

# ECTC Online Course Offerings

# Spring 2010

Term 201004 (April 6 – June 17)

- Visit the ECTC Online page for more information about online procedures and resources: [www.eastcentraltech.edu/online](http://www.eastcentraltech.edu/online)
- **Online courses will not be accessible until Tuesday, April 6, 2010.** Your instructor will send you a “Welcome Email” on the first day of class with your login information. Check your ECTC email!
- Click the Online Textbook link on the ECTC Online page for price and order information. Online textbooks can also be commercially shipped to you (charges do apply), or you may pick up the books from the Fitzgerald or Douglas campus bookstore.
- If more than one book or software is required for a class, many times the bookstore will “bundle” these items together. The bundle price is cheaper than purchasing the items separately and the bundled items have a unique ISBN. If you want an ISBN for an individual item, contact the bookstore, your instructor, or your advisor.
- The required books and other requirements are for Spring Quarter 2010 courses only. This information may change next quarter. Also, notice the most current version of this document is February 23 – please make sure you are using the most current version.
- April 13 is the last day to use financial aid funds and the last day to return textbooks to the bookstore. **Do not unwrap or write in textbooks until you confirm with your instructor that the class has not been canceled and the book/software is correct.**

**ECTC Online Course Offerings – Spring Quarter 2010 (Term 201004)**  
**April 6 - June 17, 2010**

Course Number	Course Name	CRN	Instructor	Required Books/Software	On Campus Visit/Test Proctoring Special Requirements
<b>ACC 1101</b>	Principles of Accounting I	12539	J. Schaeffer	College Accounting Textbook Chpts. 1-28 ISBN 9780763834968 College Accounting Study Guide/ Working Papers Chpts. 1-12 ISBN 9780763834913	Microsoft Office Excel; Microsoft Office Word
<b>ACC 1102</b>	Principles of Accounting II	12541	J. Hill	College Accounting Textbook Chpts. 1-28 ISBN 9780763834968 *same as ACC1101 College Accounting Study Guide/Working Papers Chpts. 13-28 ISBN 9780763834920	Microsoft Office Excel; Microsoft Office Word
<b>ACC 1104</b>	Computerized Accounting	12543	J. Hill	Computerized Accounting w/ QuickBooks Pro 2009 ISBN 9780763835712 *Students must purchase a new book for the required software needed	Microsoft Office Excel; Microsoft Office Word
<b>AHS 1011</b>	Anatomy and Physiology	12544	R. Hall	Introduction to Human Anatomy & Physiology, 3 <sup>rd</sup> ed. ISBN 9781416044055 Introduction to Human Anatomy & Physiology Workbook, 3 <sup>rd</sup> ed. ISBN 9781416044062	Final exam taken on campus or proctored; Microsoft Office Word
<b>AHS 109</b>	Medical Terminology	11925	D. Brown	Exploring Medical Language, 7 <sup>th</sup> ed. ISBN 9780323049504	
<b>BUS 1100</b>	Introduction to Keyboarding	12535	B. Wright	Bundle PKG Keyboarding and Word Processing, Complete Course Lessons 1-120, 17 <sup>th</sup> ed. w/Keyboarding Pro Deluxe software ISBN 9780324828566	Final exam taken on campus or proctored; Microsoft Office Word 2007
<b>BUS 1120</b>	Business Document Proofreading and Editing	12756	C. Thomas	Proofreading and Editing Precision 5 <sup>th</sup> ed. ISBN 0538442484	Final exam taken on campus or proctored; Microsoft Office Word 2007

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<b>BUS 1130</b>	Document Processing	12537	B. Tarkenton	Bundle PKG Keyboarding and Word Processing, Complete Course Lessons 1-120, 17 <sup>th</sup> ed. w/Keyboarding Pro Deluxe software ISBN 9780324828566 *same as BUS 1100	Final exam taken on campus or proctored; Microsoft Office Word 2007
<b>BUS 2120</b>	Spreadsheet Fundamentals	12612	B. Tarkenton	Benchmark Series: Microsoft Excel 2007 Level 1 - Windows Vista Version ISBN 9780763830656	Microsoft Office Excel 2007
<b>BUS 2150</b>	Presentation Applications	12653	J. Schaeffer	Benchmark Series: Microsoft PowerPoint 2007-Windows Vista Version ISBN 9780763830717	Final exam/presentation on campus; Microsoft Office PowerPoint 2007
<b>BUS 2210</b>	Applied Office Procedures	12796	C. Fletcher	Integrated Business Projects, 2 <sup>nd</sup> ed. ISBN 9780538727617	Must come on campus for NOCTI exam (one full day); Microsoft Office 2007 Word, Excel, PowerPoint, and Outlook.
<b>CIS 105</b>	Program Design and Development	10600	J. Espano	Programming Logic and Design, Comprehensive, 5 <sup>th</sup> ed. ISBN 1423901967 Starting Out with Alice: A Visual Intro to Programming ISBN 0321475151	PC running Windows XP or Vista & Microsoft Office Word 2007 or Microsoft Office Visio 2007
<b>CIS 106</b>	Computer Concepts	11159	C. Thompson	Discovering Computers 2010: Living in a Digital World ISBN 032478645X	PC running Windows XP or Vista & Microsoft Word 2007
<b>CIS 122</b>	Microcomputer Installation and Maintenance	10601	K. Lavender	CompTIA A+ 220-701 & 220-702 Certification Guide ISBN 9780789740472	TBA
<b>CIS 127</b>	Comprehensive Word Processing & Presentation Graphics	10933	D. Clements	Go! With Word 2007 Comprehensive w/Angel – 1 <sup>st</sup> ed. ISBN 9780558115319	PC running Windows XP or Vista, Microsoft Office Word 2007, and Microsoft Office PowerPoint 2007
<b>CIS 1140</b>	Networking Fundamentals	10605	D. Clements	Networking, 2 <sup>nd</sup> ed. Prentice Hall ISBN 0131358383	TBA
<b>CIS 1121</b>	Visual Basic.NET I	12654	J. Espano	Starting Out with Visual Basic 2008 - Tony Gaddis /Kip Irvine ISBN 9780136076957	PC running Windows XP or Vista & Microsoft Office Word 2007 or Microsoft Office Visio 2007

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<b>CIS 1124</b>	Web Graphics & Animation using Adobe Illustrator and Adobe LiveMotion	12797	S. Lavender	TBA	TBA
<b>CIS 2154</b>	Implementing Microsoft Windows Networking Directory Services	11882	A. Bitterman	70-294: MCSE Guide to Microsoft Windows Server 2003 Active Directory, Enhanced, Course Technology ISBN 1423902920 70-294: Web-Based Labs for MCSE Guide to Microsoft Windows Server 2003 Active Directory ISBN 061921250	PC running Windows 95, 98, 2000, or XP, 64 MB Ram, Sound card and speakers, IE 6.0, Video Resolution 1024x768, Microsoft Java Virtual Machine
<b>CIS 2202</b>	XHTML Fundamentals	12479	S. Lavender	Web Development & Design Foundations ISBN 0321530195	Web browser: IE 7.0 or later Code-based HTML editor: Adobe Dreamweaver or Notepad; PC running Windows XP
<b>CIS 2229</b>	Comprehensive Database Techniques	11917	C. Thompson	Go! With Microsoft Office Access 2007, Comprehensive, 1 <sup>st</sup> ed. ISBN 0132327627 Students will need to use the access code provided with the book to gain access to MyITLab for the course.	PC running Windows XP or Vista and Microsoft Office Access 2007
<b>CIS 2261</b>	JavaScript Fundamentals	11422	S. Lavender	JavaScript 4th edition, Don Gosselin ISBN 9781423901501	TBA
<b>CIS 2281</b>	Database Connectivity	10388	A. Bitterman	PHP Programming w/ MySQL, Don Gosselin ISBN 9780619216870	TBA
<b>CRJ 101</b>	Intro. to Criminal Justice	10732	B. Bryant	Essentials of Criminal Justice Bundle, 6 <sup>th</sup> ed. ISBN 978049583366-6 The Dictionary of Criminal Justice, 6 <sup>th</sup> ed. ISBN 0072951125 <b>*check edition before purchasing – may be requiring 7<sup>th</sup> ed.</b>	Final exam taken on campus or proctored; Microsoft Word and Microsoft PowerPoint
<b>CRJ 103</b>	Corrections	10191	M. Kelly	Corrections in the 21st Century, 4th ed. ISBN 9780073375021	Final exam taken on campus or proctored; Microsoft Word and Microsoft PowerPoint
<b>CRJ 104</b>	Principles of Law Enforcement	11936	B. Bryant	An Introduction to Policing, 5th ed. ISBN 9781435480537	Final exam taken on campus or proctored; Microsoft Word and Microsoft PowerPoint

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<b>CRJ 150</b>	Police Patrol Operations	12521	J. Jernigan	Introduction to Law Enforcement and Criminal Justice, 8 <sup>th</sup> ed. ISBN 0534646689 Introduction to Law Enforcement/Criminal Justice Study Guide ISBN 0495005878	Final exam taken on campus or proctored; Microsoft Word and Microsoft PowerPoint
<b>CRJ 202</b>	Constitutional Law	10385	M. Kelly	Constitutional Law and the Criminal Justice System, 4 <sup>th</sup> ed. ISBN 9780495095439	Final exam taken on campus or proctored; Microsoft Word and Microsoft PowerPoint
<b>CRJ 207</b>	Intro. to Juvenile Justice	10356	J. Jernigan	Juvenile Justice: The System, Process and Law ISBN 0534521584	Final exam taken on campus or proctored; Microsoft Word and Microsoft PowerPoint
<b>CRJ 209</b>	CJ Practicum/Internship	11971	S. McCulloch	No Book Required	Final exam taken on campus or proctored; Microsoft Word and Microsoft PowerPoint
<b>CRJ 212</b>	Ethics in Criminal Justice	12156	J. Jernigan	Enforcing Ethics (3 <sup>rd</sup> ed) and Reputable Conduct (2 <sup>nd</sup> ed) Bundle ISBN 0135147913	Final exam taken on campus or proctored; Microsoft Word and Microsoft PowerPoint
<b>ECE 1010</b>	Intro. to Early Childhood	12686	M. Wiggins	Beginnings and Beyond, 8 <sup>th</sup> ed. ISBN 0495809063	
<b>ECE 1030</b>	Human Growth/Development I	12687	M. Wiggins	Understanding Child Development, 7 <sup>th</sup> ed. ISBN 9781418038106	
<b>EMP 1000</b>	Interpersonal Rel/Prof Develop	12517	T. Garnto	Your Career How to Make it Happen, 7 <sup>th</sup> ed. ISBN 9780538730990	Microsoft Office Word
<b>ENG 1010</b>	Fundamentals of English I	12504	C. Taylor-Pruitt	Get Writing 2 <sup>nd</sup> ed. ISBN 9781428262157	Microsoft Word; oral presentation videoed and uploaded or videoed on campus.
<b>ENG 1012</b>	Fundamentals of English II	12505	C. Taylor-Pruitt	Effective Communications for Colleges ISBN 0324374763	Microsoft Word; oral presentation videoed and uploaded or videoed on campus.
<b>ENG 1101</b>	Composition and Rhetoric	12506	J. Williams	The Sundance Reader, 5 <sup>th</sup> ed. and The Concise Wadsworth Handbook Bundle ISBN 1428261435	Microsoft Word; oral presentation videoed and uploaded or videoed on campus.
<b>ENG 2130</b>	American Literature	12758	M. Williams	Norton Anthology of American Literature: Shorter 7 <sup>th</sup> ed. ISBN 9780393930573	Microsoft Word, oral presentations videoed and uploaded or videoed on campus; updated grammar and formatting handbook
<b>MAT 1011</b>	Business Mathematics	12509	R. Oliver	Required: MyMathLab Access Code ISBN 032119991X Optional: *Business Math, 8 <sup>th</sup> ed. textbook (available online with access code) ISBN 0136054935	Final exam taken on campus or proctored *If you are purchasing the textbook and the access code, ask for the bundled price ISBN 0135044391

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<b>MAT 1012</b>	Foundations of Mathematics	12507	R. Oliver	Required: MyMathLab Access Code ISBN 032119991X Optional: *Basic College Mathematics, 8 <sup>th</sup> ed. textbook (available online with access code) ISBN 0321557123	Final exam taken on campus or proctored *If you are purchasing the textbook and the access code, ask for the bundled price ISBN 0321574672
<b>MAT 1013</b>	Algebraic Concepts	12508	R. Oliver	Required: MyMathLab Access Code ISBN 032119991X Optional: *Beginning Algebra, 10 <sup>th</sup> ed. textbook (available online with access code) ISBN 0321447867	Final exam taken on campus or proctored *If you are purchasing the textbook and the access code, ask for the bundled price ISBN 0321507207
<b>PSY 1101</b>	Introductory Psychology	12511	T. Garnto	Psychology Concepts and Applications, 3 <sup>rd</sup> ed. ISBN 9780547148144	Research paper required; final is timed and online
<b>SCT 100</b>	Intro. to Microcomputers	11616	K. Duvall	Microsoft Office2007 Brief Edition w/Windows Vista and Internet Explorer 7.0 ISBN 97800763831363	VISTA operating system, Microsoft Office Word 2007, Excel 2007, Access 2007, and PowerPoint 2007.
<b>SCT 100</b>	Intro. to Microcomputers	12583	K. Lavender	Microsoft Office2007 Brief Edition w/Windows Vista and Internet Explorer 7.0 ISBN 97800763831363	VISTA operating system, Microsoft Office Word 2007, Excel 2007, Access 2007, and PowerPoint 2007.