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Wor-Wic Community College at Eastern Correctional Institution
Second Chance Pell Program

Business Management Certificate – General Business
2018-2019 Catalog Program Checklist

Student Name: _______________________________________________________________________
Student ID: _________________________________________________________________________

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Number of Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT 101</td>
<td>Introduction to Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BMT 102</td>
<td>Marketing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BMT 125</td>
<td>Finance</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ACT 101</td>
<td>Principles of Accounting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENG 096A/101A</td>
<td>Basic Writing, Accelerated/Fundamentals of English I, Accelerated</td>
<td>6</td>
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</tr>
<tr>
<td>OFT 160</td>
<td>Intro to Spreadsheets</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SDV 101</td>
<td>Career Development</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>SPH 101</td>
<td>Fundamentals of Oral Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH 092S/152S</td>
<td>Elementary Algebra, Accelerated Elementary Statistics, Accelerated</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

| Total Credits | 32 |

BMT 101
Introduction to Business
(3 credits)
This course covers the role and function of the business enterprise within the U.S. economic framework. Students explore the internal and external environments that impact business organizations and the various forms of business ownership. Students study the responsibilities of functional groups that work together to achieve business success and evaluate real-life business situations. Hours: 39 lecture.

BMT 102
Marketing
(3 credits)
This course covers the various activities that are required for businesses to successfully develop their products and services, bring them to the consumer, encourage sales and secure earnings. Students analyze marketing situations and recommend an appropriate marketing strategy. Hours: 39 lecture.
BMT 125
Finance
(3 credits)
This course introduces students to finance and the management of financial resources. Capital investment techniques are used to make financial projections and business financing decisions. Students study the U.S. financial system and use financial techniques in the decision-making process to predict and analyze the results of different financial decisions. Hours: 39 lecture.

ACT 101
Principles of Accounting I
(3 credits)
This course offers a comprehensive study of basic accounting principles and procedures. Students record accounting transactions, prepare financial statements, apply internal controls, account for assets and liabilities, and utilize ratio analysis. Hours: 39 lecture.

ENG 096A
Basic Writing, Accelerated
(3 credits)
This course is designed to accelerate the writing sequence for students who need ENG 096. Students enroll in ENG 096A and the related ENG 101A section concurrently. Students gain college-level writing skills through a scaffold of instruction and practice in a small group setting. The emphasis varies depending on class needs, but is typically placed on the writing process, organization of ideas, grammatical concerns and ethical research skills. Hours: 39 lecture.

ENG 101A
Fundamentals of English I, Accelerated
(3 credits)
This course is designed to help students develop their college-level writing skills with an emphasis on the writing process. This course includes an introduction to research skills. Students write summary assignments and a series of essays in various modes, culmination in an argumentative research paper. Students in ENG 101A are concurrently enrolled in ENG 096A. Hours: 36 lecture.

OFT 160
Introduction to Spreadsheets
(3 credits)
This course covers spreadsheet development, including creating, editing, formatting worksheets and charts, creating and working with formulas, collaborating and securing data and integrating worksheet data with various programs and the World Wide Web. Hours: 39 lecture.
SDV 101
Career Development
(1 credit)
This course is designed primarily for related field experience students, but the skills taught are necessary for all students who are preparing to enter the work force. Through various exercises and the use of electronic and traditional media, students are taught how to develop career goals. They are also challenged to realize their potential in their chosen fields and how to use this knowledge in the job-hunting process. Students are required to write a resume, cover letter, a field experience learning contract and other related assignments. Hours: 15 lecture.

SPH 101
Fundamentals of Oral Communication
(3 credits)
This course is an introduction to the theories of oral communication, focusing on pragmatic approaches to presentational styles and organizational skills. Hours: 39 lecture.

MTH 092S
Elementary Algebra for Statistics
(2 credits)
This course is designed to accelerate the study of elementary algebra topics for students who need MTH 092 and MTH 152. Students enroll in this course and the related MTH 152S section concurrently. Instruction focuses on solutions to linear equations and inequalities, algebraic applications, operations with polynomials, graphing linear equations and solving systems of equations. Hours: 26 lecture

MTH 152S
Elementary Statistics, Accelerated
(3 credits)
This course is designed to accelerate the study of elementary statistics through a critical examination of its subjects and applications. Topics from descriptive statistics include data organization, expectation and measures of variation. Also covered are random variables, probability laws, counting techniques, binominal and normal distributions, applications of the central limit theorem, confidence intervals and tests of statistical hypothesis involving the mean, median and proportions. Topics from parametric and nonparametric statistics are introduced. Students enroll in this course and the related MTH 092S section concurrently.
Hotel Motel Restaurant Management Certificate
2018-2019 Catalog Program Checklist

Student Name: ________________________________
Student ID: __________________________________

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Number of Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMR 101</td>
<td>Introduction to Hospitality Industry</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HMR 135</td>
<td>Intro to Lodging Operations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HMR 160</td>
<td>Customer Service</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HMR 235</td>
<td>Travel and Tourism</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ACT 101</td>
<td>Principles of Accounting I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BMT 102</td>
<td>Marketing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HMR 265</td>
<td>HMR Seminar</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SDV 101</td>
<td>Career Development</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>22</strong></td>
<td></td>
</tr>
</tbody>
</table>

**HMR 101**
Introduction to the Hospitality Industry
(3 credits)
This course offers an introduction to the hotel, motel and restaurant fields, as well as the basic principles and fundamental processes of management. The focus is on problems typically experienced at the supervisory level. Major areas of concentration include delegation, communication, motivating employees and leadership skills. Hours: 39 lecture.

**HMR 135**
Introduction to Lodging Operations
(3 credits)
This course provides students with an in-depth analysis of the management of lodging properties, including an extensive examination of each department such as front desk, housekeeping, reservations, banquets, sales and marketing, engineering, food and beverage, and other interdependent departments within the lodging operation. Hours: 39 lecture.
HMR 160  
Customer Service  
(3 credits)  
This course prepares students to apply positive guest service skills to both internal and external customers. Students develop communication skills, problem solving skills, positive attitudes and behaviors, professionalism and the art of cordiality. Topics include exceeding guest expectations, handling difficult guests, resolving conflict and analyzing guest comment cards to improve performance. Hours: 39 lecture.

HMR 235  
Travel and Tourism  
(3 credits)  
This course introduces students to the travel and tourism industry. The focus is on destination travel, such as historic sites and sporting events, tourism management from the local to the international level and both private and public organizations that promote, manage and organize travel and tourism. This course also emphasizes the importance of cultural diversity, social and ecotourism, legal and ethical issues, and the political and economic components of tourism. Hours: 39 lecture.

Principles of Accounting I  
(3 credits)  
This course offers a comprehensive study of basic accounting principles and procedures. Students record accounting transactions, prepare financial statements, apply internal controls, account for assets and liabilities, and utilize ratio analysis. Hours: 39 lecture.

BMT 102  
Marketing  
(3 credits)  
This course covers the various activities that are required for businesses to successfully develop their products and services, bring them to the consumer, encourage sales and secure earnings. Students analyze marketing situations and recommend an appropriate marketing strategy. Hours: 39 lecture.

HMR 265  
HMR Seminar  
(3 credits)  
This course allows students to apply all of the knowledge they acquired in previous courses by performing practical scenarios. Areas of instruction include team building, effective communication, decision making, problem solving, financial analysis, customer service and menu design. Hours: 39 lecture hours.
SDV 101
Career Development
(1 credit)
This course is designed primarily for related field experience students, but the skills taught are necessary for all students who are preparing to enter the work force. Through various exercises and the use of electronic and traditional media, students are taught how to develop career goals. They are also challenged to realize their potential in their chosen fields and how to use this knowledge in the job-hunting process. Students are required to write a resume, cover letter, a field experience learning contract and other related assignments. Hours: 15 lecture.