

# FALL 2019 CREDIT CLASSES

	DAY	EVENING	WEEKEND
<b>ARTS &amp; HUMANITIES</b>			
Art Appreciation	•		
Introduction to the Humanities	•	•	
Introduction to Theatre	•		
Music Appreciation	•		
<b>BUSINESS</b>			
Building Construction Cost Estimating and Control		•	
Business Law		•	
Introduction to Business & Organization	•2	•	
Principles of Accounting I		•	
Principles of Economics (Macro)	•		
<b>COMPUTERS</b>			
Introduction to Networks		•*	
Introduction to Python		•	
Managing and Maintaining PCs and Mobile Devices I		•	
Routing and Switching Essentials		•*	
Software Applications for Micros	• 2	•	•
<b>ENGLISH &amp; LANGUAGES</b>			
Academic Advanced Reading-ESL	•	•	
Academic Advanced Writing and Grammar-ESL		•	
Academic Intermediate Reading-ESL		•	
Academic Intermediate Writing and Grammar-ESL		•	
College Composition	• 6	• 2	•
Fundamentals of Public Speaking	•	•	
Fundamental Spanish I		•	
Intercultural Communications		•	
Integrated Reading, Writing, and Critical Thinking	• 4	• 2	•
Interpersonal Communication	• 2	•	•
Introduction to Fiction, Poetry, and Drama	•	•	
Introduction to Human Communication	• 4	• 2	•

	DAY	EVENING	WEEKEND
<b>FIRST-YEAR STUDENTS</b>			
First Year Experience	•2	•	
<b>MATHEMATICS</b>			
Basic Algebra and Geometry	• 2	•	
Business Calculus		•	
Calculus I	•		
College Algebra	•	•	
Elementary Algebra Applications	• 4	•	
Intermediate Algebra	• 4	• 2	
Introduction to Elementary Algebra	• 4	•	
Precalculus I	• 2	•	•
Precalculus II	•	•	
Statistics	•2	•	•
<b>SCIENCE &amp; HEALTH</b>			
Anatomy & Physiology I	• 3	• 2	•
Anatomy & Physiology II	• 2	•	
Biology and Society	• 2	• 2	
Environmental Science	•	•	
Fundamentals of Microbiology	• 2	•	
General Biology I	•	•	
Microbiology	•	•	
Nutrition	• 2	•	
<b>SOCIAL SCIENCES</b>			
Abnormal Psychology		•	
American Federal Government		•	
American History Since 1877			•
General Psychology	• 3	•	•
History of African American Experience		•	
Introduction to Criminal Justice		•	
Introduction to Philosophy	•	•	
Introduction to Sociology	• 2	• 2	
Lifespan Development	•	•	•
Western Civilization & the Modern World	•		
<b>2, 3, 4, 5 = Number of sections offered if more than one</b> <b>* = Accelerated Course – completes in fewer weeks</b>			

## FALL 2019 NONCREDIT CLASSES

*Most continuing education classes are held on weekday evenings and during the day on weekends.*

*The fall noncredit term for classes at Laurel College Center begins in September with start dates running through November.*

### BUSINESS

Applied Office Skills  
 Business Plan: Blueprint for Success  
 Creative Thinking and Innovation Techniques  
 Ethics in Human Resources Approach  
 Financial Aspects of Your Business  
 HR's Role in Creating a Positive Work Environment  
 HR's Role in Organizational Development and Change Management  
 Human Resource Law  
 Introduction to Compensation  
 Introduction to Employee Benefits  
 Managing Conflict: A Professional Approach  
 Managing Employee Performance  
 Managing Generational Diversity in the 21st Century Workplace  
 Marketing Strategies for Today and Tomorrow  
 Principles of Human Resource Management  
 Successful Recruitment, Selection and Placement  
 Voice-Overs – Now Is Your Time

### COMPUTERS

Help Desk Technology: Part 1 & Part 2  
 Introduction to Keyboarding  
 Introduction to Microsoft™ Excel 2019  
 Introduction to Microsoft™ Word 2019  
 Introduction to Personal Computers with Windows 10  
 IT Fundamentals Certification



Oracle Database 11G: Administration I  
 Oracle Database SQL  
 Troubleshooting MS – Access for Help Desk Technology  
 Troubleshooting Excel – Help Desk  
 Troubleshooting MS – Windows  
 Troubleshooting MS – Word for Help Desk Technology

### LANGUAGES

Foundational Spanish I

### MAKEUP

Advanced Professional Makeup  
 Professional Makeup for Beginners

### WELLNESS – Body, Mind & Spirit

Introduction to Mindfulness Meditation

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