

Plane Geometry I

Study of constructions involving angles and polygons, and theorems and exercises illustrating the properties of angles and polygons. Prerequisite: Algebra II or equivalent.

Plane Geometry II

Study of the properties of circles; areas of polygons; and similar figures, ratios, and proportions. Prerequisite: Plane Geometry I or equivalent.

Solid Geometry

Study of the properties of three dimensional figures; and methods of calculating dimensions, areas, and volumes. Prerequisite: Plane Geometry II or equivalent.

Trigonometry

Study of properties of the trigonometric ratios, including graphing of trigonometric functions, and their use in calculations involving triangles. Prerequisite: Plane Geometry II or equivalent.

Advertising

A basic course covering newspaper, magazine, outdoor, direct mail, radio, television, and specialty advertising. The scope and purposes of advertising are considered with particular emphasis on the writing of copy and slogans, layout, packaging and labeling, testing of advertisements, and the study of advertising agencies, campaigns, and laws.

Bookkeeping I

An introduction to bookkeeping principles and their meaning when applied to a sole proprietorship. It is expected that upon completion of the course, the student will have a thorough understanding of such terms as debits, credits, assets, liabilities, proprietorship, profit and loss, journals, ledgers, trial balances, financial statements and other terms common to the subject.

Bookkeeping II

A continuation of the principles learned in Bookkeeping I with special emphasis on more advanced forms of financial statements with application to bookkeeping for a partnership. Accrued items, deferred charges, and reserves for depreciation are studied in detail.

Business English

This course is designed to meet the practical English needs of students in the business field. It includes a review of grammar, sentence structure, punctuation, paragraph construction, use of the dictionary, and spelling. Extensive work is done in the various areas of business letter writing, business reports, and annotation of business articles. A term paper or project is required in this course.

Commercial Law

An introduction to the fundamental principles of contracts, negotiable instruments, agency, real estate, personal property, and wills.

Office Management

Duties of the office manager of personnel, equipment and supplies.

R.I. 100. READING IMPROVEMENT. No credit. Five hours a week.

A course designed for students who wish to improve reading-study skills. How to study, how to take notes, and how to outline, receive attention. Exercises are given to increase speed of reading, to improve vocabulary, and to master word attack methods. Group instruction is given, but each person studies at his own level and receives individual attention as time allows.

Open to students from any division.

Retail Selling

Retailing from the point of view of the customer and the store manager.

Shorthand I

The principles of Gregg Shorthand Simplified with emphasis on the mastery of brief forms, the reading and writing of shorthand, and the taking of new-matter and familiar material. At the termination of this course, a student should meet a minimum speed requirement of 50 words per minute on new-matter material for three minute periods.

Shorthand II

This course is a continuation of Shorthand I with continued emphasis on developing speed and accuracy in the reading and writing of shorthand. Further emphasis is placed on the development of writing new outlines in accordance with Gregg theory, and the introduction to transcription techniques and practices. At the termination of the course, a student should meet a minimum speed requirement of 60 words per minute on new-matter material for five minute periods. Prerequisite: Shorthand I or its equivalent.

Shorthand III

This course encompasses the development of the ability to write new-matter dictation, the improvement of transcription techniques, and the increased emphasis of developing speed and accuracy in transcription on the typewriter of new-matter dictation. At the termination of the course, a student should meet a minimum speed requirement of 70 words per minute on new-matter material for five minute periods with a minimum transcription rate of 20 words per minute. Prerequisites: Shorthand II and Typing II or their equivalents.

Typewriting I

A course for beginners in typewriting. The keyboard is mastered through manual exercises and drills. Business letter forms and simple tabulation problems are introduced. It is expected that the student will attain a minimum speed of 25 words a minute upon completion of the course.

Typewriting II

Continuation of Typewriting I with increased emphasis on typing techniques. The various forms of business letters, manuscripts, rough drafts, and other reports are included along with accuracy and production tests.

Typewriting III

Production techniques and project typing are emphasized with increased accuracy and speed expected as a result of the additional experience.

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