

BCCC COURSE DESCRIPTIONS

ACCT 1614 - Accounting I

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.

BSTC 1001 - Introduction to Computers

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 telecommunications.

BSTC 1023 Data Base Management

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, switchboard forms, filters, select and action queries, reports and subreports, and macros. 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 intranet or the public Internet are explored. Database security issues are examined.

BSTC 1052 -Micro Comp Repair & Upgrade

This course will allow students to learn routine preventive maintenance for their PC including hardware troubleshooting, troubleshooting software, motherboard testing, adding replacement boards and peripherals, and upgrading the central processing unit. Students may bring their own microcomputers to class for evaluation and/or upgrades

BSTC 1600 - Beginning Keyboard

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 keyboarding techniques utilizing a variety of exercises, drills, and scheduled use of the keyboarding lab to develop a firm foundation and reasonable speed on keyboarding.

BSTC 1604 - Intermediate Keyboarding

Intermediate Keyboarding is designed and offered to those who have previous knowledge of keyboarding but who need practice and a review of the various aspects of the course, e.g. letters, envelopes, tabulations, legal papers, and practice on straight copy skill.

BSTC 1036 - Micro Apps I

This course is an introduction to the most common software applications and 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, spreadsheets, database systems, and other features found in current software packages. On course completion, students will understand common applications and be able to use selected features of these packages.

BSTC 1048 Multimedia Presentation

This course is designed to let the student experience multimedia technology. The student's ability to communicate information is directly related to their success as a professional. Multimedia can help them increase the effectiveness of presentations by incorporating text, graphics, sound, animation and video.

BSTC 1672 - Medical Terminology

Medical Terminology includes medical terms commonly encountered in the day-to-day activities of medically oriented students. Each lesson consists of prefixes, root words and/or suffixes, self-test, and a case history utilizing previously learned medical terminology. Because of the computer revolution in education, educators are being challenged to integrate the latest technology into the learning process in order to promote commitment to excellence in education and a high level of performance of future professionals. New alternative learning systems, one of which is distance education, are being developed to meet student needs. This course is designed to be taken on campus and supplemented by the Internet, CD-ROM, audiocassettes, and other supplemental activities. Therefore, there are a variety of options that the student has for learning Medical Terminology that is included in this learning package.

BSTC 1685 - Spreadsheet App

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, windows, generating graphs, and macros features. Planning techniques and potential uses of spreadsheets in business and industry will be discussed.

BSTC 1696 Word Processing

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, rulers, pagination, repetitive documents, spelling error detection, list/merge processing, and related functions.

BSTC 1697 - Advanced Word Processing

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.

BSTC 1780 - Total Quality Management

This course introduces the student to the management principles of the quality movement. It examines the cultural and global influences. Process management, systems thinking, variation and statistical thinking, customer-supplier relationships, continuous improvement, and customer satisfaction will be introduced in a service and manufacturing organization.

BSTC 1783 - Process Management

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.

BUSI 1751 - Small Business Records

This course stresses the importance of maintaining a 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.

COMM 1200 - Interpersonal Communication

This course is designed to help students develop skills in communication and to acquire an understanding of verbal and nonverbal communications as a vital human relations factor in our society.

COMM 1230 - Public Speaking

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.

ECON 1610-Macroeconomics

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.

ECON 1615 - Personal Finance

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.

ENGL 1200 - Business English

This course stresses correct word usage, grammatical structure, punctuation and mechanics, and gives the students practice in writing various types of business communications. The course is recommended for business students who need more experience in business English prior to their work experience.

ENGL 1202 - Fundamentals of Grammar

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, and for all students planning to enter any area of the teaching field.

ENGL 1204 - English Comp I

An approach to purposeful writing stressing self-expression through written communication by logical presentation of ideas with emphasis on content, organization, and mechanics.

ENGL 1206 - English Comp II

A study of advanced problems in composition emphasizing rhetorical skills constitutes the core of the course. A series of documented papers based on a central motif, as well as a final documented research paper, make up the semester's work. By design, the course increases the student's ability to express ideas in a clear, concise, logical sequence.

HZMT 1907 - EPA I

This course provides a detailed study of the U.S. Environmental Protection Agency regulations pertaining to hazardous waste management, with an emphasis on the requirements of RCRA and CERCLA.

HZMT 1915 - Contingency Planning

This course is designed to teach the students how to develop an emergency response contingency plan for a facility or community. Preparedness includes analyzing the hazards, writing and implementing the contingency plans, training employees for an emergency, and evaluating the effectiveness of the contingency plan.

HZMT 1917 - DOT Regulations

This course provides a detailed study of the U.S. Department of Transportation (DOT) regulations. Topics include identifying regulated materials, prepare shipping papers, inspection of packaging and label determination. Emphasis will be placed on interpretation of regulations used in the transportation and storage of hazardous materials.

HZMT 1919 - HAZWOPER

This course provides students with an overview of the requirements of 29 CFR 1910.120 for occupational health and safety workers who respond to hazardous waste and chemical spills. Topics include toxicology, chemical awareness, monitoring, personal protective equipment, safety, confined space entry, incident command, site control, medical surveillance, decontamination, safe work practices and emergency procedures.

HIST 1410-Western Civilization

This is a continuation of Western Civilization 1408 from the Renaissance to the present. Forces that have shaped Western man's contemporary world will be emphasized. Political, social, economic, and cultural forces of several movements will be examined.

MATH 1824 - Intermediate Algebra

Course Description: A study of real number properties, products and factoring, fractions, exponent and radicals, linear and quadratic equations, and systems of equations. A working knowledge of elementary algebra is necessary to begin the course.

MATH 1806 - Technical Math

Course Description: This course covers the mathematics needed by students enrolled in technical or trade programs. The emphasis will be on applications in solving problems. The student will be exposed to a broad coverage of arithmetic, algebra, geometry, trigonometry, probability, and statistics. The metric system and measurement techniques will also be covered.

HIST 1461 - American Civil War

This course presents 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 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.

HLTH 1248 - Personal and Community Health

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.

LANG 1900 - German

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 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.

LANG 1908 - Spanish

An introductory course in Spanish in which the 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.

LITR 1212 - Short Story

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 in materials and forms of fiction, and to increase understanding of the problems of life.

PHIL 1100 - Introduction to Philosophy

A course designed to introduce the student to various intellectual problems and questions that have confronted mankind since he was capable of reasoning. We will read about and discuss philosophical problems as well as methods of solving these problems. This course is designed to help the student understand the integral place philosophy has in relation to the arts and sciences currently stressed in all institutions of higher learning.

PHSC 1400 - Physical Science

A course designed primarily for students other than those planning on mathematics or science majors. It is concerned with the concepts of matter and energy involved in the fields of astronomy, chemistry, physics, and earth science as well as an introduction in applied mathematics pertaining to each of these fields

PHSC 1404 - Physical Geography

A study of the geographic factors of our physical environment, including climate, terrain, soils, landforms, the seas, economic sources, cartographic elements and an introduction to regional studies.

PSCY 1000 - General Psychology

This course will provide a broad overview of the theories and data associated with the scientific study of human behavior. Topics will include the biological bases of behavior, consciousness, human development, theories of learning, motivation, theories of personality, the symptoms, etiology and treatment of psychological disorders, as well as

individual and group social influences.

PSYC 1014 - Human Growth/Development

This course explores 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 heredity 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.

SOCI 1100 Introduction to Sociology

The course is a 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

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.

THEA 1327 - Theater for Children

This course is designed to provide students working with young children the opportunity to participate in creative dramatics. Children's theater will discuss instructional and therapeutic purposes for the theater as well as interest and stimulate the imagination of the child.