

**ARMY CONTINUING EDUCATION  
LEADERSHIP SKILL ENHANCEMENT COURSES (LSEC)  
FORT RILEY**

LSEC is designed to assist in the training of Noncommissioned Officers and soldiers demonstrating leadership potential in the advanced skills needed to perform at higher-level leadership and staff positions. LSEC benefits the Army by providing the soldier specific leadership training which will enhance performance of the soldier and the unit. Commanders can schedule training to meet unit needs or enroll the soldier in an open scheduled class.

LSEC is an on-duty program and attendance in all classes is mandatory. Soldiers not attending all classes risk the possibility of failing the course for non-attendance.

These courses provide soldiers the opportunity to complete an Associate Degree in General Studies or an Associate Degree in Military Studies.

The LSEC program is open to the "Total Army Family". Family members, retirees, retiree family members, members of the USAR and the Army National Guard are all welcome participants.

The following list contains the classes that are currently approved for credit and offered in the LSEC program. Most of these courses transfer to the four-year regents schools in Kansas and can contribute to the completion of a four-year degree.

**ACCT 1602 General Accounting (3 credit hours)** - General Accounting includes the theory and practice associated with double-entry accounting. Special emphasis is placed on the use of special journals, subsidiary ledgers, accounting for the control of cash, the voucher system, and payroll accounting. Still further emphasis is given to the use of business papers as supporting vouchers for the accounting that follows.

**NOTE: General Accounting cannot be substituted for Accounting I**

**ACCT 1614 Accounting I (3 credit hours)** - This course emphasizes the fundamental principles and practices involved in financial accounting. Basic accounting procedures for the single proprietorship type of business must be mastered in this course.

**Prerequisite: ACCT 1602**

**ACCT 1616 Accounting II (3 credit hours)** - Accounting II is a continuation of the first principles course in financial accounting, Accounting I. Basic procedures in the financial accounting and statement analyses of partnerships and corporations are emphasized.

**Prerequisite: ACCT 1614**

**ACCT 1618 Managerial Accounting (3 credit hours)** - This course emphasizes the managerial uses of accounting information, including performance measurement, cost control, planning for the future, and analysis of fund flows.

**Prerequisite: ACCT 1616 Accounting II with grade C or better, or concurrent enrollment in ACCT 1616 Accounting II.**

**ANTH 1816 Cultural Anthropology (3 credit hours)** – A survey of culture and its importance for man and his society, viewed through both past and present.

**Fulfills: Social Science Requirement**

**ANTH 1819 World & Regional Geography (3 credit hours)** – This course is designed as an introductory geographic survey arranged around the eight major regions: Anglo-American, Latin American, Europe, the former Soviet Union, The Middle East, The Pacific World, and Africa. Emphasis is placed upon an analysis of the natural environment, cultural environment, population status, economic development and potentials.

**Fulfills: Social Science Requirement**

**ARTS 1200 Art Appreciation (3 credit hours)** – This course is an introduction to art appreciation intended to provide a foundation in the basic concepts, materials and processes of the visual arts, as well as a brief history of art in Western and non-Western societies. Through analysis of examples drawn from the past and the present, it assists the student in recognizing the universal qualities in human aesthetic response and the special differences that define every culture.

**BSTC 1001 Intro to Computers (3 credit hours)** – This is a computer literacy course designed to introduce students to what a computer is and how computers can be used. Topics covered include a brief historical survey of computers, components of computer hardware. Applications and systems software, survey of programming languages, computer systems design and analysis, problem solving capabilities of a computer and the impact of computer technology on society. Students will also gain experience using microcomputers and packaged software such as word processing, spreadsheets, database management, graphics and telecommunication.

**BSTC 1023 Data Base Management Systems (1 to 3 credit hours)** - Provides theory, information and training in the concepts of database management systems using microcomputer database software to apply and validate these concepts. Database design methodology is discussed. A microcomputer DBMS is used to create a database and generate solutions to implement a business application. Students create tables; input forms, subforms, and switchboard forms; filters; select and action queries; reports and subreports; macros; and custom menu bars, toolbars, and tooltips. Text and spreadsheet data is imported into the database, and database objects are shared with and exported to other programs. Concepts on how to distribute data using a private internal internet or the public Internet are explored.

Database security issues are examined.

**Prerequisite: BSTC 1036 Computer Concepts & Apps**

**BSTC 1036 Computer Concepts & Application (3 credit hours)** – This course is an introduction to basic computer concepts and includes hands-on use of microcomputers using common software applications. These software applications include typical features of office suits such as word processing, spreadsheets, database systems, presentation software, browsers, and other features found in current software packages. Upon course completion, students will understand common computer concepts and will be able to utilize common software applications.

**BSTC 1685 Spreadsheet Applications (3 credit hours)** - A course emphasizing the use of spreadsheet applications software to solve business problems such as budgeting, accounting, forecasting, and scheduling. Included will be applications using formulas, editing, copying, sorting, recalculating, designing and using templates, generating, graphs, and macros features. Planning techniques and potential uses of spreadsheets in business and industry will be discussed.

**Prerequisite: BSTC 1036 Computer Concepts & Appl**

**BSTC 1783 Process Management (3 credit hours)** – The course will help individuals to apply the concepts and principles of process management in a service and manufacturing organization. These principles include implementing and managing company-wide quality practices, including standardization, measurement of processes, bench marking, continual process improvement, supplier quality, and employee involvement.

**BSTC 1836 Windows Vista (3 credit hours)** - This course covers topics related to Windows Vista. Students will be offered a comprehensive presentation of Microsoft Windows Vista. They will be exposed to practical examples of the computer as a useful tool. Students will acquaint themselves with the proper procedures to manage and organize document storage options for coursework, professional purposes, and personal use. Students will discover the underlying functionality of Windows Vista so they can become more productive and develop an exercise-oriented approach that allows learning by doing.

**BUSI 1600 Intro to Business (3 credit hours)** – This course includes a survey of the field of business organization and management and the scope, the nature, and the involvement of the problems of business.

**BUSI 1603 Intro to Finance (3 credit hours)** - This course provides an overview of major financial concepts in three major fields of finance; institutions, investments, financial management, and an integrated perspective on the interrelationships among them.

**BUSI 1608 Business Law I (3 credit hours)** - This course deals with legal aspects of business as expressed through contracts, agency, negotiable instruments, and sales.

**BUSI 1751 Small Business Records I (1 to 3 credit hours)** - This course stresses the importance of maintaining complete and accurate records in a small business as well as the importance of the ability to anticipate and adequately respond to short and long term financial needs. It is also designed to facilitate understanding of issues related to the money management needs of a small business, particularly in regards to banking and the use of a business plan to secure financing. Basic accounting procedures and financial statement preparation are also covered.

**BUSI 1780 Total Quality Management (3 credit hours)** – This course introduces the student to the management principles of the quality movement. It examines the cultural and global influences. Process management, systems thinking, customer-supplier relationships, continuous improvement, and customer satisfaction will be introduced in a service and manufacturing organization.

**BUSI 1783 Process Management (1 to 3 credit hours)** - This course will help individuals to apply the concepts and principles of process management in a service and manufacturing organization. These principles include implementing and managing company-wide quality practices, including standardization, measurement of processes, bench marking, continual process improvement, supplier quality, and employee involvement.

**BUSI 1803 Intro to Management (1 to 3 credit hours)** - A course in management principles and functions. The management theory is studied in the grouping of the basic management functions: planning, organizing, staffing, and controlling.

**BUSI 1804 Human Relations in Business (3 credit hours)** – Human relations is at the very core of managerial success. When human relation problems arise, management difficulties are then at hand and the profits picture of the organization is likely to suffer. Therefore, the main thrust of this course is to aid the student to understand the dynamics of human relations and to be able to deal with the problems that arise due to poor human relations.

**CHEM 1806 Chemistry I (5 credit hours)** – This course stresses the conceptual and mathematical approach to understanding inorganic general chemistry and prepares students to follow a science-oriented four-year program. It provides students with the necessary tools to handle problems of both a theoretical and practical nature. The students taking this course are usually declared chemistry, physics, engineering, pre-med, etc. majors. RESTRICTION: High School Algebra II or Permission of Instructor.

**Fulfills: Lab Science Requirement**

**CHEM 1808 Chemistry II (0 to 5 credit hours)** - This course stresses the conceptual and mathematical approach to understanding general chemistry and prepares the student to follow a science oriented four-year program. It provides students with the necessary tools to handle problems of both a theoretical and practical nature. The students taking this course are usually declared Chemistry, Physics, Engineering, Pre-Med, etc., majors. This course is a continuation of College Chemistry I.

**Prerequisite: CHEM 1806 College Chemistry I with a grade of C or better**

**COMM 1217 Nonverbal Communication (3 credit hours)** - This course is designed to help students become more aware of nonverbal communication as a vital factor in human communication by studying the research, practice, and principles underlying nonverbal behaviors. Topics include kinesics, proxemics, paralinguistics, haptics, and olfactics.

**COMM 1230 Public Speaking (3 credit hours)** – This course includes a study of the theoretical principles underlying effective communicative behavior, and the practical application of those principles in various communicative exercises and assignments. The course is designed to increase the awareness of the importance of speech communication in today’s society and develop competency of speakers.

**Fulfills: Oral Communication Requirement**

**COMM 1234 Persuasion (3 credit hours)** - Practical use and performance of persuasion in public speaking, as well as a careful analysis of persuasion and its related theories in the fields of politics, marketing, and public policy.

**ECON 1610 Principles of Macroeconomics (3 credit hours)** - An introduction to the basic history, principles, and problems of modern economics; determinants of national income, employment, resource allocation, and price level; the monetary and banking system; and economic instability.

**Fulfills: Social Science Requirement**

**ECON 1612 Principles of Microeconomics (3 credit hours)** - An introduction to the market mechanism, price and distribution theory, public policy, international growth, and contemporary economic issues.

**ECON 1615 Personal Finance (3 credit hours)** – This course is primarily concerned with the management of money from the viewpoint of the individual. Topics to be covered include the consumer’s credit buying, borrowing, saving and investing, the purchase of insurance, real estate and other major items, and the problems of taxation and wills.

**EDUC 1103 Student Success (1 to 3 credit hours)** – Introduction to the college experience through participation in small group meetings and informational lectures. Study of such topics as personal responsibility, college resources, academic skills, including communication and critical thinking, academic and career planning and goal setting, and social issues that challenge many college students.

**EDUC 1128 Foundations of Modern Education (3 credit hours)** - The course is designed to provide the student with the groundwork for entering the teaching profession. The course will address itself to the real issues in education and place the emphasis on where the action is and where it appears likely to be in education. Supervised laboratory experiences are an integral part of the course.

**ENGL 1120 English – Speak Other Languages (3 credit hours)** – This course provides beginning English language learners with an integrated English communication experience. Students will develop skills in speaking, listening, reading and writing. Areas of study and practice will include: commonly-used sounds, essential academic and social vocabulary, simple sentence structure, simple paragraphing, conversation, reading aloud, and public speaking. The class will also help new international students with their adjustment to attending college in the United States by addressing cultural differences, coping skills, and study skills.

**ENGL 1199 Principles of Grammar, Form & Style (3 credit hours)** - This course includes a study of the parts of speech, phrases, clauses, and sentence structure. The course is designed to help eliminate the most common errors found in writing by reviewing, acquiring and applying necessary skills, techniques, and attitudes. This course is especially helpful for English majors, for all students planning to enter any area of the teaching field, and for anyone seeking an in-depth study of the mechanics of the English language.

**ENGL 1204 English Composition I (3 credit hours)** – An approach to purposeful writing stressing self-expression through written communication by logical presentation of ideas with emphasis on content, organization, and mechanics.

**Fulfills: Humanities Requirement**

**Prerequisites: ENGL 1199 Principles Grammar Form & Style with grade C or better, or COMPASS.**

**ENGL 1205 Technical & Report Writing (3 credit hours)** – The course involves the study of various composition techniques vital to a technical or professional writer. Structure, terminology, and types of reports are studied in depth.

**Fulfills: Humanities Requirement**

**Prerequisite: ENGL Comp I**

**ENGL 1206 English Composition II (3 credit hours)** – This course builds on the skills mastered in the pre-requisite course and is a study of advanced problems in composition, emphasizing rhetorical and logical tools in argument development. A series of essays on controversial issue or problems. Which lead to a final documented research essay, will train students to both interpret evidence well and to argue persuasively. The course will increase the student’s ability to analyze and evaluate arguments and to express ideas clearly, concisely, logically, and persuasively.

**Fulfills: Humanities Requirement**

**Prerequisites: ENGL 1204 English Comp I with grade C or better.**

**GRPH 1048 Multimedia Presentation (3 credit hours)** - This course is designed to let the student experience multimedia technology. Presentation skills and design will be emphasized with the professional perspective on using graphics as an essential part of their regular work. This information is valuable whether the student is planning on becoming a graphics art professional, support staff member, information analyst, or presenter.

**GRPH 1070 Portable Document Formatting (Adobe) (3 credit hours)** – This course covers topics related to portable document formatting. Students will learn how to use software to convert documents from nearly any program to the Portable Document Format (PDF). Portable document formatting software is used to preserve the fonts, layout, colors, and graphics of any document, regardless of the program or platform used to create the document.

**Prerequisites: Basic knowledge of computers to include Windows XP Basics.**

**HIST 1400 American History to 1877 (3 credit hours)** – The history of America will be examined from the early arrival of the colonists through the American Civil War and its reconstruction period. Political, social, economic, cultural, and religious forces that have shaped American History will be studied. The course provides a foundation for understanding the basics of American History.

**Fulfills: Humanities Requirement**

**HIST 1402 American History 1877 – Present (3 credit hours)** – American History 1877 – Present is a study of social, economic, and political developments in American society from the end of the Civil War reconstruction (1877) to the present.

**Fulfills: Humanities Requirement**

**HIST 1406 History of Kansas (1 to 3 credit hours)** - A study of the cultural, social, economic, and political developments in Kansas society from pre-history to the present.

**HIST 1408 Western Civilization to 1500 (3 credit hours)** – The major trends in Western Civilization from ancient times through the Renaissance will be examined. The ideas and forces

that have produced major changes in western man's civilization will be emphasized.

**Fulfills: Humanities Requirement**

**HIST 1410 Western Civilization 1500-Present (3 credit hours)** – This course is a continuation of HIST 1408 Western Civilization to 1500. HIST 1410 will cover Western Civilization from 1500 to the present. It is the intent of the course to introduce students to the broad sweep of Western civilization. The course is focused on examining Western heritage from the historical perspective. The class will examine social history as a core element, but extensive attention is given to economic, political, cultural, and intellectual developments.

**Fulfills: Humanities Requirement**

**HIST 1416 American Military History (3 credit hours)** – This course is designed to present a balanced history of the Army from its beginnings through the post-Vietnam era, with appropriate attention to peacetime, as well as wartime, achievements.

**Fulfills: Humanities Requirement**

**HIST 1425 Women & The American Experience (3 credit hours)** – This course is an introduction to the history of women in America. The primary focus is that of the experience of American women in the areas of family life, economic life, and public life. Special attention will be given to the diversity of class, race, and region. Topics are covered which give women's history its distinctive character.

**Fulfills: Humanities Requirement**

**HIST 1460 Military History of the American Revolution (3 credit hours)** – This course presents the military history of the American Revolution through the detailed examination of the strategy, operations, battles, and leadership of the war.

**HIST 1461 Military History of the American Civil War (3 credit hours)** – This course present the military history of the American Civil War. While such topics as the cause of the war and the relative strengths and weaknesses of the North and South will be addressed, the focus of the course will be the major campaigns and battles of the Civil War. Campaign/battle studies will not consist merely of an examination of the events of the campaign/battle. They will include that of the course, but also a great deal more. In addition, they will include discussions of the events that precipitated each campaign/battle; examinations of the strategy, tactics, and leadership of the belligerents; and evaluations of the result of the battle on the belligerents.

**HIST 1462 Military History of the First World War (3 credit hours)** – This course presents the military history of World War I. As background for the war, this course will first examine the political, diplomatic, economic, and military events from 1914 to 1919 that led to the war. The course will then cover the major campaigns and battles in all the major theaters of the war. The campaign/battle studies will not consist merely of an examination of the events of each

campaign/battle, but will also examine the political, diplomatic, economic, and strategic context in which they occurred. Thus, the campaign/battle studies will address the events that precipitated each campaign/battle; the strategy, tactics, and leadership of the belligerents; and the result of the battle of the outcome of the war.

**HIST 1463 Military History of the Second World War (3 credit hours)** – This course presents the military history of World War II. As background for the war, this course will first examine the political, diplomatic, economic, and military events from 1919 to 1941 that led to war in both the Pacific and European Theaters. The course will then concentrate on the military, naval, and air campaigns and battles from 1941 to 1945. The course will then cover the major campaigns and battles in all the major theaters of the war. The campaign/battle studies will not consist merely of an examination of the events of each campaign/battle, but will also examine the political, diplomatic, economic, and strategic context in which they occurred. Thus, the campaign/battle studies will address the events that precipitated each campaign/battle; the strategy, tactics, and leadership of the belligerents; and the result of the battle of the outcome of the war.

**HIST 1465 Military History of the Vietnam War (3 credit hours)** – This course prevents the history of the Vietnamese War. As background for the war, this course will first examine the political, diplomatic, economic, and military events from 1914 that led to the development of the Vietnamese Nationalism and the American administrations. Military strategy will be discussed along with the political, diplomatic, and economic context in which it occurred. The anti-war movement, public opinion, literature and the media and the war will be discussed. Finally the peace accords, which may or may not have worked from this conflict, will be studied along with a look at the consequences of the conflict and lessons learned.

**HLTH 1248 Personal & Community Health (3 credit hours)** – The purpose of this course is to provide a personal appreciation, understanding, and awareness for good health and well being by analyzing the causes and effects of major health problems in our society today.

**JOUR 1700 Intro to Mass Media (3 credit hours)** -\_This course is designed to look at the media from a structural and descriptive point of view. It will stress the newspaper, television, and radio, and will show their role in our society.

**JOUR 1704 Beginning Reporting (3 credit hours)** - The basic journalistic writing course will cover news writing for all branches of the news media with emphasis on newspapers. It will emphasize gathering and writing actual news stories from campus and community resources.

**LANG 1900 Elementary German I (3 or 5 credit hours)** – An introductory course designed to develop the skills needed to communicate in German at a basic level in everyday situations. Throughout the course, emphasis will be placed on discussion skills, such as speaking, listening, and using cultural background information. Reading and writing skills, as well as a thorough study of basic grammatical structures, are also seen as essential to achieve the main objective of communication. Lab work, taped conversations, videos, and exercise accompanying the text reinforce classroom work. Supplementary materials to expand vocabulary and understanding of the German language cultures will be introduced at appropriate times.

**LANG 1902 Elementary German II (5 credit hours)** - This is the second semester of German and is a continuation of Elementary German I. This course is designed to develop the skills needed to communicate in German at the basic level in everyday situations. Throughout the course, emphasis will be placed on discussion skills, such as speaking, listening and using cultural background information. Reading and writing skills, as well as a thorough study of basic grammatical structures, are also seen as essential to achieve the main objective of communication. Lab work, taped conversations and exercises accompanying the text reinforce classroom work. Supplementary materials to expand vocabulary and understanding of the German language cultures will be introduced at appropriate times.

**Prerequisite:** LANG 1900 Elementary German I or 1 year of high school German

**LANG 1908 Elementary Spanish I (5 credit hours)** – An introductory course in Spanish in which four language skills are emphasized; initially listening and speaking, followed by reading and writing. Correct grammar, vocabulary, and pronunciation are stressed and mastered through exposure and practice in the language lab. Introduction to Hispanic culture and civilization through history, arts, literature, and cultural settings is included.

**LANG 1910 Elementary Spanish II (5 credit hours)** - A second semester in Spanish. Reading and writing skills are emphasized with listening and speaking skills included. Pronunciation is stressed. Some Hispanic culture is presented.

**Prerequisite:** LANG 1908 Elementary Spanish I or Spanish placement score of at least 370

**LEAD 1000 Introduction to Leadership Concepts (3 credit hours)** - This course studies leadership styles, skills, roles, and functions of leaders of organizations. Students will gain a broad understanding of the history and origins of leadership, theoretical approaches to leadership, and ethical issues facing contemporary leaders. Students will also develop a personal philosophy of leadership, an awareness of one's own style of leadership. This program integrates readings from the humanities, classic works of literature, contemporary multicultural writings, and experiential learning exercises with readings and discussions of traditional leadership theories.

**LIFE 1402 Biology (0 to 5 credit hours)** - The course introduces the student to the unifying principles common to all levels of biological organization. Emphasis is at the cellular, organism and population levels with inquiry into the nature of scientific investigation. This course is designed to provide students with a biological frame of reference in a liberal education as well as for students selecting additional courses in the department of biology.

**LIFE 1412 Principles of Microbiology (0 to 5 credit hours)** - Microbiology is the study of microorganisms and their role in the world around us. This course includes a study of bacteria in relation to their physiology, morphology, taxonomy, life cycles, and economic influences. The students will acquire skills in performing lab techniques involved in the culturing and studying of microorganisms. The course is designed to meet the requirements of those interested in biology and allied health programs.

**Prerequisite: Student must be eligible to enroll in ENGL 1204: English Composition I and MATH 1824: Intermediate Algebra**

**LIFE 1413/1414 Environmental Science w/ Lab (5 credit hours)** - A study of current environmental conditions, issues, and problems. Students will study the different types of ecosystems, the use and availability of natural resources, population dynamics, and environmental risks. Students will also explore possible solutions to such environmental issues such as global warming, acid rain, extinction of species, and energy waste by examining current specific and political thought.

**LITR 1212 The Short Story (3 credit hours)** - A careful examination of numerous short stories, for interest and artistic excellence. The purposes of this course are to increase the student's pleasure and sensitivity in short literature, to awaken interest materials and forms of fiction, and to increase understanding of the problems of life.

**MATH 1805 BASIC MATH (1 credit hour)** – An intensive developmental math course stressing whole numbers.

**MATH 1806 Technical Mathematics (3 credit hours)** - This course covers the mathematics needed by students enrolled in technical or trade programs. The emphasis will be on application in solving problems encountered in vocational fields; the student will be exposed to a broad coverage of arithmetic, algebra, geometry and basic statistics. The metric system and measurement techniques will also be covered.

**Prerequisites: MATH 1811 Prep math with grade C or better, or COMPASS**

**MATH 1809 Basic Applied Mathematics (3 credit hours)** - This course is for the college student whose grasp of basic arithmetic skills is currently weak or marginal. Competency at the college level in addition, subtraction, multiplication and division of integers, decimals and fractions as

well as ratio and percent will be emphasized. Many of the problems in the course notes will be applied to real world topics.

**MATH 1811 Prep Math (2 credit hours)** - This course is designed as a review for arithmetic fundamentals. Topics to be covered include addition, subtraction, multiplication, division, fractions, decimals, and percents.

**MATH 1819 Business Mathematics (3 credit hours)** - This course deals with fundamental mathematical concepts useful for business decision making. Students will learn the mathematics involved in discounts, markups and markdowns, banking, simple and compound interest, annuities, payroll, inventory and depreciation.

**Prerequisite: MATH 1811 Preparatory Math with grade C or better**

**MATH 1821 Basic Algebra (3 credit hours)** - Topics cover fundamental algebraic operations, factoring, algebraic fractions, linear & quadratic equations, exponents and radicals.

**Prerequisite: MATH 1811 Prep Math with grade C or better, or COMPASS**

**MATH 1824 Intermediate Algebra (3 credit hours)** - Topics include properties of real numbers, linear and quadratic equations, equations of lines, operations on polynomials and factoring, operations on rational expressions, functions, graphs of linear and quadratic functions, complex numbers, integer and rational exponents, radicals, systems of linear equations, and linear and quadratic inequalities.

**Prerequisite: MATH 1821 Basic Algebra with grade C or better, or COMPASS**

**MATH 1828 College Algebra (3 credit hours)** - A study of polynomial, rational, exponential, and logarithmic functions and their graphs; complex numbers, systems of equations and inequalities, and an introduction to matrices and determinants. Additional topics may include conic sections, partial fractions, sequence and series, discrete mathematics, probability, and the binomial theorem.

**Prerequisites: MATH 1824 Inter Algebra with grade C or better, or COMPASS**

**MATH 1829 Elements of Statistics (3 credit hours)** - The course will cover elementary descriptive statistics, probability, various distributions, confidence intervals, sampling methods, hypothesis testing, and correlation and regression.

**Prerequisites: MATH 1828 College Algebra with grade C or better**

**MATH 1830 Trigonometry (3 credit hours)** – A study of the trigonometric functions, identities, complex numbers, and solutions of triangles.

**Prerequisite: MATH 1828 College Algebra with grade C or better OR MATH 1826 with grade C or better**

**MATH 1831 Business Calculus (3 credit hours)** - A condensed study of differential and integral calculus with an emphasis on applications in the areas of business and economics.

**Prerequisite: MATH 1828 College Algebra with grade C or better**

**MATH 1832 Calculus I (5 credit hours)** - A study of limits, differentiation, definite and indefinite integration of polynomial, trigonometric, exponential, logarithmic and inverse trigonometric functions.

**Prerequisite: MATH 1830 Trigonometry with grade of C or better**

**MUSI 1002 Introduction to Music (3 credit hours)** – A humanities course designed for the non-music major. A background in music is not necessary for enrollment. Emphasis is placed on the development of competence in listening to music through the study of the sources, mediums, elements of music, musical forms, composers, and periods of music.

**OFTC 1600 Beginning Keyboarding (3 credit hours)** - Designed primarily for students desiring a personal use, keyboarding skill, or as the first course in a sequence leading to a vocational program. Emphasis is on touch techniques utilizing a variety of exercises, drills, and scheduled use of a keyboard lab to develop a firm foundation and reasonable speed on keyboarding.

**OFTC 1696 Word Processing Apps (3 credit hours)** - A course emphasizing the preparation of documents utilizing automated electronic text-editing word processing equipment and all the language arts skills necessary for accurate copy. Included will be creation, revision, printing, formatting, pagination, rulers, repetitive documents, hyphenation, spelling, error detection, list/merge processing, and related functions.

**OFTC 1697 Advance Word Processing Apps (3 credit hours)** - A course providing reinforcement and refining of automated electronic text-editing word processing equipment manipulation skills. Included will be problem solving applications involving major revision, merging text for multiple-page repetitive documents, tables, math functions, communications systems, related advanced functions, and specialized projects for students in specialized programs.

**PHIL 1602 Introduction to Philosophy (3 credit hours)** - A course designed to introduce the student to various intellectual problems and questions that have confronted mankind since his beginning. Philosophical problems as well as methods of solving these problems will be discussed. This course is designed to help the student understand the integral place philosophy has in institutions of higher learning.

**PHIL 1604 Ethics (3 credit hours)** - This course will examine the historical systems of ethical thought, considering the strengths and weakness of each in order to assist the student to understand the basis of ethical behavior and theories.

**PHIL 1605 Reason and Argument (3 credit hours)** - This course is a study of how we can (and do) reason about all aspects of our lives. Students learn how to both create logically consistent arguments and also to break down arguments presented by others so as to judge their logical validity. Special subjects in the course include inductive fallacies, generalization, induction, analogies, and cause/ effect, as well as a study of formal (or propositionally deductive) logic.

**PHSC 1400 Physical Science and Laboratory (5 credit hours)** - Physical Science is designed primarily for students other than those planning on mathematics or science majors. It is a lab course concerned with the concepts of matter and energy involved in the fields of physics, chemistry, astronomy, and earth science as well as introduction into the applied mathematics pertaining to each of these fields.

**Prerequisite: MATH 1821 Inter Algebra**

**PHSC 1404 Physical Geography (3 credit hours)** - A study of the geographic factors of our physical environments, including climate, terrain, soils, landforms, the seas, economic sources, cartographic elements and an introduction to regional studies.

**POLS 1800 Government of the United States (3 credit hours)** - A study of the constitution of the United States and the organizations, powers, and functions of the national government. In addition, current problems and policy and the role of the individual will be studied.

**POLS 1801 Introduction to Political Science (3 credit hours)** - This course is designed to elevate the political awareness of the student, as well as teach the inner and outer workings of all political systems at all levels.

**POLS 1804 International Relations (3 credit hours)** - A study of the fundamentals of the nation-state system; sovereignty, nationalism, diplomacy, collective security, the balance of power, and international organizations.

**Prerequisites: ANTH 1819 World & Regional Geography/HIST 1416 American Military History**

**PSYC 1000 General Psychology (3 credit hours)** - This course provides a broad overview of the theories and research findings associated with the scientific study of behavior and mental processes. Topics covered may include research techniques, the biological influences on behavior, development, sensation and perception, motivation and emotion, intelligence, consciousness, learning, memory, the role of psychological factors in health, personality, mental disorders and their treatment, and social influences on behavior.

**PSYC 1006 Abnormal Psychology (3 credit hours)** - This course will examine the criteria for normal and abnormal behavior by exploring the dynamics of their occurrence as well as their etiology, symptoms, diagnosis, and treatment. Topics covered include anxiety disorders, mood disorders, sexual dysfunctions and deviations, organic brain syndromes, and schizophrenia.

**PSYC 1012 Introduction to Counseling (3 credit hours)** - A study of counseling theories and strategies will be used as a basis for developing basic helping skills and effective listening techniques. This course is suggested for those interested in helping professions.

**Prerequisites: PSYC 1000 Gen Psychology**

**PSYC 1014 Developmental Psychology (1 to 3 credit hours)** - This course examines the theories, methodologies and data pertinent to the study of the individual across the life-span. Emphasis will focus on both the continuity and changes in behavior due to hereditary and environmental influences within infancy, early childhood, adolescence, adulthood, and late adulthood. Topics will include behavioral genetics, prenatal influences, physical maturation and aging, mental abilities, gender and sexuality, moral development, family and peer interactions, developmental disorders, as well as death and dying.

**Prerequisite: PSYC 1000 General Psychology with grade C or better**

**PSYC 1016 Social Psychology (3 credit hours)** - This course will be concerned with the forces on individual and group behavior in social situations. Topics will include the creation of attitudes and prejudice, persuasion and conformity, obedience to authority, group decision making, theories of aggressions and altruism, social cognition and perception and interpersonal attraction.

**PSYC 1018 Group Dynamics (3 credit hours)** - Theoretical interpretations of how and why groups and individuals interact. Instructional goals are to better acquaint the student with himself and others; to tune into his own feelings and attitudes and talk up so that optimal interpersonal communication and adequate ego-strength may be developed.

**PSYC 1033 Psychology of a Serial Killer (3 credit hours)** - This course critically examines serial killers from the psychological and sociological perspectives. Students will explore myths and facts associated with the most popular case examples. Additionally, the course will explore the psychopathology and development of serial killers as well as their portrayal in mass media and the effect on culture and society.

**PSYC 1057 Psychology of Sports (3 credit hours)** - This course examines psychology in the context of sports and athletics. Topics include leadership, motivational theories, goal-setting, stress, social facilitation, and personality. An understanding of sport and psychology will also draw from other endeavors and information provided that will be relevant for many areas and context.

**PSYC 1130 Death & Dying (3 credit hours)** - This course will provide a broad overview of the theories and data concerning death, grief, and bereavement throughout the life-span. Topics will include demographic trends in death rates, societal views of death and dying, cultural

and religious influences on dying, age differences in death experiences and coping, health care practices, and legal issues concerning death.

**RELI 1301 New Testament: Gospels (3 credit hours)** - A course designed to introduce the student to the English translations of the four gospels of the New Testament text: Matthew, Mark, Luke, and John. The text of the gospels will be studied almost exclusively rather than emphasizing a textbook about them. Each student will complete an individual exegesis of specific, difficult passages found in the gospels. Several New Testament commentaries will be studied to complete this assignment.

**RELI 1303 New Testament Literature: Acts & Epistles (3 credit hours)** - A course designed to introduce the student to the English translations of the Acts of the Apostles and some of the epistles of the New Testament literature. The texts of these New Testament books will be studied almost exclusively rather than emphasizing a textbook about them. The early history of the New Testament church will be studied along with principles and procedures of ethical conduct taught

**RELI 1311 World Religions (3 credit hours)** - A survey of the major religious systems of the world, including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam. Objectivity and impartiality are important characteristics of our study. We seek to understand the world's religions, not evaluate their comparative merits.

**SOCI 1100 Introduction to Sociology (3 credit hours)** - This course is the study of human social environments. Particular emphasis is given to the origin and nature of society and its institutions, general principles of sociology, and the influence of culture on the individual. Applications of these principles will be made to current social problems.

**SOCI 1102 Marriage and Family (3 credit hours)** - A survey of sociological research methods and theories used in the study of marriages/families. The affects of social change, gender theory, and contemporary global problems facing marriages/families will be considered.

**SOCI 1114 Human Sexuality (3 credit hours)** - This course is designed as a comprehensive overview of the entire field of sexuality and uses an interdisciplinary approach, which deals with the biological, psychological, and sociological aspects of sexuality. There is emphasis placed on factual dimensions as well as religious, moral, and ethical values and the social mores of the various cultural groups.

**Prerequisite: SOCI 1100 Intro to Sociology or PSYC 1000 General Psychology**

**SOCI 1129 Cross Cultural Awareness (3 credit hours)** - The purpose of the class is to assist students in developing an awareness of cultural background, attitudes, and experiences. The

class is also intended to create an awareness of one's own individual respect for human dignity and individual rights both for oneself and others in our increasingly pluralistic society.

**SOCI 1138 Women in Society (3 credit hours)** - The course examines ideas and concerns of different thinkers, academics, activists, and social critics that are expanding the boundaries of gender theory. Gender issues from the past, present, and future focusing on women, will be incorporated into an interdisciplinary approach with emphasis on the social sciences.

**STAT 1829 Elements of Statistics (0 to 3 credit hours)** - This course will cover elementary descriptive statistics, probability, various distributions, confidence intervals, sampling methods, hypothesis testing, and correlation and regression.

**Prerequisite: MATH 1828 College Algebra with a grade of C or better, OR MATH 1826 with grade C or better**

**THEA 1300 Introduction to Theatre (3 credit hours)** - This course is designed to create for the student an awareness of the skills, arts and sciences involved in the presentation of a play. Special emphasis is given to the problems of the actor and the director.

**THEA 1302 Acting I (3 credit hours)** - This course provides varied experiences for the student to apply the fundamental techniques to acting. This course is designed for the actor in the school or community who has begun to "act" in the sense that they have already been in several parts, but who has no real training and wish practical assistance in preparing a role of some proportions. This course is meant for the beginner before he has read widely in more advanced works or at least before he has developed from wide reading and experienced a workable system of his own.

**THEA 1315 Introduction to Film (3 credit hours)** - This course is an introduction and overview of the art of motion pictures including its social and cultural power for entertainment and communication purposes. Students will examine how films are produced and how directors employ various techniques for effect. They will learn of its development of those who made major contributions to the industry, of its impact in today's culture and especially how they can learn to watch films critically.

**THEA 1327 Creative Dramatics for Children (3 credit hours)** - Designed to provide an opportunity for students working with young children to participate in creating dramatics. Children's theater will discuss instructional and therapeutic purposes for the theater as well as interest and stimulate the imagination of the child.

**TRAD 1764 Leader Training Techniques (Military Leadership) (3 credit hours)** – This course is designed to help the supervisor develop effective management techniques. Class work and projects cover areas of management leadership dealing with the leadership formula,

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management skills, improving communication, the mutual reward theory, handling power with care and the decision making process.

**TRAD 1776 Technical Problems in Military Logistics (3 credit hours)** – This course provides an in-depth analysis of the Army's Logistics system and how it impacts on the small unit. This course is directed at the small unit junior leader and is intended to expose the student to various tactics, techniques and procedures available to increase the logistics posture of a unit. We will use a mechanized infantry company team as the primary teaching tool for this course. During the course we will examine classes of supply, the orders process, troop leading procedures, unit re-supply and supply accountability and evacuation.