

**BRADFORD SCHOOL**  
**COMPENDIUM OF CATALOG COURSE DESCRIPTIONS**  
**ACADEMIC YEARS 1990-91 TO 2018-19**

**Definition of Academic Credit:** A clock hour is equal to a minimum of 50 minutes of instruction. Credit for academic and financial aid purposes is measured in semester credit hours. A semester credit hour is equivalent to a minimum of 15 clock hours of lecture, 30 clock hours of laboratory where classroom theory is applied and explored or manipulative skills are enhanced, 45 clock hours of externship/practicum, or a combination of these three.

**AC100 ACCOUNTING PRINCIPLES I** (48 Lecture/32 Lab Hours) 4 Credits  
This course provides students with an introduction to the fundamental principles and concepts of accounting including the theory of debit and credit, the accounting cycle, and end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business.

**AC101 ACCOUNTING PRINCIPLES II** (48 Lecture/32 Lab Hours) 4 Credits  
This course is a continuation of Accounting Principles I with special emphasis on internal control, accounting for cash, short-term investments, and receivables. Inventories, plant asset accounting, and intangible assets are included.

**AC102 ACCOUNTING PRINCIPLES III** (48 Lecture/32 Lab Hours) 4 Credits  
This course is a continuation of Accounting Principles II and includes the study of partnership and corporate accounting. Partnership accounting deals with division of income and losses. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, current and long-term liabilities, and long-term investments. Also covered is the statement of cash flow.

**AC103 MATHEMATICS FOR ACCOUNTING I** (40 Clock Hours) 2 Credits  
This course covers basic mathematical principles as they relate to business and accounting. Students review basic operations including decimals, fractions, equations, and percentages. This course also includes instruction in the calculation of base, rate, and percentage; markup and markdown; and trade and cash discounts. Basic statistical concepts are also introduced.

**AC104 MATHEMATICS FOR ACCOUNTING II** (40 Clock Hours) 2 Credits  
This course is a continuation of Mathematics for Accounting I. The course is divided into two four-week modules. During one module, the students receive instruction in the mathematics of simple and compound interest, annuities, and consumer credit. During the second module, the students develop speed and accuracy in the use of a 10-key pad.

**AC105 PAYROLL ACCOUNTING** (40 Clock Hours) 2 Credits  
This course is a presentation of the theoretical and practical applications of payroll procedures. It emphasizes the methods of computing wages and salaries, keeping records, and the preparation of various federal and state government reports. Students are required to complete a comprehensive payroll project to show proof of mastery of subject content.

**AC106 COMPUTERIZED GENERAL LEDGER (40 Clock Hours) 1 Credit**

This course is a hands-on approach to learning how automated accounting systems function. The students operate a computerized general ledger system, accounts receivable system, accounts payable system, and payroll system. Students perform financial statement analysis and depreciation comparisons using the computer.

**AC106 ELECTRONIC SPREADSHEETS (24 Lecture/16 Lab Hours) 2 Credits**

This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets.

**AC107 MATH AND ACCOUNTING CONCEPTS (40 Clock Hours) 2 Credits**

This course is designed to reinforce basic mathematical processes. Students also develop an understanding of basic accounting concepts and their relevance in business.

**AC108 ADVANCED ELECTRONIC SPREADSHEETS (40 Clock Hours) 1 Credit**

This course provides instruction in advanced spreadsheet operations. Working with multiple worksheets and files, creating charts and maps, enhancing charts and worksheets, and using database applications are covered.

**AC108 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS**

(20 Lecture/20 Lab Hours) 2 Credits

This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic communications are covered.

**AC109 ESSENTIALS OF ACCOUNTING (40 Clock Hours) 2 Credits**

This course presents an introduction to the fundamental principles of accounting including the theory of debit and credit, the accounting cycle, and the end-of-the-period procedures. Also discussed are such specific topics as payroll procedures and bank statement reconciliation. A review of fundamental math principles is included as well.

**AC110 COMPUTERIZED GENERAL LEDGER (40 Clock Hours) 1 Credit**

This course is a hands-on approach to learning how automated accounting systems function. The students operate a computerized general ledger system, accounts receivable system, accounts payable system, and payroll system. Students perform financial statement analysis and depreciation comparisons using the computer.

**AC111 BUSINESS MATHEMATICS I (40 Clock Hours) 2 Credits**

Basic mathematical computation skills required for computer applications are reviewed and developed in this course. Students will develop skills in working with basic and advanced business applications.

**AC112 COMPUTERIZED GENERAL LEDGER (20 Lecture/20 Lab Hours) 2 Credits**

This course is a hands-on approach to learning how automated accounting systems function. The students operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll.

### **AC113 MATH FOR THE ACCOUNTING PROFESSIONAL**

(24 Lecture/14 Lab Hours)

2 Credits

In the course students will receive instruction in the mathematics of trade discounts, markup and markdown, simple interest and simple discount, depreciation, inventory, and sales tax calculation.

### **AC114 ELECTRONIC SPREADSHEETS** (8 Lecture/30 Lab Hours)

1 Credit

This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets.

### **AC115 FINANCIAL ANALYSIS AND REPORTING** (40 Clock Hours)

2 Credits

This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques. These techniques include vertical, horizontal, and ratio analysis and industry comparisons. This information is then compiled in a student portfolio.

### **AC116 FINANCIAL ANALYSIS AND REPORTING** (36 Lecture/21 Lab Hours)

3 Credits

This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques. These techniques include vertical, horizontal, and ratio analysis and industry comparisons. This information is then compiled in a student portfolio.

### **AC120 PAYROLL ACCOUNTING** (48 Lecture/32 Lab Hours)

4 Credits

This course is divided into two modules. During Module 1, students will develop speed and accuracy in the use of a 10-key pad. Module 2 is a presentation of the theoretical and practical applications of payroll procedures. It emphasizes the methods of computing wages and salaries, keeping records, and the preparation of various federal and state government reports. Students are required to complete a comprehensive payroll project to show proof of mastery of subject content.

### **AC121 ACCOUNTING PRINCIPLES I** (30 Lecture/46 Lab Hours)

3 Credits

This course provides students with an introduction to the fundamental principles and concepts of accounting including the theory of debit and credit, the accounting cycle, and end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business.

### **AC124 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS**

(22 Lecture/16 Lab Hours)

2 Credits

This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic

communications are covered.

**AC131 ACCOUNTING PRINCIPLES II** (30 Lecture/46 Lab Hours) 3 Credits  
This course is a continuation of Accounting Principles I with special emphasis on internal control, accounting for cash, short-term investments, and receivables. Inventories, plant asset accounting, and intangible assets are included.

**AC140 COMPUTERIZED ACCOUNTING** (8 Lecture/30 Lab Hours) 1 Credit  
This course is a hands-on approach to learning how automated accounting systems function. The students operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll.

**AC141 ACCOUNTING PRINCIPLES III** (30 Lecture/46 Lab Hours) 3 Credits  
This course is a continuation of Accounting Principles II and includes the study of partnership and corporate accounting. Partnership accounting deals with division of income and losses. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, current and long-term liabilities, and long-term investments. Also covered is the statement of cash flow.

**AC145 PAYROLL ACCOUNTING** (30 Lecture/46 Lab Hours) 3 Credits  
This course is divided into two modules. During Module 1, students will develop speed and accuracy in the use of a 10-key pad. Module 2 is a presentation of the theoretical and practical applications of payroll procedures. It emphasizes the methods of computing wages and salaries, keeping records, and the preparation of various federal and state government reports. Students are required to complete a comprehensive payroll project to show proof of mastery of subject content.

**AC201 INTERMEDIATE ACCOUNTING I** (48 Lecture/32 Lab Hours) 4 Credits  
This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III. Topics discussed include a review of the accounting cycle, preparation of financial statements, analysis of cash, receivables, and inventories.

**AC202 INTERMEDIATE ACCOUNTING II** (48 Lecture/32 Lab Hours) 4 Credits  
This course continues the in-depth analysis of specific accounting topics such as fixed assets, intangible assets, leases, investments, and a thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals.

**AC203 COST ACCOUNTING** (40 Clock Hours) 2 Credits  
**AC203 COST ACCOUNTING I** (40 Clock Hours) 2 Credits  
This course provides an introduction to cost accounting. It covers job orders, cost accounting systems with emphasis on the cost cycle, raw materials, manufacturing overhead, and cost financial statements.

**AC204 COMPUTERIZED ACCOUNTING** (40 Clock Hours) 2 Credits  
This course is a hands-on practicum through the monthly entries for a fiscal year in a

computerized general ledger for a business undergoing expansion. The values of financial statement preparation, financial data analysis, and an auditing trail are emphasized along with the conversion of the business from a proprietorship to a corporation.

**AC204 COST ACCOUNTING II** (40 Clock Hours) 2 Credits  
This course is a continuation of the study of cost elements with emphasis on process cost accounting.

**AC205 COST ACCOUNTING** (24 Lecture/14 Lab Hours) 2 Credits  
This course is concerned with job order and process cost accounting systems with emphasis on the cost cycle, raw materials, labor, factory overhead, and financial statements for the business that operates as a manufacturing concern.

**AC205 ELECTRONIC SPREADSHEETS** (40 Clock Hours) 2 Credits  
Using Lotus 1-2-3, this course instructs the students on the concepts and uses of electronic spreadsheets. Through hands-on activities, students learn to use a spreadsheet program as an accounting tool.

**AC206 INCOME TAX** (40 Clock Hours) 2 Credits  
This annually updated tax course offers students a thorough explanation of the federal tax structure, while training them to apply tax principles to specific problems. Emphasis is placed on the 1040 individual income tax return with supplementary schedules.

**AC207 INCOME TAX** (22 Lecture/35 Lab Hours) 2 Credits  
This annually updated tax course offers students a thorough explanation of the federal tax structure, while training them to apply tax principles to specific problems. Emphasis is placed on the 1040 individual income tax return with supplementary schedules.

**AC208 INTERMEDIATE ACCOUNTING I** (30 Lecture/46 Lab Hours) 3 Credits  
This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III. Topics discussed include a review of the accounting cycle, preparation of financial statements, analysis of cash, receivables, and inventories.

**AC209 INTERMEDIATE ACCOUNTING II** (30 Lecture/46 Lab Hours) 3 Credits  
This course continues the in-depth analysis of specific accounting topics such as fixed assets, intangible assets, leases, investments, and a thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals.

**AC210 ADVANCED ACCOUNTING** (40 Clock Hours) 2 Credits  
A variety of topics is given special in-depth attention. These topics include partnership formation, operation, dissolution, and liquidation. In addition, home office and branch accounting and the purchase and pooling of interests methods of consolidation are covered.

**AC211 ECONOMICS** (24 Lecture/14 Lab Hours) 2 Credits

In this course, students study macroeconomics and microeconomics concepts. Topics considered include the method of economics, supply and demand, the price mechanism, money and the American banking system, national output and national income, monetary and fiscal policies, the problems resulting from economic progress, and the current economic system.

**AC215 FORENSIC ACCOUNTING** (24 Lecture/14 Lab Hours) 2 Credits

This course provides an overview of the foundation areas of importance to fraud examination and forensic accounting. Topics covered include the basic and advanced fraud examination and investigation process, the specific areas in which frauds typically originate from outside of the organization, and the forensic accounting services not directly related to fraud.

**AC220 ADVANCED ACCOUNTING** (22 Lecture/35 Lab Hours) 2 Credits

A variety of topics is given special in-depth attention. These topics include partnership formation, operation, dissolution, and liquidation. In addition, home office and branch accounting and the purchase and pooling of interests methods of consolidation are covered.

**CA101 MICROSOFT OPERATING SYSTEMS** (14 Lecture/24 Lab Hours) 1 Credit

This course focuses on Microsoft operating systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties.

**CA102 COMPUTER APPLICATIONS** (38 Clock Hours) 1 Credit

This course provides an introduction to computer concepts. Topics include the operating system, spreadsheets, word processing, and database management. Students are also introduced to Internet research strategies to locate resources useful in the physical therapy field.

**CA104 WEB DEVELOPMENT** (22 Lecture/16 Lab Hours) 2 Credits

In this course students learn to use HTML, CSS, and JavaScript to develop well-designed Web pages. Students learn to apply appropriate techniques to include forms, images, and tables.

**CA105 MICROSOFT OPERATING SYSTEMS** (20 Lecture/20 Lab Hours) 2 Credits

This course focuses on legacy and popular Microsoft operating systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties.

**CA106 PROGRAMMING LOGIC** (24 Lecture/14 Lab Hours) 2 Credits

This course introduces the students to computer programming and problem solving in structured and procedural environments. Students will also learn syntax, algorithms, program design, and logic controls.

**CA108 NETWORKS** (40 Lecture/40 Lab Hours) 4 Credits

This course introduces the students to the Novell, Windows NT, and UNIX TCP/IP networks and explores the interoperability of these networks. Students learn networking fundamentals, the

components of a LAN network, and the major features and functions of the network software. Students walk through the steps for installing the network software on a server and organizing the server. Additional topics include network topologies, protocols, and the layers of the OSI Model.

**CA109 NETWORKS (30 Lecture/46 Lab Hours) 3 Credits**

This course introduces the students to the networks and explores the interoperability of these networks. Students learn networking fundamentals, the components of a LAN, and the major features and functions of the network software. Students walk through the steps for installing the network software on a server and organizing the server. Additional topics include network topologies, protocols, and the layers of the OSI Model.

**CA110 COMPUTER CONCEPTS (1994-1995) (80 Clock Hours) 4 Credits**

This course is designed to provide the students with a conceptual understanding of computer hardware and operating system software. The range of computer types from mainframes to micros (PCs) is covered with an emphasis on explaining the types of applications and job skills that are common to all computer career environments as well as those that are unique to each type of system.

**CA110 COMPUTER CONCEPTS (24 Lecture/14 Lab Hours) 2 Credits**

This course is designed to provide the students with a conceptual understanding of computer hardware and operating system software. The range of computer types from clients to servers is covered with an emphasis on explaining the types of applications. Job skills that are common to all computer career environments as well as those that are unique to each type of system are discussed. Students also develop Internet search strategies and examine Internet ethics and responsibilities.

**CA111 COMPUTER APPLICATIONS—DOS (40 Clock Hours) 2 Credits**

This course teaches the students how to communicate with the PC operating system using DOS commands. The students learn shell and batch programming as applied to DOS systems. The students apply these skills in their laboratory assignments where they learn to write complete functions needed in the daily administration of business systems.

**CA112 COMPUTER APPLICATIONS—UNIX (24 Lecture/16 Lab Hours) 2 Credits**

This course teaches the student how to become a UNIX systems administrator. The students learn system administration functions that allow them to add new users and establish system-level defaults and user privileges. Students also learn how to log in as a regular user and use the standard set of commands. Additionally, the students learn to use X-Windows.

**CA113 PC HARDWARE AND DIAGNOSTICS (40 Clock Hours) 2 Credits**

This course teaches microcomputer hardware concepts. The students learn how to detect problems and install add-on equipment, such as monitors and printers. Additionally, the students learn how to format hard drives, install add-on memory boards, run cabling, and complete other hardware-related activities. Students learn to use software diagnostic utility packages.

**CA114 DATABASE CONCEPTS (22 Lecture/16 Lab Hours) 2 Credits**

This course introduces the students to relational databases. The important design concepts and the common standards to which all database packages adhere are discussed. Students also learn to query for information and generate reports using a popular database package.

**CA115 DATABASE APPLICATIONS** (24 Lecture/14 Lab Hours) 2 Credits

In this course students learn advanced theories of database design. Students design, critique, optimize, and implement database solutions to business applications.

**CA116 SOFTWARE DOCUMENTATION DEVELOPMENT** (80 Clock Hours) 4 Credits

This course teaches the students how to use popular text editors, such as DOS's Edlin, UNIX's VI, and other line and screen editors. The students also learn how to use the UNIX text formatting tools, such as nroff, troff, and eroff to produce printed output. Students learn to create effective documentation, which is crucial in software development projects.

**CA117 BASIC PROGRAMMING** (40 Clock Hours) 2 Credits

**CA117 VISUAL BASIC PROGRAMMING** (40 Clock Hours) 2 Credits

This course introduces the students to the Microsoft Visual BASIC package. The first half of the course teaches programming rules and syntax, and the second half is dedicated to computer assignments where the students enter, debug, test, and document their programs.

**CA118 VISUAL BASIC PROGRAMMING** (40 Lecture/40 Lab Hours) 4 Credits

This course introduces the students to the Microsoft Visual BASIC package. The first half of the course teaches programming rules and syntax, and the second half is dedicated to computer assignments where the students enter, debug, test, and document their programs.

**CA119 .NET PROGRAMMING** (30 Lecture/46 Lab Hours) 3 Credits

This course introduces the students to the Microsoft Visual Studio packages. The course teaches programming rules and syntax and includes computer assignments where the students create, debug, test, and document their programs.

**CA120 WEB DEVELOPMENT** (40 Clock Hours) 2 Credits

In this course students learn to use HTML and JavaScript to develop well-designed Web pages. Students learn to apply appropriate techniques and to include forms, frames, images, and tables.

**CA121 WEB DEVELOPMENT** (40 Lecture/40 Lab Hours) 4 Credits

This course presents introductions to many of the basic concepts, issues, and techniques related to designing, developing, and deploying Web sites. During the course, students will learn about Web design, HTML, XHTML, basic JavaScript, Dynamic HTML, and Cascading Style Sheets (CSS).

**CA122 WEB AUTHORIZING TOOLS** (40 Clock Hours) 2 Credits

In this course students learn how to automate the developmental process of their Web pages using Web authoring tools. Emphasis is placed on proper design elements and enhanced through the use of practical exercises.

**CA123 WEB AUTHORIZING TOOLS** (22 Lecture/16 Lab Hours) 2 Credits



In this course students learn how to automate the developmental process of their Web pages using Web authoring tools, including integrated development environments. Emphasis is placed on proper design elements and enhanced through the use of practical exercises.

**CA124 MICROSOFT INTEGRATION (8 Lecture/30 Lab Hours) 1 Credit**

In this course students learn to work efficiently with multiple applications using the automation and integration capabilities of Microsoft Office. PowerPoint, advanced features of Word, and the Microsoft mini-applications are also covered.

**CA125 NETWORK ADMINISTRATION (40 Clock Hours) 2 Credits**

This course teaches the students to administer the network. Students learn to add users and set user privileges, set up device and file shares, and set up and administer print shares.

**CA126 NETWORK ADMINISTRATION (20 Lecture/40 Lab Hours) 2 Credits**

This course teaches the students to administer the network. Students learn to add users and set user privileges, set up device and file shares, and set up and administer print shares.

**CA127 ADVANCED OPERATING SYSTEMS (24 Lecture/16 Lab Hours) 2 Credits**

This course is a continuation of the study of popular Microsoft operating systems with further development of skills in installation, configuration, and troubleshooting techniques.

**CA128 NETWORK ADMINISTRATION (16 Lecture/22 Lab Hours) 1 Credit**

This course teaches students to administer the server. Students learn to configure server roles and features, including domain directory services. Students will also learn to set up security, to audit using event logs, and to configure NICs and backup storage.

**CA129 ADVANCED .NET PROGRAMMING (8 Lecture/30 Lab Hours) 1 Credit**

This course develops .NET skills and knowledge required to complete complex business applications. Topics include advanced GUI design skills and incorporation of database connectivity, object-oriented programming, and graphics within .NET applications.

**CA130 MICROSOFT INTEGRATION (20 Lecture/20 Lab Hours) 2 Credits**

In this course students learn to work efficiently with multiple applications using the automation and integration capabilities of Microsoft Office. PowerPoint, advanced features of Word, and the Microsoft mini-applications are also covered.

**CA132 PC HARDWARE AND DIAGNOSTICS (30 Lecture/46 Lab Hours) 3 Credits**

This course teaches computer hardware concepts related to installation, configuration, and upgrading of motherboards, processors, and memory. Additional topics covered include diagnosing, troubleshooting, and preventive maintenance.

**CA133 PC HARDWARE AND DIAGNOSTICS (40 Lecture/40 Lab Hours) 4 Credits**

This course teaches computer hardware concepts related to installation, configuration, and upgrading of motherboards, processors, and memory. Additional topics covered include diagnosing, troubleshooting, and preventive maintenance.

**CA134 COMPUTER APPLICATIONS--\*NIX** (22 Lecture/16 Lab Hours) 2 Credits  
This course introduces the students to the \*NIX operating and file systems. The students learn shells, command line syntax, and basic scripting. Students learn to use X-Windows.

**CA135 PROJECT DEVELOPMENT** (40 Clock Hours) 1 Credit  
In this course students complete multiweek projects that require application of previously learned skills in one or more of the following areas: networking, database application, web development, and Visual BASIC programming. Students are required to design, document, and program their solutions.

**CA140 IT CUSTOMER SUPPORT** (22 Lecture/16 Lab Hours) 2 Credits  
This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry.

**CA200 C PROGRAMMING** (40 Clock Hours) 2 Credits  
This course introduces the students to the syntax and rules of C coding. Students master the fundamentals and create basic applications using the C programming language.

**CA200 INTRODUCTION TO C PROGRAMMING** (80 Clock Hours) 4 Credits  
This introductory course explains the language features and syntax of C. This is followed by a variety of coding examples that start with the most basic functions and progress to the more complex programs. A step-by-step approach is taken to be sure that the students master the fundamentals and learn to appreciate the intricacies of this apparently simple set of commands.

**CA201 ADVANCED C PROGRAMMING** (80 Clock Hours) 4 Credits  
This advanced C programming course stresses the wider use of “pointer” addressing, complex C structures, and the endless opportunities provided by mastering the use of functions and custom-developed library routines.

**CA202 INTRODUCTION TO COBOL PROGRAMMING (1995-1998)** (80 Clock Hours) 4 Credits  
This course is an introduction to the newest versions of the COBOL language. The language rules and syntax are presented with sample applications. The students learn to code simple programs and advance to more complex business applications. The students enter, test, and debug their own programs.

**CA202 INTRODUCTION TO COBOL PROGRAMMING** (40 Clock Hours) 2 Credits  
This course is an introduction to the COBOL language. The language rules and syntax are presented with sample applications. The students learn to apply these concepts to typical business applications. The students enter, test, and debug their own programs.

**CA203 ADVANCED COBOL PROGRAMMING (1995-1998)** (80 Clock Hours) 3 Credits  
This course teaches advanced COBOL programming concepts using a variety of indexing and problem-solving software tools. These concepts are supported with explained examples. The students learn to apply these concepts to typical business applications.

**CA203 ADVANCED COBOL PROGRAMMING (40 Clock Hours) 2 Credits**

This course teaches advanced COBOL programming concepts using a variety of problem-solving software tools. Special emphasis is placed on techniques for finding and correcting date fields related to the year 2000 conversion.

**CA204 ADVANCED VISUAL BASIC PROGRAMMING (80 Clock Hours) 4 Credits**

This course develops the Visual BASIC skills and knowledge required to complete complex business applications. Topics include creating network applications, using the Windows API calls, and utilizing OLE to incorporate database functions inside Visual BASIC code.

**CA204 ASSEMBLY PROGRAMMING (40 Clock Hours) 2 Credits**

This course introduces the students to the Microsoft Macro Assembler language. This course strengthens the students' knowledge of the interrelations of hardware and software. The students enter, compile, link, test, and debug their program assignments.

**CA205 ADVANCED BASIC PROGRAMMING (40 Clock Hours) 2 Credits**

This course requires that the students apply BASIC to solve a set of advanced business application problems using microcomputers. The instructor provides examples of various coding options.

**CA206 INTRODUCTION TO C++ (80 Clock Hours) 4 Credits**

This course introduces the students to the syntax and rules of C++ coding. Students master the fundamentals and create basic applications using the C++ programming language.

**CA206 NETWORKS (40 Clock Hours) 2 Credits**

In this course students learn networking fundamentals and become familiar with the components of a LAN network as well as the major features and functions of network software. Students walk through the steps for installing the network software on a server and activating workstations as well as organizing the server and adding users. Topics covered include network topologies, protocols, and the seven layers of the OSI Model.

**CA207 C++ PROGRAMMING (80 Clock Hours) 4 Credits**

In this course students learn the C++ object-oriented programming language beginning with concepts and the coding syntax. Students document and write C++ programs using object-oriented data classes and supporting libraries.

**CA208 ADVANCED VISUAL BASIC PROGRAMMING (20 Lecture/20 Lab Hours) 2 Credits**

This course develops the Visual Basic skills and knowledge required to complete complex business applications. Topics include creating network applications, using the Windows API calls, and incorporating database connections inside Visual Basic code.

**CA208 BUSINESS COMPUTER GRAPHICS (40 Clock Hours) 2 Credits**

This course introduces the students to business graphics as demonstrated through the use of the Harvard Graphics package and others. The students learn to use graphics software packages to produce charts and graphs.

**CA209 OBJECT-ORIENTED PROGRAMMING (40 Lecture/40 Lab Hours) 4 Credits**

This course introduces the students to the syntax and rules of object-oriented programming. Students master the fundamentals and apply the principles of object-oriented design to write programs to solve business problems.

**CA210 ADVANCED PROJECT DEVELOPMENT (10 Lecture/66 Lab Hours) 2 Credits**

This capstone course takes the students into their final academic effort. The students are required to design, document, and program their solutions to problems they will likely face in their career pursuits.

**CA210 PROJECT DEVELOPMENT (80 Clock Hours) 2 Credits**

This course takes the students into their final academic efforts where they must tackle real-world challenges directly involved with software development. These challenges take the form of four software projects of chosen types that represent what they will likely face in their career pursuits. The students are required to design, document, and program their solutions. Students learn to use standard text processing tools to document programming projects.

**CA211 OBJECT-ORIENTED PROGRAMMING (30 Lecture/46 Lab Hours) 3 Credits**

This course introduces the students to the syntax and rules of object-oriented programming. Students master the fundamentals and apply the principles of object-oriented design to write programs to solve business problems.

**CA212 INTRODUCTION TO VISUAL C++ PROGRAMMING (80 Clock Hours) 4 Credits**

This introductory course explores the relationship between C and Visual C++. Students are introduced to object-oriented programming concepts. Students develop Windows applications using the object-oriented techniques available through Visual C++.

**CA212 LINUX ADMINISTRATION (20 Lecture/20 Lab Hours) 2 Credits**

In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, Internet services, and system hardware.

**CA213 LINUX ADMINISTRATION (8 Lecture/30 Lab Hours) 1 Credit**

In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, Internet services, and system hardware.

**CA214 IMPLEMENTING AND ADMINISTERING SQL SERVERS**

(40 Lecture/40 Lab Hours) 4 Credits

In this course students learn to implement, administer, and troubleshoot SQL servers. Topics include optimizing database performance, extracting and transforming data, and creating and managing database users.

**CA215 ADVANCED C++ (80 Clock Hours) 4 Credits**

In this course students continue to develop their knowledge of the structure and syntax of C++. Students are introduced to object-oriented programming (OOP) concepts and apply the principles of OOP design to write programs to solve business problems. Additionally, students learn to respond to keyboard and mouse events in Visual C++.

### **CA216 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS**

(30 Lecture/46 Lab Hours)

3 Credits

In this course students learn to implement, administer, and troubleshoot information systems that incorporate Microsoft operating systems. Topics include installing, configuring, monitoring, and securing resources.

### **CA218 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS**

(40 Lecture/40 Lab Hours)

4 Credits

In this course students learn to implement, administer, and troubleshoot information systems that incorporate Microsoft operating systems. Topics include installing, configuring, monitoring, and securing resources.

### **CA219 IMPLEMENTING AND ADMINISTERING SQL SERVERS**

(30 Lecture/46 Lab Hours)

3 Credits

In this course students learn to implement, administer, and troubleshoot SQL servers. Topics include optimizing database performance, extracting and transforming data, and creating and managing database users.

### **CA220 ADVANCED VISUAL C++ PROGRAMMING (80 Clock Hours)**

4 Credits

This course teaches the students the programming skills needed to build complete Windows applications. The students learn to enhance their applications, to create Dynamic Link Libraries (DLLs), and to use the Object Linking and Embedding (OLE) features of Visual C++.

### **CA220 VISUAL C++ (40 Clock Hours)**

2 Credits

This course teaches the students the programming skills needed to build complete Windows applications. The students learn to enhance their applications, to create Dynamic Link Libraries (DLLs), and to use the Object Linking and Embedding (OLE) features of Visual C++.

### **CA221 MANAGING A MICROSOFT NETWORK ENVIRONMENT**

(16 Lecture/60 Lab Hours)

2 Credits

In this course students learn to administer, support, and troubleshoot information systems that incorporate Microsoft network operating systems. Topics include managing permissions for resources such as printer shares, file shares, and remote access.

### **CA222 MANAGING A MICROSOFT NETWORK ENVIRONMENT**

(40 Lecture/40 Lab Hours)

4 Credits

In this course students learn to administer, support, and troubleshoot information systems that incorporate Microsoft network operating systems. Topics include managing permissions for resources such as printer shares, file shares, and remote access.

### **CA224 DESIGNING SECURITY FOR A MICROSOFT NETWORK**

(40 Lecture/40 Lab Hours)

4 Credits

This course teaches students the skills required to analyze the business requirements for security and to design a security solution. Topics include audit policies, encryption, authentication, and controlling access to resources.

**CA225 JAVA** (40 Lecture/40 Lab Hours)

4 Credits

This course instructs students to use the Java language to design and implement applications using object-oriented topics of classes and objects, inheritance, and polymorphism. Special emphasis is placed on designing applets for Web pages. Students work in a visual Integrated Development Environment (IDE).

### **CA226 DESIGNING SECURITY FOR A MICROSOFT NETWORK**

(16 Lecture/60 Lab Hours)

2 Credits

This course teaches students the skills required to analyze the business requirements for security and to design a security solution. Topics include audit policies, encryption, authentication, and controlling access to resources.

**CA228 JAVA** (16 Lecture/60 Lab Hours)

2 Credits

This course instructs students to use the Java language to design and implement applications using object-oriented topics of classes and objects, inheritance, and polymorphism. Students work in a visual Integrated Development Environment (IDE).

### **CU100 INTRODUCTION TO THE HOSPITALITY INDUSTRY**

(38 Clock Hours)

2 Credits

This course provides a global look at the hospitality industry with career opportunities in food service, hotels, clubs, and related businesses such as hospitals, schools, casinos, and the military. The course focuses on changing trends that affect the industry, including “green” operations, globalization, technology, and the changing demographics of society.

### **CU101 COMMERCIAL KITCHEN SKILLS AND PROCEDURES**

(95 Clock Hours)

3 Credits

Students are introduced to culinary history, safety and sanitation, tools and equipment, culinary terminology, and knife skills. The course also includes an introduction to the principles of cooking, flavors and flavoring, dairy products, grains and starches, fruits and vegetables, and mise en place preparation. Students will have hands-on instruction on the proper preparation of hot and cold vegetable, potato, and pasta dishes. Students are presented with a comprehensive program of the breakfast and mid-day meal service. Attention is focused on the ability to prepare a variety of breakfast dishes, salads and salad dressings, and mid-day meal entrees.

**CU102 SOUPS, STARCHES AND SAUCES** (95 Clock Hours)

3 Credits

Sauces help to complement and enhance dishes in all cuisines. Students begin by using fresh ingredients to prepare stocks such as beef, chicken, veal, and fish. These provide the base for all “mother” sauces. Preparation of consommés, cream, and bean soups as well as their thickening agents is emphasized. Additional sauce proficiency is acquired as technique and procedure are refined. Through lecture, demonstration, and hands-on experience, students are introduced to a

variety of ingredients required to produce soups and sauces. In the laboratory, students will prepare a variety of pastas, rice, and potatoes.

**CU103 MEAT AND POULTRY ARTS (95 Clock Hours) 3 Credits**

Students are introduced to the fabrication of primal cuts of meat and poultry for various industry operations. Emphasis is given to portion control, purchasing, costing, and the utilization of byproducts. Attention and encouragement are given to creativity and individual plate presentation.

**CU104 FISH AND SHELLFISH ARTS (95 Clock Hours) 3 Credits**

This course is designed to introduce the student to the processes of purchasing, receiving, and handling fish and shellfish. Attention is given to techniques and procedures for fabricating fresh fish. Fundamental cooking concepts are introduced early on. Students progress through economical and attractive plate presentations. Emphasis is placed on the total use of whole fish, shellfish, and mollusk.

**CU105 BREADS, CAKES AND PASTRY ARTS (95 Clock Hours) 3 Credits**

Students are introduced to the basic information, procedures, and techniques necessary for an understanding and application of the function of baking ingredients. Product differentiation and ingredients identification are developed along with the application of weights and measures. Each student produces an assortment of breads, rolls, Danish, and a variety of other bakery products. Students are exposed to advanced skills and decorating techniques required for the production of high-quality pastry products. Each student participates in producing items such as variety pies, tarts, puff pastry, and pate choux products. Assorted cookies, mousses, hot and cold soufflés, European-style tortes, marzipan, and pastillage are produced.

**CU106 GARDE MANGER AND CHARCUTERIE (95 Clock Hours) 3 Credits**

Students are exposed to the “Garde Manger” department by applying proper techniques for cold food presentation. Attention is given to the proper care and use of tools for grinding and smoking as well as the handling of forcemeats to create a variety of sausage. Students are introduced to the organization and responsibilities of the cold kitchen. Attention to detail in the production of pates en croute, terrines, hors d’oeuvres, and classical garnishes is given. Students are exposed to using tallow for displays as well as creating centerpieces from blocks of ice.

**CU107 INTRODUCTION TO THE CULINARY PROFESSION (38 Clock Hours) 1 Credit**

This course presents the professional culinary industry. Students will be presented with a variety of career possibilities within the culinary industry. Students will learn communication, public speaking, and interaction skills through interaction with guest industry speakers. Students will learn how to prepare a career outline, resume/CV, and personal portfolio.

**CU108 FOUNDATIONAL COOKING SKILLS (95 Clock Hours) 3 Credits**

This course presents the basic principles of food preparation for the food service and hospitality industry. This class is a foundation course; and topics covered include mise en place, knife skills, stocks, sauces, soups, vegetables, legumes, and breakfast egg cookery. In addition, students will practice reading and formulating recipes and food and kitchen safety and sanitation.

**CU109 SAFETY, SANITATION AND KITCHEN DESIGN (38 Clock Hours)**

2 Credits

This course enables foodservice professionals to meet the sanitation requirements and controls of a food-production operation. Students are introduced to the practices of preventing food-borne illnesses through a study of the principles of food-borne illness, sanitation, personal hygiene, health regulations, and inspections. The safe use, cleaning, and maintenance of equipment is stressed. The principles of HACCP will be studied. Students work in kitchen situations working with thermometers and inspection for safe food handling. Verification of lab experiences will be documented. Students are also introduced to the proper procedures for the design of a professional kitchen. Each student designs a foodservice facility. This course follows the guidelines of the American Culinary Federation Educational Institute.

**CU110 SAFETY, SANITATION AND KITCHEN DESIGN**

(14 Lecture/24 Lab Hours)

1 Credit

This course enables foodservice professionals to meet the sanitation requirements and controls of a food-production operation. Students are introduced to the practices of preventing food-borne illnesses through a study of the principles of food-borne illness, sanitation, personal hygiene, health regulations, and inspections. The safe use, cleaning, and maintenance of equipment is stressed. The principles of HACCP will be studied. Students work in kitchen situations working with thermometers and inspection for safe food handling. Verification of lab experiences will be documented. Students are also introduced to the proper procedures for the design of a professional kitchen. Each student designs a foodservice facility. This course follows the guidelines of the American Culinary Federation Educational Institute.

**CU111 SAFETY, SANITATION AND KITCHEN DESIGN**

(32 Lecture/8 Lab Hours)

2 Credits

This course enables foodservice professionals to meet the sanitation requirements and controls of a food-production operation. Students are introduced to the practices of preventing food-borne illnesses through a study of the principles of food-borne illness, sanitation, personal hygiene, health regulations, and inspections. The safe use, cleaning, and maintenance of equipment is stressed. The principles of HACCP will be studied. Students work in kitchen situations working with thermometers and inspection for safe food handling. Verification of lab experiences will be documented. Students are also introduced to the proper procedures for the design of a professional kitchen. Each student designs a foodservice facility. This course follows the guidelines of the American Culinary Federation Educational Institute.

**CU112 COMPUTER APPLICATIONS FOR FOODSERVICE**

(10 Lecture/30 Lab Hours)

1 Credit

This course provides an introduction to computer concepts. Topics include the operating system, spreadsheets, word processing, and database management. Students are also introduced to Internet research strategies to locate resources useful in the culinary arts field.

**CU112 MATH FOR THE COMMERCIAL KITCHEN (40 Clock Hours)**

2 Credits

Students are exposed to skills in mathematical computations that are frequently used in the foodservice industry. Areas of emphasis include recipe conversions, percentages, and compound interest.



**CU113 PURCHASING AND STORE ROOM PROCEDURES (40 Clock Hours) 2 Credits**

This course provides students with an overview of the purchasing procedures for foodservice operations, which includes the theory of the flow of goods, purchasing trends and cycles, and ethical and legal considerations for purchasing and comparing product and bidding specifications. Students gain hands-on experience with inventory, proper receiving and issuing techniques, product quality, comparison testing, and various purchasing systems.

**CU114 COMPUTER APPLICATIONS FOR FOODSERVICE (40 Clock Hours) 2 Credits**

This course provides an introduction to computer concepts. Topics include the operating system, spreadsheets, word processing, and database management. Students are also introduced to Internet research strategies to locate resources useful in the culinary arts field.

**CU115 NUTRITION (40 Clock Hours) 2 Credits**

Students are introduced to basic nutritional concepts by applying sound nutritional principles to food preparation and menu planning. The essential requirements of various age, social groups, and at-risk health groups are evaluated. Study is directed to the use of low-caloric, low-fat, healthy food choices and proper cooking techniques for special diets while maintaining taste, texture, and appeal. Each student writes a nutritional cycle menu. This course follows the guidelines of the American Culinary Federation Educational Institute.

**CU116 WINES, SPIRITS AND BEVERAGES (38 Clock Hours) 2 Credits**

Students receive an overview of the major wine regions of Europe and America. The how-tos of wine making, wine label reading, and champagne fermentation are thoroughly discussed. The course explains marketing and merchandising techniques helpful in today's foodservice institutions.

**CU117 PURCHASING AND COST CONTROL (40 Clock Hours) 2 Credits**

This course is an introduction to the operation of the purchasing, inventory, maintenance, storage, and disbursement of food and kitchen supplies. Students learn to control food costs and maintain accurate records. Students will focus on food commodities, computers in the foodservice industry, supplies, and services.

**CU118 DINING ROOM SERVICE AND MANAGEMENT (40 Clock Hours) 2 Credits**

In this course, students will learn the basics of the front-of-the-house dining room operations. Included will be styles of service, the basics of service, an analysis of all dining room positions, customer service, human resource skills, and restaurant concepts. Additionally, the students will learn the basic skills of either front- or back-of-the-house operations.

**CU119 PURCHASING AND COST CONTROL (40 Lecture/20 Lab Hours) 2 Credits**

This course is an introduction to the operation of the purchasing, inventory, maintenance, storage, and disbursement of food and kitchen supplies. Students learn to control food costs and maintain accurate records. Students will focus on food commodities, computers in the foodservice industry, supplies, and services.

**CU120 COMPUTER APPLICATIONS FOR FOODSERVICE (38 Clock Hours) 1 Credit**

This course provides an introduction to computer concepts. Topics include the operating system, spreadsheets, word processing, and database management. Students are also introduced to Internet research strategies to locate resources useful in the culinary arts field.

**CU121 PURCHASING AND COST CONTROL (38 Clock Hours) 2 Credits**

This course is an introduction to the operation of the purchasing, inventory, maintenance, storage, and disbursement of food and kitchen supplies. Students learn to control food costs and maintain accurate records. Students will focus on food commodities, computers in the foodservice industry, supplies, and services.

**CU122 DINING ROOM SERVICE AND MANAGEMENT (38 Clock Hours) 1 Credit**

In this course, students will learn the basics of the front-of-the-house dining room operations. Included will be styles of service, the basics of service, an analysis of all dining room positions, customer service, human resource skills, and restaurant concepts. Additionally, the students will learn the basic skills of either front- or back-of-the-house operations.

**CU123 PURCHASING AND STORE ROOM PROCEDURES (38 Clock Hours) 1 Credit**

This course provides students with an overview of the purchasing procedures for foodservice operations, which includes the theory of the flow of goods, purchasing trends and cycles, and ethical and legal considerations for purchasing and comparing product and bidding specifications. Students gain hands-on experience with inventory, proper receiving and issuing techniques, product quality, comparison testing, and various purchasing systems.

**CU125 HUMAN RELATIONS IN THE HOSPITALITY INDUSTRY**

**CU125 HUMAN RELATIONS IN THE WORKPLACE**

(38 Clock Hours) 1 Credit

The students are exposed to preparation for management positions in the hospitality industry. Attention is given to motivational techniques, management by objectives, and the role of the mass media.

**CU126 SAFETY AND SANITATION (38 Clock Hours) 2 Credits**

This course provides an overview of the issues relating to the standards of food safety and sanitation within the hospitality industry. Specific topics include microorganisms, employee training, equipment purchasing, integrated pest management, cleaning and sanitizing, and other related subjects. Students prepare for and must pass the ServSafe certification exam from the National Restaurant Association (NRA).

**CU127 FOOD AND BEVERAGE COST CONTROL (38 Clock Hours) 2 Credits**

This course covers the principles and procedures involved in an effective food and beverage control system including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, labor cost control, and computer applications.

**CU130 PROTEIN COOKERY AND PLATING TECHNIQUES (95 Clock Hours) 3 Credits**

This course provides experience for reinforcing student skills in the fundamental concepts and introducing advanced techniques of professional cookery. Students are introduced to the

fabrication of meat, poultry, and fish and common cuts and the ability to create complete dishes. Upon completion, students should be able to demonstrate competency of the professional cooking skills used in the foodservice industry.

**CU131 FOUNDATIONAL BAKING SKILLS (95 Clock Hours) 3 Credits**

This course presents the basic principles of baking for professional foodservice establishments. This is a foundations course which includes terms, equipment, and an introduction to the basic mechanics of the baking kitchen. Topics covered include the identification, production, and evaluation of yeast-leavened products, quick breads, pies, tarts, cookies, and basic cakes.

**CU132 AMERICAN REGIONAL CUISINE (95 Clock Hours) 3 Credits**

This course presents the principles of traditional dishes of various cuisines and related terminology throughout the United States. This class builds upon the basics and utilizes advanced techniques to proceed into the culinary traditions and practices of the different regions in our country. Ingredients, flavor profiles, preparations, and techniques of each region will be analyzed. Students will have the opportunity to prepare, taste, and present dishes from each regional cuisine.

**CU133 GLOBAL CUISINE (95 Clock Hours) 3 Credits**

This course presents the principles of traditional dishes of cuisines from around the globe. Ingredients, flavor profiles, preparations, and techniques of each cuisine will be analyzed. Students will have the opportunity to prepare, taste, and analyze dishes from each cuisine.

**CU134 GARDE MANGER (95 Clock Hours) 3 Credits**

This course presents the basic principles of Garde Manger for professional foodservice establishments. Topics covered include charcuterie and preservation techniques found in various cultures, hors d'oeuvre and canapés, decorative centerpieces, cheese identification, additional cold food items, and discussion and research of modern buffet displays. Sanitary practices and compliance with laws and ordinances of the Department of Health are enforced.

**CU200 EUROPEAN CUISINE (95 Clock Hours) 3 Credits**

This course improves the student's culinary foundation through the preparation and presentation of the classical and modern dishes from the European area. Student prepare a variety of European cuisines daily using fresh, indigenous products and current foodservice trends.

**CU201 CLASSICAL CUISINE (14 Lecture/81 Lab Hours) 3 Credits**

This course improves the student's culinary foundation through the preparation and presentation of classical French menus. Students prepare a classical French menu daily following the principles and disciplines of Auguste Escoffier.

**CU202 INTERNATIONAL CUISINE (180 Clock Hours) 6 Credits**

Students prepare a variety of global cuisines daily using fresh indigenous products and current foodservice trends. Students are introduced to world cuisines, cultures, and food presentations.

**CU203 CULINARY EXTERNSHIP (360 Externship Hours) 8 Credits**

This externship is scheduled during the last 12 instructional weeks of the program. Students have the opportunity to apply skills learned through theory and hands-on application in a practical/professional environment. The externship experience is supervised and evaluated by personnel at the externship site and by school faculty.

**CU204 INTERNATIONAL CUISINE** (30 Lecture/170 Lab Hours) 6 Credits  
Students prepare a variety of global cuisines daily using fresh indigenous products and current foodservice trends. Students are introduced to world cuisines, cultures, and food presentations.

**CU205 INTERNATIONAL CUISINE** (25 Lecture/146 Lab Hours) 6 Credits  
Students prepare a variety of global cuisines daily using fresh indigenous products and current foodservice trends. Students are introduced to world cuisines, cultures, and food presentations.

**CU206 INTERNATIONAL CUISINE** (171 Clock Hours) 5 Credits  
Students prepare a variety of global cuisines daily using fresh indigenous products and current foodservice trends. Students are introduced to world cuisines, cultures, and food presentations.

**CU207 GLOBAL BEVERAGES** (38 Clock Hours) 2 Credits  
This course is an examination of the roles that alcoholic beverages play in professional foodservice establishments. The course will emphasize styles of alcoholic beverages from around the world; the theory and practice of matching beverages with food; tasting wines, beers, and spirits; and organizing beverage service. Subjects to be explored include beverages of the New World and the Old World as well as purchasing, storing, marketing, and serving wines in a restaurant environment.

**CU208 MENU PLANNING** (38 Clock Hours) 1 Credit  
This course will introduce students into the art of menu writing. Topics include menu layout, design, development, descriptions, government regulations, pricing, sales mix, and management. Students will analyze different types of menus based on concept, cost, design, and efficiency.

**CU210 FOOD AND BEVERAGE MANAGEMENT** (57 Clock Hours) 2 Credits  
Students are introduced to the principles of food production and service management. Purchasing, receiving, and bar management are studied. Menu planning as well as banquet preparation are addressed.

**CU211 FOOD AND BEVERAGE MANAGEMENT** (40 Clock Hours) 2 Credits  
Students are introduced to the principles of food production and service management. Purchasing, receiving, and bar management are studied. Menu planning as well as banquet preparation are addressed.

**CU212 ESSENTIALS OF EMPLOYEE MANAGEMENT** (40 Clock Hours) 2 Credits  
The students are exposed to preparation for management positions in the hospitality industry. Attention is given to motivational techniques, management by objectives, and the role of the mass media.

**CU215 PERSPECTIVES ON ENTREPRENEURSHIP** (40 Clock Hours) 2 Credits

This course is designed to give the student an understanding of how to open and manage a successful restaurant. The student will learn how to develop the concept and theme and to design both the front of the house as well as the back of the house. Menu design and pricing, as well as design and pricing of a wine list, are covered. The student will compile all the information into a project, designed to be the equivalent of an actual business proposal.

### **CU217 ADVANCED CULINARY TECHNIQUES AND TRENDS**

(95 Clock Hours)

3 Credits

This course introduces a variety of modern culinary industry trends and techniques. It covers the role of the five senses, the four basic tastes (salt, sweet, sour, bitter), seasonings, texture, temperature, and balance. On-trend healthful cooking techniques will be explored along with modern techniques and equipment found in contemporary kitchens.

### **CU218 DINING AND CULINARY OPERATIONS CAPSTONE**

(195 Clock Hours)

6 Credits

This course presents the principles of restaurant operations for culinary arts students. This hands-on course will involve production for the public for the college's dining entities enforcing practical skills with public evaluation. Additionally students will learn and execute dining room service skills and will interact directly with guests. Students will be executing full menu production. Also, the etiquette of a kitchen learning lab will allow students to understand the mechanics of full production restaurant operations from menu development to final turnout.

### **CU220 CULINARY EXTERNSHIP (240 Clock Hours)**

5 Credits

This externship is scheduled during the last 8 instructional weeks of the program. Students have the opportunity to apply skills learned through theory and hands-on application in a practical/professional environment. The externship experience is supervised and evaluated by personnel at the externship site and by school faculty.

### **EN100 COMPOSITION FUNDAMENTALS (38 Clock Hours)**

2 Credits

This course provides practice in the writing process and stresses effective paragraph development. Emphasis is placed on learning and applying the conventions of standard written English. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. The grade received in this course does appear on the student transcript; however, the credits earned in this course do not count toward graduation.

### **EN101 BUSINESS COMMUNICATIONS I (40 Clock Hours)**

2 Credits

This course provides the students with a review of grammar and sentence structure. Students gain an understanding of the structural relationship between words and phrases as they apply fundamental rules of grammar to sentence composition.

### **EN102 BUSINESS COMMUNICATIONS II (40 Clock Hours)**

2 Credits

This course is a continuation of Business Communications I. Students complete an extensive review of grammar principles and are introduced to punctuation. Students learn to integrate sentences into effective, well-organized, properly punctuated paragraphs. Upon completion of this course, students should be able to evaluate and review their own writing.

**EN103 BUSINESS COMMUNICATIONS III (40 Clock Hours) 2 Credits**

The practical application of more advanced uses of punctuation is the emphasis of this course. Studies also include application of capitalization, number expression, and abbreviation rules. Upon completion of this course, students should be able to apply these rules to their own written documents as well as those produced by others.

**EN104 ORAL COMMUNICATIONS (22 Lecture/16 Lab Hours) 2 Credits**

This course is a presentation of the fundamental principles of the oral communication process. The components of the process, the importance of the skill of active listening, and the importance of verbal and nonverbal communication are emphasized. Students then apply these skills as they learn proper techniques for telephone and interpersonal office communications.

**EN105 BUSINESS COMMUNICATIONS II (20 Clock Hours) 1 Credit**

This course continues an extensive review of grammar principles. A comprehensive reinforcement of language arts skills, such as adjective-adverb usage, prepositions, and conjunctions, is the focus of this course.

**EN105 COMPOSITION (45 Clock Hours) 3 Credits**

This course is designed to develop the writing, reading, and thinking skills necessary to produce effective college-level prose. Emphasis is placed on the writing process, including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce united, coherent, well-developed essays using standard written English.

**EN106 BUSINESS COMMUNICATIONS III (20 Clock Hours) 1 Credit**

This course is designed to instruct the students in the use of end marks and the most commonly used commas. Students apply the rules learned by editing sentences, paragraphs, and business letters.

**EN107 BUSINESS COMMUNICATIONS IV (20 Clock Hours) 1 Credit**

This course completes the study of punctuation. The students receive instruction on the rules for complex commas, the semicolon, the colon, and the quotation marks. Students apply these rules by editing correspondence.

**EN108 BUSINESS COMMUNICATIONS V (20 Clock Hours) 1 Credit**

This course is a presentation of the grammar rules for number usage and capitalization. Students apply these rules by editing correspondence.

**EN110 MEDICAL COMMUNICATIONS (20 Clock Hours) 1 Credit**

This course is designed to develop the medical office assisting students' writing skills. The students learn to construct appropriate sentences and to combine them to form effective paragraphs. They then apply these skills to the planning and writing of basic correspondence.

**EN110 WRITING I (40 Clock Hours) 2 Credits**

This course provides the students with a review of grammar and sentence structure. Students gain an understanding of the structural relationships between words and phrases as they apply

fundamental rules of grammar to sentence composition.

**EN111 ORAL COMMUNICATIONS I** (20 Clock Hours) 1 Credit  
This course is a presentation of the fundamental principles of the oral communication process. The components of the process, the importance of the skill of active listening, and the importance of verbal and nonverbal communication are emphasized.

**EN111 WRITING II** (40 Clock Hours) 2 Credits  
This course is a continuation of Writing I with emphasis on the writing process. Students learn to integrate sentences into effective, well-organized, properly punctuated paragraphs. Upon completion of this course, students should be able to evaluate and revise their own writing.

**EN112 ORAL COMMUNICATIONS II** (20 Clock Hours) 1 Credit  
This course is a continuation of the oral communication process. The students apply the principles and skills developed to the proper techniques for telephone communications and interpersonal office communications.

**EN112 WRITTEN EXPRESSION** (24 Lecture/14 Lab Hours) 2 Credits  
This course is designed to help students develop more effective written communication skills. The course focuses on the grammatical structures necessary to produce clear, correct, and effective communications. Activities focus on writing effective sentences, building effective paragraphs, and properly organizing essays, letters, and memos.

**EN113 WRITTEN COMMUNICATION FOR ADMINISTRATIVE PROFESSIONALS**  
(24 Lecture/16 Lab Hours) 2 Credits  
This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence, including request letters, claim letters, adjustment letters, and memorandums.

**EN114 WRITTEN BUSINESS COMMUNICATION** (38 Clock Hours) 2 Credits  
This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence, including request letters, claim letters, adjustment letters, and memorandums.

**EN124 WRITTEN COMMUNICATION FOR ADMINISTRATIVE PROFESSIONALS**  
(24 Lecture/14 Lab Hours) 2 Credits  
This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence, including request letters, claim letters, adjustment letters, and memorandums.

**EN200 PUBLIC SPEAKING** (1990-1992) (40 Clock Hours) 2 Credits  
This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative, persuasive, and special occasion speeches.

**EN200 PUBLIC SPEAKING** (60 Clock Hours) 3 Credits

This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative and persuasive speeches, participate in problem-solving group discussions, and prepare and deliver introductions, presentations, acceptances, welcomings, and tributes.

**EN201 WRITTEN COMMUNICATIONS (40 Clock Hours) 2 Credits**

This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence, including request letters, claim and adjustment letters, and memorandums.

**FI200 PERSONAL FINANCE (22 Lecture/16 Lab Hours) 2 Credits**

This course provides a survey of the major economic decisions facing the typical American household and examines the influence of social and economic change on individual financial planning. Students acquire the knowledge and develop the necessary analytical skills to make informed choices related to topics such as managing finances and budgeting, banking and saving, earning and reporting income, buying goods and services, using credit, and protecting against risk. This course puts emphasis on goal setting, lifelong learning, and active decision making.

**FI201 PERSONAL FINANCE (38 Clock Hours) 1 Credit**

This course provides a survey of the major economic decisions facing the typical American household and examines the influence of social and economic change on individual financial planning. Students acquire the knowledge and develop the necessary analytical skills to make informed choices related to topics such as managing finances and budgeting, banking and saving, earning and reporting income, buying goods and services, using credit, and protecting against risk. This course puts emphasis on goal setting, lifelong learning, and active decision making.

**GD100 DRAWING I (1992-1993)  
(80 Clock Hours) 4 Credits**

This course is an introduction to the art of drawing. Students learn to use a variety of media and techniques as they explore the relationship of drawing to perception.

**GD100 DRAWING (1993-2001)  
(80 Clock Hours) 3 Credits**

This course is an introduction to the art of drawing. Students learn to use a variety of media and techniques as they explore the relationship of drawing to graphic design and illustration.

**GD100 DRAWING (40 Clock Hours) 1 Credit**

This course is an introduction to the art of drawing. Students learn to use a variety of media and techniques as they explore the relationship of drawing to graphic design and illustration.

**GD101 DRAWING (14 Lecture/24 Lab Hours) 1 Credit**

This course is an introduction to the art of drawing. Students learn to use a variety of media and techniques as they explore the relationship of drawing to graphic design and illustration.

**GD101 DRAWING II (80 Clock Hours) 3 Credits**



This course emphasizes mastery of the traditional drawing skills. Students study the principles of good composition and continue their study of perspective while developing their technical competence.

**GD102 INTRODUCTION TO MACINTOSH (10 Lecture/28 Lab Hours) 1 Credit**

This survey course covers the basics of Macintosh computer operations, including file management and lab hardware. Students are also introduced to the fundamental techniques of graphic software interface.

**GD103 INTRODUCTION TO MACINTOSH (20 Lecture/20 Lab Hours) 2 Credits**

This survey course covers the basics of Macintosh computer operations. Students are also introduced to the fundamental techniques of vector-based illustration.

**GD103 THE MACINTOSH ENVIRONMENT (40 Clock Hours) 1 Credit**

This survey course covers the basics of Macintosh computer operation. Students are introduced to RAM, ROM, VRAM, System 8, setting up various applications, organizing files, mouse techniques, creating and saving documents, and working on the Macintosh desktop.

**GD105 DRAWING II (40 Clock Hours) 1 Credit**

This course emphasizes mastery of the traditional drawing skills. Students study the principles of good composition and continue their study of perspective while developing their technical competence.

**GD106 DRAWING III (40 Clock Hours) 1 Credit**

This course emphasizes the mastery of perspective drawing. Students work with one-, two-, and three-point perspective.

**GD107 GRAPHIC DESIGN (40 Clock Hours) 1 Credit**

This course analyzes and explains the elements that combine to form a graphic design—signs, symbols, words, pictures, and supporting forms. Students discuss the innovative ways in which designers combine words and pictures and apply this knowledge as they solve graphic design problems.

**GD110 DESIGN AND COLOR I (80 Clock Hours) 4 Credits**

In this course students explore the basic principles and elements of two-dimensional design techniques. Students learn to identify these elements in successful designs and also learn to use these elements to solve their own design problems.

**GD110 DESIGN AND COLOR (16 Lecture/60 Lab Hours) 3 Credits**

In this course students explore the basic principles and elements of two-dimensional design techniques and color theory. Students learn to identify these elements in successful designs and also learn to use these elements to solve their own design problems.

**GD111 DESIGN AND COLOR II (40 Clock Hours) 1 Credit**

This course continues the study of the principles and elements of two-dimensional design while emphasizing the study of color. Students learn not only the objective principles and rules of

color but also explore the subjective predicament as it pertains to critical taste in the realm of color.

**GD114 TYPOGRAPHY I** (22 Lecture/16 Lab Hours) 2 Credits

This course introduces the students to the fundamentals of typography. The students learn to distinguish between various typefaces. They also learn formatting, specifying typestyles and sizes, leading, readability requirements, basic typesetting, and the history of type.

**GD115 TYPOGRAPHY** (40 Clock Hours) 2 Credits

In this course the students are introduced to the concept of the letter both as a design element and as a means of communication. The students learn what to look for in distinguishing one typeface from another, as well as basic type measurements, word spacing, letterspacing, and leading.

**GD115 TYPOGRAPHY II** (1994-2001) (40 Clock Hours) 1 Credit

In this course the students continue to develop their typographical skills. Students design with text and display type, learn advanced typesetting techniques and tabulations, and experiment with the effects that can be achieved through use of type-manipulation software.

**GD115 TYPOGRAPHY II** (24 Lecture/16 Lab Hours) 2 Credits

In this course the students continue to develop their typographic skills. Students design letterforms, learn to use type appropriately, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software.

**GD116 ADVERTISING PRODUCTION** (40 Clock Hours) 2 Credits

This course fully and clearly explains the production of printed matter. Upon completion of the course, the students will possess the necessary knowledge to make informed production decisions from the rough comp stage to the finished printed piece.

**GD117 GRAPHIC DESIGN** (56 Clock Hours) 2 Credits

This course analyzes and explains the elements that combine to form a graphic design—signs, symbols, words, pictures, and supporting forms. Students discuss the innovative ways in which designers combine words and pictures and apply this knowledge as they solve graphic design problems.

**GD118 TYPOGRAPHY II** (10 Lecture/28 Lab Hours) 1 Credit

In this course the students continue to develop their typographic skills. Students design letterforms, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software.

**GD120 STUDIO PROCEDURES I** (80 Clock Hours) 3 Credits

This course uses a problem-solving approach to prepare the students to produce all forms of paste-ups and mechanicals used in the advertising industry.

**GD122 COMPREHENSIVE ILLUSTRATION** (1993-2001)

**GD122 ILLUSTRATION I** (1992-1993)

(80 Clock Hours)

3 Credits

This course builds and develops drawing and painting skills used by the student to visually define subject matter accurately for commercial purposes. Students explore the use of a variety of materials and techniques.

**GD122 COMPREHENSIVE ILLUSTRATION (40 Clock Hours) 1 Credit**

This course builds and develops drawing and marker skills used by the student to visually define subject matter accurately for commercial purposes. Students explore the use of a variety of materials and techniques.

**GD123 COMPREHENSIVE ILLUSTRATION (14 Lecture/24 Lab Hours) 1 Credit**

This course builds and develops illustration skills used by the student to visually define subject matter accurately for commercial purposes. Students explore the use of a variety of materials and techniques.

**GD125 ADVERTISING (40 Clock Hours) 2 Credits**

This course enables the students to gain knowledge of the basic principles of advertising. Emphasis is placed on the advantages and disadvantages of each advertising medium.

**GD126 GRAPHIC DESIGN DEVELOPMENT AND PRACTICE (40 Clock Hours) 2 Credits**

This course includes a survey of graphic design styles, including its history and contemporary practices. The role of the graphic designer is examined through theoretical discussions and practical applications.

**GD126 HISTORY OF GRAPHIC DESIGN (24 Lecture/14 Lab Hours) 2 Credits**

This course includes a survey of graphic design styles, including its history and contemporary practices. The role of the graphic designer is examined through theoretical discussions and practical applications.

**GD130 DESIGN AND PRODUCTION (40 Clock Hours) 1 Credit**

This course fully and clearly explains the production of printed matter. Upon completion of the course, the students will possess the necessary knowledge to make informed production decisions from the rough stage to the finished printed piece.

**GD130 INTRODUCTION TO PRODUCTION (22 Lecture/16 Lab Hours) 2 Credits**

This course explains the production of professional quality printed materials. Upon completion of the course, the students possess the basic knowledge to make informed production decisions from the rough comp stage to the finished printed piece.

**GD132 WEB DEVELOPMENT WITH HTML (14 Lecture/24 Lab Hours) 1 Credit**

This course is designed to teach the fundamentals of Hypertext Markup Language (HTML). Students learn to develop well-designed Web pages using HTML and CSS to format text and to include links, tables, images, and forms.

**GD135 WEB DEVELOPMENT WITH HTML (20 Lecture/20 Lab Hours) 2 Credits**

This course is designed to teach the fundamentals of Hypertext Markup Language (HTML).

Students learn to develop well-designed Web pages using HTML tags to format text and to include links, tables, images, frames, and forms.

**GD140 MULTIMEDIA AND ANIMATION (40 Clock Hours) 2 Credits**

In this course, students apply design principles and utilize a popular authoring tool to create multimedia applications that include animation.

**GD141 MULTIMEDIA AND ANIMATION (40 Lecture/40 Lab Hours) 4 Credits**

In this course, students apply design principles in utilizing a popular authoring tool to create multimedia digital files. Students will design and publish functional, professional-looking multimedia presentations that incorporate text, graphics, video, animation, and sound.

**GD142 MULTIMEDIA AND ANIMATION (16 Lecture/60 Lab Hours) 3 Credits**

In this course, students apply design principles and utilize a popular authoring tool to create multimedia applications that include animation.

**GD200 STUDIO PROCEDURES (80 Clock Hours) 3 Credits**

This course uses a problem-solving approach to prepare the students to produce all forms of paste-ups and mechanicals used in the advertising industry.

**GD200 STUDIO PROCEDURES II (80 Clock Hours) 3 Credits**

In this course students continue to develop their skills in producing paste-ups and mechanicals. This course emphasizes industry standards and industry-standard time frames.

**GD201 ADVERTISING ART PORTFOLIO (1994-1995)  
(40 Clock Hours) 1 Credit**

In this course, students prepare a professional portfolio and also examine comprehensive methods and techniques that will enable them to best present their resumes and portfolios.

**GD201 ADVERTISING ART PORTFOLIO (1992-1994 and 1995-2001)  
(80 Clock Hours) 3 Credits**

In this course, students prepare a professional portfolio of graphic design pieces and also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills.

**GD201 ADVERTISING ART PORTFOLIO (40 Lecture/40 Lab Hours) 4 Credits**

In this course, students prepare a professional portfolio composed of a variety of projects that demonstrate the skills mastered during the program. Students also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills.

**GD205 WEB DESIGN FOR GRAPHIC DESIGNERS I (22 Lecture/16 Lab Hours) 2 Credits**

This course provides instruction and experience in the use of a popular web authoring package to create, edit, and manage well-designed Web sites. Students utilize the software package to quickly build user-friendly, interactive Web sites that employ image maps and forms. Students also learn how to add interactivity to their HTML pages while being able to preview it at the

design stage.

**GD206 ILLUSTRATION II (80 Clock Hours) 3 Credits**

In this course students create original illustrations appropriate for use in magazines, books, brochures, or other visual communications. Students continue to develop draftsmanship and painting techniques learned in Illustration I.

**GD208 ADVANCED MULTIMEDIA AND ANIMATION**

(40 Clock Hours) 2 Credits

This course is a continuation of Multimedia and Animation. Students design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, animation, and sound.

**GD209 ADVERTISING ART PORTFOLIO (16 Lecture/60 Lab Hours) 3 Credits**

In this course, students prepare a professional portfolio of graphic design pieces and also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills.

**GD210 DESIGN AND PRESENTATION DEVELOPMENT**

**GD210 PROJECT DESIGN**

(120 Lab Hours) 4 Credits

This course is designed to integrate the knowledge and skills previously learned in the program. The students develop, manage, and execute various projects from the initial design stage through completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product.

**GD211 WEB DESIGN FOR GRAPHIC DESIGNERS II (22 Lecture/16 Lab Hours) 2 Credits**

In this course, students will expand their skills in designing and developing accessible and usable Web sites. Advanced tools and techniques presented in this course include an emphasis on Cascading Style Sheets (CSS) in developing sites, integration of JavaScript programming, use of dynamic layers and behaviors, and adding database functionality.

**GD215 DESIGN AND PRESENTATION DEVELOPMENT**

(16 Lecture/60 Lab Hours) 3 Credits

This course is designed to integrate the knowledge and skills previously learned in the program. The students develop, manage, and execute various projects from the initial design stage through prepress completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product.

**GD220 DESIGNING FOR ELECTRONIC DEVICES (10 Lecture/28 Lab Hours) 1 Credit**

This course focuses on designing materials to be viewed on various electronic devices. The student will learn different techniques to develop and repurpose designs using Adobe Acrobat and InDesign in order to create dynamic, interactive PDFs and other non-print documents. Course assignments will include development of projects for computer, web, and eBook viewing.

**GD222 SOCIAL MEDIA MANAGEMENT** (12 Lecture/7 Lab Hours) 1 Credit

In this class, students will learn to plan and execute a professional social media campaign using several online outlets.

**GE100 BIOLOGY** (45 Clock Hours) 3 Credits

This course focuses on the biology of the animal body. Cell structure and function, metabolism, genetic composition, and basic genetic principles will be covered. In addition, understanding of the chemical elements and how they compose our bodies will be incorporated.

**GE190 GENERAL HUMAN PHYSIOLOGY** (45 Lecture Hours) 3 Credits

This course develops core concepts related to cell physiology and the functional control mechanisms related to each body system, including nervous, musculoskeletal, cardiovascular, lymphatic, respiratory, renal, digestive, reproductive, and endocrine systems.

**GE191 ANATOMY AND PHYSIOLOGY I** (57 Clock Hours) 3 Credits

This course is the first in a two-part series on the study of the structure and function of the human body. The course will provide students with an overview of the organization of the body including cytology and histology as well as the study of the anatomical structure and analysis of physiological principles of various body systems.

**GE192 ANATOMY AND PHYSIOLOGY II** (57 Clock Hours) 3 Credits

This course is the second course in a two-part series on the study of the structure and function of the human body. It is a continuation of topics covered in Anatomy and Physiology I and will provide students with an overview of the anatomical structure and analysis of physiological principles of body systems not addressed in GE191 Anatomy and Physiology I. By the end of the course all of the major body systems will have been presented.

**GE200 PUBLIC SPEAKING** (45 Clock Hours) 3 Credits

This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative, persuasive, and special occasion speeches.

**GE201 PSYCHOLOGY** (45 Clock Hours) 3 Credits

This course provides a study of the basic topics in psychology. It also discusses their application across a broad range of everyday experiences, including but not limited to work, education, consumer concerns, community and civic programs, social and environmental interests, mental health, and human relations.

**GE202 PRINCIPLES OF ETHICS** (45 Clock Hours) 3 Credits

This course is a presentation of the basic tenets and principles of ethics and their implementation. Students will learn the origin of ethics, the varied aspects of ethics, and the application of ethics in their personal lives and their careers. In group discussions, students will explore formulating a moral system and how that system affects their reactions to the practical concerns, questions, and problems that confront persons in their everyday living and the values that guide their decisions and actions.

**GE210 QUANTITATIVE LITERACY** (45 Clock Hours) 3 Credits

This course is designed to develop mathematical reasoning skills through interpreting formulas, graphs, and schematics; displaying real-world situations symbolically, numerically, and verbally; and utilizing algebraic, geometric, and statistical models to solve problems.

**GE211 SCIENCE OF NUTRITION (45 Clock Hours) 3 Credits**

Students are introduced to basic scientific nutritional concepts by applying fundamental nutritional principles to food preparation and menu planning. The essential requirements of various age, social, and at-risk health groups are evaluated as well as scientific evidence linking nutrition with disease. Characteristics, functions, and sources of each nutrient are explored. Students also learn to manage their weight, exercise, and nutrition over the life cycle.

**GS100 HUMAN RELATIONS IN THE WORKPLACE (40 Clock Hours) 2 Credits**

This course emphasizes the importance of the development of proper attitude in the workplace. The course also covers self-image, motivation, conflict management, team building, and improvement of interpersonal skills.

**GS104 CONTEMPORARY MATHEMATICS (40 Clock Hours) 2 Credits**

This course focuses on the introductory treatments of sets, logic, number systems, number theory, relations, functions, probability, and statistics.

**GS121 CLIENT INTERVIEW AND COMMUNICATION SKILLS**

(12 Lecture/7 Lab Hours)

1 Credit

The focus of this course is on learning techniques that can be used to become an effective interviewer and communicator when dealing with clients. Students have the opportunity to practice the techniques and receive and give constructive feedback.

**GS125 ETHICS (12 Lecture/7 Lab Hours) 1 Credit**

This course provides the students with a clear understanding of the concepts and rules that govern the practice of legal ethics. Topics include the unauthorized practice of law, advocacy, the duty of confidentiality, conflicts of interest, advertising and solicitation, and competency. The four major ethical codes applicable to legal assistants are analyzed. A conscious quest for professionalism is emphasized.

**GS200 ECONOMICS (1990-1992) (40 Clock Hours) 2 Credits**

In this course students study macroeconomic and microeconomic concepts. Topics considered include the method of economics, supply and demand, the price mechanism, money and the American banking system, national output and national income, monetary and fiscal policies, the problems resulting from economic progress, and the economic systems of the 1990s.

**GS200 ECONOMICS (60 Clock Hours) 3 Credits**

In this course students study macroeconomic and microeconomic concepts. Topics considered include the method of economics, supply and demand, the price mechanism, money and the American banking system, national output and national income, monetary and fiscal policies, the problems resulting from economic progress, and current economic systems.

**GS201 PSYCHOLOGY (1990-1992) (40 Clock Hours) 2 Credits**

This course provides a study of the basic topics in psychology. It also discusses their application across a broad range of everyday experiences, including but not limited to work, education, consumer concerns, community and civic programs, social and environmental interests, mental health, and human relations.

**GS201 PSYCHOLOGY (60 Clock Hours)**

3 Credits

This course provides a study of the basic topics in psychology. It also discusses their application across a broad range of everyday experiences, including but not limited to work, education, consumer concerns, community and civic programs, social and environmental interests, mental health, and human relations.

**GS202 PRINCIPLES OF ETHICS (60 Clock Hours)**

3 Credits

This course is a presentation of the basic tenets and principles of ethics and their implementation. Students will learn the origin of ethics, the varied aspects of ethics, and the application of ethics in their personal lives and their careers. In group discussions, students will explore formulating a moral system and how that system affects their reactions to the practical concerns, questions, and problems that confront persons in their everyday living and the values that guide their decisions and actions.

**GS203 GROUP INTERACTION (40 Clock Hours)**

2 Credits

This course provides the students with a basic understanding of group dynamics and explores leadership and dispute resolution in a group setting. The students develop a knowledge of the skills necessary for functioning and working effectively in a group context.

**HP101 HOSPITALITY ANALYSIS (40 Clock Hours)**

2 Credits

This course analyzes the lodging industry of yesterday and today. Career opportunities in the hospitality field are highlighted, and students study hospitality terminology, front office operations, and customer service.

**HP102 EVENT PLANNING (22 Lecture/16 Lab Hours)**

2 Credits

This course provides an overview of the competencies required of a professional event coordinator. Students examine the full event planning process from early conceptualization, sourcing, and contracting to last-minute details and follow-ups. At the end of this course students should be able to create event experiences that serve the needs of the client or host and fulfill the expectations of the guest or attendee.

**HP102 HOSPITALITY TECHNIQUES (40 Clock Hours)**

2 Credits

The students develop skills in utilizing the five most widely used reference manuals to find information about major hotels throughout the world. Research techniques for referencing ratings, locations, and room prices for major hotels worldwide are studied, along with sales and catering and hotel vocabulary.

**HP103 FRONT AND BACK OFFICE OPERATIONS (20 Lecture/20 Lab Hours)**

2 Credits

This course teaches the principles of effective front and back office management. Emphasis is placed on the reservation, check-in/check-out procedures, and customer service. Accounting functions and administrative procedures are also reviewed.



### **HP103 HOTEL OPERATIONS AND ADMINISTRATION**

(40 Clock Hours)

2 Credits

This course provides the students with insight into the workings of a hotel/motel and tourism as a whole in the accommodations industry. The course provides the students with the knowledge to discuss hotel reference guides, factors that affect the price of a room, and meal plans. The course specifically details the duties and job descriptions of individual departments.

### **HP104 FOOD AND BEVERAGE OPERATIONS (20 Clock Hours)**

1 Credit

This course introduces the students to the role of food and beverage services in the hospitality industry. The course concentrates on such departments as food production, food service, beverage operations, and banquet operations.

### **HP105 CONVENTION MANAGEMENT (20 Clock Hours)**

1 Credit

This course is designed to provide students with an overview of the meeting planning/convention management industry. The course explores marketing meetings and conventions, selling conventions, and anticipating the needs of meeting planners.

### **HP105 HOSPITALITY MARKETING (40 Clock Hours)**

2 Credits

This course develops the students' understanding of marketing and sales in the hospitality industry. It includes the definition of the tourism product; the psychology of the traveler; market research; corporate image development; and effective advertising, publicity, and promotion.

### **HP106 FRONT AND BACK OFFICE MANAGEMENT (40 Clock Hours)**

2 Credits

This course teaches the principles of effective front and back office management. Emphasis is placed on the reservation, check-in/check-out procedures, and customer service. Accounting functions, employment practices, and administrative procedures are also reviewed.

### **HP107 SALES AND CUSTOMER SERVICE (20 Lecture/20 Lab Hours)**

2 Credits

In this course students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints.

### **HP107 SALES AND MARKETING FOR TRAVEL AND HOSPITALITY**

(40 Clock Hours)

2 Credits

In this course, students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints.

### **HP108 SALES AND CUSTOMER SERVICE (14 Lecture/24 Lab Hours)**

1 Credit

In this course students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints.

**HP110 GUEST RELATIONS MANAGEMENT** (22 Lecture/16 Lab Hours) 2 Credits  
This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations.

**HP112 WORLDWIDE TOURISM** (24 Lecture/14 Lab Hours) 2 Credits  
In this course students explore the diverse areas of the hospitality and tourism industries. Special emphasis is placed on the functional areas of hotels, cruises, and resorts.

**HP113 FRONT AND BACK OFFICE OPERATIONS** (14 Lecture/24 Lab Hours) 1 Credit  
This course teaches the principles of effective front and back office management. Emphasis is placed on the reservation, check-in/check-out procedures, and customer service. Accounting functions and administrative procedures are also reviewed.

**HP201 OFFICE OPERATIONS** (80 Clock Hours) 4 Credits  
The students study the principles of effective front and back office operations. Employment opportunities as related to employment practices, staffing, training and development, compensation, and employment laws are stressed.

**HP202 MANAGERIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY**  
(24 Lecture/14 Lab Hours) 2 Credits  
This course provides the basis for hospitality students to make operational decisions based on a thorough understanding of financial analyses. It includes how to analyze financial statements, identify costs, develop realistic budgets, forecast, and plan cash flow.

**HP203 HOTEL/MOTEL STRATEGIES** (40 Clock Hours) 2 Credits  
In this course the students study the operations and planning of the hotel/motel as a business. Topics covered include attracting the client, providing customer service, retaining the customer, and generating a diverse client mix. Emphasis is placed upon the human relations aspects of employment, employment regulations and laws, and employee policies.

**HP204 HOTEL AUTOMATION** (40 Clock Hours) 2 Credits  
This is a hands-on computer training course in which the students learn such functions as creating and maintaining files, retrieving files, and generating information in appropriate formats.

**HP260 TRAVEL-HOSPITALITY EXTERNSHIP** (1992-1995)

**HP260-W TRAVEL AND HOSPITALITY EXTERNSHIP** (1991-1992)

(200 Clock Hours) 4 Credits  
The externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in local hotels, travel agencies, or other businesses in the travel and hospitality fields during their final eight weeks. The work experience is reviewed by the school.

**HP260 TRAVEL-HOSPITALITY EXTERNSHIP** (1995-2005)

(270 Externship Hours) 6 Credits

The externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in local hotels, travel agencies, or other businesses in the travel and hospitality fields. Externship experiences are supervised and evaluated by personnel at the extern site and by college faculty.

**HP260 TRAVEL-HOSPITALITY EXTERNSHIP (320 Externship Hours) 7 Credits**

The externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in local hotels, travel agencies, or other businesses in the travel and hospitality fields. Externship experiences are supervised and evaluated by personnel at the extern site and by college faculty.

**HP265 TRAVEL-HOSPITALITY EXTERNSHIP (270 Externship Hours) 6 Credits**

The externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in local hotels, travel agencies, or other businesses in the travel and hospitality fields. Externship experiences are supervised and evaluated by personnel at the extern site and by college faculty.

**LS100 LEGAL TERMINOLOGY AND TRANSCRIPTION (80 Clock Hours) 4 Credits**

This course is designed to teach the proper techniques for transcribing into mailable form, which includes error identification, letter setup and styles, and legal document formats.

**LS100 LEGAL TRANSCRIPTION I (40 Clock Hours) 2 Credits**

This course is designed to teach the proper techniques for transcribing into mailable form, which include error identification, letter setup and styles, and legal document formats.

**LS101 BUSINESS LAW (38 Clock Hours) 2 Credits**

In this course, students develop an understanding of contracts, negotiable instruments, wills, trusts, insurance, real and personal property, bailments, and court procedures as they apply to business.

**LS102 LEGAL TRANSCRIPTION (40 Clock Hours) 2 Credits**

Through the use of specially prepared text and tape materials, students are exposed to the technicalities of legal terminology, collocations, Latin and French phrases, legal correspondence, and formatting and preparing court and noncourt documents. Heavy emphasis is placed on machine transcription.

**LS200 LEGAL OFFICE PROCEDURES (48 Lecture/32 Lab Hours) 4 Credits**

This course prepares the students to handle legal secretarial procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. Students transcribe from rough drafts; type legal documents, forms, and case reports; keep court and office calendars up to date; handle telephone situations; prepare clients' ledger cards for fees and expenses; write checks for filing and recording fees; and file and record legal documents.

**LS202 LEGAL OFFICE PROCEDURES (30 Lecture/46 Lab Hours) 3 Credits**

This course prepares the students to handle legal secretarial procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. Students transcribe

from rough drafts; type legal documents, forms, and case reports; keep court and office calendars up to date; handle telephone situations; prepare clients' ledger cards for fees and expenses; write checks for filing and recording fees; and file and record legal documents.

**LS210 LEGAL TRANSCRIPTION II (40 Clock Hours) 2 Credits**

In this course the students continue to operate dictation equipment and apply language arts skills to produce more complex legal documents. The focus is on efficiency of production, accuracy of transcribed final copy, and the techniques for standardizing of legal documents.

**MA100 BASIC COLLEGE MATH (38 Clock Hours) 2 Credits**

This course is designed to strengthen the students' mathematics background. Students review basic operations including decimals, fractions, ratios and proportions, percent, measurements, and introductory algebra through the completion of real-life and real-data applications. The course emphasizes mathematical reasoning and problem-solving techniques. The grade received in this course does appear on the student transcript; however, the credits earned in this course do not count toward graduation.

**MD100 ANATOMY AND PHYSIOLOGY I (38 Clock Hours) 2 Credits**

This course is designed to introduce the medical assisting students to basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions.

**MD101 MEDICAL TERMINOLOGY (38 Clock Hours) 2 Credits**

This course is designed for the medical assisting students to develop a basic knowledge of how complex medical terms are formed from Latin and Greek word parts utilizing root words, prefixes, and suffixes. Emphasis is placed on spelling and pronunciation of medical terms.

**MD102 ANATOMY AND PHYSIOLOGY (70 Clock Hours) 3 Credits**

This course is offered to coincide with medical terminology and to introduce the students to the principles of the biological and physical sciences that contribute to an understanding of human body processes in normal and abnormal conditions.

**MD102 ANATOMY AND PHYSIOLOGY II (1991-1992) (30 Clock Hours) 1 Credit**

This course continues the study of the principles of the biological and physical sciences that contribute to an understanding of human body processes in normal and abnormal conditions. The students study the endocrine system, immunology, the respiratory system, the digestive system, the urinary system, and the reproductive system. The students conclude their study by dissecting a fetal pig.

**MD102 ANATOMY AND PHYSIOLOGY II (38 Clock Hours) 2 Credits**

This course is a continuation of the study of the body structures. The principles of biological and physical sciences that contribute to an understanding of the human body processes are studied.

**MD103 CLINICAL PROCEDURES I (76 Clock Hours) 3 Credits**

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist in the medical facility. Procedures covered include OSHA rules and

regulations, medical asepsis, documentation and charting, vital signs, and the preparation of the patient for examination.

**MD103 MEDICAL CLINICAL PROCEDURES (140 Clock Hours) 6 Credits**

This course consists of one hour of lecture and one hour of associated clinical procedures. Included are examination room procedures, medical and surgical asepsis, instrumentation, and use of the autoclave. Assisting with physicals and eye examinations and taking vital signs are also included. The role of the medical assistant as a health care member is emphasized.

**MD104 MEDICAL LABORATORY PROCEDURES (140 Clock Hours) 6 Credits**

This course consists of one hour of lecture and one hour of associated laboratory procedures. Course content includes hematology, bacteriology, and routine office laboratory techniques.

**MD105 MEDICAL ADMINISTRATIVE PROCEDURES  
MD105 MEDICAL ADMINISTRATIVE PROCEDURES I**

(20 Lecture/20 Lab Hours) 2 Credits

In this course the students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics.

**MD105 MEDICAL OFFICE PROCEDURES (60 Clock Hours) 3 Credits**

This course is designed to emphasize the technical knowledge of policies, procedures, and techniques utilized in a health care environment. Medical reports, insurance reports, physicians' libraries, patient relations, and medical/legal forms are highlighted. Professionalism is emphasized by stressing confidentiality; responsibility; and communication skills with doctors, fellow employees, and patients.

**MD105 MEDICAL OFFICE PROCEDURES I (40 Clock Hours) 2 Credits**

This course is designed to emphasize the technical knowledge of policies, procedures, and techniques utilized in a health care environment. Medical reports, physicians' libraries, patient relations, and medical/legal forms are highlighted. Professionalism is emphasized stressing confidentiality; responsibility; and communication skills with doctors, fellow employees, and patients.

**MD106 CLINICAL PROCEDURES I (40 Clock Hours) 2 Credits**

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, documentation and charting, vital signs, and the preparation of the patient for examination.

**MD106 MEDICAL OFFICE PROCEDURES II (1991-1992) (20 Clock Hours) 1 Credit**

This course continues the study of the practices common in a medical office. The students train on the various health insurance codings, the various health insurance forms, and the audit trail for insurance payments. A simulation is a segment of this course.

**MD106 MEDICAL OFFICE PROCEDURES II (40 Clock Hours) 2 Credits**

This course continues the study of the practices common in a medical office. The students train

on the various health insurance codings, the various health insurance forms, and the audit trail for insurance payments. The students are introduced to a medical office computer package as related to the health care practice. By using a computer-based medical system in the classroom, the student will be able to manage patient registration, patient histories, billing, and insurance claims to produce accurate records.

**MD107 CLINICAL I (1998-2002)** 4 Credits  
(80 Clock Hours)

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, vital signs, administration of medication, and the preparation of the patient for examination.

**MD107 CLINICAL PROCEDURES I (40 Clock Hours)** 2 Credits

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, documentation and charting, vital signs, and the preparation of the patient for examination.

**MD107 MEDICAL CLINICAL PROCEDURES I (80 Clock Hours)** 4 Credits

This course consists of one hour of lecture and one hour of associated clinical procedures. Included are examination room procedures, medical and surgical asepsis, instrumentation, and the use of the autoclave. Assisting with physicals and eye examinations and taking vital signs are also included. The role of the medical assistant as a health care member is emphasized.

**MD108 CLINICAL II (1998-2002)** 4 Credits  
(80 Clock Hours)

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and the preparation of specialty examinations in areas such as OB/GYN and pediatrics.

**MD108 CLINICAL PROCEDURES II (40 Lecture/40 Lab Hours)** 4 Credits

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, diagnostic procedures, diagnostic imaging, and therapeutic treatments. The medical assisting students will also learn how to perform electrocardiograms.

**MD108 MEDICAL CLINICAL PROCEDURES II (1991-1992) (60 Clock Hours)** 2 Credits

This course continues the study of the procedures for the medical assistant as a clinical health care provider. The students train in the administration of medications, in the assisting techniques for surgery, and in the administration of injections. The students receive training and certification in cardiopulmonary resuscitation and standard first aid.

**MD108 MEDICAL CLINICAL PROCEDURES II (80 Clock Hours)** 4 Credits

This course continues the study of the procedures for the medical assistant as a clinical health care provider. The students train in the administration of medications, in the assisting techniques for surgery, and in the administration of injections. The students receive training and certification in cardiopulmonary resuscitation and standard first aid.

**MD109 MEDICAL LABORATORY PROCEDURES (40 Lecture/40 Lab Hours) 4 Credits**

This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA 88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy.

**MD109 MEDICAL LABORATORY PROCEDURES I (40 Lecture/40 Lab Hours) 4 Credits**

This course consists of one hour of lecture and one hour of associated laboratory procedures. Included are the study of hematology, bacteriology, urinalysis, and routine office laboratory techniques.

**MD110 ADVANCED LABORATORY PROCEDURES (40 Clock Hours) 2 Credits**

This course continues the study of the procedures for the medical assistant in the medical office laboratory. Included are the study of electrocardiography, microbiology, and more advanced hematology techniques.

**MD110 MEDICAL LABORATORY PROCEDURES II (1991-1992)  
(60 Clock Hours) 2 Credits**

This course continues the study of the procedures for the medical assistant in the medical office laboratory. Included are the study of electrocardiography, microbiology, and more advanced hematology techniques. The students receive training in the collection of blood, i.e., venipuncture.

**MD110 MEDICAL LABORATORY PROCEDURES II (40 Lecture/40 Lab Hours) 4 Credits**

This course continues the study of the procedures for the medical assistant in the medical office laboratory. Included are the study of electrocardiography, microbiology, and more advanced hematology techniques. The students receive training in the collection of blood, i.e., venipuncture.

**MD111 CLINICAL PROCEDURES I (40 Lecture/40 Lab Hours) 4 Credits**

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, documentation and charting, vital signs, and the preparation of the patient for examination.

**MD112 MEDICAL INSURANCE (20 Clock Hours) 1 Credit**

This course provides the students with knowledge of the basic fundamentals of ICD-9 and CPT coding, managed care contracts, reimbursement procedures, and insurance referrals for the health care industry.

**MD113 CLINICAL PROCEDURES II (76 Clock Hours) 3 Credits**

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and the preparation for specialty examinations.

**MD114 MEDICAL OFFICE SYSTEMS (20 Lecture/20 Lab Hours) 2 Credits**

This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations.

**MD115 MEDICAL MACHINE TRANSCRIPTION (20 Clock Hours) 1 Credit**

This course is designed for the medical assisting students to learn how to operate dictation equipment and apply medical terminology and formatting techniques in the production of various kinds of documents such as mailable letters, histories and physicals, and x-ray and operative reports. Emphasis is placed on spelling and proofreading skills.

**MD116 PSYCHOLOGY FOR HEALTH CARE PROFESSIONALS (20 Clock Hours) 1 Credit**

This course is designed for the medical assisting students to learn the basic principles of psychology in order to provide an understanding of patient behavior and management as it relates to the medical facility. Areas discussed include therapeutic communication, theories of hierarchy, time management, cultural diversity, and professionalism.

**MD117 MEDICAL INSURANCE (38 Clock Hours) 2 Credits**

This course provides the students with knowledge of the basic fundamentals of ICD-9 and CPT coding, managed-care contracts, reimbursement procedures, and insurance referrals for the health care industry.

**MD118 MEDICAL ADMINISTRATIVE PROCEDURES I (20 Lecture/18 Lab Hours) 1 Credit**

In this course the students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics.

**MD119 MEDICAL OFFICE SYSTEMS (38 Clock Hours) 1 Credit**

This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations.

**MD120 MEDICAL ADMINISTRATIVE PROCEDURES II (20 Lecture/20 Lab Hours) 2 Credits**

This course is designed to continue the development of student competency in medical assisting administrative functions.

**MD121 MEDICAL ADMINISTRATIVE PROCEDURES I (38 Clock Hours) 2 Credits**

In this course the students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics.

**MD122 MEDICAL ADMINISTRATIVE PROCEDURES II (38 Clock Hours) 1 Credit**



This course is designed to continue the development of student competency in medical assisting administrative functions.

**MD201 MEDICAL TRANSCRIPTION (30 Clock Hours) 1 Credit**

Students develop competency in transcribing from machine dictation using medical terminology and in formatting medical papers, such as medical histories, statements, and medical reports. The course operates on beginning, intermediate, and advanced levels.

**MD202 MEDICAL LAW AND ETHICS (1990-1991) (40 Clock Hours) 1 Credit**

This course is designed to provide the students with the legal and ethical knowledge to make proper professional judgments. Topics covered include laws pertinent to the office setting, major bioethical issues, and various ethical rules and their impact on society.

**MD202 MEDICAL LAW AND ETHICS (20 Clock Hours) 1 Credit**

This course is designed to give the students a working knowledge of medical ethics and of federal and state laws regulating medical practices today. Information covered includes laws pertinent to the medical facility and major ethical issues and their impact on society.

**MD202 MEDICAL LAW AND HUMAN RELATIONS (1991-1992) (40 Clock Hours) 1 Credit**

This course is designed to provide the students with the legal and ethical knowledge to make proper professional judgments and to assist students in learning the basic principles of human behavior. Topics covered include laws pertinent to the office setting, major bioethical issues, various ethical codes and their impact on society, interaction between health care providers and their clients, Maslow's hierarchy of human needs, self-concept, self-esteem, dealing with anger and fear, communication skills, behavior and problems in living, and ethical concerns of the provider in today's health care delivery system.

**MD202 MEDICAL LAW AND HUMAN RELATIONS (40 Clock Hours) 2 Credits**

This course is designed to provide the students with the legal and ethical knowledge to make proper professional judgments and to assist students in learning the basic principles of human behavior. Topics covered include laws pertinent to the office setting, major bio-ethical issues, various ethical codes and their impact on society, interaction between health care providers and their clients, Maslow's hierarchy of human needs, self-concept, self-esteem, dealing with anger and fear, communication skills, behavior and problems in living, and ethical concerns of the provider in today's health care delivery system.

**MD203 MEDICAL EXTERNSHIP (240 Clock Hours) 8 Credits**

An actual on-the-job medical experience is planned for the final six weeks of the program. The students are employed in a physician's office or medical clinic. The students spend 240 hours applying the previous 28 weeks of training. The medical experience is supervised and reviewed by the school.

**MD203 MEDICAL LABORATORY PROCEDURES (76 Clock Hours) 3 Credits**

This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory

facility, CLIA 88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy.

**MD205 PHARMACOLOGY** (38 Clock Hours) 2 Credits

**MD205 PRINCIPLES OF PHARMACOLOGY** (40 Clock Hours) 2 Credits

This course is designed to provide the medical assisting students with knowledge of the principles of pharmacology utilizing a body systems approach.

**MD208 CLINICAL PROCEDURES III** (40 Lecture/40 Lab Hours) 4 Credits

In this course the medical assisting student continues the development of skills learned in Clinical Procedures I and Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations.

**MD210 MEDICAL EXTERNSHIP** (1991-1992)  
(240 Clock Hours) 5 Credits

This practicum provides the students with medical assisting experience in a physician's private office or clinic. The students are supervised and evaluated for work performed in both the administrative and clinical areas.

**MD210 MEDICAL EXTERNSHIP** (1992-2005)  
(270 Clock Hours) 6 Credits

This unpaid externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas.

**MD210 MEDICAL EXTERNSHIP** (320 Clock Hours) 7 Credits

This unpaid externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas.

**MD213 CLINICAL PROCEDURES III** (76 Clock Hours) 3 Credits

In this course the medical assisting student continues the development of skills learned in MD103 Clinical Procedures I and MD113 Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations.

**MD220 CMA REVIEW** (38 Clock Hours) 1 Credit

This course is a comprehensive review of cognitive (knowledge base), psychomotor (skills), and affective (behavior) practices. It is designed to prepare the student to sit for the CMA (AAMA) Examination administered by the American Association of Medical Assistants (AAMA). Discussions will be followed by exams that are formatted and timed using parameters similar to the actual certification exam.

**MD230 MEDICAL EXTERNSHIP** (270 Clock Hours) 6 Credits

This unpaid externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas.

**OT100 LEGAL COMPUTER APPLICATIONS (8 Lecture/30 Lab Hours) 1 Credit**

This course provides the students with the essential background and knowledge they need to understand computer technology and applications. The course examines how computers are utilized in law offices, as well as hardware and software. Special attention is given to time-management software and billing software.

**OT100 OFFICE SKILLS (40 Clock Hours) 2 Credits**

This course is divided into two segments. The first section is a study of records management. The principles and procedures for manually filing records alphabetically and retrieving them are emphasized. An introduction to numeric, subject, and geographic systems of filing is provided. Simulations provide experience in storage and retrieval under conditions similar to those in an office. In the second section of the course, the students reinforce the basic mathematical processes of addition, subtraction, multiplication, and division. Additionally, sales records, decimals, and percentages are covered.

**OT101 INTRODUCTION TO WINDOWS (40 Clock Hours) 2 Credits**

This course begins with an overview of the basics of the Windows environment including mouse usage, terminology, and types of windows. Students also learn more advanced topics such as setting up and managing the system, printing, and object linking and embedding (OLE).

**OT101 RECORDS MANAGEMENT (25 Clock Hours) 1 Credit**

This course emphasizes the principles and procedures for manually filing records alphabetically and retrieving them. An introduction to numeric, subject, and geographic systems of filing is provided. Simulations provide experience in storage and retrieval under conditions similar to those in an office.

**OT102 MICROCOMPUTER APPLICATIONS I (40 Clock Hours) 2 Credits**

This course is an introduction to information processing applications. It provides the students with “hands-on” experience in utilizing the microcomputer disk operating system and word processing, spreadsheet, and database management application software.

**OT103 MICROSOFT SKILLS (10 Lecture/28 Lab Hours) 1 Credit**

This course covers the fundamental techniques of the Microsoft Office Suite. Students will be introduced to Word, PowerPoint, and Excel.

**OT104 DATABASE MANAGEMENT (8 Lecture/30 Lab Hours) 1 Credit**

In this course, students learn basic principles of filing using the ARMA-recommended unit-by-unit method and are introduced to a relational database management system. They learn to use database commands to build and modify tables and forms and to create reports.

**OT105 DATABASE MANAGEMENT (20 Lecture/20 Lab Hours) 2 Credits**

In this course, students learn basic principles of filing using the ARMA-recommended unit-by-unit method and are introduced to a relational database management system. They learn to use database commands to build and modify tables and forms and to create reports.

**OT106 ADVANCED DATABASE MANAGEMENT (20 Lecture/20 Lab Hours) 2 Credits**

Using database management software, students learn to use the microcomputer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats.

**OT108 WORD PROCESSING–CORE (8 Lecture/30 Lab Hours) 1 Credit**

This course provides information and training on the use of microcomputer software for word processing. Students will use a word processing software package to produce a variety of documents from various application exercises.

**OT110 WORD PROCESSING (1990-2001) (40 Clock Hours) 1 Credit**

**OT110 WORD PROCESSING–CORE (20 Lecture/20 Lab Hours) 2 Credits**

This course provides information and training on the use of microcomputer software for word processing. Students will use a word processing software package to produce a variety of documents from various application exercises.

**OT111 DATA ANALYSIS (22 Lecture/16 Lab Hours) 2 Credits**

This course provides clear, step-by-step instruction in the integration of various computer software applications. The need to extract useful decision-making information from data collections is emphasized through computerized activities. The students learn to arrange, present, and interpret data in a realistic business context.

**OT113 PRESENTATION DESIGN AND DEVELOPMENT**

(8 Lecture/30 Lab Hours) 1 Credit

In this course students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation.

**OT115 COMPUTERS AND THE LAW (40 Clock Hours) 2 Credits**

This course provides the students with the essential background and knowledge they need to understand computer technology and applications currently used in law offices. This course examines the computer's use in a law office as well as hardware and software. Special attention is given to time-management software and billing software.

**OT115 PRESENTATION DESIGN AND DEVELOPMENT**

(20 Lecture/20 Lab Hours) 2 Credits

In this course students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation.

**OT116 BUSINESS ORGANIZATION (24 Lecture/14 Lab Hours) 2 Credits**

In this course the students are introduced to the basic functions of business, the legal forms of

business ownership, and the internal organization and structure of business. Government regulation of business, labor-management relations, and business strategies are also discussed.

**OT117 HUMAN RELATIONS IN THE WORKPLACE (38 Clock Hours) 2 Credits**

This course emphasizes the importance of the development of proper attitude in the workplace. The course also covers self-image, motivation, conflict management, team building, and improvement of interpersonal skills.

**OT117 WORD PROCESSING (24 Clock Hours) 1 Credit**

This course provides information and training on the use of microcomputer software for word processing. The students produce a variety of documents from various application exercises.

**OT119 ELECTRONIC DRAWING I (16 Lecture/60 Lab Hours) 3 Credits**

This course focuses on intermediate to advanced techniques, terminology, tools, and commands for creating graphics in a vector-based drawing program. Students are also introduced to raster-based graphics.

**OT120 COMPUTER GRAPHICS (40 Clock Hours) 1 Credit**

This course focuses on the design techniques that can make full use of computer software. Students learn computer graphics terminology and procedures common to computer graphics applications and create graphic designs for a variety of visual communications.

**OT120 COMPUTER GRAPHICS I (40 Clock Hours) 2 Credits**

This course focuses on fundamental techniques, terminology, tools, and commands for creating graphics in a drawing program. Students learn to apply this knowledge in basic hands-on projects that create free-form computer art.

**OT120 ELECTRONIC DRAWING I (80 Clock Hours) 3 Credits**

This course focuses on intermediate to advanced techniques, terminology, tools, and commands for creating graphics in a vector-based drawing program. Students are also introduced to raster-based graphics.

**OT121 COMPUTER GRAPHICS (80 Clock Hours) 3 Credits**

This course focuses on the design techniques that can make full use of computer software. Students learn computer graphics terminology and procedures common to computer graphics applications and create graphic designs for a variety of visual communications.

**OT121 COMPUTER GRAPHICS II (40 Clock Hours) 2 Credits**

In this course students continue to learn to use a drawing program to create more complex computer graphics. The students learn how to use fills and strokes, how to use masks, and how to reshape paths, as well as how to enhance scanned images and customize clip art.

**OT121 ELECTRONIC DRAWING II (8 Lecture/32 Lab Hours) 1 Credit**

In this course students learn to use an image-editing program to generate raster-based images and to prepare photographic files for print production.

**OT129 ELECTRONIC DRAWING II** (16 Lecture/60 Lab Hours) 3 Credits  
In this course students learn to use an image-editing program to manipulate and edit raster-based images and to prepare photographic files for print production and optimization for web design.

**OT200 SPECIALIZED DOCUMENTATION** (40 Clock Hours) 2 Credits  
This course provides in-depth attention to a variety of specialized communication topics. Students complete an assortment of projects that require them to apply previously learned material and that develop the higher-order skills of analysis, synthesis, and evaluation.

**OT201 CONCEPTS OF DESKTOP PUBLISHING** (40 Clock Hours) 1 Credit  
In this course students are introduced to desktop publishing. Students learn terminology and formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy.

**OT201 WORD PROCESSING–EXPERT** (20 Lecture/20 Lab Hours) 2 Credits  
In this course students are introduced to desktop publishing concepts and advanced word processing features. Students learn terminology and advanced formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy.

**OT202 DATABASE MANAGEMENT** (40 Clock Hours) 2 Credits  
Using the dBASE III database software package, students learn to use the microcomputer to create and maintain files, make inquiries regarding data contained in files, and prepare reports that present information derived from file contents.

**OT202 SPECIALIZED DOCUMENTATION** (30 Lecture/46 Lab Hours) 3 Credits  
This course provides in-depth attention to a variety of specialized communication topics. Students complete an assortment of projects that require them to apply previously learned material and that develop the higher-order skills of analysis, synthesis, and evaluation.

**OT203 OFFICE ADMINISTRATION** (40 Clock Hours) 2 Credits  
This course provides the students with information needed to be an effective manager in today's office. Areas discussed include human resource management, changing office technology, productivity improvement, and information management.

**OT204 SPECIALIZED DOCUMENTATION** (48 Lecture/32 Lab Hours) 4 Credits  
This course provides in-depth attention to a variety of specialized communication topics. Students complete an assortment of projects that require them to apply previously learned material and that develop the higher-order skills of analysis, synthesis, and evaluation.

**OT205 ELECTRONIC OFFICE SYSTEMS** (24 Lecture/14 Lab Hours) 2 Credits  
This course is an overview of computer information systems. The students learn about computer hardware and software concepts, procedures, and systems. Applications in business and other segments of society are explored.

**OT206 REPORT RESEARCH** (38 Clock Hours) 2 Credits

This course further develops the students' knowledge of the fundamental requirements for effective communication and addresses the role of reports in business. Students develop general research skills and produce simple and complex business reports.

**OT207 DESKTOP PUBLISHING (14 Lecture/24 Lab Hours) 1 Credit**

In this course students are introduced to desktop publishing concepts and techniques with specific instruction in digital-page composition.

**OT208 BASIC WEB PAGE DEVELOPMENT (40 Clock Hours) 2 Credits**

In this course students learn basic design principles and learn to use web-authoring software to create and enhance Web pages with links, graphics, tables, frames, and "form applications."

**OT209 DESKTOP PUBLISHING (1994-2001)  
(80 Clock Hours) 3 Credits**

In this course students are introduced to desktop publishing concepts, systems, hardware, and software with specific instruction in one desktop publishing program.

**OT209 DESKTOP PUBLISHING (40 Lecture/40 Lab Hours) 4 Credits**

In this course students are introduced to desktop publishing concepts, systems, hardware, and software with specific instruction in one desktop publishing program.

**OT210 COMPUTERS AND INFORMATION PROCESSING (40 Clock Hours) 1 Credit**

This course is an overview of computer information systems. It discusses computer hardware and software concepts, procedures, and systems. Applications in business and other segments of society are explored.

**OT210 DESKTOP PUBLISHING AND ELECTRONIC DESIGN  
(80 Clock Hours) 3 Credits**

In this course, students master electronic page layout by completing advanced desktop publishing applications. Projects require the students to use graphics and/or text imported from other application programs to create original pieces.

**OT210 ELECTRONIC LAYOUT AND DESIGN (120 Clock Hours) 5 Credits**

In this course, students master electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications programs to create original pieces.

**OT211 COMPUTER PROGRAMMING (40 Clock Hours) 2 Credits**

This course is an introduction to computer programming using Microsoft BASIC. Emphasis is on essential DOS commands, problem solving, and programming techniques. The IBM PC will be utilized for hands-on experience.

**OT212 ELECTRONIC LAYOUT AND DESIGN (40 Lecture/40 Lab Hours) 4 Credits**

In this course, students master electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications programs to create original pieces.

**OT212 MICROCOMPUTER APPLICATIONS II (40 Clock Hours) 1 Credit**

This course is designed to provide the students with the concepts of word processing. The students use the WordStar software package to produce a variety of documents from various application exercises.

**OT214 ELECTRONIC LAYOUT AND DESIGN (16 Lecture/60 Lab Hours) 3 Credits**

In this course, students continue to develop strengths in electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications programs to create original layouts.

**OT215 INTEGRATED TRANSCRIPTION (20 Clock Hours) 1 Credit**

This course is designed to integrate computer software application training with transcription skills while operating the machine transcriber. The students apply spelling, punctuation, capitalization, and number rules to produce mailable copy.

**OT218 WORD PROCESSING–EXPERT (8 Lecture/30 Lab Hours) 1 Credit**

In this course students are introduced to desktop publishing concepts and advanced word processing features. Students learn terminology and advanced formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy.

**OT220 OFFICE ADMINISTRATION (60 Clock Hours) 3 Credits**

This course provides the students with information needed to be an effective manager in today's office. Areas discussed include human resource management, changing office technology, productivity improvement, and information management.

**OT225 SUPERVISION (38 Clock Hours) 2 Credits**

This course provides an introduction to the basic responsibilities of a supervisor including problem solving and decision making; planning, organizing, and controlling work; appraising employee performance; and training and developing employees.

**PD100 CAREER DEVELOPMENT I (20 Clock Hours) 1 Credit**

This course is designed to prepare the students for the transition from student to employee. Students learn how individual personality traits affect career advancement. The students learn how to analyze their job skills and needs and how to market and present those skills and needs to prospective employers in a professional manner. Students also learn to manage their time effectively and develop an awareness of stress management techniques.

**PD101 CAREER DEVELOPMENT II (20 Clock Hours) 1 Credit**

This course explores the appropriate techniques for making job applications and for participating in job interviews and presents suggestions for starting the new job and future career. Students learn how to analyze their job skills and needs and how to market and present those skills and needs to potential employers in a professional manner.

**PD102 PROFESSIONAL DEVELOPMENT (40 Clock Hours) 2 Credits**



This course is designed to prepare the students for making the transition from student to employee. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for making job applications and for participating in job interviews and presents suggestions for starting a new job. Students learn how to analyze their job skills and needs and how to market and present those skills and needs to prospective employers in a professional manner. Students also learn to manage their time effectively and develop an awareness of stress management techniques.

**PD103 PROFESSIONAL DEVELOPMENT (38 Clock Hours)**

1 Credit

This course is designed to prepare the students for making the transition from student to employee. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for making job applications and for participating in job interviews and presents suggestions for starting a new job. Students learn how to analyze their job skills and needs and how to market and present those skills and needs to prospective employers in a professional manner. Students also learn to manage their time effectively and develop an awareness of stress management techniques.

**PD105 PROFESSIONAL DEVELOPMENT FOR GRAPHIC DESIGNERS**

(40 Clock Hours)

2 Credits

This course explores the appropriate techniques for completing job applications and participating in job interviews in the design field. Additional topics for discussion include types of jobs, agencies, hiring practices, portfolios, resumes, salaries, networking, freelancing, and ethics.

**PD106 PROFESSIONAL DEVELOPMENT FOR GRAPHIC DESIGNERS**

(14 Lecture/24 Lab Hours)

1 Credit

This course explores the appropriate techniques for completing job applications and participating in job interviews in the design field. Additional topics for discussion include types of jobs, agencies, hiring practices, portfolios, resumes, salaries, networking, freelancing, and ethics.

**PL100 INTRODUCTION TO LAW AND THE LEGAL SYSTEM (1992-1994)**

(40 Clock Hours)

2 Credits

This course provides a general perspective of the legal system and exposes the students to the operating structures and terminology of law. The students are introduced to the variety of functions and roles of the paralegal within the legal system. Discussion also focuses on the ethics of the profession in accordance with principles of the American Bar Association.

**PL100 INTRODUCTION TO LAW AND THE LEGAL SYSTEM**

(48 Lecture/32 Lab Hours)

4 Credits

This course provides a detailed overview of the American legal system: its structures, its substance, and its terminology. The nature and function of the legal process as well as the roles of the paralegal and legal administrative assistant are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association.

**PL101 BUSINESS LAW I (40 Clock Hours)**

2 Credits

This course is designed to teach students the legal concepts dealing with all aspects of substantive business law; it is meant to expand their awareness of legal rights in business transactions. Students learn the meaning and proper usage of legal terminology as applied to business transactions.

**PL102 BUSINESS LAW II (40 Clock Hours) 2 Credits**

This course is a continuation of Business Law I. It is designed to teach students the legal concepts dealing with substantive business law. Students learn the laws dealing with commercial paper, agency and employment, and property—real and personal.

**PL103 INTRODUCTION TO LAW AND THE LEGAL SYSTEM**

(30 Lecture/46 Lab Hours) 3 Credits

This course provides a detailed overview of the American legal system: its structures, its substance, and its terminology. The nature and function of the legal process as well as the roles of the paralegal and legal administrative assistant are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association.

**PL105 BUSINESS ORGANIZATIONS (40 Clock Hours) 2 Credits**

In this course the laws and concepts relating to business entities, i.e., sole proprietorships, partnerships, limited partnerships, corporations, and S corporations, are explained. Students are required to draft documents and forms utilized by these entities.

**PL106 CIVIL PROCEDURE (40 Clock Hours) 2 Credits**

This course provides the students with an overview of the major forms for the process of dispute resolution: civil procedure, administrative procedure, and criminal procedure as well as the processes of constitutional adjudication. The focus is on the step-by-step development of procedural rules, broader jurisprudential questions of due process and constitutional guarantees, and case analysis to provide vivid litigation experience.

**PL110 LEGAL ORGANIZATIONS (40 Clock Hours) 2 Credits**

The legal forms of business ownership, the basic functions of business, and the internal organization and structure of business are studied in this course. In addition, government regulation of business, labor-management relations, and business strategies are discussed.

**PL111 LITIGATION (22 Lecture/16 Lab Hours) 2 Credits**

This course offers a basic understanding of civil litigation and the functions and operations of the state and federal court systems. Students learn the basic principles of pleadings, discovery, motions, court orders, and judgments. Drafting of the necessary litigation documents is emphasized.

**PL112 BUSINESS ORGANIZATIONS (24 Lecture/14 Lab Hours) 2 Credits**

This course provides the students with an understanding of the various forms of business ownership, such as sole proprietorships, partnerships, limited partnerships, corporations, and S corporations. Students study the laws and concepts relating to these entities and draft documents and forms utilized by the various entities.

**PL113 LEGAL RESEARCH AND LEGAL WRITING I**

(30 Lecture/46 Lab Hours)

3 Credits

This course provides the students with a working knowledge of the major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and to researching and analyzing case law. This course lays the foundation for the intensive case analysis and research that are to follow in Legal Research and Legal Writing II.

**PL115 LEGAL RESEARCH AND LEGAL WRITING I**

(48 Lecture/32 Lab Hours)

4 Credits

This course provides the students with a working knowledge of the major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and to researching and analyzing case law. This course lays the foundation for the intensive case analysis and research that are to follow in Legal Research and Legal Writing II.

**PL120 LEGAL RESEARCH (55 Clock Hours)**

3 Credits

This course provides students with a working knowledge of the major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and researching and analyzing case law. The importance of finding documentation for these areas of law, such as digests, treatises, and related material, is emphasized.

**PL120 LEGAL RESEARCH AND LEGAL WRITING II**

(48 Lecture/32 Lab Hours)

4 Credits

This course is designed to familiarize students with the legal system and the sources of law generated by each branch of government. The course should enable students to undertake, with the supervision of an attorney, research assignments in which they research and write memorandums, briefs, and other legal documents, while accurately citing research sources.

**PL121 CLIENT INTERVIEW AND COMMUNICATION SKILLS**

(25 Clock Hours)

1 Credit

The focus of this course is on learning techniques that can be used to become an effective interviewer and communicator when dealing with clients. Students have the opportunity to practice the techniques and receive and give constructive feedback.

**PL123 LEGAL RESEARCH AND LEGAL WRITING II**

(30 Lecture/46 Lab Hours)

3 Credits

This course is designed to familiarize students with the legal system and the sources of law generated by each branch of government. The course should enable students to undertake, with the supervision of an attorney, research assignments in which they research and write memorandums, briefs, and other legal documents, while accurately citing research sources.

**PL125 CIVIL PROCEDURE (24 Lecture/14 Lab Hours)**

2 Credits

This course provides the students with detailed overviews of the major forms for the process of dispute resolution: civil procedure, administrative procedure, and criminal procedure, as well as the process of constitutional adjudication. The focus is on (1) the evolution and development of procedural rules; (2) broader jurisprudential questions concerning the nature of litigation, due process, and constitutional adjudication of public values; and (3) detailed exploration of actual cases to provide vivid litigation experience. The emphasis in this course is on the legal procedures to which substantive legal rules are applied.

**PL130 TORT LAW (24 Lecture/14 Lab Hours) 2 Credits**

In this course, students become familiar with all aspects of tort law and the handling of civil cases. Topics include negligence, strict liability, product liability, intentional torts, and the various forms of damages.

**PL133 CONTRACT LAW AND COMMERCIAL PAPER**

(16 Lecture/22 Lab Hours) 1 Credit

This course is designed to teach students the legal concepts of contract law. Students learn the basic requirements, performance, and remedies of a contract.

**PL135 CONTRACT LAW (40 Lecture Hours) 2 Credits**

This course is designed to teach students the legal concepts of contract law. Students learn the basic requirements, performance, and remedies of a contract.

**PL136 COMMERCIAL LAW (40 Clock Hours) 2 Credits**

This course is designed to teach students the legal concepts pertaining to substantive business law. A primary objective of the course is to expand student awareness of legal rights in business transactions. Students learn the laws dealing with commercial paper, sales, agency, personal property, secured transactions, and proper usage of legal terminology as applied to business transactions.

**PL138 CONSTITUTIONAL & ADMINISTRATIVE LAW**

(16 Lecture/22 Lab Hours) 1 Credit

This is a study of the United States Constitution as it has been interpreted and explained by the federal courts for more than 200 years. The course will revolve around helping the student understand the development of the various branches of government and the role of each branch in creating statutory law, case law, and administrative laws and rules. Students will also learn how to work within administrative agencies at both the state and federal levels to see how the agencies fit into the judicial process established by the Constitution.

**PL140 REAL ESTATE LAW (40 Lecture Hours) 2 Credits**

In this course students study the law of real property and of common types of real estate transactions and conveyances, such as deeds, leases, mortgages, and contracts of sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures.

**PL142 REAL ESTATE LAW (16 Lecture/22 Lab Hours) 1 Credit**

In this course students study the law of real property and of common types of real estate transactions and conveyances, such as deeds, leases, mortgages, and contracts of sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures.

### **PL200 ESTATE PLANNING AND ADMINISTRATION**

(24 Lecture/14 Lab Hours)

2 Credits

This course provides a general overview of the basic laws relating to probate, wills, and estates. Students analyze estate, administrative, and fiduciary accounting principles and study the organizational and jurisdictional laws of the probate courts.

### **PL201 DOMESTIC RELATIONS/FAMILY LAW (24 Lecture/14 Lab Hours)**

2 Credits

In this course students gain an understanding of the legal aspects of marriage, divorce, annulment, custody and support, adoption, guardianship, and paternity. Students learn to handle client interviews and to draft necessary pleadings and other supporting documents.

### **PL202 ADMINISTRATIVE LAW (40 Clock Hours)**

2 Credits

This course provides students with information about administrative law and the function of administrative agencies on the state and federal levels. The focus is on the practical and theoretical approach to the rulemaking and adjudicatory powers of administrative agencies.

### **PL210 BANKRUPTCY LAW AND DEBTOR-CREDITOR RELATIONS**

(20 Clock Hours)

1 Credit

This course provides the students with a solid foundation in bankruptcy law and debtor-creditor relations as well as state law alternatives to bankruptcy relief. The focus of the course is individual bankruptcy relief. The laws regarding discharge, exemptions, lien avoidance, preferences, and fraudulent transfers are examined.

### **PL210 LEGAL WRITING (40 Clock Hours)**

2 Credits

This course is designed to provide the students with a working knowledge of the major techniques of legal writing. Emphasis is given to preparation of trial and appellate briefs, pleadings, leases, wills, interoffice memoranda, and other formal documents.

### **PL211 BANKRUPTCY LAW AND DEBTOR-CREDITOR RELATIONS**

(24 Lecture/14 Lab Hours)

2 Credits

This course provides the students with a solid foundation in bankruptcy law and debtor-creditor relations as well as state law alternatives to bankruptcy relief. The focus of the course is individual bankruptcy relief. The laws regarding discharge, exemptions, lien avoidance, preferences, and fraudulent transfers are examined.

### **PL211 LAW OFFICE MANAGEMENT (40 Clock Hours)**

2 Credits

This course introduces the student to some of the basic concepts of managing a law office as a business. Students learn about how the various types of legal environments are organized, how to bill clients, set up client filing systems, keep accounting and timekeeping records for the business, and deal with personnel administration.

### **PL212 WORKERS' COMPENSATION (20 Clock Hours)**

1 Credit

This course provides the students with a solid foundation in state workers' compensation statutes. The benefits and disadvantages of the workers' compensation system are discussed. The students gain an understanding of which employers and employees are covered under the system, as well as which injuries and diseases are included under the statutes. The students also learn the basic procedure for filing a claim and how hearings proceed under the law.

**PL220 CRIMINAL LAW (40 Lecture Hours) 2 Credits**

This course provides an understanding of the criminal justice system. It explores substantive and procedural aspects of criminal law and provides a working knowledge of the nature of various crimes, potential charges, and penalties. The students learn to prepare the necessary pleadings and other documents in order to assist and participate with the attorney in the administration of the criminal justice system.

**PL222 CRIMINAL LAW (16 Lecture/22 Lab Hours) 1 Credit**

This course provides an understanding of the criminal justice system. It explores substantive and procedural aspects of criminal law and provides a working knowledge of the nature of various crimes, potential charges, and penalties. The students learn to prepare the necessary pleadings and other documents in order to assist and participate with the attorney in the administration of the criminal justice system.

**PL230 LEGAL EXTERNSHIP (1992-1994) (135 Clock Hours) 3 Credits**

This course provides the students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 135 hours of actual work experience. The students must submit written reports describing their experiences. The students are evaluated by their supervisor at the conclusion of the externship. The students will also be required to compile and maintain a notebook of legal documents drafted by the student throughout their work experience.

**PL230 LEGAL EXTERNSHIP (1994-1995) (200 Clock Hours) 4 Credits**

This course provides the students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 200 hours of actual work experience. The students must submit written reports describing their experiences. The students are evaluated by their supervisor at the conclusion of the externship. The students will also be required to compile and maintain a notebook of legal documents drafted by the students throughout their work experience.

**PL230 LEGAL EXTERNSHIP (270 Externship Hours) 6 Credits**

This course provides the students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 270 hours of actual work experience. The students are evaluated by their supervisor during the externship. The externship experience is supervised by college faculty.

**PT101 MEDICAL TERMINOLOGY & DOCUMENTATION (19 Clock Hours) 1 Credit**

The student will learn basic terminology word skills and knowledge including prefixes, suffixes, word parts, general medicine and body parts, directional terms, and selected abbreviations and symbols. Mastery includes skills in spelling, pronunciation, definitions of terms, and

comprehensive use of select medical terms in appropriate written and oral applications. Written documentation will introduce the student to various forms of record keeping and legal and ethical requirements associated with documentation in physical therapy.

**PT105 FUNCTIONAL ANATOMY FOR PTA (38 Clock Hours) 2 Credits**

This course is intended to familiarize students with gross and surface anatomy as it relates to the integumentary, nervous, muscular, and skeletal systems.

**PT106 FUNCTIONAL ANATOMY FOR PTA I (24 Lecture/14 Lab Hours) 2 Credits**

This course is intended to familiarize students with gross and surface anatomy as it relates to the integumentary, nervous, muscular, and skeletal systems.

**PT107 FUNCTIONAL ANATOMY FOR PTA I (40 Lecture/40 Lab Hours) 3 Credits**

This course is intended to familiarize students with gross and surface anatomy as it relates to the integumentary, nervous, muscular, and skeletal systems.

**PT108 FUNCTIONAL ANATOMY FOR PTA I LAB (0 Lecture/38 Lab Hours) 1 Credit**

This course will cover the lab components that complement the areas of study from PT106 Functional Anatomy for PTA I. Students will actively participate in activities to gain a better understanding of theory covered in PT106.

**PT109 FUNCTIONAL ANATOMY FOR PTA LAB (38 Clock Hours) 1 Credit**

This course will cover the lab components that complement the areas of study from PT105 Functional Anatomy for PTA. Students will actively participate in activities to gain a better understanding of theory covered in PT105 Functional Anatomy for PTA.

**PT110 INTRODUCTION TO PHYSICAL THERAPY (19 Clock Hours) 1 Credit**

This course is an overview of the physical therapy profession within the health care delivery system from a historical, philosophical, and organizational context. Students explore the physical therapy frame of reference in various practice and treatment areas. Personal and professional qualities of the health care provider, professional ethics, and the psychological aspects of treatment are discussed. An introduction to the State of Ohio Physical Therapy Practice Laws and Rules, the American Physical Therapy Association's (APTA) Guide for Conduct of the Physical Therapist Assistant, and Standards of Ethical Conduct for the Physical Therapist Assistant will be discussed.

**PT115 KINESIOLOGY I LABORATORY (0 Lecture/38 Lab Hours) 1 Credit**

This course will cover the lab components that complement the areas of study from PT122 Kinesiology I Theory. Students will actively participate in activities to gain a better understanding of theory covered in PT122.

**PT116 KINESIOLOGY I LABORATORY (38 Clock Hours) 1 Credit**

This course will cover principles of goniometry and manual muscle testing for areas of study targeted in PT121 Kinesiology I Theory. Students will participate in hands-on activities to gain a better understanding of the theory presented in PT121 Kinesiology I Theory.

**PT117 FUNCTIONAL ANATOMY FOR PTA II (30 Lecture/46 Lab Hours) 3 Credits**

This course is intended to familiarize students with gross and surface anatomy as it relates to the circulatory, endocrine, gastrointestinal, reproductive, and respiratory systems. This course will look at the integration of body systems, structures, and functions.

**PT120 INTRODUCTION TO PATIENT CARE (38 Clock Hours) 1 Credit**

Students will learn introductory information and basic skills performed by the physical therapist assistant in the field. Patient communications, measuring vital signs, managing medical emergencies, administering CPR, patient positioning, body mechanics, environmental assessment, infection control techniques, transfer training, and wheelchair management are topics covered in the course. Data collection and documentation for basic skills will also be covered.

**PT121 KINESIOLOGY I THEORY (38 Clock Hours) 2 Credits**

This is the first course of a two-part series in the fundamentals of kinesiology. Students are introduced to basic concepts of motion as they apply to the human body. Biomechanical principles of movement of various body areas will be studied in detail with an emphasis on integrating structure and function.

**PT122 KINESIOLOGY I THEORY (24 Lecture/14 Lab Hours) 2 Credits**

This is the first course of a two-part series in the fundamentals of kinesiology. Students are introduced to basic concepts of motion as they apply to the human body. Concepts covered include kinetics, force, torque, leverage, balance, body mechanics, and motion analysis. Biomechanics of the upper and lower extremities will be studied in detail. This knowledge will then be applied to analyzing human motion with an emphasis on integrating structure and function. Principles of goniometry and manual muscles testing will also be covered for upper and lower extremities.

**PT125 KINESIOLOGY II LABORATORY (0 Lecture/38 Lab Hours) 1 Credit**

This course will cover the lab components that complement the areas of study from PT132 Kinesiology II Theory. Students will actively participate in activities to gain a better understanding of theory covered in PT132.

**PT126 KINESIOLOGY II LABORATORY (38 Clock Hours) 1 Credit**

This course will cover the principles of goniometry and manual muscle testing for areas of study targeted in PT133 Kinesiology II Theory. Students will participate in hands-on activities to gain a better understanding of the theory presented in PT133 Kinesiology II Theory.

**PT130 INTRODUCTION TO DISEASE (38 Clock Hours) 2 Credits**

Students are instructed in the disease processes affecting the various systems of the human body. The course will address some of the skills required in screening or recognizing diseases and healing processes pertinent to physical therapy. Students will study the epidemiological factors for various pathological conditions. The principles and stages of healing are also introduced.

**PT132 KINESIOLOGY II THEORY (24 Lecture/14 Lab Hours) 2 Credits**

This is the second course of a two-part series in the fundamentals of kinesiology. Students



continue to analyze and apply the basic concepts of motion as they apply to the human body. Concepts covered include biomechanics, motion analysis, spinal column, posture, and gait. This knowledge will then be applied to analyzing human motion with emphasis on integrating structure and function. Principles of goniometry and manual muscles testing will also be covered for the spinal column.

**PT133 KINESIOLOGY II THEORY (38 Clock Hours) 2 Credits**

This is the second course of a two-part series in the fundamentals of kinesiology. Students continue to analyze and apply the basic concepts of motion as they apply to the body areas not addressed in PT121 Kinesiology I Theory. By the end of the course, biomechanics of all body regions will have been covered. Gait, posture, and analysis of the whole body in motion will also be covered in this course.

**PT135 THERAPEUTIC INTERVENTIONS I (20 Lecture/56 Lab Hours) 2 Credits**

This course focuses on various therapeutic exercises such as range of motion exercises, aerobic conditioning, balance, coordination, strengthening, and flexibility exercises. Students will also study passive range of motion interventions, exercise program development, gait training, and assistive device fitting and training. Data collection and documentation for therapeutic interventions will also be covered.

**PT140 THERAPEUTIC INTERVENTIONS II LABORATORY (0 Lecture/38 Lab Hours) 1 Credit**

This course will cover the lab components that complement the areas of study from PT145 Therapeutic Interventions II. Students will actively participate in activities to gain a better understanding of theory covered in PT145. Data collection and documentation for interventions covered in this class will also be covered.

**PT141 MUSCULOSKELETAL THERAPEUTIC INTERVENTIONS (38 Clock Hours) 2 Credits**

This course focuses on the theory of therapeutic intervention related to musculoskeletal conditions/pathologies. Students are expected to complete one (1) literature review project related to therapeutic interventions in this course.

**PT143 MUSCULOSKELETAL THERAPEUTIC INTERVENTIONS LABORATORY (38 Clock Hours) 1 Credit**

This course will cover the lab components that complement the areas of study from PT141 Musculoskeletal Therapeutic Interventions. Students will actively participate in activities to gain a better understanding of theory covered in PT141 Musculoskeletal Therapeutic Interventions. Data collection and documentation for interventions covered in this class will also be covered.

**PT145 THERAPEUTIC INTERVENTIONS II (24 Lecture/14 Lab Hours) 2 Credits**

This course focuses on the theory of therapeutic intervention related to neuromuscular conditions/pathologies. The study of human development across the life span is emphasized, specifically special handling techniques relative to physical therapy management. The concepts of motor control, motor learning, and recovery of function are addressed as they apply to rehabilitation of this population. The concepts of functional mobility skills and activities of daily

living (ADLs) are also covered. Students are expected to complete one literature review project related to therapeutic interventions presented in this course.

**PT150 PHYSICAL AGENTS I (21 Lecture/36 Lab Hours) 2 Credits**

This course introduces the use of physical agents in physical therapy interventions. The use of superficial and deep thermal, athermal, cryotherapy, mechanical traction, and compression therapies is studied. Data collection and documentation for physical agent use will also be covered.

**PT151 PHYSICAL AGENTS I (57 Clock Hours) 2 Credits**

This course introduces the use of physical agents in physical therapy interventions. The course will describe the effects of physical agents, the indications/contraindications for use, and the outcomes that can be expected from integrating physical agents into a rehabilitation program. Proper application as well as data collection and documentation of each agent will also be addressed.

**PT155 CLINICAL PREPARATION (38 Clock Hours) 1 Credit**

This course helps to ensure that all students are prepared for their clinical experiences in the PTA program. Overseen by the Academic Coordinator of Clinical Education (ACCE), this class is meant to serve as an orientation to what students can expect to encounter, what sites will expect of them, and what the students' responsibilities are in relation to tracking and documenting their off-site clinical experience. Guest lectures, field trips, and simulations will comprise some of the methods of preparing students.

**PT201 CLINICAL I (150 Externship Hours) 3 Credits**

This first off-site clinical affiliation introduces the PTA student to the clinical setting and allows the student to apply knowledge, concepts, and skills learned in all previous academic work. PTA students will work under the supervision of a PT or a PTA in an actual clinical facility. Clinical experiences are closely monitored by the Academic Coordinator of Clinical Education (ACCE). Clinical locations are determined by the ACCE based on a student's appropriate level of clinical skills. Sites are not assigned based on distance of travel. Students are expected to have access to transportation on a daily basis. Students are expected to attend clinical sites on the days and times designated by the assigned clinical facility. The length of Clinical I is 4 weeks. Students will be expected to conduct an educational in-service during this clinical. Students will be expected to maintain a journal of their observations and activities during their clinical experience.

**PT202 INTERMEDIATE CLINICAL (300 Clock Hours) 6 Credits**

This first off-site clinical affiliation provides an opportunity for the PTA student to apply knowledge, concepts, and skills learned in previous academic work. PTA students will work under the supervision of a PT or a PTA in an actual clinical facility. Clinical experiences are closely monitored by the Academic Coordinator of Clinical Education (ACCE). Clinical locations are determined by the ACCE based on a student's appropriate level of clinical skills. Sites are not assigned based on distance of travel. Students are expected to have access to transportation on a daily basis. Students are expected to attend clinical sites on the days and times designated by the assigned clinical facility. The length of Intermediate Clinical is eight (8)

weeks. Students will be expected to conduct an educational in-service during this clinical. Students will be expected to participate in a discussion board of their observations and activities during their clinical experience.

**PT205 MANUAL THERAPY TECHNIQUES (57 Clock Hours) 2 Credits**

Principles and practical application of physical therapy massage and soft tissue mobilization techniques currently used in clinical practice are covered. Data collection and documentation for manual techniques will also be covered.

**PT210 PTA PROFESSIONAL ISSUES (38 Clock Hours) 1 Credit**

This course correlates professional, ethical, and legal concepts with patients' rights, privileges, team interaction, and the healthcare delivery system. Reimbursement for service, licensure, risk management, resume writing, and career development are also covered.

**PT245 THERAPEUTIC INTERVENTIONS III (24 Lecture/14 Lab Hours) 2 Credits**

This course focuses on the theory of therapeutic intervention related to musculoskeletal conditions/pathologies. Students are expected to complete one literature review project related to therapeutic interventions in this course.

**PT246 NEUROLOGICAL THERAPEUTIC INTERVENTIONS (38 Clock Hours) 2 Credits**

This course focuses on the theory of therapeutic intervention related to neuromuscular conditions/pathologies. The study of human development across the life span is emphasized, specifically special handling techniques relative to physical therapy management. The concepts of motor control, motor learning, and recovery of function are addressed as they apply to rehabilitation of this population. The concepts of functional mobility skills and activities of daily living (ADLs) are also covered. Students are expected to complete one (1) literature review project related to therapeutic interventions presented in this course.

**PT248 NEUROLOGICAL THERAPEUTIC INTERVENTIONS LABORATORY (38 Clock Hours) 1 Credit**

This course will cover the lab components that complement the areas of study from PT246 Neurological Therapeutic Interventions. Students will actively participate in activities to gain a better understanding of theory covered in PT246 Neurological Therapeutic Interventions. Data collection and documentation for interventions covered in this class will also be covered.

**PT249 THERAPEUTIC INTERVENTIONS III LABORATORY (0 Lecture/38 Lab Hours) 1 Credit**

This course will cover the lab components that complement the areas of study from PT245 Therapeutic Interventions III. Students will actively participate in activities to gain a better understanding of theory covered in PT245. Data collection and documentation for interventions covered in this class will also be covered.

**PT250 PHYSICAL AGENTS II (21 Lecture/36 Lab Hours) 2 Credits**

This course introduces the use of physical agents in physical therapy interventions. The use of hydrotherapy, biofeedback, and various forms of electrotherapeutic agents is studied. Basic wound management will also be covered. Data collection and documentation for physical agent

use and wound management will be covered.

**PT251 PHYSICAL AGENTS II (57 Clock Hours)**

2 Credits

This course is a continuation of the use of PT151 Physical Agents I. The course will describe the effects of physical agents, the indications/contraindications for use, and the outcomes that can be expected from integrating physical agents into a rehabilitation program. Proper application as well as data collection and documentation will also be addressed. The role of physical therapy in wound care as well as physical agent use and wound management will be covered.

**PT255 THERAPEUTIC INTERVENTIONS IV (24 Lecture/14 Lab Hours)**

2 Credits

Management of patients from special age-specific populations is addressed including rehabilitation of cardiopulmonary, geriatric, and pediatric patient conditions as they relate to the physical therapy field. The study of human development across the life span is emphasized, specifically in special handling techniques relative to physical therapy management. The concepts of motor learning and recovery of function are addressed as they apply to rehabilitation of these special populations. Additionally, diseases and conditions or problems considered as age-specific will be studied in depth as they relate to testing and intervention elements of patient/client management. Data collection and documentation for testing and interventions addressed in this class will also be covered. Students are expected to complete one literature review project related to therapeutic interventions.

**PT256 SPECIAL POPULATIONS THERAPEUTIC INTERVENTIONS**

(38 Clock Hours)

2 Credits

Management of patients from special age-specific populations is addressed including rehabilitation of cardiopulmonary, geriatric, and pediatric patient conditions as they relate to the physical therapy field. The study of human development across the life span is emphasized, specifically in special handling techniques relative to physical therapy management. The concepts of motor learning and recovery of function are addressed as they apply to rehabilitation of these special populations. Additionally, diseases and conditions or problems considered as age-specific will be studied in depth as they relate to testing and intervention elements of patient/client management. Data collection and documentation for testing and interventions addressed in this class will also be covered. Students are expected to complete one literature review project related to therapeutic interventions.

**PT258 SPECIAL POPULATIONS THERAPEUTIC INTERVENTIONS LABORATORY**

(38 Clock Hours)

1 Credit

This course will cover the lab components that complement the areas of study from PT256 Special Populations Therapeutic Interventions. Students will actively participate in activities to gain a better understanding of theory covered in PT256 Special Populations Therapeutic Interventions. Data collection and documentation for interventions covered in this class will also be covered.

**PT259 THERAPEUTIC INTERVENTIONS IV LABORATORY**

(0 Lecture/38 Lab Hours)

1 Credit

This course will cover the lab components that complement the areas of study from PT255 Therapeutic Interventions IV. Students will actively participate in activities to gain a better

understanding of theory covered in PT255. Data collection and documentation for interventions covered in this class will also be covered.

**PT260 PRACTICE CLINICAL SIMULATION (38 Clock Hours)**

1 Credit

This course is designed to provide the PTA student with the opportunity to participate in the integrated treatment of selected patient populations through mock clinical scenarios. Focus is on correctly, safely, and efficiently implementing treatment interventions based on an established plan of care, treatment adjustment, progressions within an established plan of care, written and verbal communications, accurate documentation, time management, fiscal management, and exhibiting all aspects of professional behavior expected of the physical therapist assistant in the clinic setting. The purpose of this course is to allow the students to build confidence in their skills and become more efficient in providing every aspect of patient treatment prior to beginning the last clinical experience of the curriculum and to allow the students to be comfortable performing all aspects of patient care in a clinic setting.

**PT264 ORTHOTIC AND PROSTHETIC FITTING THERAPEUTIC INTERVENTIONS (38 Clock Hours)**

1 Credit

This course focuses on therapeutic intervention related to management of the patient with an amputation, including fitting/use of prosthetics. The course will also address special devices such as orthotics, braces, and slings used with patients with orthopedic and neurological disorders. Data collection and documentation for interventions addressed in this class will be covered. Students will actively participate in activities to gain a better understanding of theory.

**PT265 THERAPEUTIC INTERVENTIONS V (14 Lecture/24 Lab Hours)**

1 Credit

This course focuses on therapeutic intervention related to management of the patient with an amputation, including fitting/use of prosthetics. The course will also address special devices such as orthotics, braces, and slings used with patients with orthopedic and neurological disorders. Data collection and documentation for interventions addressed in this class will be covered. Students will actively participate in activities to gain a better understanding of theory.

**PT267 SPECIAL TOPICS IN PT PRACTICE (19 Clock Hours)**

1 Credit

This course will cover current topics and trends in the physical therapy field. Portions of this course may be presented by guest lecturers.

**PT271 CLINICAL II (150 Externship Hours)**

3 Credits

This off-site clinical affiliation provides an opportunity for the PTA student to apply knowledge, concepts, and skills learned in previous academic and clinical settings. PTA students will work under the supervision of a PT or a PTA in a clinical facility. Clinical experiences are closely monitored by the Academic Coordinator of Clinical Education (ACCE). Clinical locations are determined by the ACCE based on a student's appropriate level of clinical skills. Sites are not assigned based on distance of travel. Students are expected to have access to transportation on a daily basis. Students are expected to attend clinical sites on the days and times designated by the assigned clinical facility. The length of Clinical II is 4 weeks. Students will be expected to conduct an educational in-service during this clinical. Students will be expected to maintain a journal of their observations and activities during their clinical experience.

**PT275 LICENSURE EXAM PREP (38 Clock Hours)** 1 Credit

Students will learn test-taking strategies and will utilize various preparatory tools to help them prepare to take their state licensure exam. Students will complete a mock licensure exam to improve success on the state licensure exam.

**PT301 CLINICAL III (300 Externship Hours)** 6 Credits

This terminal off-site clinical affiliation provides an opportunity for the PTA student to apply knowledge, concepts, and skills learned in all previous academic and clinical settings. PTA students will work under the supervision of a PT or a PTA in a clinical facility. Clinical experiences are closely monitored by the Academic Coordinator of Clinical Education (ACCE). Clinical locations are determined by the ACCE based on a student's appropriate level of clinical skills. Sites are not assigned based on distance of travel. Students are expected to have access to transportation on a daily basis. Students are expected to attend clinical sites on the days and times designated by the assigned clinical facility. The length of Clinical III is 8 weeks. Students will be expected to conduct an educational in-service during this clinical. Students will be expected to maintain a journal of their observations and activities during their clinical experience.

**PT302 TERMINAL CLINICAL (300 Clock Hours)** 6 Credits

This terminal off-site clinical affiliation provides an opportunity for the PTA student to apply knowledge, concepts, and skills learned in all previous academic and clinical settings. PTA students will work under the supervision of a PT or a PTA in a clinical facility. Clinical experiences are closely monitored by the Academic Coordinator of Clinical Education (ACCE). Clinical locations are determined by the ACCE based on a student's appropriate level of clinical skills. Sites are not assigned based on distance of travel. Students are expected to have access to transportation on a daily basis. Students are expected to attend clinical sites on the days and times designated by the assigned clinical facility. The length of Terminal Clinical is eight (8) weeks. Students will be expected to conduct an educational in-service during this clinical. Students will be expected to maintain a journal of their observations and activities during their clinical experience.

**RT101 PROFESSIONAL SELLING (80 Clock Hours)** 4 Credits

In this course the technology and psychology of the selling process are analyzed and adopted by the students. Emphasis is placed on closing the sale, utilizing suggestion selling, and the basic selling process. Supervising the selling function and behavioral science in selling are introduced.

**RT103 RETAIL MATHEMATICS (40 Clock Hours)** 2 Credits

Basic mathematical computation skills required for retailing applications are reviewed and developed in this course. The students also learn basic retailing mathematics, such as markup, markdown, the retail method of inventory, and gross margin.

**RT104 ORGANIZATION STRATEGIES (1990-1993) (80 Clock Hours)** 4 Credits

In this course the students develop an understanding of the sales function for organizational growth, profit, and customer retention. The skills for leadership, job knowledge, and responsibility for profit and growth are analyzed. The course presents the issues of communication, conflict, and control from the management viewpoint.

**RT104 ORGANIZATION STRATEGIES (40 Clock Hours) 2 Credits**

In this course the students develop an understanding of the sales function for organizational growth, profit, and customer retention. The skills for leadership, job knowledge, and responsibility for profit and growth are analyzed. The course presents the issues of communication, conflict, and control from the management viewpoint.

**RT105 EFFECTIVE SELLING (40 Clock Hours) 2 Credits**

In this course case studies of successful marketing methods are employed. Advanced selling techniques are developed by preparing, delivering, and evaluating sales presentations. The students select the new tools for unique selling situations: media, software, and telecommunications. The students critique presentations from a management perspective.

**RT106 MERCHANDISE TECHNOLOGY (40 Clock Hours) 2 Credits**

In this course the students develop the skill to recognize style and quality in apparel, accessories, hardware, home furnishings, and large-ticket merchandise, while exploring the technological advances and trends within the various merchandising industries. The students conduct research on a specific product that relates to their career objective.

**RT107 RETAIL OPERATIONS (1990-1993) (80 Clock Hours) 4 Credits**

This course trains the students in the functions and operations of all retail organizations, emphasizing the differences and distinctions of the department store, specialty store, chain store, and discount operation. The students conduct planning and research for the opening of a simulated retail business. The students utilize various computer software for business/retail applications.

**RT107 RETAIL OPERATIONS (40 Clock Hours) 2 Credits**

This course trains the students in the functions and operations of all retail organizations, emphasizing the differences and distinctions of the department store, specialty store, chain store, and discount operation.

**RT108 CONSUMER ANALYSIS (40 Clock Hours) 2 Credits**

In this course the students analyze retail consumer habits and motivation. The course evaluates the students' sales skills in the consumer's buying process: recognition, search, comparison, evaluation, purchase, and service. The students construct models of consumer buying trends and issues affecting the close of sale under various conditions by implementing methods to solve consumer problems and to develop consumer satisfaction.

**RT109 ORGANIZATION COMMUNICATIONS (1990-1991) (60 Clock Hours) 3 Credits**

This course is an applied approach to public relations and customer service. The students develop experience in promoting and marketing merchandise through market research, planning strategies, design, signage, packaging, and distribution. Utilizing computer software, the students create and present a total marketing plan.

**RT109 ORGANIZATION COMMUNICATIONS (40 Clock Hours) 2 Credits**

This course is an applied approach to public relations and customer service. The students develop experience in promoting and marketing merchandise through market research, planning strategies, design, signage, packaging, and distribution.

**RT110 RETAILING INTERNSHIP (1990-1992) (320 Clock Hours) 4 Credits**

The students receive actual on-the-job merchandising experience planned during the busy pre-Christmas season in a department, specialty, or discount store. The work experience is directly supervised and reviewed by the school.

**RT110 RETAILING INTERNSHIP (200 Clock Hours) 4 Credits**

The students receive actual on-the-job merchandising experience planned during the busy pre-Christmas season in a department, specialty, or discount store. The work experience is directly supervised and reviewed by the school.

**RT201 VISUAL MERCHANDISING (40 Clock Hours) 2 Credits**

In this course the students apply the latest techniques to target market groups, encourage traffic, increase sales, and achieve a desired store image for unity and repeat business. Field studies of internal displays and window displays are conducted and reviewed. The students gain skill and experience through actual display of products in display cases and in a window display for an off-site retailer.

**RT203 INVENTORY MAINTENANCE AND CONTROL (40 Clock Hours) 2 Credits**

This course emphasizes the systematic inventory maintenance and shrinkage control in the retail industry, beginning with the initial purchase of the item from the supplier to the consumer. The students learn proper inventory procedures from planning to reconciliation and the shrinkage control factor of both external and internal theft, while developing an actual inventory plan.

**RT204 SALES MANAGEMENT (1990-1993) (80 Clock Hours) 4 Credits**

In this course the students apply organization and motivation concepts to the functions of managing, motivating, and developing employees within a sales organization. Emphasis is placed on planning, organizational change, decision making, and time-stress management. A segment of this course features the financial compensation common to retailing and the payroll function.

**RT204 SALES MANAGEMENT (40 Clock Hours) 2 Credits**

In this course the students apply organization and motivation concepts to the functions of managing, motivating, and developing employees within a sales organization. Emphasis is placed on planning, organizational change, decision making, and time-stress management.

**RT205 HUMAN RESOURCES MANAGEMENT (80 Clock Hours) 4 Credits**

This course trains the students in the personnel functions performed by management. Emphasis is placed on recruitment, hiring, placement, training, scheduling, job descriptions, labor relations, equal opportunity, and the development of policies and procedures.



**SS100 SPEEDWRITING THEORY (80 Clock Hours)** 4 Credits  
Speedwriting is a system of shorthand based on the alphabet. The students learn the Speedwriting theory principles and transcribe accurately from shorthand notes. Simultaneously, students build speed in recording dictation.

**SS101 SPEEDWRITING THEORY (80 Clock Hours)** 4 Credits  
Speedwriting is a system of shorthand based on the alphabet. The students learn the Speedwriting theory principles and transcribe accurately from shorthand notes. Simultaneously, students build speed in recording dictation.

**SS102 TRANSCRIPTION TECHNIQUES (80 Clock Hours)** 4 Credits  
This course is designed to teach the proper techniques of transcribing from shorthand notes into mailable form, which includes error correction, letter setup, letter styles, word division, and reference material usage. The students also review principles of theory, increase shorthand vocabulary, and continue to build shorthand speed.

**SS103-L TRANSCRIPTION I (40 Classroom/12 Lab Clock Hours)** 3 Credits  
This course is designed to teach and review principles of punctuation. The students apply these rules when transcribing shorthand notes into mailable short business letters. The students continue to develop shorthand recording speed. This course has a required lab.

**SS104-L TRANSCRIPTION II (40 Classroom/12 Lab Clock Hours)** 3 Credits  
This course is designed to teach and review capitalization and number rules. The students apply these rules when transcribing shorthand notes into mailable average-length business letters that contain special notations. The students continue to develop shorthand recording speed. This course has a required lab.

**SS105 MACHINE TRANSCRIPTION (40 Clock Hours)** 2 Credits  
In this course the students learn how to operate dictation equipment and apply language-arts skills to produce various kinds of written communications. The development of correct spelling, proper vocabulary usage, and proper proofreading and editing techniques receives special emphasis.

**SS110 OFFICE PROCEDURES I (24 Lecture/14 Lab Hours)** 2 Credits  
This course is designed to include instruction in general office practices and procedures. Topics include time and task management, computer hardware and software systems, reprographics, and mail procedures and regulations.

**SS110 TRANSCRIPTION I (20 Classroom/6 Lab Clock Hours)** 1 Credit  
This course develops the proper techniques for transcribing from shorthand notes into mailable, form: letter setup, letter styles, word division, reference material usage, and error correction. The students review shorthand theory principles, increase vocabulary, and continue to build shorthand speed. This course has a required lab.

**SS111 TRANSCRIPTION II (20 Classroom/6 Lab Clock Hours)** 1 Credit

This course is designed to review punctuation principles. The students apply those principles to generate mailable correspondence transcribed from recorded shorthand dictation. The students continue to develop shorthand speed. This course has a required lab.

**SS112 TRANSCRIPTION III (20 Classroom/6 Lab Clock Hours) 1 Credit**

This course is designed to teach and review the capitalization and number rules. The students apply these rules when transcribing shorthand notes into mailable average-length business letters. The students continue to develop recording speed. This course has a required lab.

**SS113 TRANSCRIPTION IV (20 Classroom/6 Lab Clock Hours) 1 Credit**

This course is designed to teach abbreviation rules as well as specialized vocabulary for four different business industries. The students apply these rules and vocabulary when transcribing shorthand notes into mailable average-length business correspondence. The students continue to develop recording speed. This course has a required lab.

**SS115 OFFICE PROCEDURES I (40 Clock Hours) 2 Credits**

This course integrates the knowledge and skills previously learned in the student's program. The course provides the students with practical applications in a supervised environment by emphasizing priority solutions.

**SS150 ON-THE-JOB TRAINING I (320 Clock Hours) 4 Credits**

An actual on-the-job training experience in a business office on an every-other-day sequence is provided for the cooperative secretarial students. The work experience is directly supervised and reviewed by the school.

**SS160 ON-THE-JOB TRAINING II (320 Clock Hours) 4 Credits**

An actual on-the-job training experience in a business office on an every-other-day sequence is provided for the cooperative secretarial students. The work experience is directly supervised and reviewed by the school.

**SS201 TRANSCRIPTION III (41 Clock Hours) 2 Credits**

This course is designed to teach abbreviation rules as well as specialized vocabulary for eight different types of offices. The students apply these rules and use the vocabulary when transcribing shorthand notes into mailable average-length business letters and memorandums that contain special notations. Students continue to develop shorthand speed.

**SS202 OFFICE PROCEDURES (80 Clock Hours) 4 Credits**

**SS202 SECRETARIAL PROCEDURES (80 Clock Hours) 4 Credits**

This course is designed to integrate the knowledge and skills previously learned in the program. Through office simulations students develop time-management skills as well as skills in handling various office tasks.

**SS210 OFFICE PROCEDURES II (40 Clock Hours) 2 Credits**

This course is designed to provide thorough coverage of the administrative assistant's role in providing research and in organizing data for written reports, speeches, procedures, and publications; in assisting executives with travel arrangements and conference planning; and in

handling financial duties. Through office simulations students develop time-management skills as well as skills in handling various office tasks.

**SS210 ON-THE-JOB TRAINING (1990-1991) (800 Clock Hours) 9 Credit**

An actual on-the-job training experience in a business office on an every-other-day sequence is provided for the cooperative secretarial students. The work experience is directly supervised and reviewed by the school.

**SS210 ON-THE-JOB TRAINING III (160 Clock Hours) 4 Credit**

An actual on-the-job training experience in a business office on an every-other-day sequence is provided for the cooperative secretarial students. The work experience is directly supervised and reviewed by the school.

**SS211 OFFICE PROCEDURES II (48 Lecture/32 Lab Hours) 4 Credits**

This course is designed to provide thorough coverage of the administrative assistant's role in providing research and in organizing data for written reports, speeches, procedures, and publications; in assisting executives with travel arrangements and conference planning; and in handling financial duties. Through office simulations students develop time-management skills as well as skills in handling various office tasks.

**SS212 OFFICE PROCEDURES II (30 Lecture/46 Lab Hours) 3 Credits**

This course is designed to provide thorough coverage of the administrative assistant's role in providing research and in organizing data for written reports, speeches, procedures, and publications; in assisting executives with travel arrangements and conference planning; and in handling financial duties. Through office simulations students develop time-management skills as well as skills in handling various office tasks.

**SS215 OFFICE PROCEDURES II (40 Clock Hours) 2 Credits**

This course continues to implement the knowledge and skills previously learned in the students' program. The course focuses on reduced supervision by developing the students' time-management skills, problem-solving proficiency, correspondence composition ability, and acceptance of responsibility.

**TR100 INTRODUCTION TO TRAVEL (21 Lecture/36 Lab Hours) 2 Credits**

This course covers the history, scope, and functions of the travel industry. Students gain knowledge of domestic and international air travel, tours, ground transportation, and the technical and personal skills needed for a career in the travel field in the twenty-first century.

**TR101 TRAVEL COMPONENTS (80 Clock Hours) 4 Credits**

This course develops the students' understanding of the major components of the travel industry including history, growth, and government regulation of travel. Marketing techniques for identifying and meeting travelers' motivations, needs, and expectations are also studied, as well as career opportunities throughout the travel industry and travel terminology. Training in international geography of countries and major cities, surface travel, and cruise and tour industries is a segment of this course.

**TR102 TRAVEL AND TOURISM MARKETING (40 Clock Hours) 2 Credits**

This course trains the students in basic direct sales and telemarketing techniques with special application to the travel industry. Communication and listening skills and techniques for identifying customer needs, closing the sale, service, and handling complaints are also stressed.

**TR103 AIRLINE OPERATIONS (40 Clock Hours) 2 Credits**

In this course emphasis is placed on how to schedule and reserve airline travel. Tools and references used in scheduling give students a knowledge of “where to look and who to ask.” These tools include official airline guides, airline schedules and reservations, regulations of the airline industry, air carrier identification, and airline terminology.

**TR104 INTRODUCTION TO TRAVEL (40 Clock Hours) 2 Credits**

This course covers the history, scope, and functions of the travel industry. Students gain knowledge of domestic and international air travel, tours, ground transportation, and the technical and personal skills needed for a career in the travel field in the twenty-first century.

**TR104 INTRODUCTION TO TRAVEL AND HOSPITALITY (40 Clock Hours) 2 Credits**

This course covers the history, scope, and functions of the travel and hospitality industries. It provides students with an understanding of and skills in constructing itineraries; utilizing the Official Airlines Guide (OAG) reference material; handling hotel, motel, and resort reservations; arranging cruises; and booking tours and car rentals. Students learn about geographic destinations, sales techniques, and the technical and personal skills needed in the travel and hospitality fields.

**TR105 DOMESTIC DESTINATIONS (40 Clock Hours) 2 Credits**

This course is an introduction to the study of the geography of the United States, Canada, Mexico, and the Caribbean and their major attractions.

**TR105 GEOGRAPHY (40 Clock Hours) 2 Credits**

This course is an introduction to the study of the geography of various countries and major cities throughout the world. Domestic geography is stressed.

**TR106 MANUAL RESERVATIONS METHODS (40 Clock Hours) 2 Credits**

In this course, emphasis is placed on how to schedule and reserve airline travel. Students learn “where to look and who to ask” by gaining knowledge of the tools and references used in scheduling. These tools include the Official Airline Guide (OAG), airline schedules, and timetables. The regulations of the airline industry, air carrier and city transport codes, and airline terminology are also discussed.

**TR107 AIR FARES AND TICKETING (40 Clock Hours) 2 Credits**

This course provides the students with fundamental knowledge of air fare computation, ticketing, completion of manually issued documents, calculation of air transportation taxes, airport/city codes, and the ARC sales report.

**TR107 AIRFARE TICKETING (40 Clock Hours) 2 Credits**

In this course students gain a fundamental knowledge of the principles of airfare computation, of ticketing, and of completing manually issued documents. Accuracy, neatness, legibility, and completion of tasks within time limits are stressed in this class.

**TR108 TRAVEL AGENCY OPERATIONS (20 Clock Hours) 1 Credit**

This course focuses on the day-to-day operations of the travel agency. Topics covered include ARC requirements, bank relations, agency accounting, and financial planning. Familiarity with documents, the ARC sales report, and other “back office” functions are also stressed.

**TR108 TRAVEL AGENCY OPERATIONS AND MEETING MANAGEMENT (24 Lecture/14 Lab Hours) 2 Credits**

This course focuses on the operations of a travel agency and examines the unique needs of the corporate traveler. In addition, students are presented with an overview of the meeting planning/convention management industry.

**TR109 CORPORATE TRAVEL (20 Clock Hours) 1 Credit**

This course focuses on the unique needs of the business traveler and how those needs relate to the travel and hospitality industries. The students are exposed to the differences between corporate and leisure travel; the particular needs of the corporate traveler; and the special services offered by travel agencies, airlines, car rental firms, and hotels.

**TR110 INTERNATIONAL AIR TRAVEL AND TOURS (40 Clock Hours) 2 Credits**

This course develops the students’ understanding of all the phases of international travel: air, cruise, and ground transportation. The students acquire the knowledge to assist the client with the documentation necessary for travel and entry into the international destination. An in-depth study of international tours available throughout the world is a segment of this course.

**TR110 INTERNATIONAL GEOGRAPHY (40 Clock Hours) 2 Credits**

This course is a continuation of Geography. The students will focus on major international travel destinations, gateway cities, customs, languages, currencies, and entry requirements. Students will undertake an extensive study of worldwide locations, transportation, and tourism.

**TR110 WORLDWIDE DESTINATIONS (24 Lecture/14 Lab Hours) 2 Credits**

This course is an introduction to the study of the geography of Europe, South America, Asia, Oceania, and Africa and their major attractions.

**TR111 COMPUTERIZED RESERVATIONS (48 Lecture/32 Lab Hours) 4 Credits**

This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. Students learn the concepts and skills required to create and modify Passenger Name Records (PNR), provide fares, interpret and modify availability, sell air space, modify and price itineraries, utilize client profiles, and issue seat assignments. Students also learn to access hospitality, travel, and tourism resources on the Internet.

**TR113 COMPUTERIZED RESERVATIONS (30 Lecture/46 Lab Hours) 3 Credits**

This course provides an understanding of the computerization of the industry with emphasis on

microcomputer skills. Students learn the concepts and skills required to create and modify Passenger Name Records (PNR), provide fares, interpret and modify availability, sell air space, modify and price itineraries, utilize client profiles, and issue seat assignments. Students also learn to access hospitality, travel, and tourism resources on the Internet.

**TR115 DOMESTIC DESTINATIONS (21 Lecture/36 Lab Hours) 2 Credits**

This course is an introduction to the study of the geography of the United States, Canada, Mexico, and the Caribbean and their major attractions.

**TR201 AIRLINE COMPUTER AUTOMATION (80 Clock Hours) 4 Credits**

Using a computerized simulation, students learn SABRE\*, the language of the largest computerized reservation system in the world. Used by one-third of the automated retail travel agencies in the United States, SABRE allows agents to make reservations and tickets for major airlines, reserve hotel rooms, and book car rentals for clients. \*SABRE is a registered trademark of American Airlines.

**TR202 TRAVEL AGENCY PROCEDURES (40 Clock Hours) 2 Credits**

Travel Agency Procedures focuses on the day-to-day operations of the travel agency. Topics studied include training, the planning process, and decision making.

**TY101 KEYBOARDING I (38 Clock Hours) 1 Credit**

In this course, the students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Techniques and procedures for acquiring stroking accuracy and speed, as well as error identification, are emphasized during this course. A brief introduction of the current operating system will be included.

**TY102 KEYBOARDING II (38 Clock Hours) 1 Credit**

This course is designed to improve the students' keyboarding speed and accuracy skills through the use of various methods and drills. Creating and editing different types of business correspondence and reports are also covered.

**TY103 DOCUMENT FORMATTING (8 Lecture/30 Lab Hours) 1 Credit**

This course continues development of basic production skills as well as speed and accuracy. The student will produce business correspondence, tables, and reports.

**TY104 DOCUMENT PRODUCTION (8 Lecture/30 Lab Hours) 1 Credit**

This course is designed to develop expertise in producing a variety of business documents utilizing word processing software. Students begin to use decision-making techniques to produce acceptable business communications. Greater emphasis is placed on keyboarding speed and accuracy.

**TY201 ADVANCED DOCUMENT PRODUCTION (8 Lecture/30 Lab Hours) 1 Credit**

**TY201 ADVANCED DOCUMENT PRODUCTION I (40 Clock Hours) 1 Credit**

Emphasis in this course is placed on using word processing software to create documents containing statistical copy, such as complex tables, specialized correspondence, and financial

reports. This course continues to build the students' keyboarding speed and accuracy and formatting skills.

**TY202 ADVANCED DOCUMENT PRODUCTION II (40 Clock Hours) 1 Credit**

This course is designed to refine keyboarding skills through drill work and assigned production tasks. Students utilize word processing software to complete the production tasks and gain experience in organizing both time and materials to meet deadlines.

**VT101 CLINICAL MEDICINE I (38 Clock Hours) 2 Credits**

This course introduces animal breeds and animal nutrition. Students will learn basic animal terminology, how to identify canine and feline breeds, and the behavior that is typical for the breed. Animal nutrition is also introduced.

**VT102 CLINICAL MEDICINE II (38 Clock Hours) 2 Credits**

In this course, students will learn about the disease process. Emphasis is placed on various canine and feline communicable diseases, their causes, and their prevention.

**VT103 CLINICAL MEDICINE III (38 Clock Hours) 2 Credits**

This course is an in-depth study of canine and feline diseases. Specifically, students will focus on pathology of disease, necropsy, viruses, bacteria, protozoal and vector-borne diseases, zoonosis, dermatology, and the endocrine system.

**VT104 CLINICAL MEDICINE IV (38 Clock Hours) 2 Credits**

This course is a continuation of VT103 Clinical Medicine III. Diseases of the reproductive system, neurological system, musculoskeletal system, and cardiorespiratory system are presented.

**VT109 MATHEMATICS FOR VETERINARY TECHNICIANS (38 Clock Hours) 1 Credit**

This course will focus on math concepts that are commonly used in the veterinary profession. Emphasis will be placed on developing the technique of setting up mathematical problems and conversions. Students will learn to perform calculations including drug dosages, dilutions, solution composition, and IV fluid administration rates.

**VT110 MATHEMATICS FOR VETERINARY TECHNICIANS (30 Lecture/10 Lab Hours) 2 Credits**

This course will focus on math concepts that are commonly used in the veterinary profession. Emphasis will be placed on developing the technique of setting up mathematical problems and conversions. Students will learn to perform calculations including drug dosages, dilutions, solution composition, and IV fluid administration rates.

**VT111 ANIMAL TECHNOLOGY I (38 Clock Hours) 1 Credit**

Through theory and practical application, this course teaches the student aspects of kennel care and management. Additionally, basic grooming, restraint techniques, and the administration of oral and topical medications on dogs, cats, and laboratory species are included.

- VT112 ANIMAL TECHNOLOGY II (38 Clock Hours)** 1 Credit  
This course builds upon VT111 Animal Technology I and is focused on venipuncture and injections. Students will learn how to perform subcutaneous and intramuscular injections, venipuncture on at least two (2) different veins, intravenous catheterization, and fluid therapy.
- VT113 ANIMAL TECHNOLOGY III (38 Clock Hours)** 1 Credit  
This course builds upon VT112 Animal Technology II with an emphasis on testing procedures. Instruction will cover laboratory sample collection, principles of blood transfusion, electrocardiogram procedures, and parasite testing and identification.
- VT114 ANIMAL TECHNOLOGY IV (38 Clock Hours)** 1 Credit  
This course builds upon VT113 Animal Technology III. Students will study orthopedic, cesarean section, and laparotomy surgical procedures through lecture and video presentations of the surgeries. Animal dentistry is also introduced.
- VT117 ANIMAL ANATOMY AND PHYSIOLOGY I (57 Lecture Hours)** 3 Credits  
This course concerns the structure and function of the animal body and its parts. Instruction is geared toward the understanding of the cell system, skeletal system, muscular system, integumentary system, cardiovascular system, neurologic system, and the blood and immune system. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.
- VT118 ANIMAL ANATOMY AND PHYSIOLOGY I (57 Clock Hours)** 2 Credits  
This course concerns the structure and function of the animal body and its parts. Instruction is geared toward the understanding of the cell system, skeletal system, muscular system, integumentary system, cardiovascular system, neurologic system, and the blood and immune system. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.
- VT120 ANIMAL ANATOMY AND PHYSIOLOGY I (60 Lecture Hours)** 4 Credits  
This course concerns the structure and function of the animal body and its parts. Instruction is geared toward the understanding of the cell system, skeletal system, muscular system, integumentary system, cardiovascular system, neurologic system, and the blood and immune system. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.
- VT121 ANIMAL ANATOMY AND PHYSIOLOGY I (40 Clock Hours)** 2 Credits  
This course concerns the structure and function of the animal body and its parts. Instruction is geared toward the understanding of the cell system, skeletal system, muscular system, and nervous system. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.
- VT122 ANIMAL ANATOMY AND PHYSIOLOGY II (40 Clock Hours)** 2 Credits  
This course builds on Animal Anatomy and Physiology I. In this course the structure and function of the circulatory, respiratory, excretory, urinary, digestive, and reproductive systems



are studied. Additionally, students will cover the structure and function of the skin, eyes, and ears. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.

**VT123 VETERINARY TERMINOLOGY AND DOSAGE CALCULATIONS**

(40 Clock Hours)

1 Credit

The student will be introduced to basic medical terminology and formulas used for dosage calculations. Emphasis is placed on understanding the composition of terms including the use of prefixes and suffixes.

**VT124 FUNDAMENTALS OF CHEMISTRY** (40 Clock Hours)

2 Credits

This course introduces the student to general chemistry and focuses upon the relationship between chemistry and biological reactions in living organisms. Included are the properties of matter, interactions between molecules, acids and bases, and basic biochemical principles.

**VT125 VETERINARY TERMINOLOGY** (38 Clock Hours)

1 Credit

The student will be introduced to basic medical terminology. Emphasis is placed on understanding the composition of terms including the use of prefixes and suffixes.

**VT126 ANIMAL ANATOMY AND PHYSIOLOGY II** (38 Clock Hours)

2 Credits

This course builds on VT118 Animal Anatomy and Physiology I. The structure and function of the respiratory, urinary, digestive, sensory, and reproductive systems will be studied. In addition, the unique anatomy of birds, amphibians, and reptiles will also be covered. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.

**VT131 CLINICAL LABORATORY I** (38 Clock Hours)

1 Credit

This course reviews basic laboratory equipment and glassware. The student is then introduced to basic veterinary hematology with emphasis placed on normal test values of individual animal species.

**VT132 CLINICAL LABORATORY II** (38 Clock Hours)

1 Credit

This course builds upon VT131 Clinical Laboratory I with a more in-depth study of hematology. Blood cell appearance to recognize diseases is emphasized along with cell and platelet counts. Other measurements of blood components are also covered.

**VT133 CLINICAL LABORATORY III** (38 Clock Hours)

1 Credit

This course builds upon VT132 Clinical Laboratory II and emphasizes clinical chemistries. Blood chemistries are used to teach students how to detect organ malfunctions. The study of urine to detect metabolic diseases is covered along with other blood tests for specific canine and feline diseases and coagulation testing.

**VT140 ANESTHESIA I** (38 Clock Hours)

1 Credit

This course concerns the anesthetic process, focusing on anesthetic agents used in veterinary medicine and their effects. The student will apply mathematical skills to practice calculations using common anesthetics and their dosages. The veterinary technician's role in relationship to the veterinarian is a key point of study.

**VT141 VETERINARY PHARMACOLOGY (60 Clock Hours) 3 Credits**

The student will study drugs according to clinical usage and methods of administration. Emphasis is placed on the veterinary technician's role in the veterinary pharmacy. This course also focuses on drug dosage calculations.

**VT142 ANESTHESIA (60 Clock Hours) 3 Credits**

This course concerns all parts of the anesthetic process, anesthetic agents used in veterinary medicine and their effects, and anesthetic equipment functions and use. The student will apply mathematical skills to practice calculations using common anesthetics and their dosages. The veterinary technician's role in relationship to the veterinarian is a key point of study.

**VT143 VETERINARY PHARMACOLOGY I (32 Lecture/8 Lab Hours) 2 Credits**

This course focuses on the veterinary technologist's role in the veterinary pharmacy, the process of drug development, how drugs are active in the body, and rules and regulations governing veterinary drug use. In addition, gastrointestinal drugs and inflammatory drugs will be discussed. A review of veterinary math, focusing on dosage calculations, is also included.

**VT144 ANESTHESIA I (24 Lecture/14 Lab Hours) 2 Credits**

This course concerns the anesthetic process, focusing on anesthetic agents used in veterinary medicine and their effects. The student will apply mathematical skills to practice calculations using common anesthetics and their dosages. The veterinary technician's role in relationship to the veterinarian is a key point of study.

**VT145 VETERINARY PHARMACOLOGY II (32 Lecture/8 Lab Hours) 2 Credits**

This course builds on the principles of Veterinary Pharmacology I. Antimicrobial drugs, antiparasitic drugs, respiratory drugs, cardiovascular drugs, nervous system drugs, urinary drugs, hormonal and reproduction drugs, dermatologic drugs, and ophthalmic and otic drugs are covered.

**VT146 ANESTHESIA II (30 Lecture/8 Lab Hours) 2 Credits**

This course builds on the information presented in Anesthesia I. Coursework will cover anesthetic equipment, common anesthetic emergencies and the technician's role in reacting to them, anesthetic safety, and special anesthetic techniques. In addition, anesthesia of rodents, rabbits, and large animals will be discussed.

**VT147 ANESTHESIA II (38 Clock Hours) 1 Credit**

This course builds on the information presented in VT140 Anesthesia I. Coursework will cover anesthetic equipment, common anesthetic emergencies and the technician's role in reacting to them, anesthetic safety, and special anesthetic techniques. In addition, anesthesia of rodents, rabbits, and large animals will be discussed.

**VT148 VETERINARY PHARMACOLOGY I (24 Lecture/14 Lab Hours) 2 Credits**

This course focuses on the veterinary technologist's role in the veterinary pharmacy, the process of drug development, how drugs are active in the body, and rules and regulations governing veterinary drug use. In addition, gastrointestinal drugs and inflammatory drugs will be discussed. A review of veterinary math, focusing on dosage calculations, is also included.

**VT149 VETERINARY PHARMACOLOGY II (24 Lecture/14 Lab Hours) 2 Credits**

This course builds on the principles of Veterinary Pharmacology I. Antimicrobial drugs, antiparasitic drugs, respiratory drugs, cardiovascular drugs, nervous system drugs, urinary drugs, hormonal and reproduction drugs, dermatologic drugs, and ophthalmic and otic drugs are covered.

**VT150 VETERINARY PHARMACOLOGY I (38 Clock Hours) 1 Credit**

This course focuses on the veterinary technologist's role in the veterinary pharmacy, the process of drug development, how drugs are active in the body, and rules and regulations governing veterinary drug use. In addition, gastrointestinal drugs and inflammatory drugs will be discussed. A review of veterinary math, focusing on dosage calculations, is also included.

**VT151 VETERINARY PHARMACOLOGY II (38 Clock Hours) 1 Credit**

This course builds on the principles of VT150 Veterinary Pharmacology I. Antimicrobial drugs, antiparasitic drugs, respiratory drugs, cardiovascular drugs, nervous system drugs, urinary drugs, hormonal and reproduction drugs, dermatologic drugs, and ophthalmic and otic drugs are covered.

**VT201 CLINICAL MEDICINE V (57 Lecture Hours) 3 Credits**

This course is a continuation of Clinical Medicine IV. Diseases of the digestive system and renal system will be discussed as well as emergency management and the veterinary technician's role in emergency situations. Emphasis is placed on the following topics: proper methods of evaluating an animal in an emergency situation, how disease processes manifest as emergencies, and the equipment and medications used during emergencies.

**VT202 CLINICAL MEDICINE V (57 Clock Hours) 2 Credits**

This course is a continuation of VT104 Clinical Medicine IV. Diseases of the digestive system and renal system will be discussed as well as emergency management and the veterinary technician's role in emergency situations. Emphasis is placed on the following topics: proper methods of evaluating an animal in an emergency situation, how disease processes manifest as emergencies, and the equipment and medications used during emergencies.

**VT211 ANIMAL TECHNOLOGY V (38 Clock Hours) 1 Credit**

This course builds upon VT114 Animal Technology IV. Emphasis is placed on advanced technical procedures including intravenous injections of the cephalic and jugular veins and IV catheter placement for the jugular and saphenous veins.

**VT212 ANIMAL TECHNOLOGY VI (38 Clock Hours) 1 Credit**

This course builds upon VT211 Animal Technology V. Instruction covers diagnostic procedures for ophthalmic disorders, gastric intubation, and clinical procedures for companion birds and

laboratory and exotic animals. Principles of advanced kennel management, including USDA regulations for animal care in a research facility, are also included.

**VT219 LARGE ANIMAL THEORY I (38 Clock Hours) 1 Credit**

This course will introduce the student to farm animal medicine. The student will become acquainted with anatomy, breed identification, management, restraint methods, physical exams, reproduction, nutrition, and husbandry.

**VT220 LARGE ANIMAL THEORY I (40 Lecture Hours) 2 Credits**

This course will introduce the student to farm animal medicine. The student will become acquainted with anatomy, breed identification, management, restraint methods, physical exams, reproduction, nutrition, and husbandry.

**VT221 LARGE ANIMAL THEORY I (20 Clock Hours) 1 Credit**

This course will introduce the student to farm animal medicine. The student will become acquainted with anatomy, breed identification, management, restraint methods, physical exams, reproduction, nutrition, and husbandry.

**VT222 LARGE ANIMAL THEORY II (38 Clock Hours) 2 Credits**

This course continues theories introduced in VT219 Large Animal Theory I to include more in-depth information on diseases for farm animal species such as horses, pigs, and cattle. Herd health maintenance measures are also discussed.

**VT223 VETERINARY OFFICE PROCEDURES (60 Clock Hours) 3 Credits**

This course focuses on aspects of veterinary practice operations. Appointment scheduling, general office procedures, client relations, and proper telephone procedures are discussed.

**VT224 VTNE PREPARATION (40 Clock Hours) 2 Credits**

This course is a comprehensive review of both theory and practical application. It is designed to prepare the student to sit for the Veterinary Technician National Exam. Discussions will be followed by exams that are formatted and timed using parameters similar to the actual test.

**VT225 VETERINARY OFFICE PROCEDURES (30 Lecture/10 Lab Hours) 2 Credits**

This course focuses on aspects of veterinary practice operations. Appointment scheduling, general office procedures, client relations, and proper telephone procedures are discussed.

**VT226 VETERINARY OFFICE PROCEDURES (38 Clock Hours) 1 Credit**

This course focuses on aspects of veterinary practice operations. Appointment scheduling, general office procedures, client relations, and proper telephone procedures are discussed.

**VT229 VTNE PREPARATION (76 Clock Hours) 3 Credits**

This course is a comprehensive review of both theory and practical application. It is designed to prepare the student to sit for the Veterinary Technician National Examination. Discussions will be followed by exams that are formatted and timed using parameters similar to the actual test.

**VT230 VTNE PREPARATION (80 Lecture Hours) 4 Credits**

This course is a comprehensive review of both theory and practical application. It is designed to prepare the student to sit for the Veterinary Technician National Exam. Discussions will be followed by exams that are formatted and timed using parameters similar to the actual test.

**VT231 CLINICAL LABORATORY IV (38 Clock Hours) 1 Credit**

This course builds upon VT133 Clinical Laboratory III. Students will learn the principles and perform basic microbiology techniques as well as collect, culture, stain, identify, and perform sensitivity testing on bacterial specimens.

**VT232 CLINICAL LABORATORY V (16 Lecture/24 Lab Hours) 1 Credit**

This course will focus on parasitology and microbiology. Coursework will focus on identification of internal and external parasites of small and large animals as well as knowledge and identification of common microorganisms that may cause disease in small and large animals.

**VT233 CLINICAL LABORATORY V (24 Lecture/14 Lab Hours) 2 Credits**

This course will focus on parasitology and microbiology. Coursework will focus on identification of internal and external parasites of small and large animals as well as knowledge and identification of common microorganisms that may cause disease in small and large animals.

**VT234 CLINICAL LABORATORY V (38 Clock Hours) 1 Credit**

This course will focus on parasitology and microbiology. Coursework will focus on identification of internal and external parasites of small and large animals as well as knowledge and identification of common microorganisms that may cause disease in small and large animals.

**VT240 RADIOGRAPHY I (38 Clock Hours) 1 Credit**

This course includes the theory of radiography and the methods of exposing and developing films, animal restraint, and proper positioning during film exposure. Radiation safety; film reading; and error identification, correction, and prevention are emphasized.

**VT241 RADIOGRAPHY I (40 Lecture Hours) 2 Credits**

This course includes the theory of radiography and the methods of exposing and developing films, animal restraint, and proper positioning during film exposure. Radiation safety; film reading; and error identification, correction, and prevention are emphasized.

**VT242 SURGICAL NURSING I (40 Lecture Hours) 2 Credits**

This course is designed to prepare the student to assist in all aspects of veterinary surgery. Students are introduced to aseptic surgery techniques, surgical instrumentation identification and use, patient preparation, positioning for various surgical procedures, and common veterinary suture materials and patterns.

**VT243 SURGICAL NURSING II (32 Clock Hours) 1 Credit**

This course is designed to permit the students to apply all skills and knowledge acquired in Veterinary Pharmacology, Anesthesia, and Surgical Nursing I to perform actual surgical assisting roles. Students will gain experience in anesthesia administration, sterile and nonsterile assisting, patient preparation, surgical clean up, and recovery of their patient. These duties will be performed as part of a student team under the supervision of the staff veterinarian and RVT.

**VT245 RADIOGRAPHY II (32 Clock Hours)** 1 Credit

This course builds upon the material covered in VT240 Radiography I with students beginning their practical hands-on repetitions to achieve competency in taking and developing radiographs. The course culminates with the production of a final radiograph project that demonstrates the student's proficiency in the technical and analytical skills of radiography.

**VT246 SURGICAL NURSING I (38 Clock Hours)** 1 Credit

This course is designed to prepare the student to assist in all aspects of veterinary surgery. Students are introduced to aseptic surgery techniques, surgical instrumentation identification and use, patient preparation, positioning for various surgical procedures, and common veterinary suture materials and patterns.

**VT251 LARGE ANIMAL PRACTICUM (45 Clock Hours)** 1 Credit

This course is conducted at stables, farms, or other off-campus facilities. Students will perform husbandry and restraint techniques as well as various medical and radiological procedures on horses, cattle, and other available large animal species.

**VT252 VETERINARY EXTERNSHIP (270 Clock Hours)** 6 Credits

This unpaid externship is scheduled in the last 8 instructional weeks of the program. Externships are served in a veterinary clinic or hospital or other animal facility. The externship experience provides the student with the opportunity to build upon the clinical and practical skills learned in the classroom.

**VT255 VETERINARY EXTERNSHIP (270 Clock Hours)** 6 Credits

This unpaid externship is scheduled in the last 8 instructional weeks of the program. Externships are served in a veterinary clinic or hospital or other animal facility. The externship experience provides the student with the opportunity to build upon the clinical and practical skills learned in the classroom.