry, CRT data entry, computer system console operator functions, microcomputer data communications, and uploading and downloading of data files.

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DPT	104	Computer Fundamentals	2	2	0	0	1	3	3

PREREQUISITE: As required by program.

This introductory course is for non-computer majors. This course includes computer keyboarding, operating systems and application software. Students have laboratory assignments to ensure keyboard and applications mastery.

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OAD	101	Beginning Keyboarding	3	3	0	0	0	0	3

CODE - C

PREREQUISITE: As required by program.

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol and numeric information using the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports and tables.

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OAD	103	Intermediate Keyboarding	3	3	0	0	0	0	3

CODE - C

PREREQUISITE: OAD 101 and/or as required by program.

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis on the production of business documents such as memoranda, letters, reports, tables and outlines.

Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.

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OAD	125	Word Processing	3	3	0	0	0	0	3

CODE - C

PREREQUISITE: OAD 101 and/or as required by program.

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate and attractive business documents such as memo, letters and reports.

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ACT	141	Basic Accounting Principles	3	3	0	0	0	0	3

PREREQUISITE: As required by program.

This course provides a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is on financial accounting, including the accounting cycle, and financial statement preparation and analysis. Upon completion of this course, the student will be able to apply basic accounting principles and practices used by service and merchandising enterprises.

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CIS	146	Microcomputer Applications	3	3	0	0	0	0	3

PREREQUISITE: Permission.

This course is an introduction to the most common software applications for microcomputers. It includes hands-on use of microcomputers and some of the major commercial software. These software packages should include typical features of office suites, such as word processing, spread sheets, database systems, and other features found in current software packages. Upon completion, students will understand common applications and be able to utilize selected features of these packages.

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OAD	135	Financial Record Keeping	3	3	0	0	0	0	3

PREREQUISITE: As required by program.

This course is designed to provide the student with an understanding of the accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership and corporation.

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BUS	279	Small Business Management	3	3	0	0	0	0	3

PREREQUISITE: As required by the program.

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance and the importance of appropriate legal counsel.