# 2016-2017 SMCC Catalog Addendum

**Associate in Applied Science in Business Management Credits: 67-68 Credits**

**Program Description:** The Associate in Applied Science (AAS) in Business Management program is to provide students with a basic inventory of skills and competencies that will meet their needs when they become practitioners in the field. Recognizing that many persons already involved in business and industry desire to improve their skills, the program also seeks to offer alternative for the increase of knowledge and the improvement of skills by current practitioners in the field.

**Program Notes:**
Students must earn a grade of "C" or better for each course listed in the Required Courses area.
+ indicates course has prerequisites and/or corequisites.

**Program Prerequisites: None**

**Required Courses: 30-31**

ACC107 Bookkeeping Theory and Practice (4) OR
ACC111 Accounting Principles I (3) 3-4

CIS105 Survey of Computer Information Systems 3
GBS131 Business Calculations 3
GBS151 Introduction to Business 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3
+ GBS233 Business Communication 3
MGT229 Management and Leadership I 3
+ MGT230 Management and Leadership II 3
MGT251 Human Relations in Business 3

MKT271 Principles of Marketing (3) OR
MGT276 Personnel/Human Resources Management (3) 3

**Restricted Electives: 12**

Students should select from the following courses in consultation with a Department Advisor:
MGT135 Purchasing Management 3
MGT253 Owning and Operating a Small Business 3
MGT275 Office Management and Procedures 3
MGT277 Labor Relations 3
MKT263 Advertising Principles 3
MKT267 Principles of Salesmanship 3

+ MGT296WA Cooperative Education (1) OR
+ MGT296WB Cooperative Education (2) OR
+ MGT296WC Cooperative Education (3) 1-3

**General Education Requirements: Credits 24-25**

**General Education Core Credits: 15**

| | |
|---|---|
| **First-Year Composition:** | **Credits: 6** |

+ENG101 First-Year Composition (3) AND
+ENG102 First-Year Composition (3) 6

| | |
|---|---|
| **Oral Communication:** | **Credits: 3** |

COM100 Introduction to Human Communication (3)
OR
COM110 Interpersonal Communication (3) OR
COM225 Public Speaking (3) OR
COM230 Small Group Communication (3) 3

| | |
|---|---|
| **Critical Reading:** | **Credits: 3** |

CRE101 Critical and Evaluative Reading I (3) OR
CRE111 Critical Reading for Business and Industry (3) OR
equivalent by assessment. 3

| | |
|---|---|
| **Mathematics:** | **Credits: 3** |

MAT102 Mathematical Concepts/Applications (3) OR
Equivalent by assessment OR satisfactory completion
of a higher level math course 3

| | |
|---|---|
| **General Education Distribution** | **Credits: 9-10** |

| | |
|---|---|
| **Humanities and Fine Arts:** | **Credits: 2-3** |

Any approved general education course in the
Humanities and Fine Arts area 2-3

| | |
|---|---|
| **Social and Behavioral Sciences:** | **Credits: 3**   Any |

approved general education course from the
Social and Behavioral Sciences area 3

| | |
|---|---|
| **Natural Sciences:** | **Credits: 4** |

Any approved general education course from the
Natural Sciences area 4

**Associate in Applied Science in General Business: Credits 61-66**

**Description:** The Associate in Applied Science (AAS) in General Business program is designed to meet the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business.

The program is designed to acquaint students with major subject areas of business, to improve the student`s business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. In addition, this program may aid a student in recognizing a specific business field to be pursued in future studies. Although many courses will transfer to a four-year institution, some courses do not. This curriculum is not designed to meet the needs of students who wish to transfer to a four-year institution. A Certificate of Completion (CCL) is also available.

**Program Notes:**
+ indicates course has prerequisites and/or corequisites.
Students must earn a grade of "C" or better in all courses required within the program.

**Program Prerequisites: None**

**Required Courses: 21**

ACC111 Accounting Principles I 3
CIS105 Survey of Computer Information Systems 3

GBS110 Human Relations in Business and Industry (3) OR
MGT175 Business Organization and Management (3) OR
MGT251 Human Relations in Business (3) 3

GBS151 Introduction to Business 3
GBS205 Legal, Ethical and Regulatory Issues in Business 3
+ GBS233 Business Communication 3

MKT271 Principles of Marketing 3

**Restricted Electives: 18**

Students should select eighteen (18) credits from the following courses.
Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.
ACC+++++ Any ACC Accounting course(s)
GBS+++++ Any GBS General Business course(s)
MGT+++++ Any MGT Management course(s)
MKT+++++ Any MKT Marketing course(s)
EPS+++++ Any EPS Entrepreneurial Studies course(s)
IBS+++++ Any IBS International Business course(s)
REA+++++ Any REA Real Estate course(s)
SBS+++++ Any SBS Small Business Management course(s)

CIS114DE Excel Spreadsheet 3
CIS117DM Microsoft Access: Database Management 3
CIS133DA Internet/Web Development Level I 3

**General Education Requirements: Credits 22-27**

**General Education Core Credits: 12-17**

**First-Year Composition:** **Credits: 6**
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3)

**Oral Communication:** **Credits: 3**
Any approved general education course in the Oral Communication area.

**Critical Reading:** **Credits: 0-3**
+ CRE101 College Critical Reading (3) OR
Equivalent by assessment 0-3

**Mathematics:** **Credits: 3-5**
+ MAT120 Intermediate Algebra (5) OR
+ MAT121 Intermediate Algebra (4) OR
+ MAT122 Intermediate Algebra (3)

**General Education Distribution:** **Credits: 10**

**Humanities and Fine Arts:** **Credits: 3**
Any approved general education course in the
the Humanities, Arts and Design area.

**Social and Behavioral Sciences:** **Credits: 3**   ECN211
Macroeconomic Principles (3) OR
ECN212 Microeconomic Principles (3) OR
SBU200 Society and Business (3)

**Natural Sciences:** **Credits: 4**
Any approved general education course in the
Natural Sciences area

**Certificate of Completion in Information Technology: Network Security Credits: 40-41**

**Program Description:** The Certificate of Completion (CCL) in Information Technology: Network Security program is designed to focus on the necessary skills required to secure a network including the security of various operating systems and network devices. Emphasis is placed on developing the theoretical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security disciplines which include both vendor-neutral and vendor-specific information technology (IT) security training. The Information Technology: Network Security program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry and government. An Associate in Applied Science (AAS) is also available.

**Program Notes:**
+ indicates course has prerequisites and/or corequisites.
++ indicates any module/suffixed courses.
Students must earn a grade of "C" or better in all courses within the program.
Students should select from the following courses in consultation with a Department Advisor.

**Program Prerequisites:**                                                        **Credits: 3**
CIS105 Survey of Computer Information Systems (3) OR permission of Program Director

**Required Courses: 37**

CIS126DL Linux Operating System 3
CNT140AA Introduction to Networks 4
+ CNT150AA Cisco - Routing and Switching Essentials 4
+ CNT160AA Scaling Networks 4
+ CNT170AA Cisco - Connecting Networks 4
+ CNT205 Cisco Certified Network Associate Security 4
+ CNT202 Cisco Secure Firewall Appliance Configuration 4
+ ITS110 Information Security Fundamentals 3
MST150++ Microsoft Windows (any MST 150-level suffixed course) 3
+ MST157DA Active Directory Windows Server Configuration 4

**Restricted Electives: 3-4**

Courses selected cannot apply in both Required Courses and Restricted Electives areas.

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
+BPC270 A+ Exam Prep: Operating System Configuration and Support 3
+ CIS238DL Linux System Administration 3
+CNT2++++ Cisco (Any CNT 200-level suffixed course) 4
+ MST15+++ Microsoft Windows (Any MST 150-level suffixed course) 3-4
+ MST2++++ Microsoft (Any MST 200-level suffixed course) 3-4

**Associate in Applied Science in Advanced Behavioral Health Sciences (3067): Credits 67-72**

**Description:** The Associate in Applied Science (AAS) in Advanced Behavioral Health Sciences/Recovery program is designed to prepare students for careers as behavioral health technicians, case managers, parent aides, family advocates, respite care workers, and paraprofessional counselors. The program includes courses designed to

provide students with the skills necessary to deliver basic, specialized, and comprehensive behavioral health services. The core focus of the program is practical training and service learning experiences. DISCLAIMER: *Students taking

**Program Notes:**
Students must earn a grade of "C" or better in all courses within the program.
+ indicates course has prerequisites and/or corequisites.
Student must select one of the following tracks in the
Restricted Electives area:
Track 1: Violence and Abuse Prevention Track
Track 2: Grief and Bereavement Recovery Track
Track 3: General Integrated Track

**Program Prerequisites: None**


**Required Courses: 38**

BPC101AA Introduction to Computers I 1
+BHS101 Introduction to Ethical Counseling Issues 3
BHS105 Introduction to Human Relations 2
BHS115 Group Dynamics 3
BHS/SWU130 Addictions and Substance Use
Disorders 3
+ BHS151 Communication Skills in Counseling I 3
+ BHS156 Supervised Practice I 3
+ BHS204 Counseling in Multicultural Setting 3
+ BHS205 Therapeutic Intervention Models 3
+ BHS215 Group Process 3
+ BHS260 Case Report Writing 1
+ BHS263 Applied Case Report Writing 1
+ BHS290 Child and Family Advocacy 3
PSY101 Introduction to Psychology 3
+ PSY240 Developmental Psychology (3) OR
+ PSY266 Abnormal Psychology (3) 3


**Restricted Electives: 10**

Note: Student must select one of the following three
(3) Tracks.
Track 1: Violence and Abuse Prevention Credits: 10
AJS101 Introduction to Criminal Justice 3
BHS265 Violence and Abuse Matters 2
+ BHS266 Violence and Abuse Counseling 3
BHS268 Grief and Bereavement Issues 2
Track 2: Grief and Bereavement Recovery Credits: 10
BHS168 Hospice Volunteer Training 2
BHS268 Grief and Bereavement Issues 2
+ BHS269 Grief Counseling Techniques 3

+ BHS281 Introduction to Art Therapy 3
Track 3: General Integrated Credits: 10
Select a total of 10 credits from the following courses:
+ BHS264 Understanding Trauma 3
BHS265 Violence and Abuse Matters 2
+ BHS266 Violence and Abuse Counseling 3
+ BHS267 Introduction to Play Therapy 3
BHS268 Grief and Bereavement Issues 2
+ BHS269 Grief Counseling Techniques 3
+ BHS270 Introduction to Dance and Movement
Therapy 3
+ BHS272 Managing Difficult Children 3
+ BHS281 Introduction to Art Therapy 3
+ BHS285 Facilitating Art Therapy Groups 3
STO289AC Using Storytelling In Healing Settings 1


## General Education Requirements: Credits 19-24

### General Education Core Credits: 12-17

**First-Year Composition:**                                                  **Credits: 6**
+ ENG101 First-Year Composition (3) OR
+ ENG107 First-Year Composition for ESL (3) AND
+ ENG102 First-Year Composition (3) OR
+ ENG108 First-Year Composition for ESL (3)

**Oral Communication:**                                                      **Credits: 3**
COM100 Introduction to Human Communication (3)
OR
COM100AA Introduction to Human Communication
Part I (1) AND
40
COM100AB Introduction to Human Communication
Part II (1) AND
COM100AC Introduction to Human Communication
Part III (1) OR
COM110 Interpersonal Communication (3) OR
COM230 Small Group Communication (3) 3

**Critical Reading:**                                                        **Credits: 0-3**
+ CRE101 College Critical Reading (3) OR
Equivalent by assessment 0-3

**Mathematics:**                                                             **Credits: 3-5**
Any approved general education course from the
Mathematics area. 3-5

**General Education Distribution:**                                          **Credits: 7**

**Humanities and Fine Arts:**                                               **Credits: 3**
Any approved general education course in the

the Humanities, Arts and Design area.

**Social and Behavioral Sciences:**                              **Credits: 0**          Met
by PSY101, PSY240 or PSY266 in the Required
Courses area.

**Natural Sciences:**                                            **Credits: 4**
Any approved general education course in the
Natural Sciences area