

ASSOCIATE DEGREES & CERTIFICATES

MacCormac College offers programs that lead to associate degrees and certificates. Completing an associate of science provides students with a number of important benefits that make their investment in education valuable.

PROGRAMS

DEGREES / CERTIFICATES

ACCOUNTING	ASSOCIATE OF SCIENCE
BUSINESS ADMINISTRATION	ASSOCIATE OF SCIENCE / CERTIFICATE
BUSINESS OFFICE TECHNOLOGY	ASSOCIATE OF SCIENCE / CERTIFICATE
COMPUTER INFORMATION SYSTEMS	ASSOCIATE OF SCIENCE / CERTIFICATE
COURT REPORTING	ASSOCIATE OF APPLIED SCIENCE
INTERNATIONAL BUSINESS Emphasis on Trade	ASSOCIATE OF SCIENCE / CERTIFICATE
INTERNATIONAL BUSINESS Emphasis on Language Skills	ASSOCIATE OF SCIENCE / CERTIFICATE
LEGAL OFFICE TECHNOLOGY	ASSOCIATE OF SCIENCE / CERTIFICATE
MEDICAL OFFICE TECHNOLOGY	ASSOCIATE OF SCIENCE / CERTIFICATE
PARALEGAL STUDIES	ASSOCIATE OF SCIENCE
TRAVEL AND HOSPITALITY	ASSOCIATE OF SCIENCE / CERTIFICATE

**ACCOUNTING MAJOR
Leading to the
Associate of Science Degree**

Accountants speak and interpret the language of business. MacCormac's accounting curriculum is designed to reflect the vast changes in the role accountants play in the world. The program is integrative. The goal is to prepare students to be professional accountants while improving communications, interpersonal, computer and critical thinking skills. Accountants are not only auditors, but also advisors and planners. MacCormac's curriculum includes not only analytical data, but also case studies as well, for a very practical, integrated approach. MacCormac combines the tools of accounting with business sense.

Accounting Learning Outcomes

Accounting Graduates should be able to:

- Speak and understand accounting terminology
- Complete the accounting cycle for the services industry and merchandising industry
- Analyze and interpret business transactions
- Prepare cost statements to assist management in the business decision making process
- Understand job costing, process costing, and complete the process cost report
- Understand tax laws and complete business and individual tax returns

		Cr. Hrs.
ACCT1050	Financial Accounting Principles I	3
ACCT1051	Financial Accounting Principles II	3
ACCT2010	Intermediate Accounting I	3
ACCT2020	Intermediate Accounting II	3
ACCT1060	Managerial Accounting	3
ACCT2050	Income Taxation	3
BUS1200	Introduction to Business	3
CIS1150	Introduction to Business Computing	3
CIS 1170	Advanced Business Computing II	3
ECON2210	Macroeconomics	3
ECON2220	Microeconomics	3
LAW1600	Business Law	3
MATH1500	Statistics	3
ENG1010	College Composition I	3
ENG1020	College Composition II	3
SPE2110	Speech Communication	3
PHIL2050	Introduction to Ethics	3
HIST1020	Western Civilization II	3
SOC2010	Introduction to Sociology	
	OR	
PSY1010	Introduction to Psychology	3
BIO1010	Man and the Environment	
	OR	
EAR1010	Introduction to Earth Science	4
Total Credits for Accounting Degree		61

BUSINESS ADMINISTRATION CERTIFICATE

Business Administration majors complete a general business curriculum that prepares them for a career in business. Students receive a foundation in business studies including accounting, management, marketing, global business and economics.

Business Administration Learning Outcomes

Business Administration Graduates should be able to:

- Effectively communicate with business professionals through personal interaction, email, telephone, and written communication
- Assemble and analyze balance sheet accounts, and income statement accounts
- Create a personal web page
- Make culturally correct decisions when presented with a diverse marketing characteristic
- Demonstrate awareness of the breadth of the numerous aspects of business as well as the opportunities contained within
- Identify the top ten trading partners of the U.S. and a distinguishing characteristic of each

Business Administration Certificate (30 credit hours):

	Cr. Hrs.
ACCT1050 Financial Accounting Principles I	3
ACCT1060 Managerial Accounting	3
BUS1200 Introduction to Business	3
BUS2500 Human Resource Management	3
BUS2460 Small Business Management	3
BUS2550 Principles of Management	3
CIS1150 Introduction to Business Computing	3
CIS1160 Advanced Business Computing I	3
ENG1010 College Composition I	3
LAW1600 Business Law	3
Total Credits	30

**BUSINESS ADMINISTRATION MAJOR
Leading to the
Associate of Science Degree**

Business Administration majors complete a general business curriculum that prepares them for a career in business. Students receive a foundation in business studies including accounting, management, marketing, global business and economics. Many MacCormac graduates continue their education at four-year institutions.

Business Administration Learning Outcomes

Business Administration Graduates should be able to:

- Effectively communicate with business professionals through personal interaction, email, telephone, and written communication
- Assemble and analyze balance sheet accounts and income statement accounts
- Create a personal web page
- Make culturally correct decisions when presented with a diverse marketing characteristic
- Demonstrate awareness of the breadth of the numerous aspects of business as well as the opportunities contained within
- Identify the top ten trading partners of the U.S. and a distinguishing characteristic of each

		Cr. Hrs.
ACCT1050	Financial Accounting Principles I	3
ACCT1060	Managerial Accounting	3
BUS1200	Introduction to Business	3
BUS2400	Principles of Marketing	3
BUS2550	Principles of Management	3
CIS1150	Introduction to Business Computing	3
CIS1160	Advanced Business Computing I	3
CIS 1170	Advanced Business Computing II	3
ECON2210	Macroeconomics	3
ECON2220	Microeconomics	3
ENG1010	College Composition I	3
ENG1020	College Composition II	3
LAW1600	Business Law	3
BUS2510	Intro. to International Business	3
MATH1500	Statistics	3
PHIL 2050	Introduction to Ethics	3
SPE2110	Speech Communication	3
HIST1020	Western Civilization II	3
PSY1010	Introduction to Psychology	
	OR	
SOC2010	Introduction to Sociology	3
BIO1010	Man and the Environment	
	OR	
EAR1010	Introduction to Earth Science	4

Total Credits for Business Degree 61

BUSINESS OFFICE TECHNOLOGY CERTIFICATE

Administrative support jobs can open the door to the business world. Students in MacCormac's Business Office Technology Certificate Program, blend understanding of technology with communication, writing, language, organizational and time-management skills. The certificate encompasses accounting, business, management, composition, computer and office systems, social science and law courses to support and manage any office operation. The preparation is high tech, utilizing the latest in computer software that includes Web Design /HTML, Excel, Access and PowerPoint.

Business Office Technology Learning Outcomes

Business Office Technology Graduates should be able to:

- Effectively communicate with business professionals through personal interaction, email, telephone, and written communication
- Use Microsoft Office suite of applications to create, edit, print, and revise various types of professional documents in MS Word, MS Excel, MS PowerPoint, and MS Access
- Demonstrate awareness of the breadth of the numerous aspects of business as well as the opportunities contained within
- Use specialized knowledge of technology in all real time business applications

Business Office Technology Certificate (30 credit hours):

		Cr. Hrs.
BUS1200	Introduction to Business	3
CIS1150	Introduction to Business Computing	3
CIS1160	Advanced Business Computing I	3
CIS1170	Advanced Business Computing II	3
CIS1180	Web Design/HTML	3
ENG1010	College Composition I	3
ENG1020	College Composition II	3
OT1710	Office Procedures	3
OT1720	Office Simulation	3
OT1810	Document Formatting	3
Total Credits		30

BUSINESS OFFICE TECHNOLOGY MAJOR
Leading to an
Associate of Science Degree

Administrative support jobs can open the door to the business world. Students in MacCormac's Associate of Science Degree Program blend understanding of technology with communication, writing, language, organizational and time management skills. The degree encompasses accounting, business, management, composition, computer and office systems, social science and law courses to support and manage any office operation. The preparation is high tech, utilizing the latest in computer software that includes Web Design/HTML, Excel, Access and PowerPoint.

Business Office Technology Learning Outcomes

Business Office Technology Graduates should be able to:

- Effectively communicate with business professionals through personal interaction, email, telephone, and written communication
- Use Microsoft Office suite of applications to create, edit, print, and revise various types of professional documents in MS Word, MS Excel, MS PowerPoint, and MS Access
- Demonstrate awareness of the breadth of the numerous aspects of business as well as the opportunities contained within
- Use specialized knowledge of technology in all real time business applications

		Cr. Hrs.
ACCT1050	Financial Accounting Principles I	3
ACCT2050	Income Taxation	3
BUS1200	Introduction to Business	3
BUS2550	Principles of Management	3
CIS1150	Introduction to Business Computing	3
CIS1160	Advanced Business Computing I	3
CIS1170	Advanced Business Computing II	3
CIS1180	Web Design/HTML	3
ECON2210	Macroeconomics	3
ENG1010	College Composition I	3
ENG1020	College Composition II	3
LAW1600	Business Law	3
OT1720	Office Simulation	3
OT1810	Document Formatting	3
OT2710	Legal Transcription	3
PHIL 2050	Introduction to Ethics	3
SPE2110	Speech Communication	3
HIST1020	Western Civilization II	3
PSY1010	Introduction to Psychology	3
	OR	
SOC2010	Introduction to Sociology	3
BIO1010	Man and the Environment	3
	OR	
EAR1010	Introduction to Earth Science	4
Total Credits for Business Office Technology Degree		61

COMPUTER INFORMATION SYSTEMS CERTIFICATE

Information Systems Professionals continue to perform a crucial role in our technologically oriented society. Students who obtain knowledge in the use of computers and information management methods to solve business problems will have a tremendous advantage in the job market. The programs at MacCormac College in Computer Information Systems prepare students to use computer technology in business-related activities.

Computer Information Systems Learning Outcomes

CIS Graduates should be able to:

- Understand computer jargon and the specialized terminology of the Internet
- Evaluate sources of information using the Internet as a research tool
- Use Microsoft Office suite of applications to create, edit, print, and revise various types of professional documents in MS Word, MS Excel, MS PowerPoint, and MS Access
- Use and understand various e-mail programs, file transfer programs, newsgroup and bulletin board programs
- Create a web site using HTML
- Understand computer programming languages and computer operating systems
- Demonstrate knowledge of the various types of computer related careers

Computer Information Systems Certificate (30 credit hours)

	Cr. Hrs.
CIS1150	Introduction to Business Computing 3
CIS1160	Advanced Business Computing I 3
CIS1170	Advanced Business Computing II 3
CIS1180	Web Design/HTML 3
CIS1600	Introduction to Programming 3
CIS2200	Database Management 3
CIS2310	Intro. to Java 3
CIS2550	Network Administration 3
ENG1010	College Composition I 3
MATH1500	Statistics 3
Total Credits	30

COMPUTER INFORMATION SYSTEMS MAJOR
Leading to the
Associate of Science Degree

Information Systems Professionals continue to perform a crucial role in our technologically oriented society. Students who obtain knowledge in the use of computers and information management methods to solve business problems will have a tremendous advantage in the job market. The programs at MacCormac College in Computer Information Systems prepare students to use computer technology in business-related activities.

Computer Information Systems Learning Outcomes

CIS Graduates should be able to:

- Understand computer jargon and the specialized terminology of the Internet
- Evaluate sources of information using the Internet as a research tool
- Use Microsoft Office suite of applications to create, edit, print, and revise various types of professional documents in MS Word, MS Excel, MS PowerPoint, and MS Access
- Use and understand various e-mail programs, file transfer programs, newsgroup and bulletin board programs
- Create a web site using HTML
- Understand computer programming languages and computer operating systems
- Demonstrate knowledge of the various types of computer related careers

		Cr. Hrs.
ACCT1050	Financial Accounting Principles I	3
CIS1150	Introduction to Business Computing	3
CIS1160	Advanced Business Computing I	3
CIS1170	Advanced Business Computing II	3
CIS1180	Web Design/HTML	3
CIS1600	Introduction to Programming	3
CIS2200	Database Management	3
CIS2310	Intro. to Java	3
CIS2550	Network Administration	3
ECON2210	Macroeconomics	3
ECON2220	Microeconomics	3
ENG1010	College Composition I	3
ENG1020	College Composition II	3
LAW1600	Business Law	3
MATH1500	Statistics	3
PHIL 2050	Introduction to Ethics	3
SPE2110	Speech Communication	3
HIST1020	Western Civilization II	3
PSY1010	Introduction to Psychology	3
	OR	
SOC2010	Introduction to Sociology	3
BIO1010	Man and the Environment	3
	OR	
EAR1010	Introduction to Earth Science	4
Total Credits for CIS Degree		61

COURT REPORTING MAJOR
Leading to the
Associate in Applied Science Degree

Court Reporters are the quiet professionals who capture, protect, and preserve the court's record by recording the verbatim proceedings in court or during pre-trial depositions, which they translate into a transcript for use by court officials and attorneys.

Computers have expanded career potential in Realtime Writing. Today's court reporters not only work in courtrooms or at agencies, but can now pursue careers as captioning experts, rapid-text entry operators, or assist hearing-impaired students using CART who follow along on computer screens.

Students seeking a degree in the Court Reporting Program complete a supervised internship affording them an opportunity to define career goals, gain experience, and acquire self-confidence.

Students receive preparation for the state Certified Shorthand Reporter (CSR) and the Registered Professional Reporter (RPR) certification exams. Students obtain experience with Realtime Reporting during core classes.

Court Reporting Learning Outcomes

Court Reporting Graduates should be able to:

- Demonstrate listening and concentration skills to aid in machine shorthand writing
- Demonstrate proficiency in writing legal, medical and technical terminologies
- Demonstrate the ability to apply all punctuation, grammar, and spelling principles in transcription work
- Demonstrate knowledge of local, national and international current events
- Demonstrate expertise in the appropriate speeds and all theory principles
- Demonstrate knowledge of the Code of Professional Ethics in court reporting

***The Court Reporting Program
at MacCormac College
is the oldest program in the
United States (1912)***

COURT REPORTING MAJOR

		Cr. Hrs.
CR1001	Touch Shorthand Theory I	6
CR1002	Touch Shorthand Theory II	6
CR1100	Introduction to Court Reporting	6
CR1200	Beginning Court Reporting I	6
CR1400	Beginning Court Reporting II	6
CR1500	Computer-Aided Transcription	3
CR1600	Intermediate Court Reporting I	6
CR1800	Intermediate Court Reporting II	6
CR1980	Court Reporting Internship	1
CR2000	Advanced Court Reporting I	6
CR2250	Advanced Court Reporting II	6
CR2760	Court Procedures	3
ENG1010	College Composition I	3
ENG1020	College Composition II	3
LAW1600	Business Law	3
LAW1660	Legal Terminology	3
MED1660	Medical Terminology	3
CIS1150	Introduction to Business Computing	3

Total Credits for Court Reporting Degree 79

GRADUATION REQUIREMENTS

1. Pass three 5-minute TWO-VOICE TESTIMONY tests at 225 words per minute at 95% accuracy; three 5-minute JURY CHARGE tests at 200 words per minute at 95% accuracy; and three 5-minute LITERARY tests at 180 words per minute at 95% accuracy.
2. Internship: Complete 40 hours of actual writing time in court or at depositions.
3. Court Reporting Majors must complete all other MacCormac College graduation requirements.

*The Court Reporting Program at
MacCormac College has been approved
for five years by the Committee on
Approved Student Education (CASE) of
the National Court Reporters Association
(NCRA)*

INTERNATIONAL BUSINESS CERTIFICATE
Emphasis on International Trade

Information and technology continue to make the world a smaller place with a global economy growing at a rate much faster than the U.S. economy. It is increasingly important for business students to be able to understand the impact of world events as they relate to an expanding global economy.

Knowledge of the international marketplace is a requirement in the job market. Students of the International Business Certificate Program find employment in many industries and government agencies. They are prepared for a career in the logistics industry as well as customs brokers and freight forwarders. This specialization allows students to join the growing fields of banking, distribution and marketing.

International Business with Emphasis on International Trade Learning Outcomes

International Business Graduates should be able to:

- Identify the major regional trade networks such as NAFTA, EU, Mercosur
- Demonstrate knowledge of the major political parties and heads of state of the leading U.S. trading partners
- Demonstrate knowledge of the cultural traits of major developed and developing countries
- Prepare a set of documents to accompany an international transaction
- Communicate effectively with foreign business persons via personal interaction, e-mail, and telephone

International Business With Emphasis on International Trade Certificate (30 credit hours):

	Cr. Hrs.
ACCT1050 Financial Accounting Principles I	3
BUS2510 Intro. to International Business	3
BUS2400 Principles of Marketing	3
BUS2540 International Trade	3
BUS2550 Principles of Management	3
BUS1200 Introduction to Business	3
CIS1150 Introduction to Business Computing	3
ENG1010 College Composition I	3
GEOG2010 Human Geography	3
LAW1600 Business Law	3
Total Credits	30

**INTERNATIONAL BUSINESS MAJOR
Emphasis on International Trade
Leading to the
Associate of Science Degree**

Information and technology continue to make the world a smaller place with a global economy growing at a rate faster than the U.S. economy. It is increasingly important for business students to understand the impact of world events as they relate to an expanding global economy.

Knowledge of the international marketplace is a requirement in the job market. Students of the International Business Associate Degree Program find employment in many industries and government agencies. They are prepared for a career in the logistics industry as well as customs brokers and freight forwarders. This specialization allows students to join the growing fields of banking, distribution and marketing. Many International Business graduates continue their education at four-year institutions.

International Business with Emphasis on International Trade Learning Outcomes
International Business Graduates should be able to:

- Identify the major regional trade networks such as NAFTA, EU, Mercosur
- Demonstrate knowledge of the major political parties and heads of state of the leading U.S. trading partners
- Demonstrate knowledge of the cultural traits of major developed and developing countries
- Prepare a set of documents to accompany an international transaction
- Communicate effectively with foreign business persons via personal interaction, e-mail, and telephone

		Cr. Hrs.
ACCT1050	Financial Accounting Principles I	3
BUS1200	Introduction to Business	3
BUS2400	Principles of Marketing	3
BUS 2460	Small Business Management	3
BUS2510	Intro. to International Business	3
BUS2540	International Trade	3
BUS2550	Principles of Management	3
CIS1150	Introduction to Business Computing	3
CIS1170	Advanced Business Computing II	3
LAW1600	Business Law	3
ECON2210	Macroeconomics	3
ECON2220	Microeconomics	3
ENG1010	College Composition I	3
ENG1020	College Composition II	3
SPE2110	Speech Communication	3
GEOG2010	Human Geography	3
PHIL2050	Introduction to Ethics	3
HIST1020	Western Civilization II	3
PSY1010	Introduction to Psychology	
	OR	
SOC2010	Introduction to Sociology	3
BIO1010	Man and the Environment	
	OR	
EAR1010	Introduction to Earth Science	4
Total credits for International Business Major		61

INTERNATIONAL BUSINESS CERTIFICATE
Emphasis on Language Skills

MacCormac College offers International Business students the opportunity to pursue an Emphasis in Language Skills. In the growing global economy, it is increasingly important for students to be able to do business in various countries, which have unique business cultures and languages. Students develop an understanding of the world's economy and business practices enabling them to participate successfully in today's challenging international marketplace.

International Business with Emphasis on Language Skills Learning Outcomes

International Business Graduates should be able to:

- Effectively communicate with business professionals through personal interaction, e-mail, telephone, and written communication
- Demonstrate awareness of the breadth of the numerous aspects of business as well as the opportunities contained within
- Demonstrate knowledge of the cultural traits of major developed and developing countries
- Demonstrate the ability to write, read, and speak more confidently, clearly, correctly, and creatively
- Demonstrate familiarity with current technological processes

International Business (Language Skills) Certificate (30 credit hours)

	Cr. Hrs.
ACCT1050 Financial Accounting Principles I	3
BUS2510 Introduction to International Business	3
BUS2400 Principles of Marketing	3
BUS1200 Intro. to Business	3
BUS2550 Principles of Management	3
CIS1150 Introduction to Business Computing	3
ECON2210 Macroeconomics	3
ENG1010 College Composition I	3
GEOG 2010 Human Geography	3
LANG Elective	3
Total Credits	30

**INTERNATIONAL BUSINESS MAJOR
Emphasis on Language Skills
Leading to the
Associate of Science Degree**

MacCormac College offers International Business students the opportunity to pursue an Emphasis in Language Skills. In the growing global economy, it is increasingly important for students to be able to do business in various countries, which have unique business cultures and languages. Students develop an understanding of the world's economy and business practices enabling them to participate successfully in today's challenging international marketplace.

International Business with Emphasis on Language Skills Learning Outcomes

International Business Graduates should be able to:

- Effectively communicate with business professionals through personal interaction, e-mail, telephone, and written communication
- Demonstrate awareness of the breadth of the numerous aspects of business as well as the opportunities contained within
- Demonstrate knowledge of the cultural traits of major developed and developing countries
- Demonstrate the ability to write, read, and speak more confidently, clearly, correctly, and creatively
- Demonstrate familiarity with current technological processes

INTERNATIONAL BUSINESS MAJOR

		Cr. Hrs.
ACCT1050	Financial Accounting Principles I	3
GEOG2010	Human Geography	3
BUS1200	Introduction to Business	3
BUS2400	Principles of Marketing	3
BUS2510	Intro. to International Business	3
BUS2540	International Trade	3
BUS2550	Principles of Management	3
CIS1150	Introduction to Business Computing	3
ECON2210	Macroeconomics	3
ENG1010	College Composition I	3
ENG1020	College Composition II	3
PHIL2050	Introduction to Ethics	3
SPE2110	Speech Communication	3
MATH1500	Statistics	3
OT	Elective	
	OR	
SPE2120	American English	3
SOC2010	Introduction to Sociology	
	OR	
PSY1010	Introduction to Psychology	3
BIO1010	Man and the Environment	
	OR	
EAR1010	Introduction to Earth Science	4
LANG Electives:		12
CHINESE	1110	3
ENGLISH	1001	3
ENGLISH	1002	3
ENGLISH	1003	3
ENGLISH	1004	3
ENGLISH	1005	3
ENGLISH	1006	3
FRENCH	1110	3
GERMAN	1110	3
ITALIAN	1110	3
JAPANESE	1110	3
POLISH	1110	3
RUSSIAN	1110	3
SPANISH	1110	3
Total Credits International Business Degree		64

LEGAL OFFICE TECHNOLOGY CERTIFICATE

Attorneys rely on their legal staff to assume responsibilities for many law office tasks. This program prepares students to work in law firms, legal departments of large commercial organizations and legal bureaus of state and national governments.

Legal Office Technology Learning Outcomes

Legal Office Technology Graduates should be able to:

- Effectively communicate with legal professionals through personal interaction, email, telephone, and written communication
- Use Microsoft Office suite of applications to create, edit, print, and revise various types of professional documents in MS Word, MS Excel, MS PowerPoint, and MS Access
- Demonstrate awareness of the breadth of the numerous aspects of the legal field as well as the opportunities contained within
- Use specialized knowledge of technology in all real time legal applications

Legal Office Technology Certificate (30 credit hours):

		Cr. Hrs.
ACCT1050	Financial Accounting Principles I	3
CIS1150	Introduction to Business Computing	3
CIS1160	Advanced Business Computing I	3
CIS1170	Advanced Business Computing II	3
ENG1010	College Composition I	3
LAW1600	Business Law	3
LAW1660	Legal Terminology	3
LAW2700	Legal Procedures & Documents	3
LAW2830	Civil Litigation and Procedures	3
OT2710	Legal Transcription	3
Total Credits		30

LEGAL OFFICE TECHNOLOGY MAJOR
Leading to the
Associate of Science Degree

Attorneys rely on their legal staff to assume responsibilities for many law office tasks. This program prepares students to work in law firms, legal departments of large commercial organizations and legal bureaus of state and national governments.

Legal Office Technology Learning Outcomes

Legal Office Technology Graduates should be able to:

- Effectively communicate with legal professionals through personal interaction, email, telephone, and written communication
- Use Microsoft Office suite of applications to create, edit, print, and revise various types of professional documents in MS Word, MS Excel, MS PowerPoint, and MS Access
- Demonstrate awareness of the breadth of the numerous aspects of the legal field as well as the opportunities contained within
- Use specialized knowledge of technology in all real time legal applications

		Cr. Hrs.
LAW1600	Business Law	3
LAW1660	Legal Terminology	3
LAW1800	Torts Law	3
LAW2700	Legal Procedures & Documents	3
LAW2830	Civil Litigation and Procedures	3
ACCT1050	Financial Accounting Principles I	3
ACCT2050	Income Taxation	3
CIS1150	Introduction to Business Computing	3
CIS1160	Advanced Business Computing I	3
CIS1170	Advanced Business Computing II	3
CIS1180	Web Design/HTML	3
ECON2210	Macroeconomics	3
ENG1010	College Composition I	3
ENG1020	College Composition II	3
LAW2720	Legal Research and Writing I	3
PHIL2050	Introduction to Ethics	3
SPE2110	Speech Communication	3
HIST1020	Western Civilization II	3
PSY1010	Intro. to Psychology	
	OR	
SOC 2010	Intro. to Sociology	3
BIO1010	Man and the Environment	
	OR	
EAR1010	Introduction to Earth Science	4
Total Credits for Legal Office Technology Degree		61

MEDICAL OFFICE TECHNOLOGY CERTIFICATE

One of the most fascinating of the allied health careers is that of a medical transcriptionist. These specialists in medical language work in a variety of settings, including hospitals, physician offices, laboratories, medical transcription services, insurance companies and medical libraries. Students produce healthcare records by transcribing and editing dictated reports using the full support of the latest computer technology. This career offers intellectual challenges, financial rewards and convenient work schedules.

One of the goals of MacCormac's Medical Office Technology Certificate Program is to prepare students for entry-level employment by providing fundamental knowledge, understanding and skills required to transcribe medical dictation with speed and accuracy. Extensive laboratory time is spent producing medical records from actual physicians' dictation.

Medical Office Technology Learning Outcomes

Medical Office Technology Graduates should be able to:

- Effectively communicate with medical professionals through personal interaction, email, telephone, and written communication
- Use Microsoft Office suite of applications to create, edit, print, and revise various types of professional documents in MS Word, MS Excel, MS PowerPoint, and MS Access
- Demonstrate awareness of the breadth of the numerous aspects of the medical field as well as the opportunities contained within
- Use specialized knowledge of technology in all real time medical applications

Medical Transcription Certificate (30 credit hours):

	Cr. Hrs.
CIS1150	Introduction to Business Computing 3
ENG1010	College Composition I 3
MED1010	Medical Transcription I 3
MED1020	Medical Transcription II 3
MED1030	Human Diseases 3
MED1050	Principles of CPT Coding 3
MED1070	Medical Coding--ICD-9 3
MED1090	Medical Billing & Reimbursement 3
MED1100	Anatomy & Physiology 3
MED1660	Medical Terminology 3
Total Credits	30

**MEDICAL OFFICE TECHNOLOGY MAJOR
Leading to the
Associate of Science Degree**

One of the most fascinating of the allied health careers is that of a medical transcriptionist. These specialists in medical language work in a variety of settings, including hospitals, physician offices, laboratories, medical transcription services, insurance companies and medical libraries. Students produce healthcare records by transcribing and editing dictated reports using the full support of the latest computer technology. This career offers intellectual challenges, financial rewards and convenient work schedules.

One of the goals of MacCormac's Medical Office Technology Program is to prepare students for entry-level employment by providing fundamental knowledge, understanding, and skills required to transcribe medical dictation with speed and accuracy. Extensive laboratory time is spent producing medical records from actual physicians' dictation.

Medical Office Technology Learning Outcomes

Medical Office Technology Graduates should be able to:

- Effectively communicate with medical professionals through personal interaction, email, telephone, and written communication
- Use Microsoft Office suite of applications to create, edit, print, and revise various types of professional documents in MS Word, MS Excel, MS PowerPoint, and MS Access
- Demonstrate awareness of the breadth of the numerous aspects of the medical field as well as the opportunities contained within
- Use specialized knowledge of technology in all real time medical applications

		Cr. Hrs
MED1010	Medical Transcription I	3
MED1020	Medical Transcription II	3
MED1030	Human Diseases	3
MED1050	Principles of CPT Coding	3
MED1070	Medical Coding--ICD-9	3
MED1090	Medical Billing & Reimbursement	3
MED1100	Anatomy & Physiology	3
MED1660	Medical Terminology	3
ACCT1050	Financial Accounting Principles I	3
LAW1600	Business Law	3
BUS1200	Introduction to Business	3
CIS1150	Introduction to Business Computing	3
ENG1010	College Composition I	3
ENG1020	College Composition II	3
OT1810	Document Formatting	3
PHIL2050	Introduction to Ethics	3
SPE2110	Speech Communication	3
HIST1020	Western Civilization II	3
PSY1010	Introduction to Psychology	3
	OR	
SOC2010	Introduction to Sociology	3
BIO1010	Man and the Environment	3
	OR	
EAR1010	Introduction to Earth Science	4
Total Credits for Medical Office Technology Degree		61

PARALEGAL STUDIES MAJOR
Leading to the
Associate of Science Degree

Employed by law firms, corporations, financial institutions, and government agencies, paralegals work under the supervision of attorneys and may be responsible for preparing pleadings, interviewing clients, researching legal problems, drafting documents, and assisting attorneys.

Paralegal skills include: preparing simple wills and trusts; assisting with federal tax returns; contacting clients for information; preparing documents for real estate closings, domestic relations, probate and corporate matters; preparing complaints, answers, interrogatories, and other litigation-related documents.

In 1973, MacCormac became the first college in Illinois to offer a Paralegal Studies Major.

Paralegal Learning Outcomes

Paralegal Graduates should be able to:

- Use legal terminology to communicate with prospective clients, office, and the court
- Orally communicate issues stemming from legal cases
- Research complex legal issues stemming from legal cases
- Work with legal team in preparation for trials
- Utilize the latest law research technology
- Awareness of ethical problems that occur in the legal environment

	Cr. Hrs.
LAW1600 Business Law	3
LAW 1660 Legal Terminology	3
LAW1800 Torts Law	3
LAW2640 Real Estate Law	3
LAW2670 Family Law	3
LAW2700 Legal Procedures & Documents	3
LAW2720 Legal Research & Writing I	3
LAW2740 Legal Research & Writing II	3
LAW2810 Estates and Trusts	3
LAW2830 Civil Litigation and Procedures	3
LAW2850 Criminal Law and Procedures	3
ACCT1050 Financial Accounting Principles I	3
CIS1150 Introduction to Business Computing	3
ECON2210 Macroeconomics	3
ENG1010 College Composition I	3
ENG 1020 College Composition II	3
PHIL2050 Introduction to Ethics	3
SPE2110 Speech Communication	3
PSY1010 Introduction to Psychology	3
OR	
SOC2010 Introduction to Sociology	3
BIO1010 Man and the Environment	3
OR	
EAR1010 Introduction to Earth Science	4
Total Credits for Paralegal Degree	61

*The Paralegal Studies Major
 is the oldest
 program in Illinois (1973)*

TRAVEL AND HOSPITALITY CERTIFICATE

Graduates of the Travel and Hospitality Program are equipped to handle the diversified areas of the hospitality industry and to meet the challenges that this people-oriented career offers.

Grounded in international business and marketing, cultural geography and tourism management, hospitality operations and computer applications, MacCormac College students will become versatile professionals who serve the needs of the public on both domestic and international levels.

Travel and Hospitality Learning Outcomes

Travel and Hospitality Graduates should be able to:

- Effectively communicate with business professionals through personal interaction, e-mail, telephone, and written communication
- Create a personal web page
- Demonstrate knowledge of current standard software applications
- Demonstrate knowledge of the cultural traits of the major developed and developing countries
- Make culturally sensitive marketing/advertising decisions for each continent

Travel and Hospitality Certificate (30 credit hours):

		Cr. Hrs.
BUS1200	Introduction to Business	3
BUS1900	Introduction to Travel	3
BUS1920	Tourism Management	3
BUS1940	Hospitality Operations	3
BUS2400	Principles of Marketing	3
CIS1150	Introduction to Business Computing	3
CIS1160	Advanced Business Computing I	
OR		
CIS1170	Advanced Business Computing II	3
ENG1010	College Composition I	3
GEOG2010	Human Geography	3
OT1800	Basic Keyboarding	
OR		
OT1810	Document Formatting	3
Total Credits		30

TRAVEL AND HOSPITALITY
Leading to the
Associate of Science Degree

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		Cr. Hrs.
ACCT1050	Financial Accounting Principles I	3
BUS1200	Introduction to Business	3
BUS1900	Introduction to Travel	3
BUS1920	Tourism Management	3
BUS1940	Hospitality Operations	3
BUS2400	Principles of Marketing	3
BUS2510	Intro. to International Business	3
BUS2460	Small Business Management	3
BUS2550	Principles of Management	3
CIS1150	Introduction to Business Computing	3
ECON2210	Macroeconomics	3
ENG1010	College Composition I	3
ENG1020	College Composition II	3
GEOG2010	Human Geography	3
LAW1600	Business Law	3
PHIL 2050	Introduction to Ethics	3
SPE2110	Speech Communication	3
HIST1020	Western Civilization II	3
PSY1010	Introduction to Psychology	
	OR	
SOC1010	Introduction to Sociology	3
BIO1010	Man and the Environment	
	OR	
EAR1010	Introduction to Earth Science	4

Total Credits for International Business Degree 61