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PLANNING GUIDE

OCCUPATIONAL STUDENTS

PLANNING GUIDE

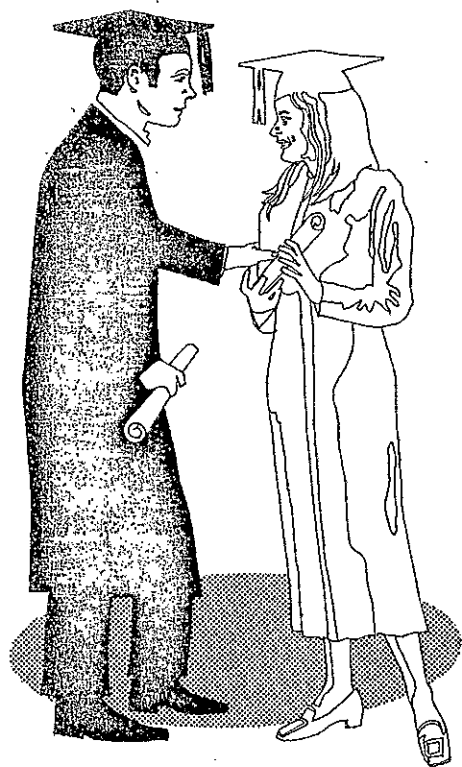
OCCUPATIONAL STUDENTS

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OCCUPATIONAL EDUCATION

associate degree & certificate programs



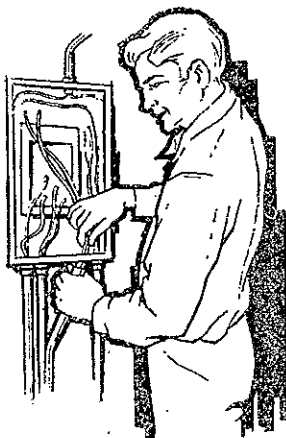
associate in applied arts and sciences

- Accounting
- Business Data Processing
- Business Administration
- Executive Secretary
- Legal Secretary
- Medical Secretary
- Nursing
- Word Processing Specialist

associate in general studies

certificate programs

- Apprentice Training
- Automotive Maintenance
- Clerk-Typist
- Cosmetology
- Legal Office Assistant
- Medical Office Assistant
- Nursing
- Construction Tradesman
- Stenographer
- Word Processing Operator
- Welder



COURSES REQUIRED AT M.C.C.

ASSOCIATES IN ARTS AND SCIENCES

<u>Course Title</u>	<u>Course Number</u>	<u>Credit Hours</u>
Freshman English I	LA100	3
Freshman English II	LA101	3
OR (with earned B+ in Fr. Eng. I) any literature class: LA200,201,240,250,270,280, or 295.		3
Biological Science & Physical Science OR (with sufficient science background) any <u>two</u> science lab courses: NS103,105,200,201,203,205, 220,221,230, or 231.	NS100/101	8
Introduction to Social Science I Introduction to Social Science II OR any <u>two</u> social science classes: SS120,150,215,220,221, 230, or 231.	SS110 SS111	4 4 or 6
Humanities I and II	HU200/201	8
TOTAL CREDIT HOURS:		30 or 32

ASSOCIATES IN APPLIED ARTS AND SCIENCES

<u>Course Title</u>	<u>Course Number</u>	<u>Credit Hours</u>
Freshman English I	LA100	3
Freshman English II	LA101	
OR (with earned B+ in Fr. Eng. I) any literature class		3
Introduction to Social Science I Introduction to Social Science II OR NS100 or NS101, HU200 or HU201, or any other SS course.	SS110 SS111	4 3 or 4
TOTAL CREDIT HOURS:		13 or 14

ASSOCIATES IN GENERAL STUDIES

<u>Course Title</u>	<u>Course Number</u>	<u>Credit Hours</u>
Introduction to Social Science I OR Political Science Electives	SS110 SS240	4 3 11 or 12
		15*

*These 15 hours must include courses from at least three of the academic areas (humanities, language arts, math, science, and social science).

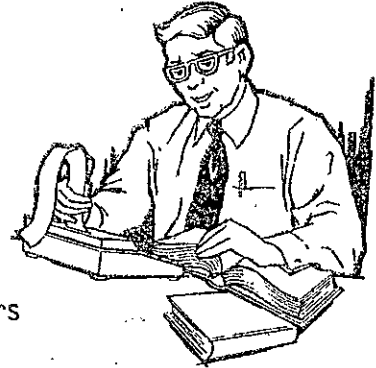
accounting

This is a two-year program leading to an Associates Degree in Applied Arts and Science with a specialty in Accounting. The objective of this program is to provide the background and skills necessary for an entrance job in the accounting field.

FIRST YEAR

Fall Semester

Financial Accounting	BA115	4
Introduction to Business	BA135	3
Managerial Math	BA221	3
Freshman English I	LA100	3
Introduction to Social Science I	SS110	4
		<u>17</u> credit hours



Spring Semester

Managerial Accounting	BA116	4
Freshman English II*	LA101	3
Introduction to Social Science II*	SS111	4
Elective		3
		<u>14</u> credit hours

SECOND YEAR

Fall Semester

Legal Environment of Business	BA200	3
Cost Accounting	BA215	3
Tax Accounting	BA246	3
Principles of Economics	SS215	3
Elective		3
		<u>15</u> credit hours

Spring Semester

Management	BA237	3
Cost Accounting II	BA216	3
Introduction to Electronic Data Processing	DP110	3
Psychology	SS220	3
Elective		3
		<u>15</u> credit hours

SUGGESTED ELECTIVES

Introduction to Computer Programming	DP115	3
College Algebra	MA159	3
Beginning Typing	OE100	3
Keyboarding	OE100A	1

*See alternatives listed under requirements for the Associates Degree in

apprentice training

Admission into the apprentice training program is gained by way of employment and/or sponsorship by the employer and contingent upon the development of a training agreement between the employer, employee, and the United States Bureau of Apprenticeship and Training. Montcalm Community College coordinates the training plan and provides the related instruction.

The semester is apprentice-related instruction and is 17 weeks in length, with the trainee usually taking two 2-credit hour courses per semester. A competency examination may result in a waiver of a required course. Official transcripts may also be used.

Entrance requirements are established by the employer in accordance with existing Bureau of Apprenticeship Training standards. Continuation in the training program is contingent upon employment status and/or related instruction level of achievement.

Apprenticeship training is presently established for the tool and die maker and machinery repairman trades. Other apprenticeship trades may be pursued providing suitable training plans are established.

FIRST YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
Shop Mathematics I	AP110 2	Shop Mathematics II	AP111 2
Machine Tool Theory	AP100 2	Blueprint Reading I	AP105 2

SECOND YEAR

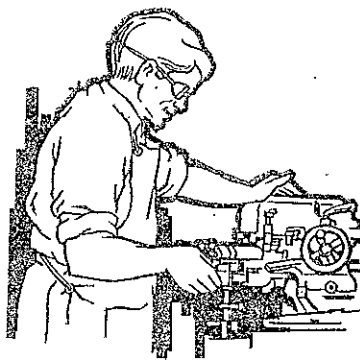
<u>Fall Semester</u>		<u>Spring Semester</u>	
Shop Mathematics III	AP112 2	Welding I	AP125 2
Blueprint Reading II	AP106 2	Machinist's Handbook	AP120 2

THIRD YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
Tool & Die Design I (Metal or Plastic)	AP135/ AP140 2	Tool & Die Design II (Metal or Plastic)	AP136/ AP141 2
Strength of Materials	AP115 2	Metallurgy & Heat Treatment	AP130 2

FOURTH YEAR

<u>Fall Semester</u>		<u>Spring Semester</u>	
Tool & Die Design III (Metal or Plastic)	AP137/ AP142 2	Tool & Die Design IV (Metal or Plastic)	AP138/ AP143 2
Use of the Machinist's Handbook	AP145 2	Social Economics	AP150 1
		Safety & First Aid	AP155 1

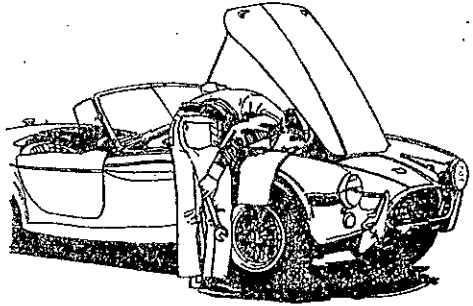


automotive maintenance

The automotive maintenance mechanics curriculum provides for the development of the skill and knowledge essential in the performance of the inspection, diagnosis, repair and adjustments of automotive vehicles and diesel engines. A thorough understanding of the principles and procedures of maintaining and repairing the modern automobile, its components and accessories, is developed through classroom study and laboratory experience. Included in the program is a study of the diesel engine and its special properties with the emphasis on maintenance, servicing, diagnosis and repair of diesel component parts and accessories. Laboratory instruction is performed on modern equipment and operating training units.

FIRST YEAR

Fall Semester

Automotive Gasoline Engines Theory	AM100	3	
Automotive Gasoline Engines Lab	AM101	5	
Manual Transmissions, Rear Axles and Drive Trains	AM102	5	
Shop Math	VE110	3	
Basic Electricity	VE250	3	
	<u>19</u>	credit hours	

Spring Semester

Automotive Engine Tune-Up Theory	AM150	3
Automotive Engine Tune-Up Lab	AM151	5
Automotive Electrical Systems	AM152	5
Related Welding Skills	WE110	3
Hydraulics and Fluid Power	VE253	3
	<u>19</u>	credit hours

SECOND YEAR

Fall Semester

Automatic Transmissions	AM200	5
Automotive Brakes	AM201	4
Automotive Front End/Steering	AM202	4
Automotive Parts Management	AM232	2
Vocational Communication Skills	VE100	3
	<u>18</u>	credit hours

Spring Semester

Diesel Engine Theory	AM250	3
Diesel Engines Lab	AM251	5
Automotive Heating and Air Conditioning	AM252	4
Automotive Service Management	AM233	2
Technical Writing and Speaking	VE102*	2
	<u>16</u>	credit hours

Students wishing to earn the Associates Degree (81 hours) must complete the additional courses required for the Associates in Applied Arts and Science (page 2).

*Required for the certificate program only.

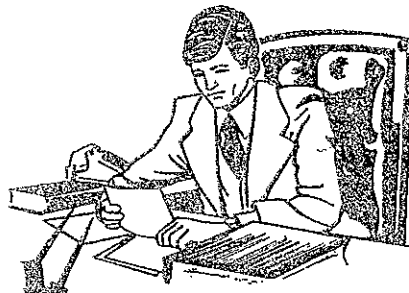
business administration

This is a two-year program leading to an Associate Degree in Applied Arts and Science with a specialty in business administration. The objective of this program is to provide the background and skills necessary for an entrance job in the business field.

FIRST YEAR

Fall Semester

Financial Accounting	BA115	4
Introduction to Business	BA135	3
Freshman English I	LA100	3
Introduction to Social Science I	SS110	4
Elective		3
		<u>17</u> credit hours



Spring Semester

Managerial Accounting	BA116	4
Freshman English II	LA101	3
Introduction to Social Science II*	SS111	4
Elective		3
		<u>14</u> credit hours

SECOND YEAR

Fall Semester

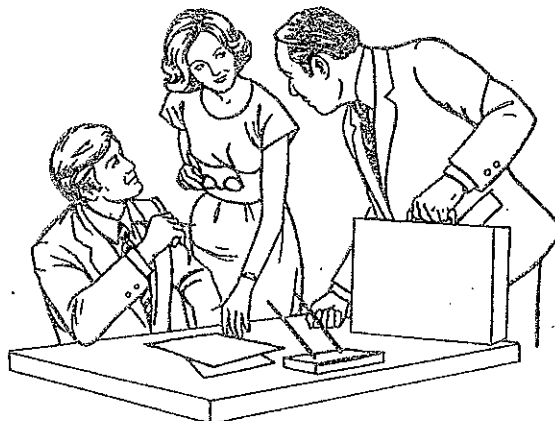
Legal Environment of Business	BA200	3
Principles of Marketing	BA233	3
Principles of Economics	BA215	3
Management	BA237	3
Elective		3
		<u>15</u> credit hours

Spring Semester

Advertising	BA248	3
Human Relations in Business	BA250	3
Speech	LA210	3
Psychology	SS220	3
Elective		3
		<u>15</u> credit hours

SUGGESTED ELECTIVES

*See alternatives listed under requirements for the Associates Degree in Applied Arts and Science (page 2).



business data processing

This is a two-year program leading to an Associate Degree in Applied Arts and Science with a specialty in business data processing. The objective of this program is to provide the background and skills necessary for an entrance job in the business data processing field.

FIRST YEAR

Fall Semester

Freshman English I	LA100 ✓	3
Financial Accounting	BA115 ✓	4
Introduction to Data Processing	DP110 ✓	3
Introduction to Business	BA135 ✓	3
Elective		3
		<u>16</u> credit hours



Spring Semester

Freshman English II	LA101 ✓	3
Managerial Accounting	BA116 ✓	4
Managerial Math	X BA221	3
Introduction to Computer Programming	DP115 ✓	3
Elective		3
		<u>16</u> credit hours

SECOND YEAR

Fall Semester

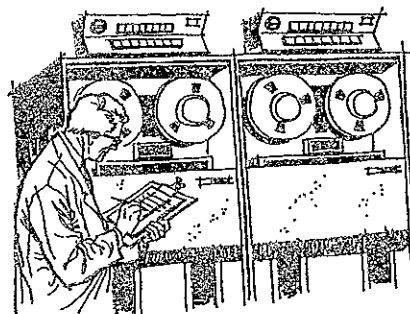
Introduction to Social Science I	SS110 ✓	4
Legal Environment of Business	BA200 ✓	3
COBOL Programming	DP120 ✓	3
Management	BA237 ✓	3
Systems Concepts/Design	DP140 ✓	3
		<u>16</u> credit hours

Spring Semester

Introduction to Social Science II	SS111 ✓	4
Programming Project	DP190 ✓	3
Speech	LA210 ✓	3
Human Relations in Business	BA250 ✓	3
Elective		3
		<u>16</u> credit hours

SUGGESTED ELECTIVES

College Algebra	MA159
Economics	SS215
General Psychology	SS220



clerk - typist

The objective of the clerk-typist curriculum is preparation for employment in a variety of office occupations which include the development of skills in the use of all office machinery and the knowledge needed to carry out routine office functions. Previous training in typing is desirable. A certificate will be awarded upon successful completion of the program requirements. A student wishing to continue training may apply credits earned toward the secretarial or management programs.

Fall Semester

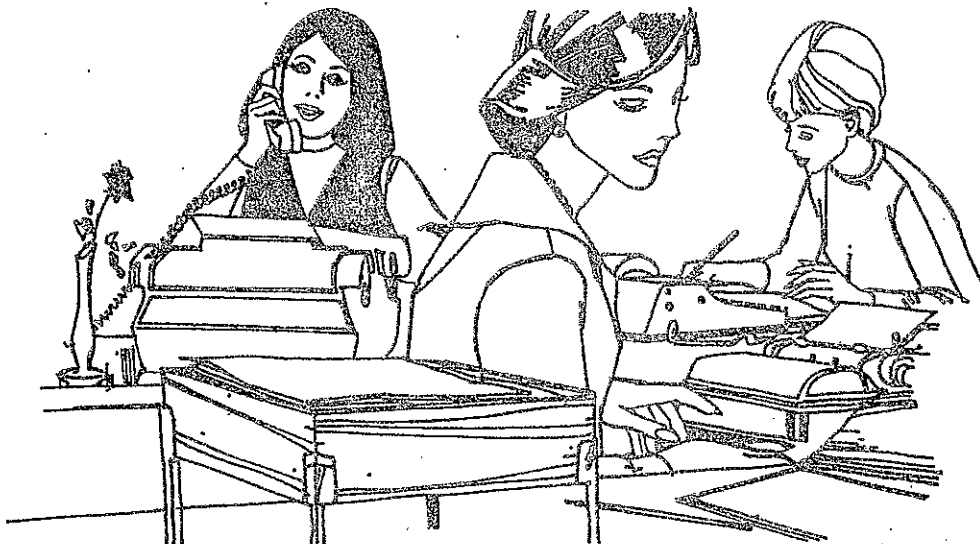
Intermediate Typing
Clerical Accounting
Business Mathematics
Business Communications I
Introduction to Business.

OE101 ✓	3
OE117 ✓	3
OE120 ✓	3
OE129 ✓	3
OE135 ✓	3
<u>15</u>	credit hours

Spring Semester

Advanced Typing
Business Communications II
Office Procedures
Human Relations in Business
Business Machines

OE202 ✓	3
OE130 ✓	3
OE230 ✓	3
BA250 ✓	3
OE240 ✓	4
<u>16</u>	



cosmetology

The cosmetology program is approved by the Michigan Board of Licensing and Regulation and prepares students to take the State Licensing Board Examination. Instruction is scheduled for five days per week, four and one-half hours per day, and includes over 1,500 hours of training. Over 900 hours will be spent in laboratory work during which students practice and apply services studied in the classroom setting. A licensed cosmetology instructor directs students' activities in a completely equipped cosmetology laboratory.

FIRST YEAR

Fall Semester

Introduction to Cosmetology	CS100	4	
Introduction to Cosmetology Lab	CS110	4	
Beginning Hairstyling	CS101	4	
Beginning Hairstyling Lab	CS111	4	
		<u>16</u>	credit hours

Spring Semester

Beginning Hair Cutting & Permanent Waving	CS102	4	
Beginning Hair Cutting & Permanent Waving Lab	CS112	4	
Beginning Hair Coloring & Professional Devel.	CS103	4	
Beginning Hair Coloring & Prof. Devel. Lab	CS113	4	
		<u>16</u>	credit hours

SECOND YEAR

Fall Semester

Advanced Hairstyling	CS200	4	
Advanced Hairstyling Lab	CS210	4	
Advanced Hair Coloring & Permanent Waving	CS201	4	
Advanced Hair Coloring & Perm. Waving Lab	CS211	4	
		<u>16</u>	credit hours

Spring Semester

Advanced Hairstyling II	CS202	4	
Advanced Hairstyling Lab II	CS212	4	
Cosmetology Salon Management & Board Review	CS203	4	
Salon Management & Board Review Lab	CS213	4	
		<u>16</u>	credit hours



Students wishing to earn an Associates Degree in Applied Arts and Science must complete additional courses required for this degree. (see page 2).

executive secretary

The graduate of the executive secretarial science curriculum will have a knowledge of business technology, and a skill in dictation and accurate transcription of business letters and reports. The graduate is prepared to be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda or reports. The secretary, in addition to taking dictation and transcribing, is responsible for meeting office callers, screening telephone calls, and assisting the executive. An Associate Degree in Applied Arts and Science will be awarded upon successful completion of this 65-credit-hour program.

FIRST YEAR

Fall Semester

Intermediate Typing
Business Mathematics
Business Communications I
Freshman English I
Introduction to Social Science I

OE101 ✓ 3
OE120 ✓ 3
OE129 ✓ 3
LA100 ✓ 3
SS110 ✓ 4

T6 credit hours

Spring Semester

Business Communications II
Intermediate Shorthand
Freshman English II**
Introduction to Social Science II**
Introduction to Business

OE130 ✓ 3
OE104 ✓ 4
LA101 ✓ 3
SS111 ✓ 4
BA135 ✓ 3

T7 credit hours



SECOND YEAR

Fall Semester

Introduction to Data Processing
Advanced Shorthand
Advanced Typing
Clerical Accounting
Business Machines

DP110 ✓ 3
OE203 ✓ 4
OE202 ✓ 3
OE117 ✓ 3
OE240 ✓ 4

T7 credit hours

Spring Semester

Office Procedures
Voice Transcription
Legal Environment of Business
Human Relations in Business

OE230 ✓ 3
OE220 ✓ 3
BA200 3
BA250 ✓ 3

T5 credit hours

*See alternatives listed under requirements for the Associate Degree in Applied Arts and Science (page 2).



food service technology*

The two-year program in Food Service Technology is a 61 credit hour program designed to provide students with the skills and technical knowledge necessary to prepare them for entry level employment in the Food Service/Restaurant industry. Students completing this program will have basic skills in food preparation, nutrition, and menu planning, hotel and restaurant management, small business operation as it relates to the food industry and food related safety and sanitation. Completion of the full two years will fulfill requirements for an Applied Arts and Science Degree.

FIRST YEAR

Fall Semester

Freshman English I	LA100	3
Business Mathematics	OE120	3
Introduction to Food Service	FST100	3
Food Service Safety & Sanitation	FST101	2
Food Production Skills-General	FST110	4
		<u>15 credit hours</u>

Spring Semester

Freshman English II	LA101	3
Introduction to Business	BA135	3
Food Production Skills-Entree	FST120	4
Meat & Portion Control	FST130	2
Nutrition & Menu Planning	FST140	3
		<u>15 credit hours</u>

SECOND YEAR

Fall Semester

Introduction to Social Science I	SS110	4
Equipment Design, Layout & Selection	FST200	2
Food Service Management	FST201	3
Food Production Skills-Bakery	FST210	4
		<u>13 credit hours</u>

Spring Semester

Humanities I	HU200	4
Small Business Management	BA235	3
Introduction to Social Science II	SS111	4
Food Production Skills-Catering	FST220	4
Food Purchasing	FST230	3
		<u>18 credit hours</u>



*Currently (1982) this program is available only in the prison extension program in Ionia.

legal secretary

This program leads to a two-year Associate Degree in Applied Arts and Science. The legal secretarial program is designed to prepare for employment and/or advancement for students who wish to specialize in legal shorthand and transcription and legal office procedures.

FIRST YEAR

Fall Semester

Intermediate Shorthand	OE104	4
Business Mathematics	OE120	3
Clerical Accounting	OE117	3
Freshman English I	LA100	3
Introduction to Social Science I	SS110	4
		<u>17</u> credit hours

Spring Semester

Business Communications I(or II)	OE129/130	3
Advanced Shorthand	OE203	4
Advanced Typing	OE202	3
Freshman English II*	LA101	3
Introduction to Social Science II*	SS111	4
		<u>17</u> credit hours

SECOND YEAR

Fall Semester

Business Machines	OE240	4
Office Procedures	OE230	3
Legal Environment of Business	BA200	3
Legal Dictation and Transcription	OE205	4
Elective		1
		<u>15</u> credit hours

Spring Semester

Legal Office Procedures	OE206	3
Word Processing I	OE225	4
Field Experience	OE290	3
Voice Transcription	OE220	3
Elective		3
		<u>15</u> credit hours



*See alternatives listed under requirements for the Associates Degree in Applied Arts and Science

medical office assistant

This one-year 33-credit-hour program leads to a certificate as a medical office assistant. The curriculum provides the student with a background and understanding of medical office assisting and practice in medical office procedures.

Fall Semester

Intermediate Typing	OE101	3	
Business Communications I (or II)	OE129/130	3	
Business Machines	OE240	4	
Business Mathematics	OE120	3	
Clerical Accounting	OE117	3	
		<u>16</u>	credit hours

Spring Semester

Advanced Typing	OE202	3	
Voice Transcription	OE220	3	
Office Procedures	OE230	3	
Medical Office Procedures	OE208	3	
Emergency Health Care	PE205	2	
		<u>17</u>	credit hours



medical secretary

This program leads to a two-year Degree in Applied Arts and Science. The medical secretarial program is designed to prepare the student for employment and/or advancement in a physician's office, hospital, medical supply house, local, State or Federal health agency, voluntary health agency, medical college, health insurance firm, or related area.

FIRST YEAR

Fall Semester

Intermediate Shorthand	OE104 ✓	4
Business Mathematics	OE120 ✓	3
Clerical Accounting	OE117 ✓	3
Freshman English I	LA100 ✓	3
Introduction to Social Science I	SS110 ✓	4
	<u>17</u>	credit hours

Spring Semester

Business Communications I (or II)	OE129/130 ✓	3
Advanced Shorthand	OE203 ✓	4
Emergency Health Care	PE205 ✓	2
Freshman English II*	LA101 ✓	3
Introduction to Social Science II*	SS111 ✓	4
Elective		1
	<u>16</u>	credit hours

SECOND YEAR

Fall Semester

Business Machines	OE240 ✓	4
Advanced Typing	OE202 ✓	3
Office Procedures	OE230 ✓	3
Medical Dictation & Transcription	OE207 ✓	3
Voice Transcription	OE220 ✓	3
	<u>16</u>	credit hours

Spring Semester

Human Relations in Business	BA250 ✓	3
Medical Office Procedures	OE208 ✓	3
Field Experience	OE290 ✓	3
Word Processing I	OE225 ✓	4
Human Anatomy and Physiology I	NS103 ✓	4
	<u>16</u>	credit hours



*See alternatives listed under requirements for the Associates Degree in Applied Arts and Science (page 2).

nursing

LEVEL I - PN

The Montcalm Community College Nursing Curriculum is designed to promote career mobility for the student. A student who completes one year is awarded a certificate in Practical Nursing and is eligible to write the National Council Licensing Examination (NCLEX-PN) for licensure and practice as a Licensed Practical Nurse (LPN).

Fall Semester - 16 weeks

Skills I	NUR100	4	
Nutrition	NUR110	2	
Clinical	NUR115	3	
Communication	NUR120	2	
Growth and Development	NUR140	3	
Med.-Surg. I	NUR150	2	
Anatomy & Physiology I	NS-103	4	
Physical Fitness	PE-110	1	
		<u>21</u>	credit hours

Spring Semester - 16 weeks

Skills II	NUR101	2	
Clinical	NUR116	11	
Mat.-Child. I	NUR145	2	
Med.-Surg. II	NUR151	4	
		<u>19</u>	credit hours

Summer Semester - 8 weeks

Clinical	NUR117	6	
Issues	NUR125	1	
Pharmacology	NUR160	2	
		<u>9</u>	credit hours

PRACTICAL NURSING CERTIFICATE



nursing

LEVEL II - ADN

The Montcalm Community College Nursing curriculum is designed to promote career mobility for the students. A student who completes two years is awarded an Applied Arts and Science Degree and becomes eligible to write the National Council Licensing Examination (NCLEX-RN) for licensure and practice as a Registered Nurse (RN). Students who have previously completed an LPN program are eligible to be considered for advanced standing in the program. (Prior to admission into the Level II program LPN students are required to enroll in the following two courses offered in the summer semester: Role Transition-NUR200-2 credits and Physical Fitness-PE110-1 credit.)

Fall Semester - 16 weeks

Advanced Med.-Surg.	NUR251	10	
Freshman English I	LA-100	3	
General Psychology	SS-220	3	
Microbiology	NS-201	4	
Humanities I*	HU-200	4	
			24 credit hours

Spring Semester - 16 weeks

Mat.-Child. II	NUR245	6 (8 wks.)	
Mental Health	NUR225	6 (8 wks.)	
Freshman English II**	LA-101	3	
Introduction to Social Science I**	SS-110	4 (or 3 credits)	
Anatomy & Physiology II	NS-203	4	
Humanities II*	HU-200	4	
			22 or 23 credit hours

Summer Semester - 4 weeks

Leadership	NUR225	3	
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ASSOCIATE IN APPLIED ARTS & SCIENCE DEGREE

*ASSOCIATE IN ARTS & SCIENCE DEGREE

**See alternatives listed under requirements for the Associate Degree in Applied Arts and Science (page 2).



residential construction

The Residential Construction program is designed to provide the student with trade entry skills and to upgrade those presently in the occupation. Instruction includes both lecture in theory and practical applications. The program is intended to provide training for the career home building and the do-it-yourself builder.

Fall Semester

Construction Methods and Materials I	RC110	3	
Foundations, Tools and Equipment	RC122	3	
Framing, Wall and Roofing	RC123	3	
Siding and Soffets	RC124	3	
Insulation, Staircases and Gutters	RC125	3	
Elective		2	
		<u>17</u>	credit hours

Spring Semester

Construction Methods and Materials II	RC111	3	
Mechanical and Electrical Installation	RC126	3	
Interior Wall and Ceiling Finishing	RC127	3	
Interior Finishing	RC128	3	
Interior Trim, Painting, and Finishing	RC129	3	
Elective		2	
		<u>17</u>	credit hours

ELECTIVES

Electrical House Wiring	RC130*	2
Use of the Framing Square	RC140*	1
Formica Countertopping	RC150*	2
Basic Block Laying & Brick Laying	RC161*	2
Fireplaces and Arches	RC170*	2
Basic Plumbing	RC290*	2
Residential Heating	RC292*	2



*These courses can be taken evenings without enrolling in the day classes.



stenographer

The 33-credit-hour program is planned for the high school graduate who has majored in business and desires advanced studies to perfect skills, but who can spend only one year in college. A student who has little or no previous business training and can spend only one year in college may also wish to follow this curriculum. This is a one-year certificate program.

Upon completion of this intensive program, a certificate of achievement will be awarded.

Fall Semester

Intermediate Typing	OE101	3	
Intermediate Shorthand	OE104	4	
Business Mathematics	OE120	3	
Clerical Accounting	OE117	3	
Business Communications I (or II)	OE129/130	3	
		<u>T6</u>	credit hours

Spring Semester

Advanced Typing	OE202	3	
Advanced Shorthand	OE203	4	
Voice Transcription	OE220	3	
Office Procedures	OE230	3	
Business Machines	OE240	4	
		<u>T7</u>	credit hours



welding

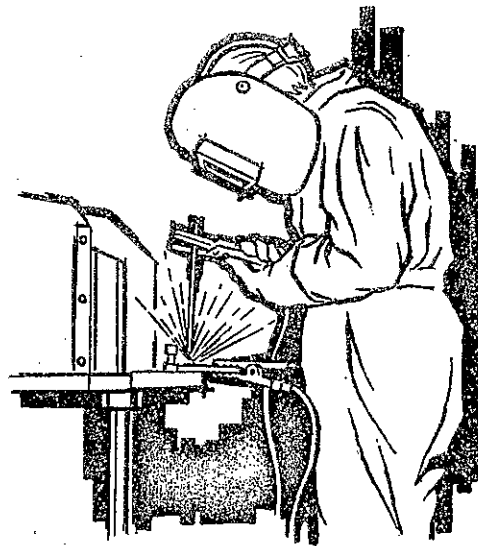
Welding is a skill which is essential to many industries. This program stresses the development of techniques and understanding of quality weldments. Effects of heat and stress on welded materials are studied and practiced in the laboratory. The student may develop sufficient skill for American Welding Society Certification and receive the Certificate of Achievement upon successful completion of program requirements which follow.

Fall Semester

Beginning Welding	WE105	2	
Basic Design Fundamentals in Welding	WE106	2	
Welding Technique and Joint Preparation	WE107	3	
Welding and Fabrication I	WE108	3	
Shop Mathematics	VE110	3	
Shop Drawing	VE104	2	
Hydraulics and Fluid Mechanics	VE253	3	
	<u>T8</u>		credit hours

Spring Semester

Welding and Fabrication II	WE120	3	
Advanced Welding	WE121	3	
Related Welding Skills	WE122	3	
Vocational Communications	VE100	3	
Technical Writing and Speaking	VE102	2	
Blueprint Reading	VE106	2	
	<u>T6</u>		credit hours



word processing

ONE-YEAR CERTIFICATE

This one-year program leads to a certificate in Word Processing and provides the student with a background and understanding of different types of electronic office equipment. This program is designed to prepare the student for employment as a word processing secretary and/or advancement in the word processing/secretarial field.

Fall Semester

Intermediate Typing	OE101	3
Business Communications I	OE129	3
Business Mathematics	OE120	3
Word Processing I	OE225	4
Introduction to Data Processing	DP110	3
		<u>16</u> credit hours

Spring Semester

Advanced Typing	OE202	3
Business Communications II	OE130	3
Human Relations in Business	BA250	3
Word Processing II	OE226	3
Voice Transcription	OE220	3
		<u>15</u> credit hours



word processing

TWO-YEAR ASSOCIATE DEGREE

This graduate of this two-year associate degree program will have a knowledge of business concepts and skill in the use of several types of electronic office equipment. The student is prepared to be employed as either a word processing secretary and/or an administrative secretary. Advancement may also be attained for those students who wish to further specialize in related fields.

FIRST YEAR

Fall Semester

Introduction to Data Processing	DP110	3
Business Mathematics	OE120	3
Freshman English I	LA100	3
Intro. to Social Science I	SS110	4
Business Communications I	OE129	3
		<u>16</u> credit hours

Spring Semester

Word Processing I	OE225	4
Voice Transcription	OE220	3
Advanced Typing	OE202	3
Freshman English II	LA101	3
Intro. to Social Science II	SS111	4
		<u>17</u> credit hours

SECOND YEAR

Fall Semester

Word Processing II	OE226	3
Business Communications II	OE130	3
Clerical Accounting	OE117	3
Data Processing—BASIC	DP115	3
Introduction to Business	OE135	3
		<u>15</u> credit hours

Spring Semester

Human Relations in Business	BA250	3
Word Processing III	OE227	3
Office Practice	OE230	3
Records Management	OE175	3
Field Experience	OE290	3
		<u>15</u> credit hours

