POFT 1321 **Business Math** **3.3.1**
Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications.

POFT 1329 **Keyboarding and Document Formatting** **3.2.4**
Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT 1364 **Practicum** **3.0.21**
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. Three credit hours.

POFT 2301 **Document Formatting and Skillbuilding** **3.2.4**
A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copy. Fee charged. Prerequisite: POFT 1329 or equivalent.

POFT 2312 **Business Correspondence & Communication** **3.2.3**
Development of writing skills to produce effective business documents.

Physics

Suggested Course of Study for University Transfer Students (63-66 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	GOVT 2305
ENGL 1301	GOVT 2306
ENGL 1302	Humanities (3 Credit Hours)
HIST 1301	MATH 2320
HIST 1302	MATH 2415
Lab Science (8 Credit Hours)	PHYS 2425
(MATH 1314)*	PHYS 2426
(MATH 1316)*	Visual/Fine Arts (3 Credit Hours)
MATH 2413	
MATH 2414	
PHED 1134	
PHED Activity (1 Credit Hour)	
Social/Behavioral Science (3 Credit Hours)	
SPCH 1315 or 1321	

*Students with two years of high school algebra and trigonometry may start with MATH 2413. **Note:** completion of the Suggested Course of Study may require an additional term(s). These classes should be completed in additional terms: COSC 1401, ENGR 2301 & 2302.

PHYS 1305 **Fundamentals of Physics (40.0801.51 03)** **3.3.3**
Conceptual level study of topics in physics intended for liberal arts and other non-science majors.

PHYS 1401 **College Physics I (40.0801.53 03)** **4.3.4**
A general algebra-trigonometry based physics for all students except engineering. Topics include: kinematics, dynamics, work-energy, impulse-momentum, properties of matter, heat and thermodynamics. Fee charged. Prerequisite: none, however, students are expected to have a minimum of high school algebra through quadratic equations and trigonometry. Core Curriculum satisfied for Natural Lab Sciences.

PHYS 1402 **College Physics II (40.0801.53 03)** **4.3.4**
Continuation of PHYS 1401. Topics include: electricity and magnetism, optics, and modern physics. Fee charged. Prerequisite: PHYS 1401. Core Curriculum satisfied for Natural Lab Sciences.

PHYS 1403 **Astronomy I (40.0201.51 03)** **4.3.4**
A general introductory course in astronomy of the stars and galaxies. Covers the historical development of astronomy from ancient thought to modern conceptions of stars, galaxies, cosmology (the study of the beginning and future of the universe), as well as the tools of astronomy, the scientific method, and background in Newton's Laws of Motion and Law of Gravitation, Kepler's Laws of Planetary Motion, Einstein's Special and General Theories of Relativity, along with concepts of motion, momentum, energy. Laboratory. Fee charged. No Prerequisite.

PHYS 1404 **Astronomy II (40.0201.51 03)** **4.3.4**
A general introductory course in astronomy of the planets and solar system, emphasizing current knowledge and proposed plans for further study of the solar system. Covers the astronomy of the planets, moons, asteroids, meteors, and comets, as well as giving an overview of the techniques used to search for life on other planets. This course may be taken prior to Astronomy I. Laboratory. Fee charged. No Prerequisite; may be taken prior to PHYS 1403.

PHYS 2425 **Physics Mechanics (40.0801.54 03)** **4.3.4**
For students of the Physical Sciences and Engineering. The fundamentals of classical mechanics and waves. Fee charged. Prerequisite: MATH 2414 or MATH 2413 or permission of instructor.

PHYS 2426 **Physics Electricity and Magnetism (40.0801.54 03)** **4.3.4**
Continuation of PHYS 2425. The fundamentals of electricity and magnetism beginning with Coulomb's law and culminating with Maxwell's equations. Fee charged. Prerequisite: PHYS 2425.