

FOX COLLEGE
COMPENDIUM OF CATALOG COURSE DESCRIPTIONS
ACADEMIC YEARS 2001-02 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.

AC-110 Accounting Principles I

This course introduces the basic concepts, principles, and procedures of accounting. This includes theories and methodologies for the accounting cycle, posting and adjusting business transactions, and preparing financial statements.

4 Semester Credits (60 Lecture Hours, 20 Lab Hours)

AC-111 Accounting Principles II

This course continues the study of basic concepts, principles, and procedures of accounting. This includes theories and methodologies for closing procedures, inventory valuation, partnership versus corporate accounting, and analyzing financial statements.

4 Semester Credits (60 Lecture Hours, 20 Lab Hours)

AC-112 Financial Accounting I

This course introduces the understanding and application of the basic concepts, principles, and procedures of accounting. This includes theories and methodologies for the accounting cycle, posting and adjusting business transactions, theories and methodologies for closing procedures, and preparing financial statements.

3 Semester Credits (57 Clock Hours)

AC-113 Financial Accounting II

This course continues the study of basic concepts, principles, and procedures of accounting. This includes inventory valuation, accounting for special assets and liabilities, and accounting for differing forms of business organization. Students also analyze and interpret historical statements, discussing their applicability in making management decisions.

3 Semester Credits (57 Clock Hours)

AC-120 Computerized Accounting

This course explores the use of technology in the field of accounting. Traditional accounting techniques are automated through the use of the latest accounting software.

2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

AC-121 Computerized and Payroll Accounting

This course explores the use of accounting software to automate accounting techniques. This course also is a presentation of the theoretical and practical applications of payroll procedures, emphasizing the methods of computing wages and salaries, keeping records, and preparing various federal and state government reports.

3 Semester Credits (57 Clock Hours)

AC-202 Cost Accounting

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.

3 Semester Credits (57 Clock Hours)

AC-210 Intermediate Accounting I

This course is an in-depth study into accounting theories and techniques used in recording, processing, and reporting financial information. Emphasis is placed on examining financial data from several perspectives—investors, lenders, managers, accountants.

4 Semester Credits (76 Clock Hours)

AC-211 Intermediate Accounting II

This course is a continuation of Intermediate Accounting I. Focus is put on the principles and theories relating to contingencies, investments, taxes, pensions, leases, full disclosure, and error analysis.

4 Semester Credits (76 Clock Hours)

AC-212 Intermediate Accounting I

This course is an in-depth study into accounting theories and techniques used in recording, processing, and reporting financial information. Emphasis is placed on examining financial data from several perspectives—investors, lenders, managers, accountants.

3 Semester Credits (45 Lecture Hours, 15 Lab Hours)

AC-213 Intermediate Accounting II

This course is a continuation of Intermediate Accounting I. Focus is put on the principles and theories relating to contingencies, investments, taxes, pensions, leases, full disclosure, and error analysis.

3 Semester Credits (45 Lecture Hours, 15 Lab Hours)

AC-220 Fundamentals of Tax Accounting/Preparation

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.

1 Semester Credit (38 Clock Hours)

BA-100 Introduction to Business

This course provides an understanding of the fundamentals of business operations. Emphasis is placed on departmental functions, organizational structure, and the environments that shape business. Functions include production, management, marketing, accounting, human resources, and finance.

4 Semester Credits (60 Lecture Hours)

BA-110 Introduction to Business

This course provides an understanding of the fundamentals of business operations. Emphasis is placed on departmental functions, organizational structure, and the environments which shape

business. Functions include production, management, marketing, accounting, human resources, and finance.

3 Semester Credits (45 Clock Hours)

BA-200 Business Ethics

This course provides an introduction to the ethical concepts that are relevant to solving moral dilemmas in business. Critical thinking and analytical skills will be utilized in identifying moral issues. Major ethical theories will be applied to specific ethical dilemmas found in business today.

2 Semester Credits (40 Clock Hours)

BA-220 Contemporary Management and Leadership

This course examines the processes of management and leadership through the analysis of historical and current trends in managing. Topics include strategic management, planning, controlling, leading, and organizing.

3 Semester Credits (45 Clock Hours)

BA-230 Diversity in Organizations

This course explores global cultural diversity and its impact on the business environment. Emphasis is placed on real-world applications through case analyses. Issues include cross-cultural communication, human resource management, compliance, the changing workforce, and organizational culture.

3 Semester Credits (48 Lecture Hours)

BA-230 Supervision

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.

2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

BA-250 Change Management

This is the final integrative course that examines the changing work world and applies ethical decision making and prior knowledge and skills to analysis of current professional issues.

3 Semester Credits (48 Lecture Hours)

CS-100 Introduction to Microcomputers I

This course provides an introduction to computer concepts, operating systems, and application software. Basic concepts for word processing, spreadsheets, and scheduling/email will be presented.

2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

CS-101 Introduction to Microcomputers II

This course provides a continuation to computer concepts and application software. Basic concepts for business presentations, Internet navigation, Web Design, database management, and software integration will be presented.

2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

CS-102 Introduction to PC Applications I

This course provides an introduction to computer concepts, operating systems, and application software. Basic concepts for word processing, presentations, and Internet will be presented.
3 Semester Credits (45 Lecture Hours, 15 Lab Hours)

CS-103 Introduction to PC Applications II

This course provides a continuation to computer concepts and application software. Basic concepts for spreadsheets, database management, scheduling, email, and software integration will be presented.
3 Semester Credits (45 Lecture Hours, 15 Lab Hours)

CS-104 Introduction to Technology I

This course provides an introduction to computer use. This includes the development and reinforcement of proper typing techniques, the presentation of basic computer concepts, and the application of general office software and Internet usage.
1 Semester Credit (38 Clock Hours)

CS-105 Introduction to Technology II

This course provides a continuation into computer concepts and application software. Specifically, students will utilize spreadsheets, databases, Internet, and email applications.
2 Semester Credits (38 Clock Hours)

CS-106 Introduction to Macintosh

This course covers the basics of Macintosh computer operations. Students also are introduced to the fundamental techniques of vector-based illustration.
2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

CS-107 Introduction to PC Applications I

This course provides an introduction to computer concepts, operating systems, and application software. Basic concepts for word processing, presentations, and Internet will be presented.
2 Semester Credits (57 Clock Hours)

CS-108 Introduction to PC Applications II

This course provides a continuation to computer concepts and application software. Basic concepts for spreadsheets, scheduling, email, and software integration will be presented.
2 Semester Credits (57 Clock Hours)

CS-110 Word Processing

This course is designed to introduce and reinforce introductory word processing skills and to introduce intermediate concepts in word processing utilizing application software.
2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

CS-111 Advanced Word Processing

This course is designed to reinforce intermediate word processing skills and to introduce advanced concepts in word processing utilizing application software.
2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

CS-130 Problem Solving with Computers I—Spreadsheets

This course is designed to utilize the problem-solving process by requiring students to design and

test hypotheses and present conclusions using spreadsheets. Concepts in intermediate and advanced spreadsheet software will be presented.

2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

CS-135 Problem Solving with Computers I—Spreadsheets

This course is designed to utilize the problem-solving process by requiring students to design and test hypotheses and present conclusions using spreadsheets. Concepts in intermediate and advanced spreadsheet software will be presented.

2 Semester Credits (57 Clock Hours)

CS-190 Advanced Word Processing

This course is designed to reinforce introductory word processing skills and to present intermediate and advanced concepts in word processing utilizing application software.

4 Semester Credits (40 Lecture Hours, 40 Lab Hours)

CS-195 Advanced Word Processing

This course is designed to reinforce introductory word processing skills and to present intermediate and advanced concepts in word processing utilizing application software.

2 Semester Credits (57 Clock Hours)

CS-200 Business Presentations

Business Presentations offers concepts in Internet navigation, presentation design, and intermediate presentation software. This course requires students to create business presentations utilizing presentation software and research techniques.

2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

CS-230 Problem Solving with Computers II—Databases

This course is designed to utilize the problem-solving process by requiring students to design and test hypotheses and present conclusions using databases. Concepts in intermediate and advanced database software will be presented.

2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

CS-235 Problem Solving with Computers II—Databases

This course is designed to utilize the problem-solving process by requiring students to design and test hypotheses and present conclusions using databases. Concepts in introductory and intermediate database software will be presented.

2 Semester Credits (57 Clock Hours)

DH-101 Anatomy & Physiology for Hygienists I

In this course, students learn about teeth and supporting structures, including roots and primary and permanent teeth. Other topics covered include nomenclature, annotation, calcification, and exfoliation patterns.

2 Semester Credits (57 Clock Hours)

DH-102 Anatomy & Physiology for Hygienists II

This course is a continuation of the study of the body structures necessary for dental hygienists.

2 Semester Credits (57 Clock Hours)

DH-106 Head & Neck Anatomy

In this course, students learn about the gross anatomy of the head and neck as well as their organization, structure, and function. Students will gain an understanding of clinical and oral manifestations that will serve as a foundation of knowledge essential for patient care and oral pathology.

2 Semester Credits (45 Clock Hours)

DH-107 Oral & Embryonic Histology

In this course, students get an introduction into human development with an emphasis on face, teeth, and supporting periodontal structure. It provides the student with the knowledge to assess a patient's oral health, which is a critical responsibility of dental hygienists.

2 Semester Credits (38 Clock Hours)

DH-110 Introduction to Dental Hygiene

This course is an overview of the dental hygiene profession within the health care delivery system from an historical, philosophical, and organizational context. Students explore the dental hygiene frame of reference in various practice and treatment areas. Personal and professional qualities of the health care provider, professional ethics, and the psychological aspects of treatment are discussed.

1 Semester Credit (38 Clock Hours)

DH-111 Preventive Dental Practices

This course provides an introduction to the causes and prevention of infection, patient procedures, and patient assessment. Students obtain a foundation of the knowledge and strategies of preventive dental hygiene policies and practices and the knowledge to provide information for patient self-care.

1 Semester Credit (38 Clock Hours)

DH-115 Dental Materials

This course will provide an overview of physical and chemical properties of materials that are utilized in dental offices and laboratories.

2 Semester Credits (45 Clock Hours)

DH-120 Nutrition & Dental Health

This course will provide an overview of the principles of nutrition and biochemistry as applied to dental hygiene patient care.

2 Semester Credits (38 Clock Hours)

DH-125 Dental Hygiene Pre Clinical Skills I

This course will introduce students to the study of dental deposits and their etiology in dental diseases, personal control of dental disease, periodontal charting, and the discussion of ancillary procedures, such as power-driven scalers and polishers, generalized patient assessment, appointment sequencing, and post-operative instruction.

1 Semester Credit (57 Clock Hours)

DH-126 Dental Hygiene Pre Clinical Skills II

This course is a continuation of instrumentation skills necessary for oral prophylaxis, aseptic procedures, and dental equipment care and maintenance. Student partners, mannequins, and selected patients are used in the laboratory to demonstrate instrumentation techniques.

1 Semester Credit (48 Clock Hours)

DH-130 Radiology I

This course includes the history and theory of radiology and the methods of exposing and developing films, hazards, infection control, proper positioning during film exposure, regulations, and management of patients with special needs. Radiation safety; film reading; and error identification, correction, and prevention are emphasized.

3 Semester Credits (60 Clock Hours)

DH-131 Radiology II

This course builds upon the material covered in Radiology I with students beginning their practical hands-on repetitions to achieve competency in taking and developing radiographs. Students will learn advanced dental radiographic and related procedures including exposure and technique errors, occlusal and localization techniques, normal anatomy, panoramic films and radiography, extraoral radiography, and digital radiography.

2 Semester Credits (45 Clock Hours)

DH-140 Pharmacology

This course is designed to provide the dental hygiene students with knowledge of the principles of pharmacology. Topics to be discussed include the calculation and dosage of medications, drug legislation, drug classifications and actions, and administration of medications. The students are also introduced to the preparation and translation of prescriptions while using drug reference resources.

2 Semester Credits (38 Clock Hours)

DH-150 Dental Hygiene Clinic Operations

This course helps to ensure that all students are prepared for the clinical experiences included in the Dental Hygiene program. This class serves as an orientation to what students can expect to encounter, what is expected of them, and what the students' responsibilities will be during their clinical experience. Guest lectures and simulations may comprise some of the methods of preparing students.

1 Semester Credit (38 Clock Hours)

DH-151 Dental Hygiene Clinical I

This first clinical provides students with comprehensive examination procedures, charting, and patient treatment. There is an introduction of basic instrumentation principles, and skills essential to assessment, planning, treatment, and evaluation of client care are emphasized. Students will focus on clinical procedures for patient assessment that include infection control, health history, extra- and intraoral examination, gingival evaluation, and periodontal assessment. Practice will be on mannequins and partners in order to develop skills.

1 Semester Credit (76 Clock Hours)

DH-155 Dental Hygiene Seminar I

This course discusses the application of dental hygiene theory to direct patient care, the role and function of the dental hygienist in preventative dentistry, techniques, and theory. This knowledge provides an introduction to the theory associated with clinical procedures and patient care. Students are introduced to the operation of the dental equipment, infection control, and basic instrumentation.

1 Semester Credit (38 Clock Hours)

DH-156 Dental Hygiene Clinical II

This course is the continuation of clinical dental hygiene practice and includes assessment, planning, and implementation of patient care.

1 Semester Credit (76 Clock Hours)

DH-160 General & Dental Pathology

In this course, students will learn the pathology of the head, neck, and oral structures. It discusses the pathogenesis, clinical appearance and treatment of the more commonly seen conditions, as well as the sequence of events necessary for differential diagnosis. Students will learn about the role of the dental hygienist as part of the health care team in identifying, treating, and preventing oral diseases, as well as systemic diseases with oral complications.

2 Semester Credits (38 Clock Hours)

DH-170 Anesthesia

This course concerns all aspects of the anesthetic process, varieties of drugs, pharmacologic effects, and adverse reactions to drugs used in dental hygiene. Discussion of drugs utilized to treat common diseases is also included.

2 Semester Credits (57 Clock Hours)

DH-210 Dental Practice: Ethics and Management

This class provides an introduction to ethical and legal responsibilities, the dental practice act, malpractice issues, and the scope of dental hygiene practice.

1 Semester Credit (38 Clock Hours)

DH-220 Community Dental Health

In this course, students learn the dental hygienist's role in the community and the history and influence of public health concepts. Students research and review federal and state agency laws, managed care, and strategies to improve public access to oral health.

2 Semester Credits (57 Clock Hours)

DH-230 Periodontics I

In this course, students will study periodontal anatomy in relation to physiology, etiology, pathogenesis, and the role of genetics, tobacco use, and systemic preventative/therapeutic procedures associated with diagnosis, prognosis, treatment, and initial phase of periodontal therapy.

2 Semester Credits (38 Clock Hours)

DH-231 Periodontics II

This course builds on DH-230. Students will learn clinical procedures associated with the surgical phase of periodontal therapy, evaluation of periodontal treatment, the maintenance phase, and the relationship between periodontics and other dental specialties.

2 Semester Credits (38 Clock Hours)

DH-250 Dental Hygiene Seminar II

This course is a continuation of the role of the dental hygienist. Students will learn to analyze assessment and the decision process in implementing patient care.

2 Semester Credits (38 Clock Hours)

DH-251 Dental Hygiene Clinical III

This course is the continuation of clinical dental hygiene practice. Students learn to use dental sealants, ultrasonic, air polishing, topical fluoride treatments, amalgam polishing, application of desensitizing agents, and dental radiographs.

3 Semester Credits (95 Clock Hours)

DH-255 Dental Hygiene Seminar III

This course is a continuation of the role of the dental hygienist as part of the dental team. Students will learn nonsurgical periodontal procedures.

2 Semester Credits (38 Clock Hours)

DH-256 Dental Hygiene Clinical IV

In this course, students will utilize didactic and previous clinical experience in order to provide comprehensive dental hygiene care to clients with simple to complex needs. Additional nonsurgical periodontal therapies will be introduced.

3 Semester Credits (95 Clock Hours)

DH-260 Dental Emergencies and Pathology

This course will prepare students for the early recognition and appropriate management of common medical emergencies in the dental office.

1 Semester Credit (38 Clock Hours)

DH-270 Dental Hygiene Seminar IV

This course is a continuation of the role of the dental hygienist as part of the dental team. Students will learn nonsurgical periodontal procedures.

2 Semester Credits (38 Clock Hours)

DH-271 Dental Hygiene Clinical V

In this course, students will utilize didactic and previous clinical experience in order to provide comprehensive dental hygiene care to clients with simple to complex needs. Additional nonsurgical periodontal therapies will be introduced.

3 Semester Credits (114 Clock Hours)

DH-275 Dental Hygiene Seminar V

This course is a continuation of the role of the dental hygienist. Students will learn to analyze assessment and the decision process in implementing patient care. It also includes a review of all

program subjects to help meet the Dental Hygiene Program Competencies and assist in the National Board Examination.

2 Semester Credits (38 Clock Hours)

DH-276 Dental Hygiene Clinical VI

This is a continuation of advanced didactic and clinical application of the process of care on clients in the dental hygiene clinic. Students will continue to refine their clinical skills to gain competency as they make the transition into the practice of dental hygiene.

3 Semester Credits (114 Clock Hours)

EC-150 Macroeconomics

This course explores the operations and functions of economic systems. Emphasis is placed on monetary and fiscal policy, employment, international interactions, and social influences.

4 Semester Credits (60 Lecture Hours)

EN-100 Business Language Skills

This course is designed to help students master the grammatical terminology, usage, and syntax they will need to understand the design behind the English language. This will allow students the opportunity to improve their written and verbal communication by having the ability to detect and fix consistent errors.

2 Semester Credits (40 Lecture Hours)

EN-102 Technical Writing I

Technical Writing I offers students practice in planning, drafting, and editing business documents such as memos, letters, e-mails, and resumes. This course focuses on organization, conciseness, and clarity. Grammatical and syntactical issues will be covered as complications arise in students' writing.

1 Semester Credit (20 Lecture Hours)

EN-103 Technical Writing II

Technical Writing II offers students further practice in planning, drafting, and editing business documents such as memos, letters, e-mails, and resumes. This course continues to focus on organization, conciseness, and clarity. Grammatical and syntactical issues will continue to be covered as complications arise in students' writing.

2 Semester Credits (20 Lecture Hours, 10 Lab Hours)

EN-105 Business Communication

This course is designed to help students master communication concepts and skills necessary for success in business and academic contexts. Particular emphasis is placed on writing as a means of expressing and organizing ideas and information. Students are encouraged to achieve proficiency in grammatical terminology, usage, and syntax through a variety of practical written applications.

3 Semester Credits (57 Clock Hours)

EN-106 Technical Writing

The Technical Writing course focuses on various forms of technical writing ranging from the traditional linear format to those in an on-line hypertext format. This course exposes students to the knowledge, rhetorical conventions, and true-to-life experiences needed for contemporary

professional writing in the workplace. The course also emphasizes the grammatical and stylistic conventions of business and technical writing.

3 Semester Credits (57 Clock Hours)

EN-110 Oral Communication I

Oral Communication is designed to help students become aware of the different theories and processes of oral communication. Oral Communication I is designed to begin the speaking activities and introduce the importance of having good listening and speaking skills as well as provide a conducive environment for learning and experimenting with different speaking strategies. This course requires presentations and impromptu speeches.

1 Semester Credit (20 Lecture Hours)

EN-111 Oral Communication II

Oral Communication II is designed to help students build upon the different theories and processes of Oral Communication I and enhance their speaking skills. The course is designed to provide a positive speaking environment where students can discuss areas of excellence and areas for improvement in peer feedback. Students will gain the confidence they need to feel more comfortable speaking in the workplace or for formal presentations. This course requires students to present informative and persuasive speeches.

2 Semester Credits (40 Lecture Hours)

EN-112 Oral Communication

Oral Communication is designed to combine communication theory with the practice of oral communication skills. This course develops awareness of the communication processes while examining creative, organizational, and delivery strategies in varying communication contexts. Critical skills are developed in listening, reading, thinking, and speaking. Students are expected to prepare and deliver three substantial speeches, including informative and persuasive.

3 Semester Credits (45 Clock Hours)

EN-120 Argumentative Writing I

Argumentative Writing I is designed to help students gain proficiency in essay composition as well as critical thinking skills. This course allows students the opportunity to improve their written communication skills as well as their interpretive skills both within the context of informative and persuasive writing. Students are trained to extensively research their topics.

2 Semester Credits (30 Lecture Hours, 10 Lab Hours)

EN-122 Composition I

This course helps students to develop the writing, reading, and thinking skills necessary to produce effective college-level prose. Students write personal, expository, analytical, and argumentative essays in conjunction with critical reading and discussion of academic and literary texts. Emphasis is placed on the process of writing for multiple generic and contextual requirements.

3 Semester Credits (45 Clock Hours)

EN-220 Argumentative Writing II

Argumentative Writing II continues helping students gain proficiency in essay composition as well as critical thinking skills. This course allows students the opportunity to further improve their written communication skills as well as their interpretive skills both within the context of

informative, analytical, and persuasive writing. Students are required to extensively research their topics.

2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

EN-222 Composition II

Composition II enhances the writing, reading, and thinking skills developed in Composition I through the incorporation of researched materials into student-generated prose. Students engage in the process of finding, evaluating, and selecting print and digital sources to write about topics of individual and group interest. Emphasis is placed on interpretation, argumentation, and citation as fundamental skills of academic inquiry.

3 Semester Credits (45 Clock Hours)

EN-230 Introduction to Fiction

This course covers a variety of literary works and is designed to help students read with deeper understanding by becoming acquainted with the conventions of fiction. Students will discuss fiction as it reflects the human experience and will consider the social and historical backgrounds of the covered works.

3 Semester Credits (48 Clock Hours)

GD-101 Graphic Design

This course focuses on fundamental concepts and visual skills necessary for graphic design with an emphasis on typography as a means of illustrating the fundamental principles of design. The course introduces the students to the fundamental concepts of document creation and the production of printed materials using illustration and image-manipulation software. The students also learn to distinguish between various typefaces. They also learn formatting, specifying typestyles and sizes, leading, copyfitting, readability requirements, basic typesetting, and the history of type.

3 Semester Credits (30 Lecture Hours, 30 Lab Hours)

GD-102 Design and Color

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

3 Semester Credits (20 Lecture Hours, 60 Lab Hours)

GD-103 Design and Color

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

2 Semester Credits (20 Lecture Hours, 40 Lab Hours)

GD-104 Typography

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.

2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

GD-105 Typography I

In this course, students continue to develop their typographic skills. All type fundamentals are

discussed, and students design letterforms, learn to use type appropriately, learn advanced typesetting techniques, experiment with the effects that can be achieved through use of type manipulation software, and begin to arrange type using electronic layout and design software.

2 Semester Credits (20 Lecture Hours, 40 Lab Hours)

GD-111 History of Graphic Design

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.

2 Semester Credits (40 Lecture Hours)

GD-112 Introduction to Production

This course explains the production of printed matter. 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.

2 Semester Credits (40 Lecture Hours)

GD-114 Introduction to Production

This course explains the production of printed matter. 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.

1 Semester Credit (20 Lecture Hours, 20 Lab Hours)

GD-115 Drawing

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.

1 Semester Credit (10 Lecture Hours, 30 Lab Hours)

GD-116 Comprehensive Illustration

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

1 Semester Credit (10 Lecture Hours, 30 Lab Hours)

GD-117 Electronic Drawing I

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.

3 Semester Credits (20 Lecture Hours, 60 Lab Hours)

GD-118 Electronic Drawing II

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

1 Semester Credit (10 Lecture Hours, 30 Lab Hours)

GD-119 History of Graphic Design

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.

3 Semester Credits (48 Lecture Hours)

GD-120 Web Design with HTML

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.

2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

GD-121 Desktop Publishing

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

4 Semester Credits (40 Lecture Hours, 40 Lab Hours)

GD-122 Multimedia and Animation

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

2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

GD-123 Electronic Drawing I

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.

2 Semester Credits (20 Lecture Hours, 60 Lab Hours)

GD-124 Electronic Drawing II

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

2 Semester Credits (20 Lecture Hours, 60 Lab Hours)

GD-125 Typography II

In this course, students continue developing more advanced typographic skills. Students learn to use more advanced layout and typographic techniques as well as exploring type in the digital environment and experimenting with more creative uses of type.

1 Semester Credit (20 Lecture Hours, 20 Lab Hours)

GD-130 Electronic Layout & Design I

In this course, students are introduced to more advanced page layout and design concepts and techniques with specific instruction in electronic page layout. Projects require the students to create their own graphics and text or to utilize graphics and text imported from other applications programs, in order to create original design solutions.

3 Semester Credits (30 Lecture Hours, 50 Lab Hours)

GD-135 Web Design I

This course provides instruction and experience in the use of web technologies to create, edit, and manage well-designed Web sites. Students will be introduced to both WYSIWYG software as well as hand-generated HTML and CSS.

3 Semester Credits (30 Lecture Hours, 30 Lab Hours)

GD-200 Design & Presentation Development

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

3 Semester Credits (120 Lab Hours)

GD-202 Design & Presentation Development

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

4 Semester Credits (120 Lab Hours)

GD-203 Advertising Art Portfolio

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.

4 Semester Credits (40 Lecture Hours, 40 Lab Hours)

GD-204 Advertising Art Portfolio

This course is designed to prepare students for the transition from student to professional graphic designer. Students will begin to develop a portfolio of graphic design pieces, prepare a resume and cover letter, practice interviewing skills, and learn techniques that will enable them to best present their resumes, portfolios, and personal skills. Additional topics for discussion include types of jobs, agencies, salaries, networking, and ethics.

2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

GD-205 Web Design for Graphic Designers

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.

2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

GD-206 Advanced Multimedia & Animation

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

2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

GD-207 Electronic Layout & Design

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.

4 Semester Credits (30 Lecture Hours, 60 Lab Hours)

GD-225 Web Design II

This course continues to build on the student's use of web technologies in creating, editing, and managing well-designed Web sites. Students continue to utilize both WYSIWYG software as well as hand-generated HTML and CSS to build dynamic, compliant, assessable Web sites.

3 Semester Credits (30 Lecture Hours, 30 Lab Hours)

GD-230 Electronic Layout & Design II

In this course, students continue mastering their electronic page layout and design skills through the use of advanced desktop publishing and imaging techniques. Projects require the students to create their own graphics and text or to utilize graphics and text imported from other applications programs, in order to create original design solutions.

3 Semester Credits (30 Lecture Hours, 30 Lab Hours)

GD-250 Graphic Design Externship

This externship provides the students with hands-on, practical work experience for a career in the field of graphic design. Students find sites that require the services of a graphic designer where they can utilize the computer, layout and visual problem-solving skills they have developed while creating new content for their portfolios. Potential sites include graphic design firms, advertising and marketing firms, print and fulfillment facilities, and any business that needs entry-level visual communication services. Externship experiences are supervised and evaluated by personnel at the externship site and by college faculty.

3 Semester Credits (135 Externship Hours)

HP-111 Front and Back Office Operations

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. Students complete a computerized front office simulation.

2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

HP-211 Guest Relations Management

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

2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

HP-213 Resort Management

This course provides students with the business principles and practices unique to the resort segment of the hospitality industry. Focus is placed on the three elements specific to successful resort management: recreational attractions, housing and services, and activities. Emphasis is placed on resort development, marketing, and operations.

2 Semester Credits (40 Lecture Hours)

HP-215 Event Planning

In this course students will learn the steps for developing and planning a theme event. Focus is placed on determining location, facilities, promotion strategies, and budgeting the event. Students will work together as a project team.

2 Semester Credits (40 Lecture Hours)

MA-104 Business Math

This course introduces mathematics as a business tool. This includes constructing, analyzing, and solving business-related problems, such as interest computation, taxes, discounts, and bank reconciliation.

2 Semester Credits (30 Lecture Hours, 10 Lab Hours)

MA-120 Quantitative Literacy

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.

2 Semester Credits (40 Lecture Hours)

MA-121 Quantitative Literacy

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.

4 Semester Credits (60 Lecture Hours)

MA-122 Quantitative Literacy

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

3 Semester Credits (45 Clock Hours)

MA-123 Math for Health Care Careers

This course is designed to develop mathematical reasoning skills through the use of fractions, decimals, percentages, and ratios and their application to the medical field. In addition, statistical models will be presented to further enhance the understanding and use of math in medicine.

3 Semester Credits (45 Clock Hours)

MA-200 Statistics

This course provides a contemporary look at the scope, nature, tools, language, and interpretation of statistics based on real-world applications. Topics include descriptive methods, probability theory, distributions, statistical inference, and regression analysis.

3 Semester Credits (48 Clock Hours)

MA-205 Finite Mathematics

This course emphasizes analytical problem solving in areas such as linear systems, matrices, set theory, probability, statistics, and financial mathematics. Focus is placed on business and social science applications.

4 Semester Credits (60 Clock Hours)

MD-102 Anatomy and Physiology I

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. The students are also introduced to the basic body structures that

contribute to an understanding of the human body process in normal and abnormal conditions. Body systems studied include digestive, urinary, female and male reproductive, nervous, cardiovascular, respiratory, blood, lymphatic, and immune.

2 Semester Credits (40 Lecture Hours)

MD-103 Anatomy and Physiology II

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 process are studied. Systems covered include musculoskeletal, skin, sense organs, and endocrine. Other topics covered include oncology and psychiatry.

2 Semester Credits (40 Lecture Hours)

MD-104 Anatomy and Physiology I

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. The students are also introduced to the basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions. Body systems studied include digestive, urinary, female and male reproductive, nervous, cardiovascular, respiratory, blood, lymphatic, and immune.

2 Semester Credits (57 Clock Hours)

MD-105 Anatomy and Physiology II

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 process are studied. Systems covered include musculoskeletal, skin, sense organs, and endocrine. Other topics covered include oncology and psychiatry.

2 Semester Credits (57 Clock Hours)

MD-106 Pharmacology

This course is designed to provide the medical assisting students with knowledge of the principles of pharmacology. Topics to be discussed include the calculation and dosage of medications, drug legislation, drug classifications and actions, and administration of medications. The students are also introduced to the preparation and translation of prescriptions while using drug reference resources.

2 Semester Credits (38 Clock Hours)

MD-128 Medical Laboratory Procedures

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.

4 Semester Credits (76 Clock Hours)

MD-132 Medical Administrative Procedures I

In this course the medical assisting 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, and medical records management. Other topics include interpersonal human relations and medical law and ethics.

2 Semester Credits (38 Clock Hours)

MD-133 Medical Administrative Procedures II

This course is designed to continue the development of medical administrative procedures. Competencies include bookkeeping and facility management.

2 Semester Credits (38 Clock Hours)

MD-139 Business and Ethics in Healthcare

This course provides an understanding of the fundamentals of business operations in relation to the healthcare industry and then assists the students in identifying moral issues and applying the major ethical theories to dilemmas found in the practice of medicine. Emphasis is placed on first understanding core concepts of management, marketing, accounting, human resources, and finance and then reviewing the ethical concepts relevant to addressing moral dilemmas in the medical field.

2 Semester Credits (38 Clock Hours)

MD-141 Clinical Procedures I

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.

2 Semester Credits (38 Clock Hours)

MD-142 Clinical Procedures II

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

4 Semester Credits (76 Clock Hours)

MD-143 Clinical Procedures III

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

2 Semester Credits (38 Clock Hours)

MD-148 Medical Insurance

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.

2 Semester Credits (40 Lecture Hours)

MD-155 Medical Office Systems

This course continues building on the students' knowledge of administrative procedures through computerized simulations of procedures performed in the medical facility. The students utilize the concepts of billing and collection, bookkeeping functions, and banking and payroll procedures. Students also learn to dictate progress notes.

1 Semester Credit (15 Lecture Hours, 15 Lab Hours)

MD-156 Medical Office Systems

This course continues building on the students' knowledge of administrative procedures through computerized simulations of procedures performed in the medical facility. The students utilize the concepts of billing and collection, bookkeeping functions, and banking and payroll procedures. Students also learn to dictate progress notes.

1 Semester Credit (38 Clock Hours)

MD-200 Medical Externship

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

6 Semester Credits (270 Externship Hours)

MD-201 Medical Externship

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

6 Semester Credits (300 Clock Hours)

OS-101 Keyboarding I

This course is designed to develop and reinforce touch control of the keyboard, to develop proper typing techniques, to build basic speed and accuracy skills, and to provide practice in applying those basic skills to the production of business correspondence.

1 Semester Credit (10 Lecture Hours, 30 Lab Hours)

OS-102 Keyboarding II

This course incorporates analytical skills, continues drills, and reinforces formatting skills to increase keyboarding speed and improve accuracy skills. In addition, the course provides an individualized diagnostic/prescriptive method for developing speed and accuracy. English grammar and mechanics are reinforced through short exercises.

1 Semester Credit (10 Lecture Hours, 30 Lab Hours)

OS-103 Keyboarding III

This course provides an individualized diagnostic/prescriptive method for developing speed and accuracy. The course continues to reinforce formatting and thinking skills through office-simulated projects. English grammar and mechanics are reinforced through short exercises.

1 Semester Credit (10 Lecture Hours, 30 Lab Hours)

OS-104 Keyboarding I

This course is designed to develop and reinforce touch control of the keyboard, to develop proper typing techniques, to build basic speed and accuracy skills, and to provide practice in applying those basic skills to the production of business correspondence.

2 Semester Credits (47 Clock Hours)

OS-105 Keyboarding II

This course incorporates analytical skills, continues drills, and reinforces formatting skills to increase keyboarding speed and improve accuracy skills. In addition, the course provides an individualized diagnostic/prescriptive method for developing speed and accuracy. English grammar and mechanics are reinforced through short exercises.

2 Semester Credits (47 Clock Hours)

OS-150 Integration I

This course is designed to integrate the skills acquired in computers, English, and keyboarding. Students will be challenged to increase both speed and accuracy in transcribing and keyboarding through timed tests, including letters, memos, reports, and spreadsheets. Timed typing tests will also be given to maintain a balance of skills.

2 Semester Credits (57 Clock Hours)

OS-151 Integration II

This course is designed to integrate the skills acquired in computers, English, and keyboarding at a higher level. Students will be challenged to increase both speed and accuracy in transcribing and keyboarding through timed tests, including letters, memos, reports, and spreadsheets. Timed typing tests will also be given to maintain a balance of skills.

2 Semester Credits (57 Clock Hours)

OS-160 Integration I

This course is designed to integrate the skills acquired in computers, English, and keyboarding. Students will be challenged to increase both speed and accuracy in transcribing and keyboarding through timed tests, including letters, memos, reports, and spreadsheets. Timed typing tests will also be given to maintain a balance of skills.

1 Semester Credit (40 Lab Hours)

OS-161 Integration II

This course is designed to integrate the skills acquired in computers, English, and keyboarding at a higher level. Students will be challenged to increase both speed and accuracy in transcribing and keyboarding through timed tests, including letters, memos, reports, and spreadsheets. Timed typing tests will also be given to maintain a balance of skills.

1 Semester Credit (40 Lab Hours)

OS-200 Legal and Administrative Systems

This course is designed to develop an understanding of legal terminology and documents. Dictation and transcription of legal material is utilized. Word processing software is used to prepare legal documents, correspondence, and forms.

2 Semester Credits (30 Lecture Hours, 10 Lab Hours)

OS-220 Legal Administrative Procedures

This course is designed to develop an understanding of legal terminology and documents commonly encountered by Administrative Assistants working in the legal field. Dictation and transcription of legal material is utilized. Various office software is used to prepare legal documents, correspondence, and forms.

3 Semester Credits (57 Clock Hours)

OS-250 Integration III

This course is the capstone integration course and continues to integrate the skills acquired in computers, English, and keyboarding at a higher level. Students will be challenged to reach peak speeds and accuracy in transcribing and keyboarding through timed tests, including letters, memos, reports, spreadsheets, and technical reports. Timed typing tests will also be given to maintain a balance of skills.

2 Semester Credits (57 Clock Hours)

OS-260 Integration III

This course is the capstone integration course and continues to integrate the skills acquired in computers, English, and keyboarding at a higher level. Students will be challenged to reach peak speeds and accuracy in transcribing and keyboarding through timed tests, including letters, memos, reports, spreadsheets, and technical reports. Timed typing tests will also be given to maintain a balance of skills.

1 Semester Credit (40 Lab Hours)

OT-101 Introduction to Occupational Therapy

This introductory course to the occupational therapy assistant program provides students with a base for current occupational therapy practice. This course will examine the role of occupational therapy in health care, community-based, and educational systems. Topics include history of occupational therapy, philosophical principles, occupational therapy practice framework, use of occupation as the professional foundation for assessment and intervention, American Occupational Therapy Association (AOTA) frames of reference, current and emerging practice areas, roles of the registered occupational therapist and the certified occupational therapy assistant, national and state credentialing requirements, occupational therapy association functions at all levels, and scholarly endeavors and their contribution to occupational therapy.

2 Semester Credits (38 Clock Hours)

OT-105 Medical Terminology and Documentation

The student will learn basic terminology word skills and knowledge including prefixes, suffixes, word parts, general medicine and body parts, directional terms, and selected abbreviations and symbols. Mastery includes skills in spelling, pronunciation, definitions of terms, and comprehensive use of select medical terms in appropriate written and oral applications. Written documentation will introduce the student to various forms of record keeping and legal and ethical requirements associated with documentation in occupational therapy necessary to meet professional and insurance regulations. A cloud-based electronic medical record system will be utilized to reinforce learning of medical terminology and documentation concepts.

1 Semester Credit (30 Clock Hours)

OT-110 Anatomy and Physiology for OTA I Theory

This course is a comprehensive study of human anatomy and physiology to be understood by the occupational therapy assistant. This course provides a solid foundation for understanding the structure and function of the human body, focusing on gross and surface anatomy as it relates to the integumentary, nervous, muscular, and skeletal systems.

3 Semester Credits (45 Clock Hours)

OT-111 Anatomy and Physiology for OTA I Lab

This lab course will provide hands-on experience to allow students to integrate concepts presented in Anatomy and Physiology for OTA I Theory with a focus on surface anatomy and muscular and skeletal systems.

1 Semester Credit (38 Clock Hours)

OT-115 Anatomy and Physiology for OTA II Theory

This course is a continuation of the comprehensive study of human anatomy and physiology to be understood by the occupational therapy assistant. This course is intended to familiarize students with gross and surface anatomy as it relates to the circulatory, endocrine, gastrointestinal, reproductive, respiratory, and urinary systems.

3 Semester Credits (45 Clock Hours)

OT-116 Anatomy and Physiology for OTA II Lab

This lab course will provide hands-on experience to allow students to integrate concepts presented in Anatomy and Physiology for OTA II Theory with a focus on the circulatory, endocrine, and respiratory systems.

1 Semester Credit (38 Clock Hours)

OT-120 Human Occupations

Observation, analysis, and performance of human occupation in work, self-care, and play/leisure throughout the lifespan. Person-Environment-Occupation framework for analysis of occupations will be incorporated along with a special emphasis on the older adult.

2 Semester Credits (60 Clock Hours)

OT-125 Conditions Affecting Health and Occupations

This course will examine the etiology and symptoms of clinical conditions that are commonly referred to in occupational therapy. Topics include the effects of trauma, disease, and congenital conditions on the biological, psychological, and social domains of occupational behavior and the impact of these conditions on performance of occupations. Procedures and precautions ensuring safety of clients and caregivers will be reviewed.

3 Semester Credits (45 Clock Hours)

OT-130 Human Movement for Occupation

This course will present the basic principles of biomechanics and kinesiology related to human movement and occupational performance. Topics include the interrelationship among the central nervous system, peripheral nervous system, and musculoskeletal system; anatomical landmarks; joints; posture, balance, and locomotion; and analysis of functional movement required for work, self-care, and play. Principles of goniometry and manual muscle testing will also be covered for upper and lower extremities.

2 Semester Credits (60 Clock Hours)

OT-135 Assistive Technology

This course will introduce the student to a variety of assistive technologies used in occupational therapy settings. Topics include physical agent modalities, splinting, computer programs, environmental access, driving and low-vision adaptations, and high- and low-technology devices as adaptive occupations to increase occupational performance.

1 Semester Credit (38 Clock Hours)

OT-140 Activity Analysis and Group Process

This course will present the concept of activity analysis and then apply this process to the analysis of occupation. Theoretical and experiential approaches to the study of groups will be explored. Students will lead groups to ensure understanding of group processes and dynamics and to begin development of therapeutic use of self.

1 Semester Credit (38 Clock Hours)

OT-150 Management in Occupational Therapy

This course will examine basic management and support tasks relevant to the role of the occupational therapy assistant (OTA). Topics include the history of the United States health care system, current health care delivery systems in the United States, legislation and the impact on occupational therapy practice, leadership, career advancement opportunities for the occupational therapy assistant, advocacy, regulatory agencies, professional competency, payment systems, billing practices, marketing of occupational therapy services, performance improvement, and accreditation.

2 Semester Credits (38 Clock Hours)

OT-160 Theory of Physical Rehabilitation

The occupational therapy process in relation to adults and older adults with physical disabilities is examined, beginning with a historical and theoretical overview. Topics include clinical features and medical management, effects of aging and chronic illness, assessment and occupation-based intervention, evidence-based practice, and issues impacting physical rehabilitation OT practice.

3 Semester Credits (45 Clock Hours)

OT-165 Occupational Performance: Physical Rehabilitation

This course advances students' skill in activity analysis and occupational adaptation during activities of daily living and instrumental activities of daily living tasks for adults and older adults with physical disabilities. Students will develop home activity programs using technology. Adaptive equipment options and environmental modifications are explored in order to assist the physically disabled and reinforced through participation in lab experiences.

2 Semester Credits (60 Clock Hours)

OT-170 Physical Rehabilitation Level I Fieldwork

This course is designed to expose the Occupational Therapy Assistant student to direct observation and participation in select therapeutic activities within a supervised physical disabilities setting. In-class activities complement topics and experiences that occur in off-sites.

1 Semester Credit (85 Clock Hours)

OT-200 Professional Issues in Occupational Therapy

This course will examine professional issues, legal and ethical issues impacting healthcare and the occupational therapy profession, service competency and supervision needed for clinical practice, and preparation for Level II fieldwork and the certification examination. Topics include legal and ethical issues, reporting of ethical violations, supervision requirements and service competency, preparation activities for Level II fieldwork, participation in practice on-line NBCOT examinations, employment acquisition, lifelong learning, and professional development.

1 Semester Credit (38 Clock Hours)

OT-205 Clinical Reasoning in Occupational Therapy Practice

This course will focus on application and integration of clinical reasoning and problem-solving strategies throughout the occupational therapy process. Emphasis is placed on the multifaceted dimensions of clinical decision making in OT practice through case studies, role playing, and discussion to facilitate learning of occupation-based intervention.

2 Semester Credits (38 Clock Hours)

OT-210 Theory of Pediatric Occupations

This course provides a review of human development from birth through adolescence, with emphasis on conditions that impact occupational performance of children and adolescents. Topics include theory and application, frames of reference, the occupational therapy process, evidence-based practice, and roles of the Occupational Therapist and Occupational Therapy Assistant in service delivery in various practice settings.

3 Semester Credits (45 Clock Hours)

OT-215 Occupational Performance: Developmental

This course will focus on the development of observation skills, assessment, teaching, adapting, and grading of self-care, work, and play/leisure occupations for children with developmental or acquired disabilities. Topics include techniques and strategies for working with parents and teachers, clinical reasoning to enable students to make appropriate treatment plans and interventions after the evaluation process is completed, and equipment to maximize participation in meaningful occupations, improve independence, and ensure safety.

2 Semester Credits (60 Clock Hours)

OT-220 Pediatric Level I Fieldwork

This course includes observation and guided practice for application of the occupational therapy process in settings serving children or adolescents with developmental challenges. Students are supervised by fieldwork educators or faculty at health care, education, or community settings. In-class activities complement topics and experiences in off-sites.

1 Semester Credit (85 Clock Hours)

OT-230 Theory of Psychosocial Occupation

This course exposes students to the most commonly seen psychological and/or cognitive disorders in occupational therapy. Examination of how psychosocial dysfunction impacts occupational performance will take place. Therapeutic use of self and research pertaining to these populations will be discussed, along with cultural influences on mental health as viewed from the Person-Environment-Occupation framework.

3 Semester Credits (45 Clock Hours)

OT-235 Occupational Performance: Psychosocial

This course will focus on the development of observation skills, assessment, teaching, adapting, and grading of self-care, work, and play/leisure occupations for adults with mental health or cognitive disabilities. Topics include group processes, development of therapeutic use of self, use of craft media commonly used with the psychiatric population, and interventions to maximize participation in meaningful occupations and ensure client safety.

2 Semester Credits (60 Clock Hours)

OT-240 Psychosocial Level I Fieldwork

This course is designed to expose the Occupational Therapy Assistant student to direct observation and select participation in client treatment activities within a supervised psychosocial/geriatric setting. In-class activities complement topics and experiences in off-sites.
1 Semester Credit (85 Clock Hours)

OT-250 Level II Fieldwork A

This is the first full-time clinical course in the OTA curriculum. It consists of an eight-week supervised experience in an off-site occupational therapy facility. The OTA student will work under the direct supervision of a licensed OT or OTA. Primary emphasis is upon: 1) gaining hands-on clinical practice in the skills covered in previous OTA curriculum coursework by providing exposure to clients with a variety of diagnoses, 2) facilitating communication skills (written and nonwritten and therapeutic use of self), and 3) challenging the student's problem-solving and critical thinking skills. The Academic Fieldwork Coordinator (AFC) closely monitors student performance during this experience and assigns final course grades.

6 Semester Credits (300 Clock Hours)

OT-255 Level II Fieldwork B

This is the second, terminal full-time clinical course in the OTA curriculum. It consists of an eight-week supervised experience in an off-site occupational therapy facility. The OTA student will work under the direct supervision of a licensed OT or OTA. Primary emphasis is upon: 1) gaining hands-on clinical practice in the skills covered in all previous OTA curriculum coursework by providing exposure to clients with a variety of diagnoses, 2) facilitating communication skills (written and nonwritten and therapeutic use of self), and 3) challenging the student's problem-solving and critical thinking skills. The Academic Fieldwork Coordinator (AFC) closely monitors student performance during this experience and assigns final course grades.

6 Semester Credits (300 Clock Hours)

PD-100 Professional Development

This course is designed to prepare students for the transition from student to employee. Emphasis is placed on resume writing, interviewing techniques, job skills analysis, and the importance of a positive attitude.

1 Semester Credit (20 Lecture Hours)

PD-101 Medical Career Strategies

This course is designed to prepare students for the transition from student to employee. Emphasis is placed on resume writing, interviewing techniques, job skills analysis, and the importance of a positive attitude for career advancement in the medical assistant field. Students explore appropriate techniques for job application, interviewing, and maintaining professionalism. Critical thinking is used to analyze personal job skills and needs to prepare them for presentation to prospective employers in a professional manner.

1 Semester Credit (20 Lecture Hours, 10 Lab Hours)

PD-102 Career Strategies

This course is designed to prepare students for the transition from student to employee. Students explore appropriate techniques for maintaining professionalism while applying and interviewing for positions in the business field. Emphasis is placed on analyzing personal job skills and needs

to prepare for entry into the business field, resume writing, and the importance of a positive attitude for career advancement. Critical thinking will be used to analyze, prioritize, and solve potential problem situations on the job through a case-study approach.

3 Semester Credits (40 Lecture Hours, 20 Lab Hours)

PD-103 Veterinary Technician Career Strategies

This course is designed to prepare students for the transition from student to employee. Emphasis is placed on resume writing, interviewing techniques, job skills analysis, and the importance of a positive attitude for career advancement in the veterinary technician field. Students explore appropriate techniques for job application, interviewing, and maintaining professionalism. Critical thinking is used to analyze personal job skills and needs to prepare them for presentation to prospective employers in a professional manner.

1 Semester Credit (20 Lecture Hours, 10 Lab Hours)

PD-104 Contemporary Career Strategies

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

1 Semester Credit (20 Lecture Hours, 10 Lab Hours)

PD-105 Career Strategies

This course is designed to prepare students for the transition from student to employee. Students explore appropriate techniques for maintaining professionalism while applying and interviewing for positions in the business field. Emphasis is placed on analyzing personal job skills and needs to prepare for entry into the business field, resume writing, and the importance of a positive attitude for career advancement. Critical thinking will be used to analyze, prioritize, and solve potential problem situations on the job through a case-study approach.

2 Semester Credits (57 Clock Hours)

PD-106 Medical Career Strategies

This course is designed to prepare students for the transition from student to employee. Emphasis is placed on resume writing, interviewing techniques, job skills analysis, and the importance of a positive attitude for career advancement in the medical assistant field. Students explore appropriate techniques for job application, interviewing, and maintaining professionalism. Critical thinking is used to analyze personal job skills and needs to prepare them for presentation to prospective employers in a professional manner.

1 Semester Credit (38 Clock Hours)

PH-200 Ethics I

This course provides an introduction to the ethical concepts that are relevant to solving moral dilemmas. Critical thinking and analytical skills will be utilized in identifying moral issues and in the application of major ethical theories to ethical dilemmas found in business and current events.

2 Semester Credits (40 Lecture Hours)

PH-201 Ethics I

This course requires the application of ethical concepts to contemporary issues confronting society, business, education, and the family. Critical thinking will be utilized in analyzing the issues and constructing viable positions on the issues.

1 Semester Credit (20 Lecture Hours)

PH-202 Ethics

This course provides an introduction to the ethical concepts relevant to addressing moral dilemmas in human conduct. Critical analysis will assist the student in identifying moral issues and applying the major ethical theories to dilemmas found in business, society, and current events.

3 Semester Credits (45 Clock Hours)

PH-210 Introduction to Critical Thinking

This course enhances the student's ability to think effectively. It includes a comprehensive introduction to the cognitive process while helping students develop the higher-order thinking abilities needed for academic and career success. Creative learning techniques are used to motivate student research around contemporary issues in society and business.

3 Semester Credits (45 Clock Hours)

PT-100 Introduction to Physical Therapy

This course is an overview of the physical therapy profession within the health care delivery system from a historical, philosophical, and organizational context. Students explore the physical therapy frame of reference in various practice and treatment areas. Personal and professional qualities of the health care provider, professional ethics, and the psychological aspects of treatment are discussed. An introduction to the State of Illinois Physical Therapy Practice Act, the American Physical Therapy Association's (APTA) Guide for Conduct of the Physical Therapist Assistant, and Standards of Ethical Conduct for the Physical Therapist Assistant will be discussed.

1 Semester Credit (20 Lecture Hours)

PT-101 Medical Terminology and Documentation

The student will learn basic terminology word skills and knowledge including prefixes, suffixes, word parts, general medicine and body parts, directional terms, and selected abbreviations and symbols. Mastery includes skills in spelling, pronunciation, definitions of terms, and comprehensive use of select medical terms in appropriate written and oral applications. Written documentation will introduce the student to various forms of record keeping and legal and ethical requirements associated with documentation in physical therapy.

1 Semester Credit (20 Lecture Hours)

PT-102 Medical Terminology and Documentation

The student will learn basic terminology word skills and knowledge including prefixes, suffixes, word parts, general medicine and body parts, directional terms, and selected abbreviations and symbols. Mastery includes skills in spelling, pronunciation, definitions of terms, and comprehensive use of select medical terms in appropriate written and oral applications. Written documentation will introduce the student to various forms of record keeping and legal and ethical requirements associated with documentation in physical therapy.

1 Semester Credit (28 Clock Hours)

PT-103 Introduction to Physical Therapy

This course is an overview of the physical therapy profession within the health care delivery system from a historical, philosophical, and organizational context. Students explore the physical therapy frame of reference in various practice and treatment areas. Personal and professional qualities of the health care provider, professional ethics, and the psychological aspects of treatment are discussed. An introduction to the State of Illinois Physical Therapy Practice Act, the American Physical Therapy Association's (APTA) Guide for Conduct of the Physical Therapist Assistant, and Standards of Ethical Conduct for the Physical Therapist Assistant will be discussed.

1 Semester Credit (28 Clock Hours)

PT-110 Functional Anatomy for PTA I

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

3 Semester Credits (30 Lecture Hours, 30 Lab Hours)

PT-111 Functional Anatomy for PTA II

This course is intended to familiarize students with gross and surface anatomy as it relates to the circulatory, endocrine, gastrointestinal, reproductive, and respiratory systems. This course will look at the integration of body systems, structures, and functions.

3 Semester Credits (30 Lecture Hours, 30 Lab Hours)

PT-112 Functional Anatomy for PTA I

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

3 Semester Credits (76 Clock Hours)

PT-114 Functional Anatomy for PTA II

This course is intended to familiarize students with gross and surface anatomy as it relates to the circulatory, endocrine, gastrointestinal, reproductive, respiratory, and urinary systems. This course will look at the integration of body systems, structures, and functions.

3 Semester Credits (45 Clock Hours)

PT-120 Introduction to Patient Care

Students will learn introductory information and basic skills performed by the physical therapist assistant in the field. Patient communications, measuring vital signs, managing medical emergencies, administering CPR, patient positioning, body mechanics, environmental assessment, infection control techniques, transfer training, and wheelchair management are topics covered in the course. Data collection and documentation for basic skills will also be covered.

1 Semester Credit (8 Lecture Hours, 30 Lab Hours)

PT-121 Patient Care I

This course will introduce the PTA student to basic patient care skills. Topics covered include communications, measuring vital signs, body mechanics, environmental assessment, infection control techniques, anthropometric data collection, and cognition assessment.

1 Semester Credit (38 Clock Hours)

PT-122 Patient Care II

This is the second course of a two-part series introducing the PTA student to basic patient care skills. Topics covered include managing medical emergencies, administering CPR, patient positioning, transfer training, and wheelchair management.

1 Semester Credit (38 Clock Hours)

PT-130 Physical Agents I

This course introduces the use of physical agents in physical therapy interventions. The use of superficial and deep thermal, athermal, cryotherapy, and compression therapies are studied. Data collection and documentation for physical agent use will also be covered.

2 Semester Credits (57 Clock Hours)

PT-140 Kinesiology Theory I

This is the first course of a two-part series in the fundamentals of kinesiology. Students are introduced to basic concepts of motion as they apply to the human body. Concepts covered include kinetics, force, torque, leverage, balance, body mechanics, and motion analysis. Biomechanics of the upper and lower extremities will be studied in detail. This knowledge will then be applied to analyzing human motion with an emphasis on integrating structure and function. Principles of goniometry and manual muscles testing will also be covered for upper and lower extremities.

2 Semester Credits (38 Clock Hours)

PT-141 Kinesiology Laboratory I

This course will cover the lab components that complement the areas of study from PT-140 Kinesiology Theory I. Students will actively participate in activities to gain a better understanding of theory.

1 Semester Credit (38 Clock Hours)

PT-142 Kinesiology Theory II

This is the second course of a two-part series in the fundamentals of kinesiology. Students continue to analyze and apply the basic concepts of motion as they apply to the human body. Concepts covered include biomechanics, motion analysis, spinal column, posture, and gait. This knowledge will then be applied to analyzing human motion with an emphasis on integrating structure and function. Principles of goniometry and manual muscles testing will also be covered for the spinal column.

2 Semester Credits (38 Clock Hours)

PT-143 Kinesiology Laboratory II

This course will cover the lab components that complement the areas of study from PT-142 Kinesiology Theory II. Students will actively participate in activities to gain a better understanding of theory.

1 Semester Credit (38 Clock Hours)

PT-150 Introduction to Therapeutic Interventions**PT-150 Therapeutic Intervention I**

This course focuses on various therapeutic exercises such as range of motion exercises, aerobic conditioning, balance, coordination, strengthening, and flexibility exercises. Students will also study passive range of motion interventions, exercise program development, gait training, and

assistive device fitting and training. Data collection and documentation for therapeutic interventions will also be covered.

2 Semester Credits (76 Clock Hours)

PT-151 Therapeutic Intervention II

PT-151 Therapeutic Interventions--Neuromuscular Pathologies

This course focuses on the theory of therapeutic intervention related to neuromuscular conditions/pathologies. The study of human development across the life span is emphasized, specifically special handling techniques relative to physical therapy management. The concepts of motor control, motor learning, and recovery of function are addressed as they apply to rehabilitation of this population. The concepts of functional mobility skills and activities of daily living (ADLs) are also covered. Students are expected to complete one literature review project related to therapeutic interventions presented in this course.

2 Semester Credits (38 Clock Hours)

PT-152 Therapeutic Intervention Laboratory II

PT-152 Therapeutic Interventions--Neuromuscular Pathologies Laboratory

This course will cover the lab components that complement the areas of study from PT-151 Therapeutic Interventions--Neuromuscular Pathologies. Students will actively participate in activities to gain a better understanding of theory. Data collection and documentation for interventions will also be covered.

1 Semester Credit (38 Clock Hours)

PT-160 Introduction to Disease

Students are instructed in surveying the disease processes affecting the various systems of the human body. The course will address some of the skills required in screening or recognizing diseases and healing processes pertinent to physical therapy. Students will study the epidemiological factors for various pathological conditions. The principles and stages of healing are also introduced.

2 Semester Credits (38 Clock Hours)

PT-230 Physical Agents II

The use of mechanical traction, hydrotherapy, biofeedback, and various forms of electrotherapeutic agents are studied. Basic wound management will also be covered. Data collection and documentation for physical agent use and wound management will also be covered.

2 Semester Credits (57 Clock Hours)

PT-240 Manual Therapy Techniques

Principles and practical application of manual techniques currently used in clinical practice are covered. Data collection and documentation for manual techniques will also be covered.

2 Semester Credits (57 Clock Hours)

PT-250 Therapeutic Intervention III

PT-250 Therapeutic Interventions--Orthopedic Pathologies

This course focuses on the theory of therapeutic intervention related to orthopedic musculoskeletal conditions/pathologies. Students are expected to complete one literature review project related to therapeutic interventions in this course.

2 Semester Credits (38 Clock Hours)

PT-251 Therapeutic Intervention Laboratory III

PT-251 Therapeutic Interventions--Orthopedic Pathologies Laboratory

This course will cover the lab components that complement the areas of study from PT-250 Therapeutic Interventions--Orthopedic Pathologies. Students will actively participate in activities to gain a better understanding of theory. Data collection and documentation for interventions covered in this class will also be covered.

1 Semester Credit (38 Clock Hours)

PT-252 Therapeutic Intervention IV

PT-252 Therapeutic Interventions for Special Populations I

Management of patients from special age-specific populations is addressed including rehabilitation of cardiopulmonary, geriatric, and pediatric patient conditions as they relate to the physical therapy field. The study of human development across the life span is emphasized, specifically in special handling techniques relative to physical therapy management. The concepts of motor learning and recovery of function are addressed as they apply to rehabilitation of these special populations. Additionally, diseases and conditions or problems considered as age specific will be studied in depth as they relate to testing and intervention elements of patient/client management. Data collection and documentation for testing and interventions addressed in this class will also be covered. Students are expected to complete one literature review project related to therapeutic interventions.

2 Semester Credits (38 Clock Hours)

PT-253 Therapeutic Intervention Laboratory IV

PT-253 Therapeutic Interventions for Special Populations Laboratory

This course will cover the lab components that complement the areas of study from PT-252 Therapeutic Interventions for Special Populations I. Students will actively participate in activities to gain a better understanding of theory. Data collection and documentation for interventions addressed in this class will be covered.

1 Semester Credit (38 Clock Hours)

PT-255 Therapeutic Intervention V

This course focuses on therapeutic intervention related to management of the patient with an amputation, including fitting/use of prosthetics. The course will also address special devices such as orthotics, braces, and slings used with patients with orthopedic and neurological disorders. Data collection and documentation for interventions addressed in this class will be covered. Students will actively participate in activities to gain a better understanding of theory.

1 Semester Credit (15 Lecture Hours, 25 Lab Hours)

PT-256 Therapeutic Intervention V

PT-256 Therapeutic Interventions for Special Populations II

This course focuses on therapeutic intervention related to management of the patient with an amputation, including fitting/use of prosthetics. The course will also address special devices such as orthotics, braces, and slings used with patients with orthopedic and neurological disorders. Data collection and documentation for interventions addressed in this class will be covered. Students will actively participate in activities to gain a better understanding of theory.

1 Semester Credit (57 Clock Hours)

PT-259 Practice Clinical Simulation

This course is designed to provide the PTA student with the opportunity to participate in the integrated treatment of selected patient populations through mock clinical scenarios. Focus is on correctly, safely, and efficiently implementing treatment interventions based on an established plan of care, treatment adjustment, and progressions within an established plan of care, written and verbal communications, accurate documentation, time management, fiscal management, and exhibiting all aspects of professional behavior expected of the physical therapist assistant in the clinic setting. The purpose of this course is to allow the students to build confidence in their skills and become more efficient in providing every aspect of a patient's treatment prior to beginning clinical experiences of the curriculum and to allow the students to be comfortable performing all aspects of patient care in a clinic setting.

1 Semester Credit (38 Clock Hours)

PT-260 Special Topics in PT Practice

This lecture-based course will cover current topics and trends in the physical therapy field. Portions of this course may be presented by guest lecturers.

1 Semester Credit (19 Clock Hours)

PT-270 Clinical Preparation

This course helps to ensure that all students are prepared for the clinical experiences included in the PTA program. This class is meant to serve as an orientation to what students can expect to encounter, what sites will expect of them, and what the students' responsibilities are in relation to tracking and documenting their off-site clinical experience. Guest lectures, field trips, and simulations may comprise some of the methods of preparing students.

1 Semester Credit (10 Lecture Hours, 30 Lab Hours)

PT-271 Clinical I

This first off-site clinical affiliation introduces the PTA student to the clinical setting and allows the student to apply concepts and skills learned in all previous academic work. PTA students will work under the supervision of a PT or a PTA in an actual clinical facility. Clinical experiences are closely monitored by the Academic Coordinator of Clinical Education (ACCE). The length of Clinical I is 4 weeks.

3 Semester Credits (150 Clinical Hours)

PT-272 Clinical II

This off-site clinical affiliation provides an opportunity for the PTA student to apply concepts and skills learned in previous academic and clinical settings. PTA students will work under the supervision of a PT or a PTA in a clinical facility. Clinical experiences are closely monitored by the Academic Coordinator of Clinical Education (ACCE). The length of Clinical II is four weeks.

3 Semester Credits (150 Clinical Hours)

PT-273 Clinical III

This terminal off-site clinical affiliation provides an opportunity for the PTA student to apply concepts and skills learned in all previous academic and clinical settings. PTA students will work under the supervision of a PT or a PTA in a clinical facility. Clinical experiences are closely monitored by the Academic Coordinator of Clinical Education (ACCE). The length of Clinical III is eight weeks.

6 Semester Credits (300 Clinical Hours)

PT-274 Clinical Practicum

This is the first full-time clinical course in the PTA curriculum. It consists of an eight-week supervised experience in an off-site physical therapy facility. The PTA students will work under the direct supervision of a licensed PT or PTA. Primary emphasis is upon: 1) gaining hands-on clinical practice in the skills covered in previous PTA curriculum course work by providing exposure to clients with a variety of diagnoses, 2) facilitating communication skills (written and nonwritten), and 3) challenging the student's problem-solving and critical thinking skills. The Director of Clinical Education (DCE) closely monitors student performance during this experience and assigns final course grades.

6 Semester Credits (300 Clock Hours)

PT-275 Advanced Clinical Practicum

This is the second, terminal full-time clinical course in the PTA curriculum. It consists of an eight-week supervised experience in an off-site physical therapy facility. The PTA students will work under the direct supervision of a licensed PT or PTA. Primary emphasis is upon: 1) gaining hands-on clinical practice in the skills covered in all previous PTA curriculum course work by providing exposure to clients with a variety of diagnoses, 2) facilitating communication skills (written and nonwritten), and 3) challenging the student's problem-solving and critical thinking skills. The Director of Clinical Education (DCE) closely monitors student performance during this experience and assigns final course grades.

6 Semester Credits (300 Clock Hours)

PT-290 PTA Professional Issues I

This course focuses on current professional issues and values, administrative policies and procedures, and related clinical topics associated with the practice of physical therapy. PTA students will complete off-campus educational experiences in a physical therapy setting as a component of this course.

1 Semester Credit (38 Clock Hours)

PT-291 PTA Professional Issues

This course correlates professional, ethical, and legal concepts with patients' rights, privileges, team interaction, and the healthcare delivery system. Reimbursement for service, licensure, risk management, resume writing, and career development are also covered.

1 Semester Credit (10 Lecture Hours, 30 Lab Hours)

PT-292 Licensure Exam Review

Students will learn test-taking strategies and utilize various preparatory tools to help them prepare to take their state licensure exam. Students will complete a mock licensure exam to improve success on the state licensure exam.

1 Semester Credit (10 Lecture Hours, 30 Lab Hours)

PT-292 PTA Professional Issues I

This course focuses on current professional issues and values, administrative policies and procedures, and related clinical topics associated with the practice of physical therapy. PTA students will complete their first observation of physical therapy practice during a supervised clinical experience at a facility as a component of this course.

1 Semester Credit (10 Lecture Hours, 28 Lab Hours)

PT-293 PTA Professional Issues II

This course will continue with focus on current professional issues and values, administrative policies and procedures, and related clinical topics associated with the practice of physical therapy and includes exploration of career opportunities, professional development strategies, and employment. This course also contains content to prepare the PTA student for the clinical experiences included in the PTA program. This class is meant to serve as an orientation to what students can expect to encounter, what sites will expect of them, and what the students' responsibilities are in relation to tracking and documenting their off-site clinical experience. PTA students will complete off-campus educational experiences in a physical therapy setting as a component of this course.

1 Semester Credit (38 Clock Hours)

RT-101 Personal Selling

The psychology of selling and consumer behavior is analyzed and studied. Emphasis is placed on defining the role of sales in the economy, investigating opportunities in the sales field, understanding the buying process, identifying buying motives, and understanding consumer buying behavior.

2 Semester Credits (40 Lecture Hours)

RT-103 Visual Merchandising

This course presents the most up-to-date principles and techniques on interior and exterior displays, store layouts, and creative visual merchandising to reach various target markets, build a desired store image, and generate sales volume. The students apply this theory to coordinated field studies and in-class products.

2 Semester Credits (40 Lecture Hours)

RT-105 Techniques of Selling

The students learn and apply the steps involved in an effective sales presentation. Included in the techniques are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through the sales talk and demonstration, handling customer objections, closing the sale, and demonstrating creative sales methods.

3 Semester Credits (40 Lecture Hours, 40 Lab Hours)

RT-109 Internet Retail Management

This introductory course explores the emergence of electronic retailing through the World Wide Web. Topics for discussion include the role of online interactive retailing, how to generate revenue for an online retailer, how to reach dispersed consumers, how to obtain customer feedback, how to promote special offers, and how to establish and maintain a secure online site.

2 Semester Credits (40 Lecture Hours)

RT-111 Retail Business Management

This course provides a foundation upon which the students build an understanding of general management, marketing, merchandising, and operations functions within a retail business organization. A management and marketing analysis of department, specialty, discount, and chain stores is included. The students conduct planning and research for the opening of a simulated retail business.

2 Semester Credits (40 Lecture Hours)

RT-113 Personnel Management

This course enables the students to understand the human resources and personnel functions of management. Emphasis is placed on recruitment, hiring, placement, training, scheduling, job descriptions, compensation, performance appraisals, labor relations, equal opportunity, and the development of policies and procedures. The class conducts a simulation that involves the development of a human resource department for a retail organization.

2 Semester Credits (40 Lecture Hours)

RT-115 Supervisory Skills Management

This course is designed to provide a practical approach to the fundamental skills and techniques necessary to become a successful supervisor. Role-playing and case studies are used in the classroom to allow for insightful learning to take place.

2 Semester Credits (40 Lecture Hours)

RT-117 Inventory Maintenance and Control

This course places emphasis on problem areas in controlling inventory and systematic methods to overcome them. The students learn proper inventory procedures from planning to reconciliation, the order sequence from receipt of goods to the selling floor, and the shrinkage control factor of both external and internal theft, while developing an actual inventory plan.

2 Semester Credits (40 Lecture Hours)

RT-201 Sales Management

This course is concerned with the proper management and organization of an outside sales force. The students learn to select, train, organize, motivate, and evaluate outside sales people.

2 Semester Credits (40 Lecture Hours)

RT-207 Merchandising Management

This course is designed to give the students insight into the range of duties, activities, and responsibilities of a buyer, department manager, and store manager. Emphasis is placed on maintaining and developing merchandise assortments, the mathematical development of budgets and plans, and the overall development of a department.

2 Semester Credits (40 Lecture Hours)

RT-221 Retail Externship

The students apply the classroom studies while gaining school-supervised, on-the-job experience in a merchandising or sales-supporting position with a department, specialty, or discount store. On-the-job hours and work performance are supervised and evaluated by the school with input from the employer.

6 Semester Credits (270 Externship Hours)

RT-222 Retail and Merchandising Management Externship

The students apply the classroom studies while gaining school-supervised, on-the-job experience in a merchandising or sales-supporting position with a department, specialty, or discount store. On-the-job hours and work performance are supervised and evaluated by the school with input from the employer.

6 Semester Credits (300 Externship Hours)

SC-101 Fundamentals of Chemistry

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.

3 Semester Credits (45 Clock Hours)

SC-102 General Human Physiology

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

3 Semester Credits (48 Lecture Hours)

SC-103 Biology

This course emphasizes scientific inquiry through selected concepts of biology, such as organization, function, heredity, evolution, and ecology. Biological issues with personal and social implications will be introduced to enable students to make informed decisions.

3 Semester Credits (45 Clock Hours)

SC-104 Microbiology

This course introduces the dental hygiene student to the principles of microbiology and immunology and the relation to pathogenic disorders. There is a special emphasis on caries and periodontal disease. Students will have the opportunity to gain an understanding of ecology, virulence, molecular biology, immunogenicity of oral bacteria, viruses, and fungi. The biology of the oral ecosystem and the relationship of microbiology and immunology to caries and periodontal disease will be studied.

3 Semester Credits (45 Clock Hours)

SC-210 Environmental Biology

This course explores environmental interrelationships between humans, other living organisms, and the nonliving environment. Topics include scientific inquiry into population dynamics, natural resources, biodiversity, and ecological concepts with regard to social, political, economic, and global perspectives.

3 Semester Credits (48 Lecture Hours)

SS-100 Introduction to Psychology

This course provides an introduction to a variety of perspectives on psychological topics. The Scientific Method will be the window used to investigate why individuals think, feel and act as they do. Critical thinking will be a key tool in examining assumptions, evaluating evidence, and determining implications. Special attention will be centered on integrating psychological understandings with the business environment.

4 Semester Credits (60 Lecture Hours)

SS-101 Introduction to Psychology

This highly interactive course provides an introduction to the science of psychology. Critical exploration will be key to investigating why individuals think, feel, and act as they do. Research principles will be used in examining assumptions, evaluating evidence, and determining implications.

3 Semester Credits (45 Clock Hours)

SS-150 Developmental/Abnormal Psychology

The two-fold purpose of this course is to examine the physical, cognitive, social, and moral facets of human development and investigate the constructs of personality and background, definition, and symptoms of varied psychiatric disorders with the corresponding impact of treatment modalities.

3 Semester Credits (45 Clock Hours)

SS-210 Organizational Behavior

This course explores the nature of individuals and groups within contemporary organizations and analyzes the effects on and by different management styles. Areas included are motivation, conflict management, group dynamics, and leadership.

3 Semester Credits (45 Clock Hours)

SS-220 American/U.S. State and Local Government

This course examines state and local political jurisdictions and systems, including their powers, organization, functions, development, and contemporary problems.

3 Semester Credits (45 Clock Hours)

SS-230 Cross Cultural Issues and Concerns

This social-scientific course explores the interrelations among different racial and ethnic groups in their historical/cultural context. The critical examination of the changing interplay of race in society and business will be a course focus.

3 Semester Credits (45 Clock Hours)

TP-201 VTNE Preparation

This course provides a comprehensive review of both theory and practical application. It is designed to prepare the student to sit for the Veterinary Technician National Examination. Discussions will be followed by examinations formatted and timed using parameters similar to the actual test.

1 Semester Credit (38 Clock Hours)

TP-202 Licensure Exam Review

Physical Therapist Assistant students will learn test-taking strategies and utilize various preparatory tools to help them prepare to take their state licensure examination. Students will complete a mock licensure examination to improve success on the state licensure examination.

1 Semester Credit (38 Clock Hours)

TR-101 Introduction to Travel

TR-101 Introduction to Travel and Hospitality

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.

2 Semester Credits (40 Lecture Hours)

TR-103 Domestic Destinations

This course is an introduction to the study of the geography of the United States, Canada, Mexico, and the Caribbean and their major attractions.

2 Semester Credits (40 Lecture Hours)

TR-105 Worldwide Tourism

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.

2 Semester Credits (40 Lecture Hours)

TR-107 Worldwide Destinations

This course is an introduction to the study of the geography of Europe, South America, Asia, Oceania, and Africa and their major attractions.

2 Semester Credits (40 Lecture Hours)

TR-111 Sales and Customer Service

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.

2 Semester Credits (20 Lecture Hours, 20 Lab Hours)

TR-115 Travel Agency Operations

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.

2 Semester Credits (30 Lecture Hours, 10 Lab Hours)

TR-211 Computerized Reservations

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 will also learn to access hospitality, travel, and tourism resources on the Internet.

4 Semester Credits (40 Lecture Hours, 40 Lab Hours)

TR-221 Travel and Hospitality Externship

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 externship site and by college faculty.

6 Semester Credits (270 Externship Hours)

TR-222 Travel and Hospitality Externship

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 externship site and by college faculty.

6 Semester Credits (300 Externship Hours)

VT-101 Clinical Medicine I

This course introduces basic terminology and the principles of animal nutrition.

2 Semester Credits (38 Clock Hours)

VT-102 Clinical Medicine II

This course builds upon Clinical Medicine I, focusing on canine and feline breeds, concepts of canine and feline behavior, and vaccine types and protocols for dogs and cats.

2 Semester Credits (38 Clock Hours)

VT-103 Clinical Medicine III

This course is an in-depth study of canine and feline diseases. Students will focus on pathology of disease; necropsy; viral, bacterial, protozoal, and vector-borne diseases; zoonoses; dermatology; and diseases of the endocrine system.

2 Semester Credits (38 Clock Hours)

VT-104 Clinical Medicine IV

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

2 Semester Credits (38 Clock Hours)

VT-111 Animal Technology I

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.

1 Semester Credit (16 Lecture Hours, 24 Lab Hours)

VT-112 Animal Technology II

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.

1 Semester Credit (16 Lecture Hours, 24 Lab Hours)

VT-113 Animal Technology III

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.

1 Semester Credit (16 Lecture Hours, 24 Lab Hours)

VT-114 Animal Technology IV

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

1 Semester Credit (16 Lecture Hours, 24 Lab Hours)

VT-115 Animal Technology I

Through theory and practical application, this course teaches the student aspects of kennel care and management. Additionally, restraint techniques, physical examinations, basic grooming techniques, and common abbreviations are included.

1 Semester Credit (76 Clock Hours)

VT-116 Animal Technology II

This course builds upon Animal Technology I and is focused on oral medications and procedures, eye medications and procedures, fecal tests, and parasitology.

1 Semester Credit (57 Clock Hours)

VT-117 Animal Technology III

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

1 Semester Credit (76 Clock Hours)

VT-118 Animal Technology IV

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

1 Semester Credit (38 Clock Hours)

VT-121 Animal Anatomy and Physiology I

This course concerns the structure and function of the animal body and its parts. Instruction is geared toward the understanding of the cell, tissues, organs, skeletal system, muscular system, and nervous system. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.

2 Semester Credits (38 Clock Hours)

VT-122 Animal Anatomy and Physiology II

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.

2 Semester Credits (38 Clock Hours)

VT-123 Veterinary Terminology

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

1 Semester Credit (38 Clock Hours)

VT-131 Clinical Laboratory I

This course reviews basic laboratory equipment and glassware. The student is introduced to basic veterinary hematology with emphasis placed on normal values of individual animal species.

1 Semester Credit (57 Clock Hours)

VT-132 Clinical Laboratory II

This course builds upon Clinical Laboratory I with a more in-depth study of hematology including white blood cells and their morphology.

1 Semester Credit (38 Clock Hours)

VT-133 Clinical Laboratory III

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.

1 Semester Credit (16 Lecture Hours, 24 Lab Hours)

VT-134 Clinical Laboratory III

This course builds upon Clinical Laboratory II, with emphasis placed on further individual animal species testing for common diseases, as well as urinalysis and the use of blood analyzers.

1 Semester Credit (57 Clock Hours)

VT-141 Veterinary Pharmacology

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.

3 Semester Credits (48 Lecture Hours, 12 Lab Hours)

VT-142 Anesthesia

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.

3 Semester Credits (48 Lecture Hours, 12 Lab Hours)

VT-143 Veterinary Pharmacology I

This course covers clinical usage of medications and methods of administration. Emphasis is placed on the veterinary technician's role in the veterinary pharmacy. This course also focuses on drug dosage calculations.

2 Semester Credits (38 Clock Hours)

VT-144 Veterinary Pharmacology II

This course builds upon the knowledge and skills learned in Veterinary Pharmacology I. More in-depth analyses of drug types and their usage are combined with additional focus on advanced dosage calculations.

2 Semester Credits (38 Clock Hours)

VT-145 Anesthesia I

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 determine appropriate dosages of common anesthetic agents. The veterinary technician's role in relationship to the veterinarian is a key point of study.

2 Semester Credits (38 Clock Hours)

VT-146 Anesthesia II

This course builds upon the principles covered in Anesthesia I. Students will continue to learn details of the anesthetic process, anesthetic agents used in veterinary medicine and their effects, and anesthetic equipment functions and use. The student will also apply mathematical and psychomotor skills during laboratory hours to practice the clinical aspects of the veterinary technician's role in relationship to the veterinarian during the anesthetic process.

2 Semester Credits (38 Clock Hours)

VT-201 Clinical Medicine V

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 proper methods of evaluating an animal in an emergency situation, how disease processes manifest as emergencies, and the equipment and medications used during emergencies.

3 Semester Credits (57 Clock Hours)

VT-211 Animal Technology V

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.

1 Semester Credit (16 Lecture Hours, 24 Lab Hours)

VT-212 Animal Technology VI

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.

1 Semester Credit (16 Lecture Hours, 24 Lab Hours)

VT-213 Animal Technology V

This course builds upon Animal Technology IV with an emphasis placed on more advanced techniques, including advanced surgical procedures, bandaging and wound management, orthopedics, feeding tube usage, and other special procedures.

1 Semester Credit (38 Clock Hours)

VT-214 Animal Technology VI

This course builds upon Animal Technology V with an emphasis placed on more advanced techniques including laboratory animal research and husbandry, disease processes, blood collection procedures, anesthesia administration, and regulatory requirements for rats, mice, guinea pigs, rabbits, and exotic species.

1 Semester Credit (57 Clock Hours)

VT-220 Large Animal Theory I

This course will introduce the student to farm animal medicine. The course will cover anatomy, breed identification, management, restraint methods, physical examinations, reproduction, nutrition, and husbandry of large animals.

2 Semester Credits (38 Clock Hours)

VT-221 Large Animal Theory I

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.

1 Semester Credit (20 Lecture Hours)

VT-222 Large Animal Theory II

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 discussed.

2 Semester Credits (40 Lecture Hours)

VT-222 Veterinarian Technology Career and Office Success

This course is designed to prepare students for success in landing and keeping a job as a Veterinary Technician. The course begins with emphasis on resume writing, interviewing techniques, job skills analysis, and the importance of a positive attitude for career advancement in the veterinary technician field. Then, topics such as general office and billing procedures, OSHA, client relations and education, teamwork, and the veterinary technician's role in ethical situations are discussed.

1 Semester Credit (20 Lecture Hours, 40 Lab Hours)

VT-223 Veterinary Office Procedures

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.

1 Semester Credit (16 Lecture Hours, 24 Lab Hours)

VT-224 VTNE Preparation

This course is a comprehensive review of both theory and practical application. It is designed to prepare the student to sit for the Veterinary Technician National Exam. Discussions will be followed by exams that are formatted and timed using parameters similar to the actual test.

1 Semester Credit (16 Lecture Hours, 24 Lab Hours)

VT-225 Veterinary Technician Career and Office Success

This course is designed to prepare students for success in obtaining and keeping a job as a veterinary technician. The course emphasizes resume writing, interviewing techniques, job skill analysis, and the importance of a positive attitude for career advancement in the veterinary field. Topics such as general office and billing procedures, OSHA compliance, client relations and education, teamwork, and the veterinary technician's role in ethical situations are also discussed.

1 Semester Credit (38 Clock Hours)

VT-226 Large Animal Theory II

This course continues theories introduced in Large Animal Theory I to include more in-depth information on diseases for farm animal species. Herd health maintenance measures are discussed.

2 Semester Credits (38 Clock Hours)

VT-231 Clinical Laboratory IV

This course builds upon Clinical Laboratory III. Students will learn the principles of cytology, as well as additional types of testing for diseases. Students will also learn the principles and perform basic microbiology techniques.

1 Semester Credit (38 Clock Hours)

VT-241 Radiography I

This course includes the theory of radiography, proper positioning, and methods of exposing and developing films. Radiation safety, as well as recognition of technique errors, is emphasized.

2 Semester Credits (38 Clock Hours)

VT-242 Surgical Nursing I

This course will prepare the student to assist in veterinary surgery. Students are introduced to aseptic surgery techniques, surgical instrument identification and use, patient preparation, and positioning for various surgical procedures.

2 Semester Credits (38 Clock Hours)

VT-243 Surgical Nursing II

This course is designed to permit the students to apply all skills and knowledge acquired in Veterinary Pharmacology I and II, Anesthesia I and II, 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.

1 Semester Credit (32 Lab Hours)

VT-244 Radiography II

This course builds upon the material covered in Radiography I with students practicing hands-on repetitions to achieve competency in taking and developing radiographs.

1 Semester Credit (57 Clock Hours)

VT-245 Radiography II

This course builds upon the material covered in VT-241 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.

1 Semester Credit (32 Lab Hours)

VT-246 Surgical Nursing II

In this course students will apply all skills and knowledge acquired in Veterinary Pharmacology I and II, Anesthesia I and II, and Surgical Nursing I in the various roles in assisting surgical procedures. Students will gain experience in anesthesia administration, sterile and nonsterile

assisting, patient preparation, surgical clean up, and recovery of patients. These duties will be performed as part of a student team under the supervision of a licensed veterinarian and a certified veterinary technician.

2 Semester Credits (76 Clock Hours)

VT-251 Large Animal Practicum

This course is conducted at stables, farms, or other off-campus facilities. Students will perform husbandry and restraint techniques as well as various medical and radiological procedures on horses, cattle, and other available large animal species.

1 Semester Credit (45 Clock Hours)

VT-252 Veterinary Externship

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.

6 Semester Credits (270 Externship Hours)

VT-253 Veterinary Technology Clinical Skills Capstone Seminar

This course is designed to prepare students for their externships the following term. This class will serve as both a review of essential skills for the field of veterinary technology and as an orientation to what will be expected of students during their externships.

1 Semester Credit (57 Clock Hours)

VT-255 Veterinary Externship

This unpaid externship is completed 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 clinical and practical skills learned in the classroom.

6 Semester Credits (300 Clock Hours)