

**INTERNATIONAL BUSINESS COLLEGE  
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 (80 Clock 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 the 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 (80 Clock 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 (80 Clock 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 BUSINESS MATHEMATICS I (38 Clock Hours--2 Credits)**

**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 critical thinking, number theory, consumer mathematics, basic algebra, and logic. Basic statistical concepts are also introduced.

**AC103 MATHEMATICS FOR ACCOUNTING (40 Clock Hours--2 Credits)**

This course covers basic mathematical principles as they relate to business and accounting. Students review basic mathematic operations. This course also includes instruction in the calculation of percentages, simple and compound interest, depreciation, and trade and cash discounts.

**AC104 BUSINESS MATHEMATICS II (38 Clock Hours--2 Credits)**

**AC104 MATHEMATICS FOR ACCOUNTING II (40 Clock Hours--2 Credits)**

This course is a continuation of Business Mathematics I. Students will receive instruction in the mathematics of simple and compound interest, annuities, time value of money, probability, and statistics. Statistical analytical software will be introduced.

**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--2 Credits)**

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. The students produce financial statement and analysis and depreciation comparisons using the computer.

**AC106 FEDERAL INCOME TAX (40 Clock Hours--2 Credits)**

**AC106 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.

**AC107 COMPUTERIZED ACCOUNTING (40 Clock Hours--2 Credits)**

**AC107 COMPUTERIZED GENERAL LEDGER (40 Clock Hours--2 Credits)**

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

**AC107 COMPUTERIZED GENERAL LEDGER (1990-1991)**

(20 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. The students produce financial statement and analysis and depreciation comparisons using the computer.

**AC108 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.

**AC109 ACCOUNTING PRINCIPLES I** (76 Clock 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 the 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.

**AC110 ACCOUNTING PRINCIPLES II** (76 Clock 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.

**AC111 ACCOUNTING PRINCIPLES III** (76 Clock 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.

**AC112 COMPUTERIZED ACCOUNTING** (38 Clock Hours--1 Credit)

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

**AC113 FINANCIAL ANALYSIS AND REPORTING** (38 Clock Hours--1 Credit)

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.

**AC113 TEN-KEY CALCULATOR** (20 Clock Hours--1 Credit)

An introduction to the fundamentals of 10-key calculator usage is the objective of this course. Emphasis is placed on increasing speed while performing all the basic mathematical functions on the calculator.

**AC116 PAYROLL ACCOUNTING** (38 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.

**AC135 INCOME TAX (1990-1991)**

(50 Clock Hours--3 Credits)

This course is an introduction to the federal tax system and the preparation of the individual income tax return. Emphasis is placed on the 1040 individual income tax return along with the supplementary schedules. Students also learn income tax preparation for partnerships and corporations.

**AC135 INCOME TAX (40 Clock Hours--2 Credits)**

This course is an introduction to the federal tax system and the preparation of the individual income tax return. Emphasis is placed on the 1040 individual income tax return along with supplementary schedules. Students also learn income tax preparation for partnerships and corporations.

**AC173 PRINCIPLES OF ACCOUNTING I (100 Clock Hours--5 Credits)**

This course is an introduction to the fundamental principles of accounting including the theory of debit and credit, the accounting cycle, and the end-of-the-year procedures. Included is the study of the proper presentation of classified financial statements of a proprietorship operating as a service or merchandising form of business. Also, specific topics such as accounts receivable, accounts payable, inventories, and plant assets are discussed.

**AC177 PRINCIPLES OF ACCOUNTING II (100 Clock Hours--5 Credits)**

This course provides the students with a fundamental understanding of partnership and corporate accounting. The students should become familiar with stockholders' equity, issuance of stocks and bonds, cash and stock dividends, treasury stock, and earnings per share. Other topics include the concepts and principles of long-term liabilities, investments, departments and branches, the Statement of Changes in Financial Position, and financial statement analysis.

**AC201 INTERMEDIATE ACCOUNTING (1990-91)**

(130 Clock Hours--8 Credits)

This course gives in-depth and special attention to a variety of topics that were introduced in accounting principles. Topics discussed include a review of the accounting cycle, specific issues relating to financial statements, specific issues concerning current assets and current liabilities, the accounting of fixed assets and intangible assets, the accounting of long-term investments, and a more 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.

**AC201 INTERMEDIATE ACCOUNTING I (80 Clock 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 COMPUTERIZED ACCOUNTING SIMULATION (30 Clock Hours--2 Credits)**

Using the computer as a tool, this course reinforces Intermediate Accounting. The students review accounting procedures for stock issuance, stock subscriptions, bond issuance, redemption of stocks and bonds, and other generally accepted accounting principles. Students enter transactions, post entries, and print appropriate interim and end-of-period statements.

**AC202 INTERMEDIATE ACCOUNTING II (80 Clock 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 I (38 Clock 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.

**AC204 COST ACCOUNTING II (38 Clock Hours--2 Credits)**

This course is a continuation of accounting for a manufacturing concern with special emphasis on budgeting factory overhead and determining and applying standards for materials, labor, and factory overhead. A job order cost practice set is required to show mastery of subject matter.

**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.

**AC205 FEDERAL INCOME TAX (38 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.

**AC210 ADVANCED ACCOUNTING (1990-1992)**

(80 Clock Hours--5 Credits)

In this course a variety of topics is given special in-depth attention. These topics include partnership formation, operation, dissolution, and liquidation, installment sales, consignment sales, bonds, leases, and financial statement analysis.

**AC210 ADVANCED ACCOUNTING (80 Clock Hours--4 Credits)**

In this course a variety of topics is given special in-depth attention. These topics include partnership formation, operation, dissolution, and liquidation; installment sales; consignment sales; bonds; leases; and financial statement analysis.

**AC211 MANAGERIAL ACCOUNTING (1990-1991)**

(80 Clock Hours--5 Credits)

This is a course that is specially designed to provide students with a knowledge of the accounting information used by managers to evaluate and control costs. Budgeting is the primary topic of this course as students learn how to prepare a master budget, how to prepare a flexible budget, and how to apply the basics of capital budgeting. Other topics include the study of break-even analysis and cost-volume-profit planning, direct costing, and decentralized operations and responsibility accounting.

**AC211 MANAGERIAL ACCOUNTING (1991-1992)**

(40 Clock Hours--2 Credits)

This is a course that is specially designed to provide students with a knowledge of the accounting information used by managers to evaluate and control costs. Budgeting is the primary topic of this course as students learn how to prepare a master budget, how to prepare a flexible budget, and how to apply the basics of capital budgeting. Other topics include the study of break-even analysis and cost-volume-profit planning, direct costing, and decentralized operations and responsibility accounting.

**AC211 MANAGERIAL ACCOUNTING (80 Clock Hours--4 Credits)**

This is a course that is specially designed to provide students with a knowledge of the accounting information used by managers to evaluate and control costs. Budgeting is the primary topic of this course as students learn how to prepare a master budget, how to prepare a flexible budget, and how to apply the basics of capital budgeting. Other topics include the study of break-even analysis and cost-volume-profit planning, direct costing, and decentralized operations and responsibility accounting.

**AC212 ADVANCED ACCOUNTING (40 Clock Hours--2 Credits)**

**AC212 ADVANCED ACCOUNTING I (40 Clock Hours--2 Credits)**

This course provides an in-depth study of corporate accounting including equity financing, stock issuances, treasury stock, dividends, and stock splits. In addition, earnings per share and financial statement analysis are covered.

**AC213 ADVANCED ACCOUNTING II (40 Clock Hours--2 Credits)**

Students record business transactions using an integrated accounting program. The comprehensive problems reinforce major concepts and transactions for businesses from chart of accounts to end-of-period procedures and reports.

**AC214 INTERMEDIATE ACCOUNTING I (76 Clock 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.

**AC215 INTERMEDIATE ACCOUNTING II (76 Clock 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.

**AC220 ADVANCED ACCOUNTING (38 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, accounting between a home office and branch operation is detailed, and the purchase method for business combinations is covered.

**AC221 ADVANCED APPLICATION OF ACCOUNTING (38 Clock Hours--2 Credits)**

This course provides a comprehensive review of both financial and managerial accounting. The students will demonstrate their knowledge through advanced applications of accounting theories and concepts. Through the use of a capstone project, students will utilize, explain, and build upon topics such as financial reporting, journalizing, job-order costing, financial statement analysis, and creating business plans. The project will provide an opportunity for students to demonstrate how the various components of accounting work together.

**AC256 AUDITING (60 Clock Hours--4 Credits)**

This course is an introduction to basic auditing concepts and methods. The students learn about the audit profession; internal control; audit objectives and planning; and control evaluation of cash, human resources, inventories, and capital assets. Topics concerning the completion of the audit and communicating the results of the audit are also covered.

**AC265 ACCOUNTING INTERNSHIP (1990-1991)**

(480 Clock Hours--10 Credits)

In this course students work on-the-job for an employer performing accounting-related responsibilities. Students are evaluated during the internship to receive feedback during their development process.

**AC265 ACCOUNTING INTERNSHIP (1991-1992)**

(320 Clock Hours--7 Credits)

In this course students work on-the-job for an employer performing accounting-related responsibilities. Students are evaluated during the internship to receive feedback during their development process.

**AC265 ACCOUNTING INTERNSHIP (1992-1993)**

(200 Clock Hours--4 Credits)

In this course students work on-the-job for an employer performing accounting-related responsibilities. Students are evaluated during the internship to receive feedback during their development process.

**CA100 COMPUTER CONCEPTS (38 Clock 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.

**CA101 MICROSOFT OPERATING SYSTEMS (38 Clock 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 PROGRAMMING LOGIC (38 Clock 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.

**CA103 PC HARDWARE AND DIAGNOSTICS (76 Clock 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.

**CA104 NETWORKS (76 Clock 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.

**CA105 COMPUTER APPLICATIONS--\*NIX (38 Clock Hours--1 Credit)**

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.

**CA106 .NET PROGRAMMING (76 Clock 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.

**CA107 NETWORK ADMINISTRATION (38 Clock Hours--1 Credit)**

This course teaches the 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.

**CA108 ADVANCED .NET PROGRAMMING (38 Clock Hours--1 Credit)**

This course develops the .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.

**CA110 COMPUTER CONCEPTS (1993-1995)**

(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 (40 Clock 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 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. 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.

**CA111 PC HARDWARE AND DIAGNOSTICS (80 Clock 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.

**CA112 COMPUTER APPLICATIONS—UNIX (40 Clock Hours--2 Credits)**

This course teaches the students 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 (38 Clock 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 (38 Clock 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 MICROSOFT OPERATING SYSTEMS (40 Clock 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.

**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 ADVANCED OPERATING SYSTEMS (40 Clock 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.

**CA117 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 IT CUSTOMER SUPPORT (38 Clock Hours--2 Credits)**

This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry.

**CA119 WEB DEVELOPMENT (38 Clock 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 and to include forms, frames, images, and tables.

**CA120 NETWORKS (80 Clock 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.

**CA121 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.

**CA122 WEB AUTHORING TOOLS (38 Clock 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.

**CA123 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.

**CA124 VISUAL BASIC PROGRAMMING (80 Clock 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.

**CA125 ADVANCED VISUAL BASIC PROGRAMMING (40 Clock 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 utilizing OLE to incorporate database functions inside Visual Basic code.

**CA126 NETWORK ADMINISTRATION (38 Clock Hours--2 Credits)**

This course teaches the 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.

**CA127 LINUX ADMINISTRATION (38 Clock Hours--2 Credits)**

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

**CA128 ADVANCED .NET PROGRAMMING (38 Clock Hours--2 Credits)**

This course develops the .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.

**CA129 DATABASE CONCEPTS (38 Clock Hours--1 Credit)**

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.

**CA130 IT CUSTOMER SUPPORT (38 Clock Hours--1 Credit)**

This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry.

**CA132 LINUX ADMINISTRATION (38 Clock Hours--1 Credit)**

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

**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 (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.

**CA203 ADVANCED COBOL PROGRAMMING (80 Clock Hours--4 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.

**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 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, protocol, 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 OBJECT-ORIENTED PROGRAMMING (57 Clock Hours--2 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.

**CA209 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.

**CA210 INTRODUCTION TO C++ (2000-2001)**

(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.

**CA210 INTRODUCTION TO C++ (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.

**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 two 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 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS**

(80 Clock 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.

### **CA211 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 MICROSOFT INTEGRATION (38 Clock 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.

### **CA213 IMPLEMENTING AND ADMINISTERING SQL SERVERS**

(80 Clock 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.

### **CA213 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.

### **CA214 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++.

### **CA214 MANAGING A MICROSOFT NETWORK ENVIRONMENT**

(80 Clock 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.

**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 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 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++.

**CA217 JAVA (80 Clock 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).

**CA218 DESIGNING SECURITY FOR A MICROSOFT NETWORK**

(76 Clock 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. Students will create disaster recovery documents to replace a network.

**CA219 OBJECT-ORIENTED PROGRAMMING (76 Clock 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.

**CA220 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.

**CA221 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.

## **CA222 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS**

(57 Clock Hours--2 Credits)

In this course students learn to implement, administer, and troubleshoot information systems that incorporate Active Directory Domain Controllers, member servers, and workstations. Topics include installing, configuring, monitoring, and securing resources.

## **CA223 IMPLEMENTING AND ADMINISTERING SQL SERVERS**

(38 Clock Hours--1 Credit)

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.

## **CA225 IMPLEMENTING AND ADMINISTERING SQL SERVERS**

(38 Clock Hours--2 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.

## **CA226 MANAGING A MICROSOFT NETWORK ENVIRONMENT**

(76 Clock Hours--4 Credits)

In this course students learn to administer, support, and troubleshoot enterprise network environments. Topics include managing permissions for resources such as printer shares, file shares, and remote access.

## **CA227 JAVA (76 Clock 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).

## **CA230 ADVANCED PROJECT DEVELOPMENT (76 Clock 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.

## **CA231 MICROSOFT INTEGRATION (38 Clock 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.

**CA232 JAVA (76 Clock 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. Special emphasis is placed on designing applets for Web pages. Students work in a visual Integrated Development Environment (IDE).

**CA233 MANAGING A MICROSOFT NETWORK ENVIRONMENT**

(76 Clock Hours--2 Credits)

In this course students learn to administer, support, and troubleshoot enterprise network environments. Topics include managing permissions for resources such as printer shares, file shares, and remote access.

**CA234 DESIGNING SECURITY FOR A MICROSOFT NETWORK**

(76 Clock 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. Students will create disaster recovery documents to replace a network.

**DA101 DENTAL ANATOMY (38 Clock Hours--2 Credits)**

This course studies the anatomy of a tooth and its development from fetus to adulthood. Students also study the landmarks of the face and oral cavity and receive a comprehensive overview of both primary and permanent dentitions.

**DA102 DENTAL HEALTH SCIENCES AND NUTRITION (38 Clock Hours--2 Credits)**

This course begins with an overview of basic office medical emergencies, their causes, and treatments. Included in this course are current drugs and medications that are common to the dental practice, as well as virus and disease transmission and oral pathologies. A large role of the dental professional is the promotion of a healthy lifestyle. With this in mind, this course is designed to educate on proper nutrition, its effects on overall health, as well as its effects on dental health.

**DA103 PRINCIPLES OF PRACTICE MANAGEMENT (38 Clock Hour--2 Credits)**

This course introduces the skills needed to properly run the front office and be HIPAA compliant. This administrative position involves filing, scheduling patients, office finances, the use of office equipment, and heavy patient relations. Both manual and computer software systems are utilized.

**DA104 BIOMEDICAL SCIENCE (38 Clock Hours--2 Credits)**

Students study the functions of the body systems. Microbiology and cellular function are also discussed. Special consideration will be given to the cardiovascular, digestive, respiratory, skeletal, muscular, and nervous systems as they relate to dental procedures.

**DA105 CHAIRSIDE ASSISTING I (38 Clock Hours--2 Credits)**

This course introduces the history of dentistry along with current basic equipment found in the dental office. Using role play, students will learn clinical and communication skills to perform tasks such as taking medical/dental histories and vital signs, intraoral inspections, and giving oral hygiene instructions. Additionally, the student will have the opportunity to become “Healthcare Provider CPR” certified. And finally, treatment room preparation and charting skills help to prepare the student for a more advanced class the following semester.

**DA106 CHAIRSIDE ASSISTING II (57 Clock Hours--2 Credits)**

This course introduces the students to acceptable communication skills with patients, psychology as it applies to dentistry, and the basic tools (instruments) used in a dental office. A large part of the course is designed to teach the students how to hand dental “tools” to a dentist. Medical/dental charts are also observed, and students learn to record dental conditions of the mouth. Students also learn how to operate and maintain dental equipment. The principles of infection control are stressed and practiced throughout the course.

**DA107 CHAIRSIDE ASSISTING III (57 Clock Hours--2 Credits)**

This course introduces dental instruments, handpieces, and burs that are used in the dental office today. Students will study the terminology and the uses of dental equipment. A large part of the course is designed to teach the student how to record findings in the oral cavity into the chart. The students will also have an introduction to some of the dental specialties.

**DA111 CHAIRSIDE ASSISTING I (40 Clock Hours--1 Credit)**

This course introduces the history of dentistry along with current basic equipment found in the dental office. Using role play, students will learn clinical and communication skills to perform tasks such as taking medical/dental histories and vital signs, intraoral inspections, and giving oral hygiene instructions. Additionally, the student will have the opportunity to become “Healthcare Provider CPR” certified. And finally, treatment room preparation and charting skills help to prepare the student for a more advanced class the following semester.

**DA112 CHAIRSIDE ASSISTING II (60 Clock Hours--3 Credits)**

This course introduces the students to acceptable communication skills with patients, psychology as it applies to dentistry, and the basic tools (instruments) used in a dental office. A large part of the course is designed to teach the students how to hand dental “tools” to a dentist. Medical/dental charts are also observed, and students learn to record dental conditions of the

mouth. Students also learn how to operate and maintain dental equipment. The principles of infection control are stressed and practiced throughout the course.

**DA113 CHAIRSIDE ASSISTING III (80 Clock Hours--3 Credits)**

This course introduces dental instruments, handpieces, and burs that are used in the dental office today. Students will study the terminology and the uses of dental equipment. A large part of the course is designed to teach the student how to record findings in the oral cavity into the chart. The students will also have an introduction to some of the dental specialties.

**DA114 CHAIRSIDE ASSISTING IV (76 Clock Hours--3 Credits)**

This course is designed to study the more advanced dental specialties: Endodontics, Oral Surgery, Periodontics, and Prosthodontics. Theory and common clinical procedures of each specialty are presented and demonstrated on mannequins. Instrument identification is an important component of this course as it is a vital role of the dental assistant.

**DA115 DENTAL RADIOLOGY I (57 Clock Hours--3 Credits)**

This course provides instruction in both theoretical and practical application of dental radiology. Students will learn the fundamental science of x-ray production and management. Students will also learn techniques of exposing, developing, and mounting dental radiographs as well as precautions from radiation hazards. Students will learn the techniques of film placement and achieving acceptable results. Students must acquire a state-issued radiology permit.

**DA120 DENTAL RADIOLOGY I (57 Clock Hours--2 Credits)**

This course provides instruction in both theoretical and practical application of dental radiology. Students will learn the fundamental science of x-ray production and management. Students will also learn techniques of exposing, developing, and mounting dental radiographs as well as precautions from radiation hazards. Students will learn the techniques of film placement and achieving acceptable results. Students must acquire a state-issued radiology permit.

**DA121 DENTAL RADIOLOGY (60 Clock Hours--3 Credits)**

This course provides instruction in both theoretical and practical application of dental radiology. Students will learn techniques of exposing, developing, and mounting dental radiographs as well as precautions from radiation hazards. Students will learn the techniques of placing an X-ray in a human mouth and achieving acceptable results. Students must acquire a volunteer patient to use for the clinical evaluation.

**DA122 DENTAL MATERIALS I (38 Clock Hours--2 Credits)**

This introductory course studies the supplies and materials used in a dental office. Basic dental material terms are covered. The student will also be taught the theoretical and clinical aspects of

manipulating restorative and esthetic materials, dental liners, bases, bonding systems, cements, and elementary model (replica of mouth) fabrication.

**DA123 DENTAL MATERIALS II (38 Clock Hours--2 Credits)**

This course gets the dental assistant ready for the upcoming externship. A large part of the dental assistant's role is being skilled in dental materials. Introductory and advanced impression techniques are taught. Students work with classmates to mimic a realistic setting. Temporary crowns, mouth guards, whitening trays, and custom tray fabrication are taught as well as dental waxes and bite registration techniques.

**DA124 DENTAL RADIOLOGY II (38 Clock Hours--1 Credit)**

This course provides continued instruction in the theoretical and practical aspects of dental radiology. Students will learn to critique radiographs in addition to learning the corrective approach. Students also learn interpretation techniques through identification of normal/abnormal anatomic features, pathologies, and dental restorations, materials, and caries. Students will be required to attain a live volunteer patient to facilitate the radiology instruction.

**DA131 DENTAL ASSISTING EXTRAMURAL (300 Clock Hours--6 Credits)**

This 300-hour externship combines experiences in both general and specialty dentistry at two separate facilities. The opportunity to practice skills in a clinical setting is a valuable component to dental assisting education. Externship sites are selected by their ability to provide the student with not only relevant but also well-supervised experiences. The school provides evaluation instruments to each site that measure the assistant's skill level at appropriate intervals.

**DA132 DENTAL ASSISTING EXTRAMURAL I (225 Clock Hours--5 Credits)**

This 225-hour externship gains experiences in general dentistry at two separate facilities. The opportunity to practice skills in a clinical setting is a valuable component to dental assisting education. Externship sites are selected by their ability to provide the student with not only relevant but also well-supervised experiences. The college provides evaluation instruments to each site that measure the assistant's skill level at appropriate intervals.

**DA201 CDA REVIEW (40 Clock Hours--2 Credits)**

This course helps students review for the Dental Assisting National Board Exam with the goal of helping students improve their scores. The most vital lecture material and theories from previous coursework are reviewed. Written sample test questions are reviewed from a test preparation guidebook. In addition students will be exposed to the computerized software used in conjunction with test preparation workbook review and sample test applications.

**DA202 REVIEW FOR DANB'S CDA\* EXAM (38 Clock Hours--1 Credit)**

This course helps students review for the Dental Assisting National Board Exam with the goal of helping students improve their scores. The most vital lecture material and theories from the previous coursework are reviewed. Written sample test questions are reviewed from a test preparation guidebook. In addition students will be exposed to the computerized software used in conjunction with test preparation workbook review and sample test applications. \*CDA is a registered certification mark of DANB. The exam review course described above is not reviewed or endorsed by DANB.

**DA211 EXPANDED FUNCTION DENTAL ASSISTING I (60 Clock Hours--3 Credits)**

This course will include didactic instruction for expanded function operative procedures. Instruction will include the theory behind placing and removing a rubber dam; placing and removing matrices and wedges; and placement, condensing, carving, and finishing of amalgam and composite restorations. Impression technique, temporary restoration, interim crowns, and preventive resin restorations will also be discussed. Dental anatomy and occlusion theories will be reviewed.

**DA213 EXPANDED FUNCTION DENTAL ASSISTING II (80 Clock Hours--2 Credits)**

This course will include didactic instruction for expanded function operative procedures. The student will learn various types of composites; the theory of composites; along with the placement, condensing, finishing, and polishing of composite restorations. Shade selections will also be discussed.

**DA215 EXPANDED FUNCTION DENTAL ASSISTING III (40 Clock Hours--1 Credit)**

This course will include didactic instruction for expanded function operative procedures. Instruction will include the theory behind placing and removing matrices and wedges and placement, condensing, carving, finishing, and polishing of amalgam restorations. Impression techniques, temporary restoration, and interim crowns will be discussed. Occlusion theories and contact areas will be reviewed.

**DA216 EXPANDED FUNCTION DENTAL ASSISTING I (76 Clock Hours--2 Credits)**

This course will include didactic instruction for expanded function operative procedures. Instruction will include the theory behind placing and removing a rubber dam, placing and removing matrices and wedges, performing a caries risk assessment, and the placement and condensing of composite restorations. Dental anatomy and occlusion theories will be reviewed as they relate to restorative dentistry.

**DA217 EXPANDED FUNCTION DENTAL ASSISTING II (38 Clock Hours--1 Credit)**

This course will include didactic instruction and application for expanded function operative procedures. Instruction will include the theory of placing and removing matrices and wedges

along with placement, condensing, carving, finishing, and polishing of amalgam restorations. Temporary restorations and interim crowns will be discussed. Students will receive didactic instruction and clinical applications in coronal polishing and fluoride medicaments in compliance with state regulations.

**DA218 DENTAL ASSISTING EXTRAMURAL II (225 Clock Hours--5 Credits)**

This 225-hour clinical rotation combines experience of both general and specialty dentistry in a private dental office. Students will apply the skills and techniques of dental assisting they have gained throughout their education with emphasis on general assisting skills. Students in the extramural assignment are evaluated by the dental office utilizing forms provided by the college. Under the direct supervision of the dentist, students may gain the opportunity to demonstrate the restorative techniques they have acquired through the expanded function courses. The program manager periodically reviews progress by site visits and/or telephone contact.

**DA231 EXPANDED FUNCTION DENTAL ASSISTING EXTRAMURAL**

(300 Clock Hours--6 Credits)

In a 300-hour clinical rotation in a private dental office, students will apply the skills and techniques of expanded function duties under direct supervision of a dentist. The dentist will evaluate and monitor the work of the student. Students on extramural are evaluated by the site on extramural evaluation sheets provided by the school. The Program Manager periodically reviews progress by site visits and/or telephone contact.

**EN101 BUSINESS COMMUNICATIONS I (38 Clock Hours--2 Credits)**

This course will provide an introduction to business writing. Assignments support the writing demands that students will face in a business environment with a particular emphasis on language skills.

**EN102 BUSINESS COMMUNICATIONS II (38 Clock Hours--2 Credits)**

This course continues the development of the student's ability to produce clear and effective business documents. Assignments support the writing demands that students will face in a business environment and will focus on proper utilization of writing mechanics.

**EN103 BUSINESS COMMUNICATIONS III (38 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 (38 Clock 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 ORAL COMMUNICATIONS (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. Students then apply these skills as they learn proper techniques for telephone and interpersonal office communications.

**EN106 BUSINESS CORRESPONDENCE (20 Clock Hours--1 Credit)**

This course is designed to develop student writing skills. The students learn to write good sentences and to combine them to form effective paragraphs. They then apply these skills to the planning and writing of basic business communications.

**EN107 BUSINESS COMMUNICATIONS II (20 Clock Hours--1 Credit)**

This course is a continuation of Business Communications I. Students complete an extensive review of grammar principles. When the review of grammar principles has been completed, the study of punctuation begins. This course includes instruction in the use of end marks and commas. Students apply the rules learned by editing sentences, paragraphs, and business letters.

**EN108 BUSINESS COMMUNICATIONS III (20 Clock Hours--1 Credit)**

This course is a continuation of Business Communications II. Students conclude an extensive study of punctuation. Students also receive instruction in capitalization and number usage. They have an opportunity to apply the principles learned by editing sentences, paragraphs, and business correspondence.

**EN200 PUBLIC SPEAKING (60 Clock Hours--4 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.

**EN201 WRITTEN BUSINESS COMMUNICATIONS (38 Clock Hours--2 Credits)**

**EN201 WRITTEN COMMUNICATIONS (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, which may include letters, memorandums, short reports, emails, and specific technical writing assignments.

**EN202 WRITTEN BUSINESS COMMUNICATIONS I (20 Clock Hours--1 Credit)**

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.

**EN203 WRITTEN BUSINESS COMMUNICATIONS II (20 Clock Hours--1 Credit)**

This course is a continuation of Written Communications I. The students continue to develop their writing skills by composing public relations letters, social-business letters, and form letters.

**EN205 PUBLIC SPEAKING (57 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.

**EN200 SPEECH (80 Clock Hours--5 Credits)**

This course is a presentation of the fundamental principles necessary to prepare effective speeches. Students learn how to select topics, research subjects, and write and deliver speeches in a well-organized and effective manner. Each student presents various types of speeches including informative and persuasive speeches, introductions, welcomings, and tributes.

**EN206 BUSINESS COMMUNICATIONS IV (38 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.

**EN215 RESEARCH AND BUSINESS REPORT WRITING (38 Clock Hours--2 Credits)**

**EN215 RESEARCH AND REPORT WRITING (38 Clock Hours--2 Credits)**

This course further develops the students' knowledge of the fundamental requirements for effective business communication and addresses the role of reports in business. Students will plan, research, draft, revise, edit, and produce a variety of business-related reports.

**FI200 PERSONAL FINANCE (38 Clock 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** (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 perception.

**GD101 DRAWING** (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.

**GD102 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.

**GD103 DRAWING** (38 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.

**GD104 HISTORY OF GRAPHIC DESIGN** (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.

**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.

**GD106 INTRODUCTION TO MACINTOSH (40 Clock 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.

**GD107 INTRODUCTION TO MACINTOSH (40 Clock Hours--2 Credits)**

This survey course covers the basics of Macintosh computer operations. 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.

**GD110 DESIGN AND COLOR (76 Clock Hours--3 Credits)**

**GD110 DESIGN AND COLOR I (80 Clock 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.

**GD111 TYPOGRAPHY I (38 Clock 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, copyfitting, readability requirements, and basic typesetting.

**GD112 TYPOGRAPHY II (40 Clock Hours--2 Credits)**

In this course students continue to develop their typographic 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.

**GD113 TYPOGRAPHY I (38 Clock 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.

**GD114 TYPOGRAPHY II (40 Clock Hours--2 Credits)**

In this course 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.

**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, letter spacing, and leading.

**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.

**GD116 INTRODUCTION TO 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 (60 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.

**GD117 INTRODUCTION TO PRODUCTION (38 Clock 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.

**GD118 GRAPHIC DESIGN (40 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.

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

**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 ILLUSTRATION (80 Clock Hours--3 Credits)**

**GD122 ILLUSTRATION I (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.

**GD123 COMPREHENSIVE ILLUSTRATION (38 Clock 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 HISTORY OF GRAPHIC DESIGN (38 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.

**GD128 SOCIAL MEDIA MANAGEMENT (19 Clock Hours--1 Credit)**

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

**GD129 INTRODUCTION TO MACINTOSH (38 Clock 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.

**GD130 TYPOGRAPHY II (38 Clock Hours--1 Credit)**

In this course 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.

**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 (80 Clock Hours--3 Credits)**

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.

**GD202 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.

**GD202 ADVERTISING ART PORTFOLIO (76 Clock Hours--4 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.

**GD203 DESIGN AND PRESENTATION DEVELOPMENT (120 Clock 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.

**GD205 DESIGN AND PRESENTATION DEVELOPMENT (76 Clock 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 completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product.

**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.

**GD207 ADVERTISING ART PORTFOLIO (76 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.

**GS105 MATHEMATICS FOR VETERINARY TECHNICIANS (57 Clock Hours--2 Credits)**

The students will be introduced to basic math skills, including dosage calculations that are an important part of their career.

**GS106 CHEMISTRY OF LIFE (38 Clock Hours--2 Credits)**

This course introduces the student to the relationships between chemistry, biology, anatomy, and physiology. Included are the chemical basis for life, anatomy and physiology of the mammalian cell, cellular components of blood and lymph, the immune system, nutrients, and metabolism.

**GS200 ECONOMICS (1990-1992)**

(80 Clock Hours--5 Credits)

This course covers historical economics and the evolution of Capitalism, the free enterprise system, and competitive monopoly. A study of marketing, production, the role of government, money and banking, credit, the Federal Reserve System, GNP, employment, and international comparisons is made.

**GS200 ECONOMICS (60 Clock Hours--4 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 today's economic systems.

**GS201 PSYCHOLOGY (60 Clock Hours--4 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 PSYCHOLOGY (57 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.

**GS203 ECONOMICS (57 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 today's economic systems.

**GS204 SOCIOLOGY (57 Clock Hours--3 Credits)**

In addition to the basic sociological concepts and methodology, in this course students study modern social problems in areas such as the family, religion, crime, economics, politics, industry, ethnic groups, and the social process operating within those areas. Theories and perspectives are used eclectically to analyze all problems as they relate to the structure and values of a larger society.

**GS205 SOCIOLOGY (60 Clock Hours--4 Credits)**

In addition to the basic sociological concepts and methodology, in this course students study modern social problems in areas such as the family, religion, crime, economics, politics, industry, ethnic groups, and the social process operating within those areas. Theories and perspectives are used eclectically to analyze all problems as they relate to the structure and values of a larger society.

**GS206 AMERICAN GOVERNMENT AND POLITICS (57 Clock Hours--3 Credits)**

This course describes the organization and structure of American Federalism, political parties, interest groups, Congress, the Presidency, and the federal courts. Students examine the many forces that affect how the political system runs—from public opinion, the media, personality, and culture to tradition.

**GS210 BUSINESS LAW (80 Clock Hours--5 Credits)**

This course is designed to acquaint the student with the principles of law and their importance to an employer. The basic principles applicable to business, including legal rights and remedies, contract, agency, sales, property, bailments, negotiable instruments, and relationships to partnerships and corporations are studied.

**GS210 QUANTITATIVE LITERACY (57 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.

**GS215 HUMAN RELATIONS IN BUSINESS (80 Clock Hours--5 Credits)**

This course is an interdisciplinary course in human relations and human behavior in business. Students are provided with examples and applied approaches to understanding human relations in organizations. The practical approach is stressed by using case examples and interviews with CEOs to show how the theories work in practice.

**GS220 SUPERVISORY MANAGEMENT (40 Clock Hours--2 Credits)**

This course covers the functions of management as they relate to human resources—planning, controlling, organizing, and evaluating. Legal concerns of supervision are also discussed.

**GS225 BUSINESS ADMINISTRATION (40 Clock Hours--2 Credits)**

This course gives the students an overview of business activities and then concentrates in the areas of marketing, operations, and financial management.

**HP100 HOSPITALITY AND TOURISM MARKETING (38 Clock Hours--2 Credits)**

This course applies the general principles of marketing to the hospitality and tourism industries and stresses the importance of marketing to the success of these operations. Marketing research, consumer behavior, targeting and positioning, and the product-service mix are covered in depth. The course culminates with the development of a marketing plan, preparing the learner for an effective role in marketing management.

**HP101 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.

**HP101 INTRODUCTION TO THE HOTEL INDUSTRY (40 Clock Hours--2 Credits)**

Introduction to the Hotel Industry includes an overview of the lodging industry yesterday and today, career opportunities in hospitality, front office operations and customer service, hospitality vocabulary, and tours of local hotels and motels.

**HP102 FRONT AND BACK OFFICE OPERATIONS (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 and administrative procedures are also reviewed.

**HP102 SCHEDULING RESERVATIONS, TRIP PLANNING, AND TERMINOLOGY**

(40 Clock Hours--2 Credits)

This is a study of the hotel industry with an in-depth look at scheduling reservations and trip planning. The students learn research techniques for finding ratings, locations, and room prices for major hotels throughout the world.

**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 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 SALES AND MARKETING (40 Clock Hours--2 Credits)**

In this course students study the theory of marketing and sales in the hotel and travel industries. This includes the psychology of the traveler, market research, advertising, and publicity.

**HP105 SALES & MARKETING FOR THE HOSPITALITY INDUSTRY**

(40 Clock Hours--2 Credits)

In this course the students study the theory of marketing and sales in the hotel industry. This includes the study of defining the tourism product; psychology of the traveler; market research; corporate image development; and effective advertising, publicity, and promotion.

**HP105 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.

**HP106 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.

**HP107 GUEST RELATIONS MANAGEMENT (40 Clock Hours--2 Credits)**

This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations.

**HP108 FRONT AND BACK OFFICE OPERATIONS (38 Clock 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.

**HP109 GUEST RELATIONS MANAGEMENT (38 Clock Hours--1 Credit)**

This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations.

**HP201 FRONT OFFICE MANAGEMENT (40 Clock Hours--2 Credits)**

In this course the students study the principles of effective front office management, the reservation process, registration, room assignment, room rates, constructing the room rack, communications systems, and accounting for accounts receivable.

**HP202 HOUSEKEEPING MANAGEMENT (20 Clock Hours--1 Credit)**

This course is a study of housekeeping in the hospitality industry with a focus on personnel management skills useful in any business.

**HP203 HOTEL/MOTEL MANAGEMENT (40 Clock Hours--2 Credits)**

This course is an introduction to the function of management for hotels and motels. It includes the study of the operations and planning of the hotel/motel as a business, human relations, employee recruitment, interviewing/selecting and hiring employees, employment regulations and laws, and employee policies.

**HP204 HOTEL COMPUTER AUTOMATION (40 Clock Hours--2 Credits)**

This is a hands-on computer training course in which the students learn such functions as displaying and updating guest records; procedures for check-in, check-out, generating a rack slip, rate list, and posting daily transactions; auditor functions; facilities description; and hotel policies.

**HP205 BACK OFFICE MANAGEMENT (20 Clock Hours--1 Credit)**

This course includes the study of food and beverage service staff, food service and food production, catering department, the beverage department, and food and beverage cost analysis. Also, the back office books and records, balance sheet, monthly operating statement, and cash flow management techniques are covered.

**MD101 MEDICAL ADMINISTRATIVE PROCEDURES I (38 Clock 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.

**MD102 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.

**MD103 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.

**MD106 MEDICAL OFFICE SYSTEMS (38 Clock Hours--1 Credit)**

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

**MD110 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.

**MD111 MEDICAL ADMINISTRATIVE PROCEDURES I (40 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.

**MD115 MEDICAL LAW AND ETHICS (40 Clock Hours--2 Credits)**

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

**MD116 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.

**MD121 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.

**MD122 MEDICAL LABORATORY PROCEDURES (80 Clock hours--4 Credits)**

**MD122 MEDICAL LABORATORY PROCEDURES I (80 Clock 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.

**MD123 PHARMACOLOGY (38 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.

**MD124 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.

**MD125 MEDICAL LABORATORY PROCEDURES II (40 Clock hours--2 Credits)**

This is a comprehensive review of clinical skills focusing on phlebotomy and administration of medications.

**MD126 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.

**MD127 MEDICAL OFFICE SYSTEMS (40 Clock Hours--2 Credits)**

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

**MD128 ANATOMY AND PHYSIOLOGY (1990-1991)**

(60 Clock Hours--4 Credits)

In this course the study of the gross and microscopic structures of the human body are undertaken. The students are introduced to the principles of the biological and physical sciences that contribute to an understanding of human body processes in normal and abnormal conditions. Efforts are continually made to offer current medical concepts according to recent research findings and methods of treatment in the content of the subject.

**MD128 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.

**MD129 ANATOMY AND PHYSIOLOGY II (20 Clock Hours--1 Credit)**

This course is a continuation of the study of the systems of the human body.

**MD130 HUMAN RELATIONS (20 Clock Hours--1 Credit)**

In this course, the students study human relations, especially the relationship between the medical professional and the patient.

**MD130 MEDICAL ADMINISTRATIVE PROCEDURES II (40 Clock Hours--2 Credits)**

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

**MD131 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.

**MD132 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.

**MD133 MEDICAL ADMINISTRATIVE PROCEDURES (40 Clock Hours--2 Credits)**

In this course the students are introduced to a competency-based approach to learning the principles of management applied in a modern medical facility. Competencies include appointment scheduling, telephone triage, medical records management, and pegboard concepts.

**MD180 CLINICAL I (80 Clock Hours--4 Credits)**

**MD180 MEDICAL CLINICAL PROCEDURES I (80 Clock Hours--4 Credits)**

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, and the preparation of the patient for examination.

**MD180 MEDICAL CLINICAL PROCEDURES (1990-1991)**

(140 Clock Hours--7 Credits)

This course is designed to teach the medical assistant how to assist the physician, nurse, and technologist in the office with procedures such as preparing the patient, gathering information about the patient, aseptic and sterile technique, eye and ear instillations and irrigations, and the use of the autoclave. The students are introduced to the principles of pharmacology and learn how to perform entry-level drug administration.

**MD181 CLINICAL II (80 Clock Hours--4 Credits)**

**MD181 MEDICAL CLINICAL PROCEDURES II (80 Clock Hours--4 Credits)**

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or technologist with the following procedures: EKGs, minor surgery and instrumentation,

medical/surgical asepsis, and the preparation of specialty examinations in areas such as OB/GYN and pediatrics.

**MD182 CLINICAL PROCEDURES I** (38 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.

**MD183 CLINICAL PROCEDURES II** (80 Clock 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, and preparation for specialty examinations.

**MD184 CLINICAL PROCEDURES III** (80 Clock 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.

**MD185 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 preparation for specialty examinations.

**MD186 CLINICAL PROCEDURES III** (76 Clock Hours--3 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.

**MD215 MEDICAL MACHINE TRANSCRIPTION** (40 Clock Hours--2 Credits)

This is an advanced course in which students further develop competency in transcribing from machine dictation using medical terminology. Students transcribe medical data such as histories, physicals, x-ray reports, and consultant's reports in a proper medical record format.

**MD218 MEDICAL OFFICE PROCEDURES** (1990-1991)

(60 Clock Hours--4 Credits)

In this course, students learn the functions and practices of a modern medical office along with the communication skills necessary to be efficient within these offices. Students complete a filing practice set using four different methods of filing and receive extensive training on telephone techniques using actual telephone training equipment. Other topics include

appointments, preparing medical records, preparing insurance claims forms, financial responsibilities, professional activities, and introductory clinical training in the field of medicine. Completion of a comprehensive medical office practice set is a requirement of this course.

**MD218 MEDICAL OFFICE PROCEDURES (40 Clock Hours--2 Credits)**

**MD218 MEDICAL OFFICE PROCEDURES I (40 Clock Hours--2 Credits)**

In this course, students learn the functions and practices of a modern medical office along with the communication skills necessary to be efficient within these offices. Students complete a filing practice set using four different methods of filing and receive extensive training on telephone techniques using actual telephone training equipment. Other topics include appointments, preparing medical records, preparing insurance claims forms, financial responsibilities, professional activities, and introductory clinical training in the field of medicine.

**MD219 MEDICAL OFFICE PROCEDURES II (20 Clock Hours--1 Credit)**

This course is a continuation of Medical Office Procedures I.

**MD225 MEDICAL LAW AND ETHICS (40 Clock Hours--2 Credits)**

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 medical office setting, major bioethical issues, and various ethical codes and their impact on society. This knowledge is imperative for all professional medical assistants.

**MD235 MEDICAL KEYBOARDING (1990-1991)**

(40 Clock Hours--2 Credits)

This subject is designed to polish the medical assistant's typing skills. Emphasis is placed on the typing of insurance forms. Students also produce medical assignments that correlate with material presented in their other subjects. Continued emphasis is placed on increasing typing speed and accuracy through regularly scheduled drills and timings.

**MD235 MEDICAL KEYBOARDING (40 Clock Hours--1 Credit)**

This subject is designed to polish the medical assistant's typing skills. Emphasis is placed on the typing of insurance forms. Students also produce medical assignments that correlate with material presented in their other subjects. Continued emphasis is placed on increasing typing speed and accuracy through regularly scheduled drills and timings.

**MD280 MEDICAL LABORATORY PROCEDURES (1990-1991)**

(140 Clock hours--7 Credits)

This course is designed to teach the procedures necessary to assist the physician, nurse, and technologist in the laboratory, radiography, and electrocardiography. Tasks are competency-based.

**MD280 MEDICAL LABORATORY PROCEDURES I (80 Clock hours--4 Credits)**

This course is designed to teach the procedures necessary to assist the physician, nurse, and technologist in the laboratory. Tasks are competency-based.

**MD281 MEDICAL LABORATORY PROCEDURES II (1991-1992)**

(40 Clock Hours--2 Credits)

This course is a continuation of Medical Laboratory Procedures I. Students continue learning competency-based procedures including cardiopulmonary resuscitation.

**MD281 MEDICAL LABORATORY PROCEDURES II (80 Clock hours--4 Credits)**

This course is a continuation of Medical Laboratory Procedures I. Students continue learning competency-based procedures including cardiopulmonary resuscitation.

**MD283 CMA REVIEW (38 Clock Hours--1 Credit)**

This course is a comprehensive review of both administrative and clinical competencies. It is designed to prepare the student to sit for the Certified Medical Assistant national exam. Classroom discussions will be followed by practice exams similar to the actual test.

**MD290 MEDICAL EXTERNSHIP (1990-1992)**

(240 Clock Hours--5 Credits)

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

**MD290 MEDICAL EXTERNSHIP (1992-1994)**

(200 Clock Hours--4 Credits)

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

**MD290 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 the administrative and clinical areas.

**MD292 MEDICAL EXTERNSHIP (270 Clock Hours--6 Credits)**

**MD292 MEDICAL ASSISTANT PRACTICUM (270 Clock Hours--6 Credits)**

This unpaid externship [practicum] provides the students with practical on-the-job medical assisting experience in a medical facility. The practicum 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.

### **MT200 PRINCIPLES OF MANAGEMENT AND ORGANIZATIONAL BEHAVIOR**

(57 Clock Hours--3 Credits)

This course explores the fundamentals of management while incorporating behavioral science concepts of motivation and leadership. Emphasis will be placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as a contributing member of a team.

### **OT101 RECORDS MANAGEMENT (20 Clock Hours--1 Credit)**

This course is designed to provide instruction in the alphabetic system of filing. An introduction to numeric, subject, and geographic systems of filing is also provided. Students learn about the information processing cycle and the important role filing plays within this cycle.

### **OT102 MICROCOMPUTER OPERATIONS (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 MICROCOMPUTER OPERATIONS (30 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 MICROCOMPUTER APPLICATIONS I (20 Clock Hours--1 Credit)**

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 software.

### **OT104 WORD PROCESSING (40 Clock Hours--2 Credits)**

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

### **OT105 MICROCOMPUTER APPLICATIONS II (20 Clock Hours--1 Credit)**

This course continues the introduction to information processing applications. Students receive “hands-on” experience utilizing spreadsheet and database management software.

**OT110 WORD PROCESSING (40 Clock Hours--2 Credits)**

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

**OT111 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).

**OT111 WORD PROCESSING—CORE (40 Clock 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.

**OT112 BASIC WEB PAGE DEVELOPMENT (38 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.”

**OT113 PRESENTATION DESIGN AND DEVELOPMENT (40 Clock 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.

**OT114 INTRODUCTION TO DATABASE MANAGEMENT (38 Clock Hours--1 Credit)**

In this course students learn to use database commands to build and modify tables and forms and to create reports. Students will also learn to track client information using database software.

**OT115 ELECTRONIC SPREADSHEETS (40 Clock 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.

**OT116 WEB DEVELOPMENT WITH HTML (40 Clock 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.

**OT117 WEB DESIGN FOR GRAPHIC DESIGNERS (40 Clock 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 dynamic Web sites, to employ client-side image maps and interactive forms on a site, and to set up frames. Students also learn how to add interactivity to their HTML pages while being able to preview it at the design stage.

**OT117 WORD PROCESSING (20 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.

**OT118 ELECTRONIC SPREADSHEETS (38 Clock 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.

**OT119 INTRODUCTION TO DATABASE MANAGEMENT (40 Clock Hours--2 Credits)**

In this course students learn the 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.

**OT120 BUSINESS ORGANIZATION (38 Clock 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.

**OT121 INTRODUCTION TO DATABASE MANAGEMENT (40 Clock Hours--2 Credits)**

In this course, students learn basic computer terminology and the basic functions and commands of the disk operating system. The information processing cycle is discussed, and students are introduced to the procedures for handling paper and computerized business records.

**OT122 DATABASE MANAGEMENT (40 Clock 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.

**OT123 COMPUTER GRAPHICS (40 Clock Hours--2 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.

**OT123 DATABASE MANAGEMENT (40 Clock 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.

**OT124 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.

**OT125 COMPUTERS IN 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. The 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.

**OT126 ELECTRONIC DRAWING 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.

**OT127 ELECTRONIC DRAWING II (40 Clock Hours--1 Credit)**

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.

**OT128 ELECTRONIC DRAWING I (76 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.

**OT129 ELECTRONIC DRAWING II (40 Clock 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.

**OT130 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.

**OT131 ELECTRONIC LAYOUT AND DESIGN (80 Clock 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.

**OT132 MULTIMEDIA AND ANIMATION (38 Clock Hours--2 Credits)**

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

**OT133 ADVANCED MULTIMEDIA AND ANIMATION (38 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, and animation.

**OT134 ADVANCED MULTIMEDIA AND ANIMATION (38 Clock Hours--1 Credit)**

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

**OT135 ELECTRONIC DRAWING II (76 Clock Hours--3 Credits)**

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

**OT136 WEB DEVELOPMENT WITH HTML (38 Clock 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, frames, and forms.

**OT137 MICROSOFT SKILLS (38 Clock Hours--1 Credit)**

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

**OT138 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS**

(38 Clock Hours--1 Credit)

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.

**OT139 WORD PROCESSING—CORE (38 Clock 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.

**OT140 PRESENTATION DESIGN AND DEVELOPMENT (38 Clock 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.

**OT141 WEB DEVELOPMENT WITH HTML (38 Clock Hours--1 Credit)**

This course is designed to teach the fundamentals of Hypertext Markup Language (HTML) and the use of a popular web authoring package to create, edit, and manage well-designed Web sites. Students learn basic HTML tags and CSS to format text and include links, tables, images, and frames. The web authoring package will also be used 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.

**OT202 COMPUTER SIMULATION (40 Clock Hours--2 Credits)**

This computer simulation class covers all major electronic office systems: word processing, database, spreadsheets, daily planner/calendar, electronic mail, and desk utilities.

**OT204 ADVANCED SPREADSHEET APPLICATIONS (40 Clock Hours--2 Credits)**

Using Lotus 1-2-3 software, students create and manipulate complex spreadsheet designs using advanced functions and commands.

**OT205 ADVANCED SPREADSHEET APPLICATIONS (80 Clock Hours--5 Credits)**

Using a personal computer, students create and manipulate complex spreadsheet designs. Utilizing Lotus 1-2-3 software, the students learn to use advanced functions and commands.

**OT206 DATA BASE MANAGEMENT (40 Clock Hours--2 Credits)**

Using the dBase III data base software package, the students learn to use the microcomputer to create and maintain files and prepare reports that present information derived from file contents.

**OT207 WEB DESIGN FOR GRAPHIC DESIGNERS (38 Clock 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.

**OT208 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.

**OT208 WORD PROCESSING—EXPERT (40 Clock 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.

**OT209 ADVANCED ELECTRONIC SPREADSHEETS**

(40 Clock Hours--2 Credits)

This course provides instruction in advanced spreadsheet operations and the 10-key numeric keypad. Designing spreadsheets, writing formulas, creating macros, graphing, and using database applications are covered.

**OT210 DATA ANALYSIS (40 Clock Hours--2 Credits)**

This course provides a clear, step-by-step introduction to applied business statistics. The foundation of statistics and the need to extract useful decision-making information from data collections are emphasized through computerized activities. Charting and graphing are introduced as students learn to arrange, present, and interpret data.

**OT211 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS**

(40 Clock 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.

**OT212 DATA ANALYSIS (40 Clock 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.

**OT213 CONCEPTS OF DESKTOP PUBLISHING (40 Clock Hours--2 Credits)**

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.

**OT214 DESKTOP PUBLISHING (80 Clock 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.

**OT215 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.

**OT216 ELECTRONIC OFFICE SYSTEMS (38 Clock 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.

**OT217 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.

**OT218 DESKTOP PUBLISHING (80 Clock Hours--4 Credits)**

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

**OT220 DESKTOP PUBLISHING (38 Clock Hours--1 Credit)**

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

**OT221 WORD PROCESSING—EXPERT (38 Clock 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.

**OT222 DATA ANALYSIS (38 Clock Hours--1 Credit)**

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.

**OT231 ELECTRONIC LAYOUT AND DESIGN (76 Clock 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 to create original layouts.

**OT235 ELECTRONIC LAYOUT AND DESIGN (76 Clock Hours--3 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 to create original layouts.

**PD102 PROFESSIONAL DEVELOPMENT (38 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 completing job applications, participating in job interviews, and starting a successful new career. Students learn to analyze their job skills and needs and learn how to market and present those skills and needs to prospective employers in a professional manner. Effective time management techniques, as well as stress management techniques, are also introduced.

**PD103 PROFESSIONAL DEVELOPMENT (20 Clock Hours--1 Credit)**

This course assists students in exploring the job market and in selecting a position that most precisely coincides with their potential and interests. With instructor supervision, students prepare model individual resumes, letters of application, and "thank you" letters to follow the interview. Special emphasis is placed on preparing for and handling the interview. Role playing is implemented in this area.

**PD103 PROFESSIONAL DEVELOPMENT FOR DESIGNERS (38 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.

**PD108 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.

**PL100 INTRODUCTION TO LAW AND THE LEGAL SYSTEM (1992-1993)**

(40 Clock Hours--2 Credits)

This course provides a general perspective of the legal system and exposes the students to 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**

(80 Clock Hours--5 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 secretary 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 (40 Clock Hours--2 Credits)**

This course is a study of the business environment on a global scale. Topics include international law, the Uniform Commercial Code, creditor's rights and bankruptcy, and an introduction to business organizations.

### **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.

### **PL102 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.

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

(76 Clock 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.

**PL104 CONTRACTS (38 Clock 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.

**PL105 CIVIL PROCEDURE (40 Clock 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.

**PL106 LEGAL RESEARCH AND LEGAL WRITING I (80 Clock 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.

**PL107 LEGAL RESEARCH AND LEGAL WRITING II (80 Clock 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.

**PL108 BANKRUPTCY (40 Clock Hours--2 Credits)**

This course is designed to teach students the two main goals of bankruptcy law. The first is to provide relief and protection to debtors. The second is to provide a fair means of distributing a debtor's assets among all creditors. Discussion will, therefore, include the protection of rights for both debtor and creditor.

**PL109 LEGAL RESEARCH AND LEGAL WRITING I (76 Clock 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.

**PL110 BUSINESS ORGANIZATIONS (38 Clock 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.

**PL111 LITIGATION (38 Clock 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 pleading, discovery, motions, court orders, and judgments. Drafting of the necessary litigation documents is emphasized.

**PL112 LEGAL COMPUTER APPLICATIONS (38 Clock Hours--2 Credits)**

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.

**PL113 ETHICS (19 Clock 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.

**PL114 LEGAL RESEARCH AND LEGAL WRITING II (76 Clock 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.

**PL115 CIVIL PROCEDURE (38 Clock Hours--1 Credit)**

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.

**PL120 LEGAL RESEARCH (60 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.

**PL121 CLIENT INTERVIEW AND COMMUNICATION SKILLS**

(19 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.

**PL130 TORT LAW (38 Clock 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.

**PL140 REAL ESTATE LAW (40 Clock 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 for sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures.

**PL141 REAL ESTATE LAW (38 Clock 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 for sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures.

**PL200 ESTATE PLANNING AND ADMINISTRATION (38 Clock 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 (38 Clock 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 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 LAW OFFICE MANAGEMENT (40 Clock Hours--2 Credits)**

This course introduces the students 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.

**PL220 CRIMINAL LAW (40 Clock 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.

**PL221 CRIMINAL LAW (38 Clock 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 are also required to compile and maintain a notebook of legal documents they have drafted throughout their work experience.

**PL230 LEGAL EXTERNSHIP (320 Clock Hours--7 Credits)**

This course provides the students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 320 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 are also required to compile and maintain a notebook of legal documents they have drafted throughout their work experience.

**PL231 LEGAL EXTERNSHIP (270 Clock 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 must submit written reports describing their experiences. The students are evaluated by their supervisor at the conclusion of the externship. The students are also required to compile and maintain a notebook of legal documents they have drafted throughout their work experience.

**RT101 RETAIL MATHEMATICS I (40 Clock Hours--2 Credits)**

Basic mathematic computation skills required for retailing applications are reviewed and developed. The students learn basic retailing mathematics such as markup, markdown, retail method of inventory, and gross margin.

**RT102 RETAIL MATHEMATICS II (40 Clock Hours--2 Credits)**

This course concerns itself with advanced mathematics skills needed in practical merchandising situations. The students apply and build upon the basic retailing computation skills learned in Retail Mathematics I by learning more advanced skills, such as merchandise plans, stock and sales planning, discount rates, ratios, turnovers, and open-to-buy.

**RT103 PERSONAL SELLING (40 Clock Hours--2 Credits)**

In this course selling techniques are explored, and the students develop skills in preparing, delivering, and evaluating sales presentations. The students learn to adapt presentation skills to various selling situations enhancing individual selling style.

**RT104 INVENTORY MAINTENANCE AND CONTROL (40 Clock Hours--2 Credits)**

**RT104 INVENTORY MAINTENANCE CONTROL (40 Clock Hours--2 Credits)**

This course places emphasis on the systematic inventory maintenance and shrinkage control in the retail industry, beginning with the initial purchase of the item from the buyer to the actual sale of the item to the consumer.

**RT105 TECHNIQUES OF SELLING (80 Clock Hours--5 Credits)**

In this course students develop the practical and psychological applications of selling. Course emphasis is placed on developing presentation skills that will enhance personal selling style. Students learn to critique themselves and peers effectively.

**RT106 RETAIL BUSINESS MANAGEMENT (40 Clock Hours--2 Credits)**

This course provides a foundation upon which the students build a general understanding of the history and evolution of the retail industry. Students learn the employment structure of a department, specialty, discount, and chain store.

**RT200 VISUAL MERCHANDISING I (40 Clock Hours--2 Credits)**

In this course students study the principles of design and the elements of display. Color and lighting are emphasized, and trends in the display field are discussed.

**RT201 HUMAN RESOURCE MANAGEMENT I (40 Clock Hours--2 Credits)**

This course introduces the students to basic human resources and personnel functions performed by management. Emphasis is placed on recruitment, hiring, placement, scheduling, and job descriptions.

**RT201 VISUAL MERCHANDISING II (20 Clock Hours--1 Credit)**

In this course students gain hands-on experience in visual merchandising by planning and constructing various types of displays.

**RT202 HUMAN RESOURCE MANAGEMENT (40 Clock Hours--2 Credits)**

This course introduces the students to basic human resources functions performed by management. Emphasis is placed on recruitment, hiring, scheduling, writing job descriptions, and developing policies and procedures.

**RT202 HUMAN RESOURCE MANAGEMENT II (40 Clock Hours--2 Credits)**

Human resource topics covered in this course include compensation, labor relations, equal opportunity, and the development of policies and procedures.

**RT203 SALES MANAGEMENT (40 Clock Hours--2 Credits)**

This course focuses on developing the supervisory skills needed to select, train, motivate, and evaluate a sales staff. Students study various management styles used to attain productivity through employees.

**RT204 APPAREL PRODUCT TECHNOLOGY (20 Clock Hours--1 Credit)**

The course provides fundamental understanding of the textile industry including fiber properties, fabrics, and finishes. The students develop basic knowledge of other product areas and conduct specialized research on a specific product that relates to their career objective.

**RT205 RETAIL EXTERNSHIP (1992-1994)**

(200 Clock Hours--4 Credits)

This practicum provides the students with retailing experience as the students work on-the-job in a retail environment. The students are supervised and evaluated for work performed.

**RT205 RETAIL EXTERNSHIP (320 Clock Hours--7 Credits)**

This practicum provides the students with retailing experience as the students work on-the-job in a retail environment. The students are supervised and evaluated for work performed.

**SS100 SHORTHAND THEORY (80 Clock Hours--4 Credits)**

A review shorthand theory class for students who have had at least one year of shorthand in high school or postsecondary school.

**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 TRANSCRIPTION I (40 Clock Hours--2 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.

**SS104 TRANSCRIPTION II (40 Clock Hours--2 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.

**SS105 MACHINE TRANSCRIPTION (1990-1992)**

(20 Clock Hours--1 Credit)

In this course students learn how to operate dictation equipment. Students then develop this skill and increase their transcription speed by typing various dictated business letters.

**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.

**SS106 TRANSCRIPTION I (1990-1991)**

(80 Clock Hours--5 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.

**SS106 TRANSCRIPTION I (40 Clock Hours--2 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.

**SS107 TRANSCRIPTION TECHNIQUES (40 Clock Hours--2 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.

**SS108 TRANSCRIPTION II (20 Clock Hours--1 Credit)**

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.

**SS110 SHORTHAND TAPE LAB I (1990-1991)**

(60-72 Clock Hours--2 Credits)

Concentration in this class is on assisting the students develop faster, more accurate dictation skills. Speedbuilding may start at a level as low as 40 words a minute. Students then progress through the speedbuilding levels at their own rate of progress. When individuals meet the requirements established for a given speed level, they progress to the next level.

**SS110 SHORTHAND TAPE LAB I (20-24 Clock Hours--1 Credit)**

**SS111 SHORTHAND TAPE LAB II (20-24 Clock Hours--1 Credit)**

**SS112 SHORTHAND TAPE LAB III (20-24 Clock Hours--1 Credit)**

Concentration in these classes is on assisting the students develop faster, more accurate dictation skills. Speedbuilding may start at a level as low as 40 words a minute. Students then progress

through the speedbuilding levels at their own rate of progress. When individuals meet the requirements established for a given speed level, they progress to the next level.

**SS116 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.

**SS117 ESSENTIALS OF ACCOUNTING (38 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-year procedures. Also discussed are such specific topics as payroll procedures and bank statement reconciliations. A review of fundamental math principles is included as well.

**SS118 ESSENTIALS OF LEGAL ACCOUNTING (38 Clock Hours--2 Credits)**

This course presents an introduction to the fundamental principles of accounting functions in a legal office. Also discussed are such specific topics as client billing, documenting time, accounting for estates, and other common fiduciary duties.

**SS120 OFFICE PROCEDURES I (40 Clock Hours--2 Credits)**

This course is designed to explore the tasks and responsibilities of the administrative assistant, to provide information regarding the office systems and the technology and procedures that affect the administrative assistant's role, and to emphasize the skills and procedures necessary for document creation and distribution. Through office simulations students develop time-management skills as well as skills in handling various office tasks.

**SS121 OFFICE PROCEDURES I (38 Clock 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.

**SS122 ESSENTIALS OF ACCOUNTING (40 Clock Hours--2 Credits)**

This course is designed to review mathematical processes and to introduce the student to basic accounting principles such as debit-credit theory, journalizing, the general ledger, accounts receivables and payables, petty cash, and payroll.

**SS125 COOPERATIVE WORK/STUDY (1990-1991)**

(400 Clock Hours--8 Credits)

Students work for an employer performing secretarial-related responsibilities. This course represents the first three months of experience on the job. Students are evaluated throughout the course regarding their performance.

**SS125 COOPERATIVE WORK/STUDY I (320 Clock Hours--7 Credits)**

Students work for an employer performing secretarial-related responsibilities. This course represents the first four months of experience on the job. Students are evaluated throughout the course regarding their performance.

**SS200 TRANSCRIPTION III (20 Clock Hours--1 Credit)**

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.

**SS201 TRANSCRIPTION III (40 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 SECRETARIAL PROCEDURES (80 Clock Hours--5 Credits)**

This course is designed to integrate the knowledge and skills previously learned in the program. The course provides the students with practical applications in standard secretarial office responsibilities and emphasizes time-management skill development.

**SS203 OFFICE MANAGEMENT (1990-1991)**

(60 Clock Hours--4 Credits)

This course is designed to integrate the knowledge and skills previously learned in the program. The course provides the students with practical applications in the responsibilities of a secretary and an office manager. Time management skills are emphasized.

**SS203 OFFICE MANAGEMENT I (20 Clock Hours--1 Credit)**

This course is designed to integrate the knowledge and skills previously learned in the program. The course provides the students with practical applications in the responsibilities of a secretary and an office manager.

**SS204 OFFICE MANAGEMENT II (40 Clock Hours--2 Credits)**

This course is a continuation of Office Management I. Time management skills are emphasized.

**SS205 TRANSCRIPTION IV (20 Clock Hours--1 Credit)**

Students continue to develop their shorthand skill by transcribing their shorthand notes into mailable business letters and memos.

**SS213 OFFICE 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.

**SS213 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 and legal duties. Through office simulations students develop time-management skills as well as skills in handling various office tasks.

**SS214 OFFICE PROCEDURES II (38 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.

**SS238 COOPERATIVE WORK/STUDY (1990-1991)**

(400 Clock Hours--8 Credits)

Students work for an employer performing secretarial-related responsibilities. This course represents the second four months of experience on the job. Students are evaluated throughout the course regarding their performance.

**SS238 COOPERATIVE WORK/STUDY II (320 Clock Hours--7 Credits)**

Students work for an employer performing secretarial-related responsibilities. This course represents three months of experience on the job. Students are evaluated throughout the course regarding their performance.

**SS239 COOPERATIVE WORK/STUDY III (160 Clock Hours--3 Credits)**

Students work for an employer performing secretarial-related responsibilities. This course represents the last two months of experience on the job. Students are evaluated throughout the course regarding their performance.

**SS241 LEGAL TRANSCRIPTION (38 Clock Hours--1 Credit)**

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.

**SS241 LEGAL TERMINOLOGY & TRANSCRIPTION (1990-1991)**

(30 Clock Hours--2 Credits)

Through the use of specially prepared text and tape materials, the students are exposed to the technicalities of legal vocabularies. Various types of legal documents are used as classroom dictation to give the students practical experience with the format and terminology as it is used daily in a law office. Vocabulary development and transcription accuracy are of major importance in this specialized course.

**SS241 LEGAL TERMINOLOGY AND TRANSCRIPTION (1991-1992)**

(40 Clock Hours--2 Credits)

Through the use of specially prepared text and tape materials, the students are exposed to the technicalities of legal vocabularies. Various types of legal documents are used as classroom dictation to give the students practical experience with the format and terminology as it is used daily in a law office. Vocabulary development and transcription accuracy are of major importance in this specialized course.

**SS241 LEGAL TERMINOLOGY AND TRANSCRIPTION (80 Clock Hours--4 Credits)**

Through the use of specially prepared text and tape materials, the students are exposed to the technicalities of legal vocabularies. Various types of legal documents are used as classroom dictation to give the students practical experience with the format and terminology as it is used daily in a law office. Vocabulary development and transcription accuracy are of major importance in this specialized course.

**SS241 LEGAL TERMINOLOGY AND TRANSCRIPTION I (40 Clock Hours--2 Credits)**

Through the use of specially prepared text and tape materials, the students are exposed to the technicalities of legal vocabularies. Various types of legal documents are used as classroom dictation to give the students practical experience with the format and terminology as it is used daily in a law office.

**SS242 LEGAL TERMINOLOGY AND TRANSCRIPTION II (40 Clock Hours--2 Credits)**

This course is a continuation of Legal Terminology and Transcription I. Students are exposed further to legal vocabulary and also utilize taped dictation. Transcription accuracy is stressed.

**SS242 LEGAL TYPEWRITING (1990-1991)**

(30 Clock Hours--2 Credits)

The students are required to prepare legal documents in this course. Format and content of the required documents have been gathered and established as authentic by continual contact with

contemporary law offices. The students complete specific assignments and accumulate a portfolio of completed documents.

**SS242 LEGAL TYPEWRITING (40 Clock Hours--2 Credits)**

The students are required to prepare legal documents in this course. Format and content of the required documents have been gathered and established as authentic by continual contact with contemporary law offices. The students complete specific assignments and accumulate a portfolio of completed documents.

**SS243 LEGAL OFFICE PROCEDURES (1990-1991)**

(60 Clock Hours--4 Credits)

This course is designed to present an overview of office procedures in the legal field. Application and exposure is given to legal documents, terms, and special duties involved in legal procedures.

**SS243 LEGAL OFFICE PROCEDURES (1991-1992)**

(80 Clock Hours--5 Credits)

This course is designed to present an overview of office procedures in the legal field. Application and exposure is given to legal documents, terms, and special duties involved in legal procedures.

**SS243 LEGAL OFFICE PROCEDURES (80 Clock 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.

**SS244 BUSINESS LAW (38 Clock Hours--2 Credits)**

In this course, students develop an understanding of contracts, criminal law, legal ethics, wills, trusts, insurance, real and personal property, bailments, and court procedures as they apply to business. Students are introduced to occupational safety and health topics, such as the Health Insurance Portability and Accountability Act (HIPAA) and the Occupational Safety and Health Administration (OSHA).

**SS244 INTRODUCTORY LAW (1990-1991)**

(30 Clock Hours--2 Credits)

This course presents the origin and development of law. It includes a study of law relating to contracts and negotiable instruments. The course is designed to acquaint the students with the principles of law and their importance to an employer.

**SS244 INTRODUCTORY LAW (40 Clock Hours--2 Credits)**

This course presents the origin and development of law. It includes a study of law relating to contracts and negotiable instruments. The course is designed to acquaint the students with the principles of law and their importance to an employer.

**SS245 LEGAL OFFICE PROCEDURES (76 Clock Hours--3 Credits)**

This course prepares the students to handle legal administrative assistant 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.

**SS246 LEGAL OFFICE PROCEDURES (76 Clock Hours--4 Credits)**

This course prepares the students to handle legal administrative assistant 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.

**TR100 GEOGRAPHY (1990-1991)**

(16 Clock Hours--1 Credit)

This course is an introduction to the study of the geography of various countries and major cities in the United States and throughout the world. Domestic geography is stressed.

**TR100 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. A research paper is a requirement of this course.

**TR101 INTRODUCTION TO THE TRAVEL AND HOSPITALITY INDUSTRIES**

**TR101 INTRODUCTION TO THE TRAVEL AND HOSPITALITY INDUSTRY**

(40 Clock Hours--2 Credits)

This course is an overview of the travel and hotel industries. It covers the history of both industries, terminology, and career opportunities.

**TR101 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.

**TR101 OVERVIEW OF THE TRAVEL INDUSTRY (40 Clock Hours--2 Credits)**

This course gives an overview of the major components of the travel industry including the history, growth, and government regulation of travel; marketing techniques for identifying and meeting travelers' motivations, needs, and expectations; an introduction to the airline industry, its history, product, regulation, and career opportunities; regularly scheduled guest speakers, field trips, and films that offer a first-hand look at the travel industry in our area; and travel terminology.

**TR102 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.

**TR102 SALES & MARKETING (32 Clock Hours--2 Credits)**

This course addresses basic direct sales and telemarketing techniques with special application to the travel industry. Communication and listening skills, identifying customer needs, closing the sale, service, and handling complaints are also covered.

**TR103 SCHEDULING AIRLINE RESERVATIONS (40 Clock Hours--2 Credits)**

**TR103 PRINCIPLES AND METHODS OF SCHEDULING AIRLINE RESERVATIONS (40 Clock Hours--2 Credits)**

This course presents the techniques for scheduling and reserving airline travel. Tools and references used in scheduling give the students a knowledge of "where to look and who to ask." Topics covered include the use of official airline guides, airline schedules and reservations, regulation of the airline industry, air carrier identification, and airline terminology.

**TR103 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.

**TR104 DOMESTIC DESTINATIONS (38 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.

**TR104 SURFACE TRAVEL (1990-1991)**

(32 Clock Hours--2 Credits)

This course is an introduction to surface travel. It includes discussion of the fast-growing cruise and tour industries; the railroads, motorcoach industry, car rentals, and mass transit systems; the history and growth of each component of surface travel; terminology; and career opportunities.

**TR104 SURFACE TRAVEL (20 Clock Hours--1 Credit)**

This course is an introduction to surface travel. It includes discussion of the fast-growing cruise and tour industries; railroads, motorcoach industry, car rentals, and mass transit systems; the history and growth of each component of surface travel; travel terminology; and career opportunities.

**TR105 TRAVEL AGENCY REGULATIONS (20 Clock Hours--1 Credit)**

This course teaches the basic information regarding hotel and hospitality law, travel agency regulations, contracts, antitrust laws, liability, and collection of accounts.

**TR105 WORLDWIDE DESTINATIONS (38 Clock 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.

**TR106 COMPUTERIZED RESERVATIONS (80 Clock 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; issue tickets; create client profiles; issue seat assignments; and handle hotel reservations, car rentals, and tours.

**TR106 EVENT PLANNING (38 Clock 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.

**TR107 AIRFARE COMPUTATION AND TICKETING (40 Clock Hours--2 Credits)**

In this course students gain a fundamental knowledge of the principles of airfare computation, ticketing, and completing manually issued documents. Accuracy, neatness, legibility, and completion of tasks within time limits are stressed in this class.

**TR107 COMPUTERIZED RESERVATIONS (80 Clock 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, issue tickets, utilize client profiles, and issue seat assignments. Students also learn to access hospitality, travel, and tourism resources on the Internet.

**TR108 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.

**TR109 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.

**TR110 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.

**TR111 INTRODUCTION TO TRAVEL (38 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.

**TR112 SALES AND CUSTOMER SERVICE (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.

**TR113 TRAVEL AGENCY OPERATIONS AND MEETING MANAGEMENT**

(38 Clock 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.

**TR114 WORLDWIDE TOURISM (38 Clock 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.

**TR115 SALES AND CUSTOMER SERVICE (38 Clock 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.

**TR116 COMPUTERIZED RESERVATIONS (76 Clock 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, issue tickets, utilize client profiles, and issue seat assignments. Students also learn to access hospitality, travel, and tourism resources on the Internet.

**TR117 COMPUTERIZED RESERVATIONS (38 Clock Hours--2 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, issue tickets, utilize client profiles, and issue seat assignments. Students also learn to access hospitality, travel, and tourism resources on the Internet.

**TR119 EVENT PLANNING I (38 Clock 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.

**TR120 EVENT PLANNING II (38 Clock Hours--2 Credits)**

This course expands the level of competencies required of a professional event coordinator. Students demonstrate the ability to research, design, plan, coordinate, and evaluate corporate and special events. At the end of this course students should be able to create corporate and special event experiences that are cost effective and maximize return on the investment.

**TR201 TRAVEL AGENCY MANAGEMENT (20 Clock Hours--1 Credit)**

This course is an introduction to the functions of management of a travel agency. It includes the study of the operations and planning of a travel agency business.

**TR202 AIRLINE COMPUTER AUTOMATION (80 Clock Hours--4 Credits)**

Using simulated software, 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.

**TR210 TRAVEL/HOSPITALITY EXTERNSHIP (1990-1991)**

(160 Clock Hours--3 Credits)

Every student in this program must complete a four-week externship with an employer in the travel/hospitality industry. The students must perform on-the-job responsibilities utilizing their training. The employer and program coordinator confer to establish a grade for each student.

**TR210 TRAVEL/HOSPITALITY EXTERNSHIP (1992-1994)**

(200 Clock Hours--4 Credits)

Every student in this program must complete an eight-week externship with an employer in the travel/hospitality industry. The students must perform on-the-job responsibilities utilizing their training. The employer and program coordinator confer to establish a grade for each student.

**TR210 TRAVEL/HOSPITALITY EXTERNSHIP (320 Clock Hours--7 Credits)**

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

**TR211 TOURISM/HOSPITALITY/EVENT MANAGEMENT EXTERNSHIP**

**TR211 TRAVEL/HOSPITALITY EXTERNSHIP**

(270 Clock Hours--6 Credits)

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

**TY100 KEYBOARDING (38 Clock Hours--1 Credit)**

In this course, students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Students will also be introduced to creating and editing different types of business correspondence.

**TY101 KEYBOARDING I (1990-1991)**

(40 Clock Hours--2 Credits)

This course is designed for those students who have minimal or no knowledge of the keyboard. The students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Additionally, vertical and horizontal centering is taught. The techniques and procedures for acquiring stroking accuracy and speed, as well as error identification, are emphasized during this course.

**TY101 KEYBOARDING I (38 Clock Hours--1 Credit)**

In this course, 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. A brief introduction of the current operating system will be included.

**TY102 KEYBOARDING II (1990-1991)**

(40 Clock Hours--2 Credits)

This course is designed to improve the students' keyboarding speed and accuracy through the use of various methods and drills. Errors are analyzed and individual prescriptive methods are assigned. A production unit on basic business correspondence and one-page reports is included.

**TY102 KEYBOARDING II (38 Clock Hours--1 Credit)**

This course is designed to improve the students' keyboarding speed and accuracy through the use of various methods and drills. Creating and editing different types of business correspondence and reports are also covered.

**TY103 DOCUMENT FORMATTING (1990-1991)**

(40 Clock Hours--2 Credits)

This course develops document formatting skills as well as keyboarding speed and accuracy. The students produce business correspondence, tables, reports, and forms.

**TY103 DOCUMENT FORMATTING (38 Clock Hours--1 Credit)**

This course continues development of document production skills as well as keyboarding speed and accuracy. The students produce business correspondence, tables, and reports.

**TY104 DOCUMENT PRODUCTION (1990-1991)**

(40 Clock Hours--2 Credits)

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.

**TY104 DOCUMENT PRODUCTION (38 Clock 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.

**TY105 DOCUMENT PRODUCTION (30 Clock Hours--2 Credits)**

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.

**TY106 ADVANCED KEYBOARDING I (20 Clock Hours--1 Credit)**

This course is designed to develop expertise in producing a variety of business documents. Emphasis is also placed on creating documents containing statistical copy, such as tables, business forms, and technical reports.

**TY107 ADVANCED KEYBOARDING II (20 Clock Hours--1 Credit)**

In this course students begin to use decision-making techniques to produce acceptable business communications. Continued emphasis is placed on building keyboarding speed and accuracy.

**TY201 ADVANCED DOCUMENT PRODUCTION (1990-1991)**

(40 Clock Hours--2 Credits)

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.

**TY201 ADVANCED DOCUMENT PRODUCTION (38 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 (1990-1991)**

(40 Clock Hours--2 Credits)

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.

**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.

**TY203 ADVANCED DOCUMENT PRODUCTION (30 Clock Hours--2 Credits)**

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.

**TY203 EXECUTIVE KEYBOARDING I (20 Clock Hours--1 Credit)**

This course is designed to refine typing skills through production tasks. Students meet weekly production goals, which require planning and organizing. Emphasis is placed on increasing timed writing accuracy and speed.

**TY204 EXECUTIVE KEYBOARDING II (20 Clock Hours--1 Credit)**

This course continues to refine typing skills through weekly production goals. Students utilize word processing software to complete the production tasks. Continued emphasis is placed on increasing typing speed and accuracy.

**TY205 EXECUTIVE KEYBOARDING III (20 Clock Hours--1 Credit)**

In this course students continue to strive to improve their production rates on letters, memos, and reports. Continued emphasis is placed on increasing typing speed and accuracy.

**VT101 CLINICAL MEDICINE I (38 Clock Hours--2 Credits)**

This course introduces basic terminology; different nutrients, vitamins, and minerals needed in an animal's diet; and animal nutrition and includes nutritional seminars.

**VT102 CLINICAL MEDICINE II (38 Clock Hours--2 Credits)**

This course builds upon Clinical Medicine I, focusing on recognition of different canine and feline breeds, dog laws, concepts of canine and feline behavior, and vaccine types and protocols for both canines and felines.

**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, zoonoses, dermatology, and the endocrine system.

**VT104 CLINICAL MEDICINE IV (38 Clock Hours--2 Credits)**

This course is a continuation of Clinical Medicine III. Diseases of the reproductive system, neurological system, musculoskeletal system, and cardiorespiratory system are presented.

**VT105 FUNDAMENTALS OF CHEMISTRY (38 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.

**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, common abbreviations, and physical exams are included.

**VT112 ANIMAL TECHNOLOGY II (38 Clock Hours--1 Credit)**

This course builds upon Animal Technology I and is focused on oral medications and procedure, eye medications and procedure, Schirmer tear test, corneal stains, glaucoma, fecal equipment and tests, and parasitology.

**VT113 ANIMAL TECHNOLOGY III (38 Clock Hours--1 Credit)**

This course builds upon Animal Technology II with an emphasis on sample collection. Instruction will cover sample collection of both urine and blood specimens through various routes as well as giving injections through various routes.

**VT114 ANIMAL TECHNOLOGY IV (38 Clock Hours--1 Credit)**

This course builds upon Animal Technology III with an emphasis placed on fluid therapy, electrocardiograms, blood transfusions, and dentistry.

**VT120 MATHEMATICS FOR VETERINARY TECHNICIANS (57 Clock Hours--2 Credits)**

The student will be introduced to basic math skills, including dosage calculations, that are an important part of their career.

**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, gastrointestinal, excretory/renal, reproductive, and sense organ systems are studied. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.

**VT123 VETERINARY TERMINOLOGY (38 Clock Hours--1 Credit)**

The student will be introduced to basic terminology used in veterinary practice. Emphasis is placed on the understanding of composition of terms including the use of prefixes and suffixes.

**VT124 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, tissues, integumentary system, skeletal system, muscular 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.

**VT125 MATHEMATICS FOR VETERINARY TECHNICIANS (40 Clock Hours--2 Credits)**

The student will be introduced to basic math skills, including dosage calculations, that are an important part of their career.

**VT126 MATHEMATICS FOR VETERINARY TECHNICIANS (60 Clock Hours--3 Credits)**

The student will be introduced to basic math skills, including dosage calculations, that are an important part of their career.

**VT127 ANIMAL ANATOMY AND PHYSIOLOGY I (60 Clock 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, tissues, integumentary system, skeletal system, muscular 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.

**VT128 ANIMAL ANATOMY AND PHYSIOLOGY II (60 Clock Hours--4 Credits)**

This course builds on 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.

**VT129 ANIMAL ANATOMY AND PHYSIOLOGY II (60 Clock Hours--4 Credits)**

This course builds on Animal Anatomy and Physiology I. In this course the structure and function of the circulatory, respiratory, gastrointestinal, excretory/renal, reproductive, sense organ, and endocrine systems are studied. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.

**VT130 ANIMAL ANATOMY AND PHYSIOLOGY II (57 Clock Hours--2 Credits)**

This course builds on Animal Anatomy and Physiology I. In this course the structure and function of the circulatory, respiratory, gastrointestinal, excretory/renal, reproductive, sense organ, and endocrine systems are studied. 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 Clinical Laboratory I with a more in-depth study of hematology. White blood cell components and morphology are covered.

**VT133 CLINICAL LABORATORY III (38 Clock Hours--1 Credit)**

This course builds upon Clinical Laboratory II, with emphasis placed on further individual animal species testing to include: Felv/Fiv testing, brucellosis testing, heartworm testing, urinalysis, and blood analyzers.

**VT141 VETERINARY PHARMACOLOGY (60 Clock Hours--3 Credits)**

This course covers all aspects of medications according to their clinical usage and method 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 aspects 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 (38 Clock Hours--2 Credits)**

This course covers all aspects of medications according to their clinical usage and method of administration. Emphasis is placed on the veterinary technician's role in the veterinary pharmacy. This course also focuses on drug dosage calculations.

**VT144 VETERINARY PHARMACOLOGY II (40 Clock Hours--2 Credits)**

This course is a continuation of Veterinary Pharmacology I and covers drugs affecting the urinary system; muscle function; antimicrobials; anti-inflammatory and analgesic drugs; dermatologic, ophthalmic, and otic medications; antineoplastic, immunosuppressive, and behavior-modifying drugs, as well as herbal therapeutics.

**VT145 ANESTHESIA I (38 Clock Hours--2 Credits)**

This course concerns all aspects 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.

**VT146 ANESTHESIA II (40 Clock Hours--2 Credits)**

This course is a continuation of VT145, with a focus on acid/base balance, fluid therapy, electrocardiograms, anesthetic emergencies, dental anesthesia, recovery, and pain management.

**VT147 VETERINARY PHARMACOLOGY II (38 Clock Hours--2 Credits)**

This course is a continuation of Veterinary Pharmacology I and covers drugs affecting the gastrointestinal, dermatological, neurological, and cardiovascular systems; antimicrobials; and anti-inflammatory and analgesic drugs.

**VT148 ANESTHESIA II (40 Clock Hours--2 Credits)**

This course is a continuation of VT145, with a focus on acid/base balance, fluid therapy, electrocardiograms, anesthetic emergencies, dental anesthesia, recovery, and pain management. This course also focuses on equine, ruminant, and swine anesthesia as well as anesthesia techniques for exotic pets.

**VT149 ANESTHESIA II (38 Clock Hours--1 Credit)**

This course is a continuation of VT145, with a focus on acid/base balance, fluid therapy, electrocardiograms, anesthetic emergencies, dental anesthesia, recovery, and pain management. This course also focuses on equine, ruminant, and swine anesthesia as well as anesthesia techniques for exotic pets.

**VT201 CLINICAL MEDICINE V (60 Clock Hours--4 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 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 Animal Technology IV with an emphasis placed on more advanced techniques such as laboratory animal research, including care and maintenance, disease process, blood collection procedures, anesthesia administration, and regulatory requirements for rats, mice, guinea pigs, rabbits, and exotics.

**VT212 ANIMAL TECHNOLOGY VI (38 Clock Hours--1 Credit)**

This course builds upon Animal Technology V with an emphasis placed on more advanced techniques, such as advanced surgical procedures, bandaging and wound management, orthopedics, and special procedures including feeding tubes.

**VT220 LARGE ANIMAL THEORY I (38 Clock 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 (40 Clock Hours--2 Credits)**

This course continues theories introduced in 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 (40 Clock Hours--2 Credits)**

This course focuses on aspects of veterinary practice operations. Topics such as appointment scheduling, general office and billing procedures, client relations, OSHA, client education, teamwork, the veterinary technician's role in euthanasia, and ethical situations 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 formatted and timed using parameters similar to the actual test.

**VT225 VETERINARY OFFICE PROCEDURES (38 Clock Hours--1 Credit)**

This course focuses on aspects of veterinary practice operations. Topics such as appointment scheduling, general office and billing procedures, client relations, OSHA, client education, teamwork, the veterinary technician's role in euthanasia, and ethical situations are discussed.

**VT231 CLINICAL LABORATORY IV (38 Clock Hours--1 Credit)**

This course builds upon Clinical Laboratory III. Students will learn the principles of cytology, as well as types of testing for diseases. Students will also learn the principles and perform basic microbiology techniques as well as collect, culture, stain, identify, and perform sensitivity testing on bacterial specimens.

**VT241 RADIOGRAPHY I (38 Clock 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 and correction and prevention are emphasized.

**VT242 SURGICAL NURSING I (40 Clock 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 ROTATION (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 licensed instructor.

**VT245 RADIOGRAPHY II (32 Clock Hours--1 Credit)**

This course builds upon the material covered in VT241 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.

**VT247 SURGICAL NURSING ROTATION (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 licensed instructor.

**VT251 LARGE ANIMAL PRACTICUM (45 Clock Hours--1 Credit)**

This course will be conducted at stables, farms, or other large animal facilities. The student will perform and/or assist with husbandry; restraint; and medical, technical, and radiological procedures. This course focuses on cattle and horses and additional farm animal species when available.

**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.

**VT253 VETERINARY EXTERNSHIP (300 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 LARGE ANIMAL THEORY II (38 Clock Hours--2 Credits)**

This course continues theories introduced in 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.

**VT260 VTNE PREPARATION (38 Clock Hours--1 Credit)**

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 formatted and timed using parameters similar to the actual test.

**VT265 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.