

BRADFORD SCHOOL
COMPENDIUM OF CATALOG COURSE DESCRIPTIONS
ACADEMIC YEARS 1990-91 TO 2017-18

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

AC100 ACCOUNTING PRINCIPLES I

This course provides students with an introduction to the fundamental principles and concepts of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business. (80 Clock Hours—4 Semester Credits)

AC101 ACCOUNTING PRINCIPLES I (1990-91)

This course provides the students with an introduction to the fundamental principles and concepts of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business. Discussed also are such specific topics as accounts receivable, accounts payable, special journals, payroll procedures, and the voucher system. (120 Clock Hours—6 Semester Credits)

AC101 ACCOUNTING PRINCIPLES II

This course is a continuation of Accounting Principles I with special emphasis on internal control, accounting for cash, short-term investments, and receivables. Inventories, plant asset accounting, and intangible assets are included. (80 Clock Hours—4 Semester Credits)

AC102 ACCOUNTING PRINCIPLES II (1990-91)

This course is a continuation of Accounting Principles I with special emphasis on accounts receivable, promissory notes, inventory valuations, tangible and intangible assets, and partnership and corporate accounting. Partnership accounting deals with formation and admission of partners, division of income and losses, and the dissolution and liquidation of a partnership. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, long-term liabilities, and short-term investments. Also covered is the statement of changes in financial position on a cash basis. (120 Clock Hours—6 Semester Credits)

AC102 ACCOUNTING PRINCIPLES III

This course is a continuation of Accounting Principles II and includes the study of partnership and corporate accounting. Partnership accounting deals with division of income and losses. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, current and long-term liabilities, and long-term investments. Also covered is the statement of cash flow. (80 Clock Hours—4 Semester Credits)

AC103 MATHEMATICS FOR ACCOUNTING

This course covers basic mathematical principles as they relate to business and accounting. Students review basic arithmetic operations including addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions. This course also includes instruction in the calculation of percentages, simple and compound interest, depreciation, and trade and cash discounts. A segment of this course develops speed and accuracy in the use of the electronic calculator. (80 Clock Hours—3 Semester Credits)

AC103 MATHEMATICS FOR ACCOUNTING I

This course reviews and reinforces basic mathematical skills and applies them to business applications. (40 Clock Hours—2 Semester Credits)

AC104 ACCOUNTING PRACTICES

This course is an introduction to basic accounting procedures and terminology with the purpose of increasing managerial effectiveness. Areas covered include classifications of accounts, a systematic process of recording transactions, and preparation of financial reports. This course relates the fundamental accounting procedures learned to the analysis of accounting data for management decision making. Additional areas covered include special journals, payroll concepts and procedures, and employer's tax responsibilities. Students complete a practice set. (80 Clock Hours—4 Semester Credits)

AC104 MATHEMATICS FOR ACCOUNTING II

This course continues to review basic mathematical skills and applies them to solve common business problems including interest calculations, discounts, markup, various productivity ratios, commissions, and other problems. (40 Clock Hours—2 Semester Credits)

AC105 FEDERAL INCOME TAXES

This course is a presentation of federal income taxes as they relate to the individual taxpayer. Students learn the calculation of gross income, adjustment to gross income, itemized deductions, as well as tax credits. State and local taxes are also reviewed. (40 Clock Hours—2 Semester Credits)

AC105 INCOME AND PAYROLL TAXES

This course is a presentation of the theoretical and practical applications of payroll procedures. It emphasizes the methods of computing wages and salaries, keeping records, and the preparation of various federal and state government reports. Students are required to complete a comprehensive payroll project to show proof of mastery of subject content. Federal income tax as it relates to the individual taxpayer is also presented. Students learn the calculation of gross income, adjustment to gross income, itemized deductions, as well as tax credits. The 1040 and 1040A forms are completed. State and local income taxes are also reviewed. (80 Clock Hours—4 Semester Credits)

AC105 PAYROLL

This course is a presentation of the theoretical and practical applications of payroll procedures. It emphasizes the methods of computing wages and salaries, keeping records, and the preparation of various federal and state government reports. Students are required to complete a comprehensive payroll project to show proof of mastery of subject content. (38 Clock Hours—2 Semester Credits)

AC106 COMPUTERIZED ACCOUNTING

This course is a hands-on approach to learning how automated accounting systems function. Students operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll. (40 Clock Hours—2 Semester Credits)

AC106 COMPUTERIZED GENERAL LEDGER

This course is a hands-on approach to learning how automated accounting systems function. The students operate a computerized general ledger system, accounts receivable system, accounts payable system, and payroll system. Students perform financial statement analysis and depreciation comparisons using the computer. (40 Clock Hours—1 Semester Credit)

AC107 ESSENTIALS OF ACCOUNTING

This course provides an introduction to the fundamental principles of accounting including the theory of debit and credit, the accounting cycle, and the end-of-period procedures. Banking procedures, special journals, subsidiary ledgers, and payroll procedures are also discussed. (40 Clock Hours—2 Semester Credits)

AC107 FINANCIAL ANALYSIS AND REPORTING

This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques. These techniques include vertical, horizontal, and ratio analysis and industry comparisons. This information is then compiled in a student portfolio. (38 Clock Hours—2 Semester Credits)

AC107 PAYROLL ACCOUNTING

This course acquaints the students with the theory and practical application of payroll procedures. Social security and federal and state unemployment taxes are studied along with the preparation of all related forms. Students are required to complete a simulation payroll situation to demonstrate mastery of course content. (40 Clock Hours—2 Semester Credits)

AC108 BUSINESS MATHEMATICS I

This course covers basic mathematical principles as they relate to business and accounting. Students review basic operations including decimals, fractions, equations, and percentages. This course also includes instruction in the calculation of base, rate, and percentage; markup and markdown; and trade and cash discounts. Basic statistical concepts are also introduced. (38 Clock Hours—2 Semester Credits)

AC109 BUSINESS MATHEMATICS II

This course is a continuation of Business Mathematics I. The course is divided into two 4-week modules. During one module, the students receive instruction in the mathematics of simple and compound interest, annuities, and consumer credit. During the second module, the students develop speed and accuracy in the use of a 10-key pad. (38 Clock Hours—2 Semester Credits)

AC110 ACCOUNTING PRACTICES I

This course introduces basic accounting terminology and procedures with emphasis on interpretation of retail financial reports. (40 Clock Hours—2 Semester Credits)

AC110 ACCOUNTING PRINCIPLES I

This course provides students with an introduction to the fundamental principles and concepts of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business. (76 Clock Hours—3 Semester Credits)

AC111 ACCOUNTING PRINCIPLES II

This course is a continuation of Accounting Principles I with special emphasis on internal control, accounting for cash, short-term investments, and receivables. Inventories, plant asset accounting, and intangible assets are included. (76 Clock Hours—3 Semester Credits)

AC112 ACCOUNTING PRINCIPLES III

This course is a continuation of Accounting Principles II and includes the study of partnership and corporate accounting. Partnership accounting deals with division of income and losses. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, current and long-term liabilities, and long-term investments. Also covered is the statement of cash flow. (76 Clock Hours—3 Semester Credits)

AC113 COMPUTERIZED ACCOUNTING

This course is a hands-on approach to learning how automated accounting systems function. Students operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll. (38 Clock Hours—1 Semester Credit)

AC114 FINANCIAL ANALYSIS AND REPORTING

This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques. These techniques include vertical, horizontal, and ratio analysis and industry comparisons. This information is then compiled in a student portfolio. (38 Clock Hours—1 Semester Credit)

AC118 ESSENTIALS OF ACCOUNTING

This course provides an introduction to the fundamental principles of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Banking procedures, special journals, subsidiary journals, and payroll computations are also discussed. (40 Clock Hours—2 Semester Credits)

AC120 ACCOUNTING PRINCIPLES II

This course is a continuation of the study of accounting principles with emphasis on accounts receivable and accounts payable. (40 Clock Hours—2 Semester Credits)

AC121 ACCOUNTING PRINCIPLES III

This course is a continuation of AC120 Accounting Principles II with a special emphasis on inventories and partnerships, promissory notes, and corporate accounting. (40 Clock Hours—2 Semester Credits)

AC122 ACCOUNTING PRINCIPLES IV

This course is designed to introduce a variety of corporate accounting topics such as capital stock transactions, dividends, treasury stock, long-term liabilities, and short-term investments. (40 Clock Hours—2 Semester Credits)

AC123 MATH FOR ACCOUNTING I

This course covers the basic mathematics principles as they relate to business and accounting. Students review basic arithmetic operations including addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions. (20 Clock Hours—1 Semester Credit)

AC124 MATH FOR ACCOUNTING II

Instruction in the mathematics of annuities, stocks and bonds, and merchandising is presented. Students also receive instruction in the operation of the electronic calculator. (20 Clock Hours—1 Semester Credit)

AC125 ELECTRONIC SPREADSHEET I

Using Lotus 1-2-3, this course instructs the students on the concepts and uses of electronic spreadsheets. Through hands-on activities, students learn to use a spreadsheet program as an accounting tool. (20 Clock Hours—1 Semester Credit)

AC126 COMPUTERIZED GENERAL LEDGER I

This course is a hands-on approach to present automated accounting principles. Automated systems include general ledger and depreciation. (20 Clock Hours—1 Semester Credit)

AC127 FEDERAL INCOME TAXES

In this course federal income tax as it relates to the individual taxpayer is presented. Students learn the calculation of gross income, adjustment of gross income, itemized deductions, as well as tax credits. The 1040 and 1040A forms are completed. State and local income taxes are also reviewed. (20 Clock Hours—1 Semester Credit)

AC130 ON-THE-JOB TRAINING**AC131 ON-THE-JOB TRAINING**

These courses are designed to provide entry-level accounting training experience on an every-other-day basis. The employer hires, trains, and evaluates the students during the time of the cooperative program. (240 Clock Hours—5 Semester Credits each)

AC200 FEDERAL INCOME TAX

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. (38 Clock Hours—2 Semester Credits)

AC201 INTERMEDIATE ACCOUNTING (1990-91)

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

term investments, and a more thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals. Using the computer as a tool, this course reinforces intermediate accounting skills. The students review accounting procedures for stock issuance, stock subscriptions, bond issuance, redemption of stocks and bonds, and other generally accepted accounting principles. Students enter transactions, post entries, and print appropriate interim and end-of-period statements. (160 Clock Hours—8 Semester Credits)

AC201 INTERMEDIATE ACCOUNTING I

This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III. Topics discussed include a review of the accounting cycle, preparation of financial statements, analysis of cash, receivables, and inventories. (76 Clock Hours—4 Semester Credits)

AC202 INTERMEDIATE ACCOUNTING II

This course continues the in-depth analysis of specific accounting topics such as fixed assets, intangible assets, leases, investments, and a thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals. (76 Clock Hours—4 Semester Credits)

AC203 COST ACCOUNTING (1990-1992)

This course is an introduction to the basic accounting systems used by a manufacturing company. The course emphasizes the recording procedures for raw materials, labor, and manufacturing overhead. Financial statements for the manufacturing company are prepared, including statements of cost of goods manufactured. The job cost system is reviewed, and students complete a job cost accounting business project. (45 Clock Hours—3 Semester Credits)

AC203 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. (38 Clock Hours—2 Semester Credits)

AC205 ELECTRONIC SPREADSHEETS

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

AC206 ACCOUNTING PRACTICES II

This course includes instruction on classification of accounts, a systematic process of recording transactions, and preparation of financial reports. (40 Clock Hours—2 Semester Credits)

AC207 COMPUTERIZED ACCOUNTING

This course is a hands-on approach to learning how automated accounting systems function. The students operate a computerized general ledger system, accounts receivable system, accounts payable system, and payroll system. The students also learn to use the Lotus 1-2-3 software program. (40 Clock Hours—2 Semester Credits)

AC220 ELECTRONIC SPREADSHEET II

This course provides instruction in spreadsheet design. Through hands-on activities, students build and design simple to complex spreadsheets. (20 Clock Hours—1 Semester Credit)

AC221 COMPUTERIZED GENERAL LEDGER II

This course is a continuation of the study of automated accounting systems. Through hands-on activities students receive training in accounts receivable, accounts payable, and payroll systems. (20 Clock Hours—1 Semester Credit)

AC222 INTERMEDIATE ACCOUNTING I

This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, III, and IV. Topics discussed include a review of the accounting cycle, specific issues relating to financial statements, specific issues relating to liabilities, and the accounting of fixed assets and intangible assets. (40 Clock Hours—2 Semester Credits)

AC223 INTERMEDIATE ACCOUNTING II

This course is designed to continue the study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics, while reinforcing the fundamentals. Using the computer as a tool, this course reinforces intermediate accounting skills. (40 Clock Hours—2 Semester Credits)

AC224 INTERMEDIATE ACCOUNTING I

This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III. Topics discussed include a review of the accounting cycle, preparation of financial statements, analysis of cash, receivables, and inventories. (76 Clock Hours—3 Semester Credits)

AC225 INTERMEDIATE ACCOUNTING II

This course continues the in-depth analysis of specific accounting topics such as fixed assets, intangible assets, leases, investments, and a thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals. (76 Clock Hours—3 Semester Credits)

AC230 ON-THE-JOB TRAINING

This course is designed to provide accounting training experience through cooperating employees on an every-other-day basis. The employer hires, trains, and evaluates the students during the time of the cooperative program. (140 Clock Hours—3 Semester Credits)

CA100 IT CUSTOMER SUPPORT

This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry. (38 Clock Hours—2 Semester Credits)

CA101 IT CUSTOMER SUPPORT

This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry. (38 Clock Hours—1 Semester Credit)

CA108 MICROSOFT OPERATING SYSTEMS

This course focuses on Microsoft operation systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties. (38 Clock Hours—2 Semester Credits)

CA109 DATABASE CONCEPTS

This course introduces the students to relational databases. The important design concepts and the common standards to which all database packages adhere are discussed. Students also learn to query for information and generate reports using a popular database package. (38 Clock Hours—1 Semester Credit)

CA110 COMPUTER CONCEPTS

This course is designed to provide the students with a conceptual understanding of computer hardware and operating system software. The range of computer types from clients to servers is covered with emphasis on explaining types of applications. Job skills that are common to all computer career environments as well as those that are unique to each type of system are discussed. Students also develop Internet search strategies and examine Internet ethics and responsibilities. (38 Clock Hours—2 Semester Credits)

CA111 COMPUTER APPLICATIONS—DOS

This course teaches the students how to communicate with the PC operating system using DOS commands. The students learn shell and batch programming as applied to DOS systems. The students apply these skills in their laboratory assignments where they learn to write complete functions needed in the daily administration of business systems. (40 Clock Hours—2 Semester Credits)

CA112 COMPUTER APPLICATIONS—UNIX

This course teaches the students how to become a UNIX systems administrator. The students learn system administration functions that allow them to add new users and establish system-level defaults and user privileges. Students also learn how to log in as a regular user and use the standard set of commands. Additionally, the students learn to use X-Windows. (40 Clock Hours—2 Semester Credits)

CA113 PC HARDWARE AND DIAGNOSTICS

This course teaches computer hardware concepts. The students learn how to detect problems and install add-on equipment, such as monitors and printers. Additionally, the students learn how to format hard drives, install add-on memory boards, run cabling, and complete other hardware-related activities. Students learn to use software diagnostic utility packages. (40 Clock Hours—2 Semester Credits)

CA114 DATABASE CONCEPTS

This course introduces the students to relational databases. The important design concepts and the common standards to which all database packages adhere are discussed. Students also learn to query for information and generate reports using a popular database package. (38 Clock Hours—2 Semester Credits)

CA115 DATABASE APPLICATIONS

In this course students learn advanced theories of database design. Students design, critique, optimize, and implement database solutions to business applications. (38 Clock Hours—2 Semester Credits)

CA116 MICROSOFT OPERATING SYSTEMS

This course focuses on legacy and popular Microsoft operating systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties. (40 Clock Hours—2 Semester Credits)

CA116 SOFTWARE DOCUMENTATION DEVELOPMENT

This course teaches the students how to use popular text editors, such as DOS's Edlin, UNIX's VI, and other line and screen editors. The students also learn how to use the UNIX text formatting tools, such as nroff, troff, and eroff to produce printed output. Students learn to create effective documentation, which is crucial in software development projects. (80 Clock Hours—4 Semester Credits)

CA117 VISUAL BASIC PROGRAMMING

CA117 BASIC PROGRAMMING (1994-1998)

This course introduces the students to the Microsoft Visual BASIC package. The first half of the course teaches programming rules and syntax, and the second half is dedicated to computer assignments where the students enter, debug, test, and document their programs. (40 Clock Hours—2 Semester Credits)

CA118 MICROSOFT OPERATING SYSTEMS

This course focuses on Microsoft operating systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties. (38 Clock Hours—1 Semester Credit)

CA119 NETWORKS

This course introduces the students to the Novell, Windows NT, and UNIX TCP/IP networks and explores the interoperability of these networks. Students learn networking fundamentals, the components of a LAN network, and the major features and functions of the network software. Students walk through the steps for installing the network software on a server and organizing the server. Additional topics include network topologies, protocols, and the layers of the OSI Model. (80 Clock Hours—4 Semester Credits)

CA120 INTRODUCTION TO WINDOWS

This course begins with an overview of the basics of the Windows environment including mouse usage, terminology, and types of windows. Students also learn more advanced topics such as setting up and managing the system, printing, and object linking and embedding (OLE). (40 Clock Hours—2 Semester Credits)

CA121 NETWORK ADMINISTRATION

This course teaches the students to administer the server. Students learn to configure server roles and features, including domain directory services. Students will also learn to set up security, to audit using event logs, and to configure NICs and backup storage. (38 Clock Hours—2 Semester Credits)

CA122 WEB DEVELOPMENT

In this course students learn to use HTML, CSS, and JavaScript to develop well-designed Web pages. Students learn to apply appropriate techniques and to include forms, images, and tables. (38 Clock Hours—2 Semester Credits)

CA123 ADVANCED VISUAL BASIC PROGRAMMING

This course develops the Visual BASIC skills and knowledge required to complete complex business applications. Topics include creating network applications, using the Windows API calls, and utilizing OLE to incorporate database functions inside Visual BASIC code. (80 Clock Hours—4 Semester Credits)

CA124 WEB AUTHORIZING TOOLS

In this course students learn how to automate the developmental process of their Web pages using Web authoring tools, including integrated development environments. Emphasis is placed on proper design elements and enhanced through the use of practical exercises. (38 Clock Hours—2 Semester Credits)

CA125 COMPUTER APPLICATIONS--*NIX

This course introduces the students to the *NIX operating and file systems. The students learn shells, command line syntax, and basic scripting. Students learn to use X-Windows. (38 Clock Hours—1 Semester Credit)

CA126 PROGRAMMING LOGIC

This course introduces the students to computer programming and problem solving in structured and procedural environments. Students will also learn syntax, algorithms, program design, and logic controls. (38 Clock Hours—2 Semester Credits)

CA127 NETWORK ADMINISTRATION

This course teaches the students to administer the server. Students learn to configure server roles and features, including domain directory services. Students will also learn to set up security, to audit using event logs, and to configure NICs and backup storage. (38 Clock Hours—1 Semester Credit)

CA130 VISUAL BASIC PROGRAMMING

This course introduces the students to the Microsoft Visual BASIC package. The first half of the course teaches programming rules and syntax, and the second half is dedicated to computer assignments where the students enter, debug, test, and document their programs. (80 Clock Hours—4 Semester Credits)

CA131 PC HARDWARE AND DIAGNOSTICS

This course teaches computer hardware concepts related to installation, configuration, and upgrading of motherboards, processors, and memory. Additional topics covered include diagnosing, troubleshooting, and preventive maintenance. (80 Clock Hours—4 Semester Credits)

CA132 ADVANCED VISUAL BASIC PROGRAMMING

This course develops the Visual BASIC skills and knowledge required to complete complex business applications. Topics include creating network applications, using the Windows API calls, and incorporating database connections inside Visual BASIC code. (40 Clock Hours—2 Semester Credits)

CA133 PC HARDWARE AND DIAGNOSTICS

This course teaches computer hardware concepts related to installation, configuration, and upgrading of motherboards, processors, and memory. Additional topics covered include diagnosing, troubleshooting, and preventive maintenance. (76 Clock Hours—3 Semester Credits)

CA134 .NET PROGRAMMING

This course introduces the students to the Microsoft Visual Studio package. The course teaches programming rules and syntax and includes computer assignments where the students create, debug, test, and document their programs. (76 Clock Hours—3 Semester Credits)

CA135 NETWORKS

This course introduces the students to networks and explores the interoperability of these networks. Students learn networking fundamentals, the components of a LAN, and the major features and functions of the network software. Students walk through the steps for installing the network software on a server and organizing the server. Additional topics include network topologies, protocols, and the layers of the OSI Model. (76 Clock Hours—3 Semester Credits)

CA200 INTRODUCTION TO C PROGRAMMING

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

CA200 C PROGRAMMING

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

CA201 ADVANCED C PROGRAMMING

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

CA202 INTRODUCTION TO COBOL PROGRAMMING (1994-1998)

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

CA202 INTRODUCTION TO COBOL PROGRAMMING

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

CA203 ADVANCED COBOL PROGRAMMING (1994-1998)

This course teaches advanced COBOL programming concepts using a variety of indexing and problem-solving software tools. These concepts are supported with explained examples. The students learn to apply these concepts to typical business applications. (80 Clock Hours—4 Semester Credits)

CA203 ADVANCED COBOL PROGRAMMING

This course teaches advanced COBOL programming concepts using a variety of problem-solving software tools. Special emphasis is placed on techniques for finding and correcting date fields related to the Year 2000 conversion. (40 Clock Hours—2 Semester Credits)

CA204 ADVANCED .NET PROGRAMMING

This course develops the .NET skills and knowledge required to complete complex business applications. Topics include advanced GUI design skills and incorporation of database connectivity, object-oriented programming, and graphics within .NET applications. (38 Clock Hours—2 Semester Credits)

CA204 ASSEMBLY PROGRAMMING

This course introduces the students to the Microsoft Macro Assembler language. This course strengthens the students’ knowledge of the interrelations of hardware and software. The students enter, compile, link, test, and debug their program assignments. (40 Clock Hours—2 Semester Credits)

CA205 ADVANCED BASIC PROGRAMMING

This course requires that the students apply BASIC to solve a set of advanced business application problems using microcomputers. The instructor provides examples of various coding options. (40 Clock Hours—2 Semester Credits)

CA206 MICROSOFT INTEGRATION

In this course students learn to work efficiently with multiple applications using the automation and integration capabilities of Microsoft Office. PowerPoint, advanced features of Word, and the Microsoft mini-applications are also covered. (38 Clock Hours—2 Semester Credits)

CA207 INTRODUCTION TO C++

This course introduces the students to the syntax and rules of C++ coding. Students master the fundamentals and create basic applications using the C++ programming language. (80 Clock Hours—4 Semester Credits)

CA208 ADVANCED C++

In this course students continue to develop their knowledge of the structure and syntax of C++. Students are introduced to object-oriented programming (OOP) concepts and apply the principles of OOP design to write programs to solve business problems. Additionally, students learn to respond to keyboard and mouse events in Visual C++. (80 Clock Hours—4 Semester Credits)

CA209 PROJECT DEVELOPMENT (1998-1999)

In this course students complete multiweek projects that require application of previously learned skills in one or more of the following areas: networking, database application, web development, and Visual BASIC programming. Students are required to design, document, and program their solutions. (40 Clock Hours—2 Semester Credits)

CA209 PROJECT DEVELOPMENT

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

CA210 PROJECT DEVELOPMENT (1994-1995)

This course takes the students into their final academic efforts where they must tackle real-world challenges directly involved with software development. These challenges take the form of four software projects of chosen types that represent what they will likely face in their career pursuits. The students are required to design, document, and program their solutions. (80 Clock Hours—2 Semester Credits)

CA210 PROJECT DEVELOPMENT (1995-1996)

This course takes the students into their final academic efforts where they must tackle real-world challenges directly involved with software development. These challenges take the form of two software projects of chosen types that represent what they will likely face in their career pursuits. The students are required to design, document, and program their solutions. Students learn to use standard text processing tools to document programming projects. (80 Clock Hours—2 Semester Credits)

CA210 PROJECT DEVELOPMENT (1996-1998)

CA210 ADVANCED PROJECT DEVELOPMENT (1998-1999)

This course takes the students into their final academic efforts where they must tackle real-world challenges directly involved with software development. These challenges take the form of software projects of chosen types that represent what they will likely face in their career pursuits. The students are required to design, document, and program their solutions. (80 Clock Hours—4 Semester Credits)

CA210 ADVANCED PROJECT DEVELOPMENT

This course takes the students into their final academic effort. The students are required to design, document, and program their solutions to problems they will likely face in their career pursuits. (76 Clock Hours—2 Semester Credits)

CA211 VISUAL C++

This course teaches the students the programming skills needed to build complete Windows applications. The students learn to enhance their applications, to create Dynamic Link Libraries (DLLs), and to use the Object Linking and Embedding (OLE) features of Visual C++. (40 Clock Hours—2 Semester Credits)

CA212 JAVA

This course instructs students to use the Java language to design and implement applications using object-oriented topics of classes and objects, inheritance, and polymorphism. Special emphasis is placed on designing applets for Web pages. Students work in a visual Integrated Development Environment (IDE). (76 Clock Hours—4 Semester Credits)

CA213 JAVA

This course instructs students to use the Java language to design and implement applications using object-oriented topics of classes and objects, inheritance, and polymorphism. Special emphasis is placed on designing applets for Web pages. Students work in a visual Integrated Development Environment (IDE). (76 Clock Hours—2 Semester Credits)

CA214 MICROSOFT INTEGRATION

In this course students learn to work efficiently with multiple applications using the automation and integration capabilities of Microsoft Office. PowerPoint, advanced features of Word, and the Microsoft mini-applications are also covered. (38 Clock Hours—1 Semester Credit)

CA215 C++ PROGRAMMING

In this course students learn the C++ object-oriented programming language beginning with concepts and the coding syntax. Students document and write C++ programs using object-oriented data classes and supporting libraries. (80 Clock Hours—4 Semester Credits)

CA215 ADVANCED OPERATING SYSTEMS

This course is a continuation of the study of popular Microsoft operating systems with further development of skills in installation, configuration, and troubleshooting techniques. (40 Clock Hours—2 Semester Credits)

CA215 INTRODUCTION TO VISUAL C++ PROGRAMMING

This introductory course explores the relationship between C and Visual C++. Students are introduced to object-oriented programming concepts. Students develop Windows applications using the object-oriented techniques available through Visual C++. (80 Clock Hours—4 Semester Credits)

CA216 ADVANCED VISUAL C++ PROGRAMMING

This course teaches the students the programming skills needed to build complete Windows applications. The students learn to enhance their applications, to create Dynamic Link Libraries (DLLs), and to use the Object Linking and Embedding (OLE) features of Visual C++. (80 Clock Hours—4 Semester Credits)

CA216 IMPLEMENTING AND ADMINISTERING SQL SERVERS

In this course students learn to implement, administer, and troubleshoot SQL servers. Topics include optimizing database performance, extracting and transforming data, and creating and managing database users. (80 Clock Hours—4 Semester Credits)

CA217 OBJECT-ORIENTED PROGRAMMING

This course introduces the students to the syntax and rules of object-oriented programming. Students master the fundamentals and apply the principles of object-oriented design to write programs to solve business problems. (80 Clock Hours—4 Semester Credits)

CA218 OBJECT-ORIENTED PROGRAMMING

This course introduces the students to the syntax and rules of object-oriented programming. Students master the fundamentals and apply the principles of object-oriented design to write programs to solve business problems. (57 Clock Hours—2 Semester Credits)

CA220 ADVANCED .NET PROGRAMMING

This course develops the .NET skills and knowledge required to complete complex business applications. Topics include advanced GUI design skills and incorporation of database connectivity, object-oriented programming, and graphics within .NET applications. (38 Clock Hours—1 Semester Credit)

CA225 NETWORKS

In this course students learn networking fundamentals and become familiar with the components of a LAN network as well as the major features and functions of network software. Students walk through the steps for installing the network software on a server and activating workstations as well as organizing the server and adding users. Topics covered include network topologies, protocols, and the seven layers of the OSI Model. (40 Clock Hours—2 Semester Credits)

CA230 LINUX ADMINISTRATION

In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, services, and system hardware. (38 Clock Hours—2 Semester Credits)

CA231 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS

In this course students learn to implement, administer, and troubleshoot information systems that incorporate Microsoft operating systems. Topics include installing, configuring, monitoring, and securing resources. (80 Clock Hours—4 Semester Credits)

CA232 IMPLEMENTING AND ADMINISTERING SQL SERVERS

In this course students learn to implement, administer, and troubleshoot SQL servers. Topics include optimizing database performance, extracting and transforming data, and creating and managing database users. (80 Clock Hours—4 Semester Credits)

CA233 MANAGING A MICROSOFT NETWORK ENVIRONMENT

In this course students learn to administer, support, and troubleshoot enterprise network environments. Topics include managing permissions for resources such as printer shares, file shares, and remote access. (76 Clock Hours—4 Semester Credits)

CA234 DESIGNING SECURITY FOR A MICROSOFT NETWORK

This course teaches students the skills required to analyze the business requirements for security and to design a security solution. Topics include audit policies, encryption, authentication, and controlling access to resources. Students will create disaster recovery documents to replace a network. (76 Clock Hours—4 Semester Credits)

CA235 IMPLEMENTING AND ADMINISTERING SQL SERVERS

In this course students learn to implement, administer, and troubleshoot SQL servers. Topics include optimizing database performance, extracting and transforming data, and creating and managing database users. (38 Clock Hours—1 Semester Credit)

CA236 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS

In this course students learn to implement, administer, and troubleshoot information systems that incorporate Active Directory Domain Controllers, member servers, and workstations. Topics include installing, configuring, monitoring, and securing resources. (57 Clock Hours—2 Semester Credits)

CA238 LINUX ADMINISTRATION

In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, services, and system hardware. (38 Clock Hours—1 Semester Credit)

CA239 MANAGING A MICROSOFT NETWORK ENVIRONMENT

In this course students learn to administer, support, and troubleshoot enterprise network environments. Topics include managing permissions for resources such as printer shares, file shares, and remote access. (76 Clock Hours—2 Semester Credits)

CA240 DESIGNING SECURITY FOR A MICROSOFT NETWORK

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

controlling access to resources. Students will create disaster recovery documents to replace a network. (76 Clock Hours—2 Semester Credits)

DA101 DENTAL ANATOMY

This course studies the anatomy of a tooth and its development from fetus to adulthood. Students also study the landmarks of the face and oral cavity and receive a comprehensive overview of both primary and permanent dentitions. (38 Clock Hours—2 Semester Credits)

DA102 DENTAL HEALTH SCIENCE AND NUTRITION

This course begins with an overview of basic office medical emergencies, their causes, and treatments. Included in this course are current drugs and medications that are common to the dental practice, as well as virus and disease transmission and oral pathologies. A large role of the dental professional is the promotion of a healthy lifestyle. With this in mind, this course is designed to educate on proper nutrition, its effects on overall health, as well as its effects on dental health. (38 Clock Hours—2 Semester Credits)

DA103 PRINCIPLES OF PRACTICE MANAGEMENT

This course introduces the skills needed to properly run the front office and be HIPAA compliant. This administrative position involves filing, scheduling patients, office finances, the use of office equipment, and heavy patient relations. Both manual and computer software systems are utilized. (38 Clock Hours—2 Semester Credits)

DA104 BIOMEDICAL SCIENCE

Students study the functions of the body systems. Microbiology and cellular function are also discussed. Special consideration will be given to the cardiovascular, digestive, respiratory, skeletal, muscular, and nervous systems as they relate to dental procedures. (38 Clock Hours—2 Semester Credits)

DA108 ORAL HEALTH AND PREVENTION

This course explores the dental caries process, including its causes, transmission, and prevention. Students will learn effective tooth brushing and denture cleaning techniques and be able to discuss how fluoride works. The role of diet and nutrition in the prevention of caries will also be examined. (38 Clock Hours—2 Semester Credits)

DA111 CHAIRSIDE ASSISTING I

This course introduces the history of dentistry along with current basic equipment found in the dental office. Using role play, students will learn clinical and communication skills to perform tasks such as taking medical/dental histories and vital signs, intraoral inspections, and giving oral hygiene instructions. Additionally, the student will have the opportunity to become “Healthcare Provider CPR” certified. And finally, treatment room preparation and charting skills help to prepare the student for a more advanced class the following semester. (38 Clock Hours—1 Semester Credit)

DA112 CHAIRSIDE ASSISTING II

This course introduces the students to acceptable communication skills with patients, psychology as it applies to dentistry, and the basic tools (instruments) used in a dental office. A large part of

the course is designed to teach the students how to hand dental “tools” to a dentist. Medical/dental charts are also observed, and students learn to record dental conditions of the mouth. Students also learn how to operate and maintain dental equipment. The principles of infection control are stressed and practiced throughout the course. (57 Clock Hours—3 Semester Credits)

DA113 CHAIRSIDE ASSISTING III

This course introduces dental instruments, handpieces, and burs that are used in the dental office today. Students will study the terminology and the uses of dental equipment. A large part of the course is designed to teach the student how to record findings in the oral cavity into the chart. The students will also have an introduction to some of the dental specialties. (76 Clock Hours—3 Semester Credits)

DA114 CHAIRSIDE ASSISTING IV

This course is designed to study the more advanced dental specialties: Endodontics, Oral Surgery, Periodontics, and Prosthodontics. Theory and common clinical procedures of each specialty are presented and demonstrated on manikins. Instrument identification is an important component of this course as it is a vital role of the dental assistant. (60 Clock Hours—3 Semester Credits)

DA115 CHAIRSIDE ASSISTING IV

This course is designed to study the more advanced dental specialties: Endodontics, Oral Surgery, Periodontics, and Prosthodontics. Theory and common clinical procedures of each specialty are presented and demonstrated on manikins. Instrument identification is an important component of this course as it is a vital role of the dental assistant. (57 Clock Hours—2 Semester Credits)

DA116 CHAIRSIDE ASSISTING I

This course introduces the history of dentistry along with current basic equipment found in the dental office. Using role play, students will learn clinical and communication skills to perform tasks such as taking medical/dental histories and vital signs, intraoral inspections, and giving oral hygiene instructions. Additionally, the student will have the opportunity to become “Healthcare Provider CPR” certified. And finally, treatment room preparation and charting skills help to prepare the student for a more advanced class the following semester. (57 Clock Hours—2 Semester Credits)

DA121 DENTAL RADIOLOGY

This course provides instruction in both theoretical and practical application of dental radiology. Students will learn techniques of exposing, developing, and mounting dental radiographs as well as precautions from radiation hazards. Students will learn the techniques of placing an X-ray in a human mouth and achieving acceptable results. Students must acquire volunteer patients to use for the clinical evaluation. Students will also be eligible to take the Pennsylvania State Radiation Board Exam following the course. (60 Clock Hours—3 Semester Credits)

DA122 DENTAL MATERIALS I

This introductory course studies the supplies and materials used in a dental office. Basic dental material terms are covered. The student will also be taught the theoretical and clinical aspects of manipulating restorative and esthetic materials, dental liners, bases, bonding systems, cements, and elementary model (replica of mouth) fabrication. (38 Clock Hours—2 Semester Credits)

DA123 DENTAL MATERIALS II

This course gets the dental assistant ready for the upcoming externship. A large part of the dental assistant's role is being skilled in dental materials. Introductory and advanced impression techniques are taught. Students work with classmates to mimic a realistic setting. Temporary crowns, mouth guards, whitening trays, and custom tray fabrication are taught as well as dental waxes and bite registration techniques. Students work on classmates to mimic a realistic dental setting and additionally tour a working dental lab. (38 Clock Hours—2 Semester Credits)

DA124 DENTAL RADIOLOGY I

This course provides instruction in both theoretical and practical application of dental radiology. Students will learn techniques of exposing, developing, and mounting dental radiographs as well as precautions from radiation hazards. Students will learn the techniques of placing an X-ray in a human mouth and achieving acceptable results. Students must acquire volunteer patients to use for the clinical evaluation. (57 Clock Hours—2 Semester Credits)

DA125 DENTAL RADIOLOGY II

Radiology II continues the theoretical and practical application of dental radiology. Students will continue to learn extraoral radiology techniques as well as learning the anatomical landmarks that are present in the human mouth. Legal issues dealing with dental radiology will also be a focused point. Students will be prepared to take the DANB Radiation Health and Safety (RHS) Exam following the completion of this course. (38 Clock Hours—2 Semester Credits)

DA131 DENTAL ASSISTING EXTRAMURAL (270 Externship Hours) (2013-2017)

DA131 DENTAL ASSISTING EXTRAMURAL (300 Externship Hours) (2005-2012)

This ___-hour externship combines experiences in both general and specialty dentistry at two separate facilities. The opportunity to practice skills in a clinical setting is a valuable component to dental assisting education. Externship sites are selected by their ability to provide the student with not only relevant but also well-supervised experiences. The school provides evaluation instruments to each site that measure the assistant's skill level at appropriate intervals. (6 Semester Credits)

DA133 DENTAL ASSISTING EXTRAMURAL

This 300-hour externship combines experiences in both general and specialty dentistry at two separate facilities. The opportunity to practice skills in a clinical setting is a valuable component to dental assisting education. Externship sites are selected by their ability to provide the student with not only relevant but also well-supervised experiences. The school provides evaluation instruments to each site that measure the assistant's skill level at appropriate intervals. (300 Externship Hours—6 Semester Credits)

DA201 CDA REVIEW

This course helps students review for the Dental Assisting National Board Exam with the goal of helping students improve their scores. The most vital lecture material and theories from previous coursework are reviewed. Written sample test questions are reviewed from a test preparation guidebook. In addition students will be exposed to the computerized software used in conjunction with the test preparation workbook review and sample test applications. (40 Clock Hours—2 Semester Credits)

DA211 EXPANDED FUNCTION DENTAL ASSISTING I

This course will include didactic instruction for expanded function operative procedures. Instruction will include the theory behind placing and removing a rubber dam; placing and removing of matrices and wedges; and placement, condensing, carving, and finishing of amalgam and composite restorations. Impressions technique, temporary restoration, interim crowns, and preventive resin restorations will also be discussed. Dental anatomy and occlusion theories will be reviewed. (60 Clock Hours—3 Semester Credits)

DA212 EXPANDED FUNCTION DENTAL ASSISTING I

This course will include didactic and laboratory instruction for expanded function procedures. Instruction will include placement and removal of rubber dams, matrices, and wedges. The student will learn how to select a shade, place, contour, finish, and polish various types of composite restorations. Additionally the student will have the opportunity to develop skills in applying fluoride and performing coronal polishing. The PA EFDA laws will be discussed, and dental anatomy and occlusion theories will be reviewed. (76 Clock Hours—2 Semester Credits)

DA213 EXPANDED FUNCTION DENTAL ASSISTING II

This course will include didactic instruction for expanded function operative procedures. The student will learn various types of composites, the theory of composites, along with the placement, condensing, finishing, and polishing of composite restorations. Shade selections will also be discussed. (80 Clock Hours—2 Semester Credits)

DA214 EXPANDED FUNCTION DENTAL ASSISTING II

This course will include didactic instruction for expanded function operative procedures. The student will learn various types of composites, the theory of composites, along with the placement, condensing, finishing, and polishing of composite restorations. Shade selections will also be discussed. (38 Clock Hours—1 Semester Credit)

DA215 EXPANDED FUNCTION DENTAL ASSISTING III

This course will include didactic instruction for expanded function operative procedures. Instruction will include the theory behind placing and removing matrices and wedges and placement, condensing, carving, finishing, and polishing of amalgam restorations. Impression techniques, temporary restoration, and interim crowns will be discussed. Occlusion theories and contact areas will be reviewed. (40 Clock Hours—1 Semester Credit)

DA231 EXPANDED FUNCTION DENTAL ASSISTING EXTRAMURAL

In a 300-hour clinical rotation in a private dental office, students will apply the skills and techniques of expanded function duties under direct supervision of a dentist. The dentist will evaluate and

monitor the work of the student. Students on extramural are evaluated by the site on extramural evaluation sheets provided by the school. The Program Manager periodically reviews progress by site visits and/or telephone contact. (300 Externship Hours—6 Semester Credits)

DA232 DENTAL ASSISTING/EXPANDED FUNCTION EXTRAMURAL

In a 225-hour clinical rotation in a private dental office, students will apply basic assisting and expanded function dental assisting skills while working under the direct supervision of a dentist. The dentist will evaluate and monitor the work of the student. The site will use extramural evaluation sheets, provided by the school, to evaluate the student's performance. The Program Manager periodically reviews progress by site visits and/or telephone contact. (225 Externship Hours—5 Semester Credits)

EN101 BUSINESS COMMUNICATIONS I (1990-1991)

This course covers the principles of effective communication that students will require to function in an office. A comprehensive review and reinforcement of language arts skills is the focus of this course. Students review such topics as language structure, verbs, plurals, possessives, pronouns, and subject-verb agreement. This course includes instruction in the use of end marks and commas. Students apply the rules learned by editing sentences, paragraphs, and business letters. (80 Clock Hours—5 Semester Credits)

EN101 BUSINESS COMMUNICATIONS I

This course will provide an introduction to business writing. Assignments support the writing demands that students will face in a business environment with a particular emphasis on language skills. (38 Clock Hours—2 Semester Credits)

EN102 BUSINESS COMMUNICATIONS II (1990-1991)

This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence, including request letters, claim and adjustment letters, and memoranda. (40 Clock Hours—2 Semester Credits)

EN102 BUSINESS COMMUNICATIONS II

This course continues the development of the student's ability to produce clear and effective business documents. Assignments support the writing demands that students will face in a business environment and will focus on proper utilization of writing mechanics. (38 Clock Hours—2 Semester Credits)

EN103 BUSINESS COMMUNICATIONS II (1990-1991)

This course is a continuation of Business Communications I. Students conclude an extensive study of punctuation. Students also receive instruction in capitalization and number usage. They have an opportunity to apply the principles learned by editing sentences, paragraphs, and business correspondence. Additionally, the methods of writing the most common forms of business correspondence are introduced. The students develop and write several different types of correspondence, including request letters, claim and adjustment letters, and memorandums. (80 Clock Hours—5 Semester Credits)

EN103 BUSINESS COMMUNICATIONS III

The practical application of more advanced uses of punctuation is the emphasis of this course. Studies also include application of capitalization, number expression, and abbreviation rules. Upon completion of this course, students should be able to apply these rules to their own written documents as well as those produced by others. (38 Clock Hours—2 Semester Credits)

EN104 ORAL COMMUNICATIONS IN THE WORKPLACE (2016-18)

EN104 ORAL COMMUNICATIONS (Prior to 2016)

This course is designed to develop and enhance the oral communication skills required in the workplace. Special emphasis is placed on proper techniques for telephone and interpersonal communications. (38 Clock Hours—2 Semester Credits)

EN105 BUSINESS CORRESPONDENCE

This course is designed to develop student writing skills. The students learn to write good sentences and to combine them to form effective paragraphs. They then apply these skills to the planning and writing of basic business communications. (20 Clock Hours—1 Semester Credit)

EN106 BUSINESS COMMUNICATIONS IV

This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence, including request letters, claim and adjustment letters, and memoranda. (40 Clock Hours—2 Semester Credits)

EN120 BUSINESS COMMUNICATIONS II

This course provides an in-depth presentation of English grammar. Students are exposed to the application of grammar principles. (20 Clock Hours—1 Semester Credit)

EN121 BUSINESS COMMUNICATIONS III

This course includes instruction in the use of end punctuation marks and commas. Students apply these skills by editing sentences, paragraphs, and business letters. (20 Clock Hours—1 Semester Credit)

EN122 ORAL COMMUNICATIONS I

This course is a presentation of the fundamental principles of the oral communication process. The various components of the process, the importance of the skill of active listening, and the importance of both verbal and nonverbal communication are emphasized. (20 Clock Hours—1 Semester Credit)

EN123 ORAL COMMUNICATIONS II

This course is especially designed to focus on the unique communication skills required to use the telephone professionally and successfully. Correct techniques for placing and receiving telephone calls as well as effective screening and message-taking procedures are thoroughly covered. (20 Clock Hours—1 Semester Credit)

EN200 PUBLIC SPEAKING

This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative, persuasive, and special occasion speeches. (60 Clock Hours—4 Semester Credits)

EN201 WRITTEN BUSINESS COMMUNICATIONS (2016-2018)

EN201 WRITTEN COMMUNICATIONS (Prior to 2016)

This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence, which may include letters, memorandums, short reports, and emails. (38 Clock Hours—2 Semester Credits)

EN202 EFFECTIVE SPEAKING

This course is a study of the fundamental concepts of oral communications as utilized in interpersonal relationships and group presentations. The students learn to plan and deliver oral presentations and gain self-confidence, poise, and the ability to speak clearly and concisely in their communications with others. (40 Clock Hours—2 Semester Credits)

EN203 PUBLIC SPEAKING

This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative, persuasive, and special occasion speeches. (57 Clock Hours—3 Semester Credits)

EN204 INTERPRETING LITERATURE

This course is an introduction to the art of reading and appreciating short stories, poems, and plays. Students are encouraged, both in class discussions and in writing assignments, to draw on their own experiences to aid in their understanding of literature. (57 Clock Hours—3 Semester Credits)

EN206 BUSINESS COMMUNICATIONS IV

This course provides in-depth attention to a variety of specialized communication topics. Students complete an assortment of projects that require them to apply previously learned material and that develop the higher-order skills of analysis, synthesis, and evaluation. (38 Clock Hours—2 Semester Credits)

EN215 RESEARCH AND REPORT WRITING

This course further develops the students' knowledge of the fundamental requirements for effective business communication and addresses the role of reports in business. Students develop general research skills and produce simple and complex business reports. (60 Clock Hours—3 Semester Credits)

EN216 RESEARCH AND BUSINESS REPORT WRITING (2016-2018)

EN216 RESEARCH AND REPORT WRITING (Prior to 2016)

This course further develops the students' knowledge of the fundamental requirements for effective business communication and addresses the role of reports in business. Students will plan, research, draft, revise, edit, and produce a variety of business-related reports. (57 Clock Hours—2 Semester Credits)

EN222 BUSINESS COMMUNICATIONS IV

This course is designed to conclude an extensive study of punctuation. Students also receive instruction in capitalization and number usage. (20 Clock Hours—1 Semester Credit)

EN223 BUSINESS COMMUNICATIONS V

Students apply previously learned language arts skills by editing sentences, paragraphs, and business correspondence. (20 Clock Hours—1 Semester Credit)

FI200 PERSONAL FINANCE

This course provides a survey of the major economic decisions facing the typical American household and examines the influence of social and economic change on individual financial planning. Students acquire the knowledge and develop the necessary analytical skills to make informed choices related to topics such as managing finances and budgeting, banking and saving, earning and reporting income, buying goods and services, using credit, and protecting against risk. This course puts emphasis on goal setting, lifelong learning, and active decision making. (38 Clock Hours—2 Semester Credits)

GD100 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 perception. (80 Clock Hours—3 Semester Credits)

GD101 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. (80 Clock Hours—3 Semester Credits)

GD102 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. (38 Clock Hours—1 Semester Credit)

GD105 DRAWING II

This course emphasizes mastery of the traditional drawing skills. Students study the principles of good composition and continue their study of perspective while developing their technical competence. (40 Clock Hours—1 Semester Credit)

GD106 DRAWING III

This course emphasizes the mastery of perspective drawing. Students work with one-, two-, and three-point perspective. (40 Clock Hours—1 Semester Credit)

GD110 DESIGN AND COLOR

GD110 DESIGN AND COLOR I (1992-1993)

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

learn to use these elements to solve their own design problems. (76 Clock Hours—3 Semester Credits)

GD111 DESIGN AND COLOR II

This course continues the study of the principles and elements of two-dimensional design while emphasizing the study of color. Students learn not only the objective principles and rules of color but also explore the subjective predicament as it pertains to critical taste in the realm of color. (40 Clock Hours—1 Semester Credit)

GD111 TYPOGRAPHY I

This course introduces the students to the fundamentals of typography. The students learn to distinguish between various typefaces. They also learn formatting, specifying typestyles and sizes, leading, readability requirements, basic typesetting, and the history of type. (38 Clock Hours—2 Semester Credits)

GD112 TYPOGRAPHY II

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. (40 Clock Hours—2 Semester Credits)

GD113 INTRODUCTION TO PRODUCTION

This course explains the production of professional quality printed materials. Upon completion of the course, the students possess the basic knowledge to make informed production decisions from the rough comp stage to the finished printed piece. (38 Clock Hours—2 Semester Credits)

GD114 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. (38 Clock Hours—2 Semester Credits)

GD115 TYPOGRAPHY

In this course the students are introduced to the concept of the letter both as a design element and as a means of communication. The students learn what to look for in distinguishing one typeface from another, as well as basic type measurements, word spacing, letter spacing, and leading. (40 Clock Hours—2 Semester Credits)

GD115 GRAPHIC DESIGN DEVELOPMENT AND PRACTICE

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. (40 Clock Hours—2 Semester Credits)

GD116 ADVERTISING PRODUCTION

This course fully and clearly explains the production of printed matter. Upon completion of the course, the students will possess the necessary knowledge to make informed production decisions from the rough comp stage to the finished printed piece. (40 Clock Hours—2 Semester Credits)

GD117 GRAPHIC DESIGN

This course analyzes and explains the elements that combine to form a graphic design—signs, symbols, words, pictures, and supporting forms. Students discuss the innovative ways in which designers combine words and pictures and apply this knowledge as they solve graphic design problems. (60 Clock Hours—2 Semester Credits)

GD118 GRAPHIC DESIGN

This course analyzes and explains the elements that combine to form a graphic design—signs, symbols, words, pictures, and supporting forms. Students discuss the innovative ways in which designers combine words and pictures and apply this knowledge as they solve graphic design problems. (40 Clock Hours—2 Semester Credits)

GD119 TYPOGRAPHY II

In this course students continue to develop their typographic skills. Students design letterforms, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software. (38 Clock Hours—1 Semester Credit)

GD120 STUDIO PROCEDURES**GD120 STUDIO PROCEDURES I (1992-1994)**

This course uses a problem-solving approach to prepare the students to produce all forms of paste-ups and mechanicals used in the advertising industry. (80 Clock Hours—3 Semester Credits)

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

This course builds and develops drawing and painting skills used by the student to visually define subject matter accurately for commercial purposes. Students explore the use of a variety of materials and techniques. (80 Clock Hours—3 Semester Credits)

GD123 COMPREHENSIVE ILLUSTRATION

This course builds and develops illustration skills used by the student to visually define subject matter accurately for commercial purposes. Students explore the use of a variety of materials and techniques. (38 Clock Hours—1 Semester Credit)

GD125 ADVERTISING

This course enables the students to gain knowledge of the basic principles of advertising. Emphasis is placed on the advantages and disadvantages of each advertising medium. (40 Clock Hours—2 Semester Credits)

GD130 MULTIMEDIA AND ANIMATION

In this course, students apply design principles and utilize a popular authoring tool to create multimedia applications that include animation. (38 Clock Hours—2 Semester Credits)

GD130 MULTIMEDIA, ANIMATION AND EXPERIENCE DESIGN

In this course, students apply design principles and utilize a popular authoring tool to create multimedia applications that focus on creating interactive experiences. (38 Clock Hours—2 Semester Credits)

GD200 STUDIO PROCEDURES II

In this course students continue to develop their skills in producing paste-ups and mechanicals. This course emphasizes industry standards and industry standard time frames. (80 Clock Hours—3 Semester Credits)

GD200 DESIGN AND 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 completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product. (120 Clock Hours—4 Semester Credits)

GD201 ADVERTISING ART PORTFOLIO

In this course, students prepare a professional portfolio and also examine comprehensive methods and techniques that will enable them to best present their resumes and portfolios. (80 Clock Hours—3 Semester Credits)

GD202 ADVERTISING ART PORTFOLIO (1994-1995)

In this course, students prepare a professional portfolio and also examine comprehensive methods and techniques that will enable them to best present their resumes and portfolios. (40 Clock Hours—1 Semester Credit)

GD202 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. (76 Clock Hours—4 Semester Credits)

GD203 DESIGN AND 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. (76 Clock Hours—3 Semester Credits)

GD204 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. (76 Clock Hours—3 Semester Credits)

GD206 ILLUSTRATION II

In this course students create original illustrations appropriate for use in magazines, books, brochures, or other visual communications. Students continue to develop draftsmanship and painting techniques learned in Illustration I. (80 Clock Hours—3 Semester Credits)

GD210 STUDIO PROCEDURES II

In this course students continue to develop their skills in producing paste-ups and mechanicals. This course emphasizes industry standards and industry standard time frames. (40 Clock Hours—1 Semester Credit)

GD230 ADVANCED MULTIMEDIA AND 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. (40 Clock Hours—2 Semester Credits)

GD231 ADVANCED MULTIMEDIA AND ANIMATION

This course is a continuation of Multimedia and Animation. Students design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, and animation. (38 Clock Hours—1 Semester Credit)

GD231 ADVANCED MULTIMEDIA, ANIMATION AND EXPERIENCE DESIGN

This course is a continuation of Multimedia, Animation and Experience Design. Students design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, and animation. (38 Clock Hours—1 Semester Credit)

GE190 GENERAL HUMAN PHYSIOLOGY

This course develops the core concepts related to cell physiology and the functional control mechanisms related to each body system including nervous, musculoskeletal, cardiovascular, lymphatic, respiratory, renal, digestive, reproductive, and endocrine systems. (57 Clock Hours—3 Semester Credits)

GS200 ECONOMICS

In this course students study macroeconomic concepts. Topics considered include the method of economics, supply and demand, the price mechanism, money and the American banking system, national output and national income, monetary and fiscal policies, specialization and trade, and the various market structures. (60 Clock Hours—4 Semester Credits)

GS201 PSYCHOLOGY

This course provides a study of the basic topics in psychology. It also discusses their application across a broad range of everyday experiences, including but not limited to work, education, consumer concerns, community and civic programs, social and environmental interests, mental health, and human relations. (60 Clock Hours—4 Semester Credits)

GS202 ECONOMICS

In this course students study macroeconomic concepts. Topics considered include the method of economics, supply and demand, the price mechanism, money and the American banking system,

national output and national income, monetary and fiscal policies, specialization and trade, and the various market structures. (57 Clock Hours—3 Semester Credits)

GS203 PRINCIPLES OF SOCIOLOGY

This basic course in sociology deals with problems that affect the functioning of society as a whole. Topics for discussion include socialization and self and social differentiation, including social class, cultures, sex, family, religion, and politics. (60 Clock Hours—4 Semester Credits)

GS204 MARKETING

This course covers the following areas of marketing: marketing and variables, management of marketing information, the market social influences on exchange behavior, the nature of the product, new product development, product management, and price determination and administration. (38 Clock Hours—2 Semester Credits)

GS205 PSYCHOLOGY

This course provides a study of the basic topics in psychology. It also discusses their application across a broad range of everyday experiences, including but not limited to work, education, consumer concerns, community and civic programs, social and environmental interests, mental health, and human relations. (57 Clock Hours—3 Semester Credits)

GS206 PRINCIPLES OF SOCIOLOGY

This basic course in sociology deals with problems that affect the functioning of society as a whole. Topics for discussion include socialization and self and social differentiation, including social class, cultures, sex, family, religion, and politics. (57 Clock Hours—3 Semester Credits)

GS207 SOCIAL MEDIA MANAGEMENT

In this class, students will learn to plan and execute a professional social media campaign using several online outlets. (19 Clock Hours—1 Semester Credit)

GS208 ECONOMICS

In this course, students study macroeconomic and microeconomic concepts. Topics considered include the method of economics, supply and demand, the price mechanism, money and the American banking system, national output and national income, monetary and fiscal policies, the problems resulting from economic progress, and today's economic systems. (57 Clock Hours—3 Semester Credits)

GS220 STATISTICS

This course is a presentation of the basic principles of statistics. The integral topics include probability, normal distribution, sampling techniques, and hypothesis testing and their application to government, business, and education. Students learn the nature of statistics and the fundamentals of descriptive statistics. (57 Clock Hours—3 Semester Credits)

HP100 CONVENTION MANAGEMENT

This course is designed to provide students with an overview of the meeting/convention management industry. The course explores marketing meetings and conventions, selling conventions, and anticipating the needs of meeting planners. (20 Clock Hours—1 Semester Credit)

HP101 INTRODUCTION TO THE HOTEL INDUSTRY

This course gives students an overview of the lodging industry yesterday and today. Career opportunities in the hospitality field are highlighted, and students receive instruction in terminology, front office operations, and customer service. (40 Clock Hours—2 Semester Credits)

HP101 HOTEL OPERATIONS AND ADMINISTRATION

This course provides the students with insight into the workings of a hotel/motel and tourism as a whole in the accommodations industry. The course provides the students with the knowledge to discuss hotel reference guides, factors that affect the price of a room, and meal plans. The course specifically details the duties and job descriptions of individual departments. (40 Clock Hours—2 Semester Credits)

HP102 HOSPITALITY TECHNIQUES

This course is a continued study of the hotel industry in which the students learn to use five of the most widely used reference manuals to find information about major hotels throughout the world. Research techniques and room prices for major hotels worldwide are studied, along with sales and catering and hotel vocabulary. (40 Clock Hours—2 Semester Credits)

HP103 FOOD AND BEVERAGE OPERATIONS

This course introduces the students to the role of food and beverage management. The course concentrates on such departments as food production, food service, beverage operations, and banquet operations. (20 Clock Hours—1 Semester Credit)

HP104 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. (40 Clock Hours—2 Semester Credits)

HP105 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. (38 Clock Hours—1 Semester Credit)

HP111 FRONT AND BACK OFFICE MANAGEMENT

This course teaches the principles of effective front and back office management. Emphasis is placed on the reservation, check-in/check-out procedures, and customer service. Accounting functions, employment practices, and administrative procedures are also reviewed. (40 Clock Hours—2 Semester Credits)

HP112 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. (38 Clock Hours—1 Semester Credit)

HP113 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. (40 Clock Hours—2 Semester Credits)

HP200 GUEST RELATIONS MANAGEMENT

This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations. (38 Clock Hours—1 Semester Credit)

HP201 AUTOMATED RESERVATIONS AND TICKETING USING APOLLO*

This course provides an understanding of industry automation with emphasis on computer skills. The course covers the concepts and skills required to interpret and modify availability; sell air space; create and change Passenger Name Records (PNRs), client profiles, and seat assignments; access fares; modify and price itineraries; issue tickets and boarding passes; and handle hotel reservations, car rentals, and tours. Software simulating the functions of the APOLLO system is used extensively in this course. *APOLLO is a registered trademark. (40 Clock Hours—2 Semester Credits)

HP201 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. (80 Clock Hours—4 Semester Credits)

HP202 GUEST RELATIONS MANAGEMENT

This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations. (40 Clock Hours—2 Semester Credits)

HP203 HOTEL/MOTEL MANAGEMENT

This course is an introduction to the function of management for hotels and motels. It includes the study of the operations and planning of the hotel/motel as a business, human relations, employee recruitment, interviewing/selecting and hiring employees, employment regulations and laws, and employee policies. (40 Clock Hours—2 Semester Credits)

HP205 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. (76 Clock Hours—3 Semester Credits)

HP206 HOSPITALITY AND TRAVEL EXTERNSHIP (1991-1992)

This practicum provides the students with hospitality or travel work experience in a travel agency, hotel/motel, health spa, airline, etc. The students are supervised and evaluated for work performed in both the administrative and practical areas. (225 Clock Hours—5 Semester Credits)

HP206 HOSPITALITY AND TRAVEL EXTERNSHIP (1992-1996)

This externship provides the students with hospitality or travel work experience in a travel agency, hotel/motel, health spa, airline, etc. The students are supervised and evaluated for work performed in both the administrative and practical areas. (270 Clock Hours—6 Semester Credits)

HP206 HOSPITALITY AND TRAVEL EXTERNSHIP (1997-2012)

This externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in hotels, travel agencies, and other businesses in the travel and hospitality fields. Externship experiences are supervised and evaluated by personnel at the extern site and by school faculty. (320 Clock Hours—7 Semester Credits)

HP207 HOSPITALITY AND TRAVEL 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 extern site and by school faculty. (270 Clock Hours—6 Semester Credits)

MD100 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. (38 Clock Hours—2 Semester Credits)

MD101 CLINICAL I

MD101 CLINICAL PROCEDURES I (1993-1998)

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, vital signs, EKGs, administration of medications, and the preparation of the patient for examination. (80 Clock Hours—4 Semester Credits)

MD101 CLINICAL PROCEDURES (1992-1993)

MD101 CLINICAL PROCEDURES I (1990-1992)

This course is designed to teach the procedures necessary to assist the physician or nurse in a clinical setting of a physician's office or medical facility. Topics of discussion include vital signs, height, weight, assisting with a routine examination, positioning, and ECGs. (80 Clock Hours—5 Semester Credits)

MD102 CLINICAL PROCEDURES II (1990-1991)

This course is designed to teach the necessary procedures to assist the physician in various specialty areas. Topics include visual acuity testing, assessment of color vision, immunizations, and assisting with gynecology examinations. Additionally, emergency first aid and CPR are presented. (70 Clock Hours—4 Semester Credits)

MD102 CLINICAL PROCEDURES II (1991-1992)

This course is designed to teach the necessary procedures to assist the physician in various specialty areas. Topics include visual acuity testing, assessment of color vision, immunizations, and assisting with gynecology examinations. Additionally, emergency first aid and CPR are presented. (60 Clock Hours—4 Semester Credits)

MD102 PHARMACOLOGY

This course is designed to provide the medical assisting students with knowledge of the principles of pharmacology utilizing a body systems approach. (38 Clock Hours—2 Semester Credits)

MD103 CLINICAL II**MD103 CLINICAL PROCEDURES II (1993-1998)**

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and the preparation of specialty examinations in areas such as OB/GYN and pediatrics. (80 Clock Hours—4 Semester Credits)

MD103 LABORATORY PROCEDURES

This course is designed to teach the procedures necessary to assist the nurse and technologist in the laboratory areas of the office in a clinical practice. Minor office surgery, instrument identification, and assisting with laboratory tests such as throat culture and urinalyses are introduced. (80 Clock Hours—5 Semester Credits)

MD104 MEDICAL TERMINOLOGY AND ANATOMY AND PHYSIOLOGY I (1990-1991)

This course is designed to combine the language of medicine with the basic study of the structures and function of the human body. Three major objectives of this course are 1) to teach students to analyze word structures; 2) to correlate an understanding of word elements with basic anatomy, physiology, and disease processes of the human body; and 3) to be continually aware of spelling and pronunciation problems. Systems to be covered in this course along with related terminology include respiratory, cardiovascular, urinary, nervous, blood, and lymphatic. (80 Clock Hours—5 Semester Credits)

MD104 MEDICAL TERMINOLOGY AND ANATOMY AND PHYSIOLOGY I

This course covers specialized systems including the respiratory, cardiovascular, urinary, and the nervous system along with related terminology. (40 Clock Hours—2 Semester Credits)

MD105 MEDICAL OFFICE PROCEDURES

In this course the students learn the functions and practices of a modern medical office along with the communication skills necessary to be efficient within the office. Extensive telephone training is presented. (40 Clock Hours—2 Semester Credits)

MD105 MEDICAL ADMINISTRATIVE PROCEDURES

In this course the students are introduced to a competency-based approach to learning the principles of management applied in a modern medical facility. Competencies include appointment scheduling, telephone triage, medical records management, and pegboard concepts. (40 Clock Hours—2 Semester Credits)

MD105 MEDICAL OFFICE PROCEDURES I

In this course student learn the functions and practices of the modern medical office along with the communication skills necessary to be efficient within this office. Extensive telephone training is presented. (40 Clock Hours—2 Semester Credits)

MD106 MEDICAL OFFICE SYSTEMS

This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations. (40 Clock Hours—2 Semester Credits)

MD106 MEDICAL OFFICE PROCEDURES II

This course continues the presentation of the methods and procedures of the administrative medical office. Topics include making appointments, preparing medical records, preparing insurance forms, identifying financial responsibilities, and training in the clinical field. (40 Clock Hours—2 Semester Credits)

MD106 COMPUTER APPLICATIONS FOR THE MEDICAL OFFICE

This course is designed to instruct students in the methods of computerized management in a medical office. Students build databases on frequently used procedure codes, diagnostic codes, and insurance companies. Students produce bills and insurance claims forms for third-party billing. Students also review basic concepts of billing and collections and insurance processing. Hands-on computer applications and simulations are completed as a part of this course. (40 Clock Hours—2 Semester Credits)

MD107 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. (80 Clock Hours—4 Semester Credits)

MD107 MEDICAL LAW AND HUMAN RELATIONS

Medical Law and Human Relations is a course designed to provide the students with legal and ethical knowledge to make proper professional judgments. Topics covered include laws pertinent to the office setting, major bioethical issues, various ethical codes, and their impact on society. (40 Clock Hours—2 Semester Credits)

MD108 MEDICAL MACHINE TRANSCRIPTION (1990-1992)

This course is designed to develop the students' competency in transcribing from machine dictation using medical terminology. Students transcribe medical data such as histories and

physicals, x-ray reports, and operative reports in proper medical record format. Emphasis is also placed on spelling and proofreading skills. (30 Clock Hours—1 Semester Credit)

MD108 MEDICAL MACHINE TRANSCRIPTION

This course is designed to develop the students' competency in transcribing from machine dictation using medical terminology. Students transcribe medical data such as histories and physicals, x-ray reports, and operative reports in proper medical record format. Emphasis is also placed on spelling and proofreading skills. (40 Clock Hours—2 Semester Credits)

MD109 MEDICAL TERMINOLOGY AND ANATOMY AND PHYSIOLOGY I

This course covers specialized systems including the respiratory, cardiovascular, urinary, and the nervous system along with related terminology. (40 Clock Hours—2 Semester Credits)

MD109 ANATOMY AND PHYSIOLOGY I

This course is designed to introduce the medical assisting students to basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions. (38 Clock Hours—2 Semester Credits)

MD110 MEDICAL TERMINOLOGY AND ANATOMY AND PHYSIOLOGY II

This course is designed to combine the language of medicine with the basic study of the structures and function of the human body. Systems covered in this course include the male and female reproductive system and the digestive, skin, and endocrine systems. (40 Clock Hours—2 Semester Credits)

MD110 MEDICAL MACHINE TRANSCRIPTION

This course is designed for the medical assisting students to learn how to operate dictation equipment and apply medical terminology and formatting techniques in the production of various kinds of documents such as mailable letters, histories and physicals, and x-ray and operative reports. Emphasis is placed on spelling and proofreading skills. (20 Clock Hours—1 Semester Credit)

MD111 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 human body processes are studied. (38 Clock Hours—2 Semester Credits)

MD112 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. (80 Clock Hours—4 Semester Credits)

MD113 PSYCHOLOGY FOR HEALTH CARE PROFESSIONALS

This course is designed for the medical assisting students to learn the basic principles of psychology in order to provide an understanding of patient behavior and management as it relates to

the medical facility. Areas discussed include therapeutic communication, theories of hierarchy, time management, cultural diversity, and professionalism. (20 Clock Hours—1 Semester Credit)

MD114 MEDICAL LAW AND ETHICS

This course is designed to give the students a working knowledge of medical ethics and of federal and state laws regulating medical practices today. Information covered includes laws pertinent to the medical facility and major ethical issues and their impact on society. (20 Clock Hours—1 Semester Credit)

MD115 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. (20 Clock Hours—1 Semester Credit)

MD116 MEDICAL ADMINISTRATIVE PROCEDURES I

In this course the students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics. (40 Clock Hours—2 Semester Credits)

MD117 MEDICAL ADMINISTRATIVE PROCEDURES II

This course is designed to continue the development of student competency in medical administrative functions. (40 Clock Hours—2 Semester Credits)

MD118 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. (38 Clock Hours—2 Semester Credits)

MD120 MEDICAL ADMINISTRATIVE PROCEDURES I

In this course the students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics. (38 Clock Hours—1 Semester Credit)

MD121 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. (76 Clock Hours—3 Semester Credits)

MD122 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. (76 Clock Hours—3 Semester Credits)

MD123 MEDICAL ADMINISTRATIVE PROCEDURES II

This course is designed to continue the development of student competency in medical administrative functions. (38 Clock Hours—1 Semester Credit)

MD124 MEDICAL OFFICE SYSTEMS

This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations. (38 Clock Hours—1 Semester Credit)

MD201 CLINICAL PROCEDURES III

In this course the medical assisting student continues the development of skills learned in Clinical Procedures I and Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations. (80 Clock Hours—4 Semester Credits)

MD202 ADVANCED LABORATORY PROCEDURES (1990-1991)

This course is designed to teach the procedures necessary to assist the physician, nurse, or technologist in the laboratory setting of a physician's office or clinical facility. Topics of discussion and demonstration include introduction to hematology, blood specimen collection, and blood and specimen testing. (70 Clock Hours—4 Semester Credits)

MD202 ADVANCED LABORATORY PROCEDURES

This course is designed to teach the procedures necessary to assist the physician, nurse, or technologist in the laboratory setting of a physician's office or clinical facility. Topics of discussion and demonstration include introduction to hematology, blood specimen collection, and blood and specimen testing. Specialized areas include urinalysis, hematology, microbiology, and blood and chemistry testing. (80 Clock Hours—5 Semester Credits)

MD202 LABORATORY PROCEDURES

This course is designed to teach the procedures necessary to assist the physician, nurse, or technologist in the laboratory setting of a physician's office or clinical facility. Topics of discussion and demonstration include introduction to hematology, blood specimen collection, and blood and specimen testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy. (80 Clock Hours—4 Semester Credits)

MD203 MEDICAL TERMINOLOGY AND ANATOMY AND PHYSIOLOGY II (1990-1991)

This course is designed to combine the language of medicine with the basic study of the structures and function of the human body. It is a continuation of Medical Terminology and Anatomy and Physiology I. Systems covered in this course include the male and female reproductive system; digestive, skin, and endocrine systems; as well as sense organs; oncology; and blood and lymphatic systems. (70 Clock Hours—4 Semester Credits)

MD203 MEDICAL TERMINOLOGY AND ANATOMY AND PHYSIOLOGY II

This course is designed to combine the language of medicine with the basic study of the structures and function of the human body. Systems covered in this course include the male and female reproductive system and the digestive, skin, and endocrine systems. Specialized areas covered

include sense organs, oncology, blood and lymphatic systems, and musculoskeletal systems. (40 Clock Hours—2 Semester Credits)

MD204 EXTERNSHIP (1990-1992)

This practicum provides the students with medical assisting experience in a physician's private office or clinic. The students are supervised and evaluated for work performed in both the administrative and clinical areas. (160 Clock Hours—3 Semester Credits)

MD204 MEDICAL EXTERNSHIP (1992-1996)

This externship provides the students with medical assisting experience in a physician's private office or clinic. The students are supervised and evaluated for work performed in both the administrative and clinical areas. (270 Clock Hours—6 Semester Credits)

MD204 MEDICAL EXTERNSHIP (1997-2012)

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. (320 Clock Hours—7 Semester Credits)

MD205 CLINICAL PROCEDURES III

In this course the medical assisting student continues the development of skills learned in Clinical Procedures I and Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations. (76 Clock Hours—3 Semester Credits)

MD205 MEDICAL TERMINOLOGY AND ANATOMY AND PHYSIOLOGY III

This course is designed to combine the language of medicine with the basic study of the structure and functions of the human body. Specialized areas covered include sense organs, oncology, blood and lymphatic systems, and musculoskeletal systems. (30 Clock Hours—2 Semester Credits)

MD206 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. (270 Clock Hours—6 Semester Credits)

MD207 CMA REVIEW

In this course the medical assisting student will prepare for the AAMA CMA examination by reviewing the cognitive, psychomotor, and affective domains as outlined by the MAERB curriculum plan. (38 Clock Hours—1 Semester Credit)

MD208 PROFESSIONALISM IN HEALTH CARE

This course is designed to instruct the medical assisting students about the importance of professionalism. Emphasis is placed on the need to perform in a professional, ethical, legal, and competent manner. Students learn professional standards that apply to medical assistants which

help them provide the highest quality of health care and service for patients, visitors, and guests. (38 Clock Hours—2 Semester Credits)

MT200 PRINCIPLES OF MANAGEMENT AND ORGANIZATIONAL BEHAVIOR

This course explores the fundamentals of management while incorporating the behavioral science concepts of motivation and leadership. Emphasis will be placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as a contributing member of a team. (57 Clock Hours—3 Semester Credits)

OT100 INTRODUCTION TO MACINTOSH

This course covers the basics of Macintosh computer operations. Students also are introduced to the fundamental techniques of vector-based illustration. (40 Clock Hours—2 Semester Credits)

OT101 RECORDS MANAGEMENT

This course is designed to provide instruction in the alphabetic system of filing. An introduction to numeric, subject, and geographic systems of filing is also provided. Students learn about the information processing cycle and the important role filing plays within this cycle. (20 Clock Hours—1 Semester Credit)

OT102 MICROCOMPUTER OPERATIONS

This course is an introduction to information processing applications. It provides the students with “hands-on” experience in utilizing the microcomputer disk operating system and word processing, spreadsheet, and database management application software. (40 Clock Hours—1 Semester Credit)

OT102 INTRODUCTION TO MACINTOSH

This survey course covers the basics of Macintosh computer operations, including file management and lab hardware. Students also are introduced to the fundamental techniques of graphic software interface. (38 Clock Hours—1 Semester Credit)

OT103 BASIC WEB PAGE DEVELOPMENT

In this course students learn basic design principles and learn to use web authoring software to create and enhance Web pages with links, graphics, tables, frames, and “form applications.” (38 Clock Hours—2 Semester Credits)

OT104 BASIC WEB PAGE DEVELOPMENT

In this course students learn basic design principles and learn to use web authoring software to create and enhance Web pages with links, graphics, tables, frames, and “form applications.” (38 Clock Hours—1 Semester Credit)

OT110 WORD PROCESSING (1990-1992)

This course provides information and training on the use of microcomputer software for word processing. The students use the WordPerfect software package to produce a variety of documents from various application exercises. (40 Clock Hours—1 Semester Credit)

OT111 WORD PROCESSING

This course provides information and training on the use of microcomputer software for word processing. The students produce a variety of documents from various application exercises. (20 Clock Hours—1 Semester Credit)

OT112 WORD PROCESSING—CORE

OT110 WORD PROCESSING (1992-2001)

This course provides information and training on the use of microcomputer software for word processing. Students will use a word processing software package to produce a variety of documents from various application exercises. (40 Clock Hours—2 Semester Credits)

OT113 WORD PROCESSING--CORE

This course provides information and training on the use of microcomputer software for word processing. Students will use a word processing software package to produce a variety of documents from various application exercises. (38 Clock Hours—1 Semester Credit)

OT115 WORD PROCESSING I

This course provides information and training on the use of the microcomputer software for word processing. The students are introduced to the WordPerfect software package. (20 Clock Hours—1 Semester Credit)

OT115 ELECTRONIC SPREADSHEETS

This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets. (40 Clock Hours—2 Semester Credits)

OT116 ELECTRONIC SPREADSHEETS

This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets. (38 Clock Hours—1 Semester Credit)

OT116 WORD PROCESSING II

This course is a continuation of the study of WordPerfect applications. Students create a variety of documents using various application exercises. (20 Clock Hours—1 Semester Credit)

OT117 WORD PROCESSING I

This course provides information and training on the use of microcomputer software for word processing. The students are introduced to the WordPerfect software package. (20 Clock Hours—1 Semester Credit)

OT118 WORD PROCESSING II

This course is a continuation of the study of WordPerfect applications. Students create a variety of documents using various application exercises. (20 Clock Hours—1 Semester Credit)

OT119 MICROSOFT SKILLS

This course covers the fundamental techniques of the Microsoft Office Suite. Students will be introduced to Word, PowerPoint, and Excel. (38 Clock Hours—1 Semester Credit)

OT120 BUSINESS ORGANIZATION

In this course the students are introduced to the basic functions of business, the legal forms of business ownership, and the internal organization and structure of business. Government regulation of business, labor-management relations, and business strategies are also discussed. (38 Clock Hours—2 Semester Credits)

OT121 INTRODUCTION TO DATABASE MANAGEMENT

In this course students learn the basic principles of setting up a relational database management system. They learn to use database commands to build and modify tables and forms and to create reports. (40 Clock Hours—2 Semester Credits)

OT122 DATABASE MANAGEMENT

Using database management software, students continue to learn to use the microcomputer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats. (40 Clock Hours—2 Semester Credits)

OT123 COMPUTER GRAPHICS

This course focuses on the design techniques that can make full use of computer software. Students learn computer graphics terminology and procedures common to computer graphics applications and create graphic designs for a variety of visual communications. (40 Clock Hours—2 Semester Credits)

OT123 ELECTRONIC DRAWING I

This course focuses on fundamental techniques, terminology, tools, and commands for creating graphics in a drawing program. Students learn to apply this knowledge in basic hands-on projects that create free-form computer art. (40 Clock Hours—2 Semester Credits)

OT124 COMPUTER GRAPHICS

This course focuses on the design techniques that can make full use of computer software. Students learn computer graphics terminology and procedures common to computer graphics applications and create graphic designs for a variety of visual communications. (80 Clock Hours—3 Semester Credits)

OT125 ELECTRONIC SPREADSHEETS I

Using Lotus 1-2-3, this course instructs the students on the concepts and uses of electronic spreadsheets. Through hands-on activities, students learn to use a spreadsheet program as an accounting tool. (20 Clock Hours—1 Semester Credit)

OT126 BUSINESS ORGANIZATION I

In this course the students are introduced to the basic functions of business, the legal forms of business ownership, and the management and organization of business. (20 Clock Hours—1 Semester Credit)

OT127 BUSINESS ORGANIZATION II

This course provides instruction on government regulation of business, labor-management relations, and business strategies. (20 Clock Hours—1 Semester Credit)

OT128 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. (76 Clock Hours—3 Semester Credits)

OT130 DATABASE I

Using the dBASE III Plus database software package, students learn to use the microcomputer to create, edit, and print database files. (20 Clock Hours—1 Semester Credit)

OT131 DATABASE II

This course is a continuation of Database I. Students continue to use the dBASE III Plus software to create, edit, and prepare reports from file contents. Additionally, students use the software to make inquiries regarding data that has been stored in various database files. (20 Clock Hours—1 Semester Credit)

OT132 INTRODUCTION TO DATABASE MANAGEMENT

In this course students learn the basic principles of setting up a relational database management system. They learn to use database commands to build and modify tables and forms and to create reports. (38 Clock Hours—1 Semester Credit)

OT133 DATABASE MANAGEMENT

Using database management software, students continue to learn to use the microcomputer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats. (38 Clock Hours—1 Semester Credit)

OT150 LEGAL COMPUTER APPLICATIONS

OT150 COMPUTERS IN THE LAW (1993-1994)

This course provides the students with the essential background and knowledge they need to understand computer technology and applications. The course examines how computers are utilized in law offices, as well as hardware and software. Special attention is given to time-management software and billing software. (38 Clock Hours—2 Semester Credits)

OT202 DATABASE MANAGEMENT

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

OT204 INTRODUCTION TO SUPERVISORY 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. (60 Clock Hours—4 Semester Credits)

OT205 ADVANCED SPREADSHEET APPLICATIONS

Using a microcomputer, students create and manipulate complex spreadsheet designs. Utilizing Lotus 1-2-3 software, the students learn to use advanced functions and commands. (40 Clock Hours—2 Semester Credits)

OT206 DATA ANALYSIS

This course provides clear, step-by-step instruction in the integration of various computer software applications. The need to extract useful decision-making information from data collections is emphasized through computerized activities. The students learn to arrange, present, and interpret data in a realistic business context. (38 Clock Hours—1 Semester Credit)

OT207 WORD PROCESSING—EXPERT

In this course students are introduced to desktop publishing concepts and advanced word processing features. Students learn terminology and advanced formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy. (38 Clock Hours—1 Semester Credit)

OT208 BUSINESS COMPUTER GRAPHICS

This course introduces the students to business graphics as demonstrated through the use of the Harvard Graphics package and others. The students learn to use graphics software packages to produce charts and graphs. (40 Clock Hours—2 Semester Credits)

OT209 ADVANCED ELECTRONIC SPREADSHEETS

This course provides instruction in advanced spreadsheet operations. Working with multiple worksheets and files, creating charts and maps, enhancing charts and worksheets, and using database applications are covered. (40 Clock Hours—2 Semester Credits)

OT210 COMPUTERS AND INFORMATION PROCESSING

This course is an overview of computer information systems. It discusses computer hardware and software concepts, procedures, and systems. Applications in business and other segments of society are explored. (40 Clock Hours—2 Semester Credits)

OT210 DATA ANALYSIS

This course provides clear, step-by-step instruction in the integration of various computer software applications. The need to extract useful decision-making information from data collections is emphasized through computerized activities. The students learn to arrange, present, and interpret data in a realistic business context. (40 Clock Hours—2 Semester Credits)

OT211 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS

This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic communications are covered. (38 Clock Hours—2 Semester Credits)

OT211 COMPUTER PROGRAMMING

This course is an introduction to computer programming using Microsoft BASIC. Emphasis is on essential DOS commands, problem solving, and programming techniques. A microcomputer is utilized for hands-on experience. (40 Clock Hours—2 Semester Credits)

OT212 MICROCOMPUTER APPLICATIONS—WORD PROCESSING

This course provides the students with the ability to use a microcomputer to perform word processing. Students acquire the necessary skills to utilize more than one word processing package. (40 Clock Hours—2 Semester Credits)

OT212 WORD PROCESSING—EXPERT

In this course students are introduced to desktop publishing concepts and advanced word processing features. Students learn terminology and advanced formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy. (40 Clock Hours—2 Semester Credits)

OT213 CONCEPTS OF DESKTOP PUBLISHING

In this course students are introduced to desktop publishing. Students learn terminology and formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy. (40 Clock Hours—2 Semester Credits)

OT214 DESKTOP PUBLISHING

In this course students are introduced to desktop publishing concepts and techniques with specific instruction in digital-page composition. (80 Clock Hours—4 Semester Credits)

OT215 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. (40 Clock Hours—1 Semester Credit)

OT216 OVERVIEW OF ELECTRONIC OFFICE SYSTEMS

OT216 ELECTRONIC OFFICE SYSTEMS (1992-97)

This course is an overview of computer information systems. The students learn about computer hardware and software concepts, procedures, and systems. Applications in business and other segments of society are explored. (38 Clock Hours—2 Semester Credits)

OT217 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. (38 Clock Hours—2 Semester Credits)

OT218 ESSENTIALS OF MANAGEMENT

This course is designed to provide a practical approach to the skills and techniques necessary to become a successful manager. Role playing and case studies are used in the classroom to allow for insightful learning to take place. (38 Clock Hours—2 Semester Credits)

OT219 WEB DEVELOPMENT 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. (40 Clock Hours—2 Semester Credits)

OT220 ELECTRONIC SPREADSHEETS II

This course provides instruction in spreadsheet design. Through hands-on activities, students build and design simple to complex spreadsheets. (20 Clock Hours—1 Semester Credit)

OT221 DESKTOP PUBLISHING AND ELECTRONIC DESIGN

In this course, students master electronic page layout by completing advanced desktop publishing applications. Projects require the students to use graphics and/or text imported from other application programs to create original pieces. (80 Clock Hours—3 Semester Credits)

OT222 ELECTRONIC LAYOUT AND 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. (120 Clock Hours—5 Semester Credits)

OT223 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 user-friendly, interactive Web sites that employ image maps and forms. Students also learn how to add interactivity to their HTML pages while being able to preview it at the design stage. (38 Clock Hours—2 Semester Credits)

OT224 ELECTRONIC LAYOUT AND DESIGN

In this course, students continue to develop strengths in electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications to create original layouts. (76 Clock Hours—4 Semester Credits)

OT225 WEB DEVELOPMENT 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 and CSS to format text and to include links, tables, images, and forms. (38 Clock Hours—1 Semester Credit)

OT226 DESKTOP PUBLISHING

In this course students are introduced to desktop publishing concepts and techniques with specific instruction in digital-page composition. (38 Clock Hours—1 Semester Credit)

OT227 ELECTRONIC DRAWING II

In this course students learn to use an image-editing program to manipulate and edit raster-based images and to prepare photographic files for print production and optimization for web design. (76 Clock Hours—3 Semester Credits)

OT229 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS

This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic communications are covered. (38 Clock Hours—1 Semester Credit)

OT230 PRESENTATION DESIGN AND DEVELOPMENT

In this course students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation. (40 Clock Hours—2 Semester Credits)

OT231 PRESENTATION DESIGN AND DEVELOPMENT

In this course students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation. (38 Clock Hours—1 Semester Credit)

OT240 ELECTRONIC LAYOUT AND DESIGN

In this course, students continue to develop strengths in electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications to create original layouts. (76 Clock Hours—3 Semester Credits)

PD101 PERSONAL DEVELOPMENT

This course is designed to help students make the transition from student to employee. The emphasis is on personal grooming. The course includes units on makeup, hair care, wardrobe, diet and exercise, visual poise, and social graces. (20 Clock Hours—1 Semester Credit)

PD102 PROFESSIONAL DEVELOPMENT

This course is designed to prepare the students for making the transition from student to employee. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for making job applications and participating in job interviews and presents suggestions for starting a new job. Students learn how to analyze their job skills and needs and how to market and present those skills and needs to prospective employers in a professional manner. Students also learn to manage their time effectively and develop an awareness of stress management techniques. (38 Clock Hours—2 Semester Credits)

PD103 PROFESSIONAL DEVELOPMENT

This course is designed to prepare the medical assisting students for making the transition from student to employee. Special emphasis is placed on proper interviewing techniques in preparation for the medical externship interview as well as career exploration in allied health areas. Students learn how to analyze their job skills and needs and how to market and present those skills and needs to prospective employers in a professional manner. Students also learn to manage their time effectively and develop an awareness of stress management techniques. (30 Clock Hours—1 Semester Credit)

PD103 PROFESSIONAL DEVELOPMENT I

This course is designed to prepare the students for making the transition from student to employee. Students learn how individual personality traits affect career advancement. Students also learn to manage their time effectively and develop an awareness of stress management techniques. (20 Clock Hours—1 Semester Credit)

PD104 PROFESSIONAL DEVELOPMENT II

This course explores the appropriate techniques for making job applications and participating in job interviews and presents suggestions for starting a new job. Students learn how to analyze their job skills and needs and how to market and present those skills and needs to prospective employers in a professional manner. (20 Clock Hours—1 Semester Credit)

PD108 HUMAN RELATIONS IN THE WORKPLACE

This course emphasizes the importance of the development of proper attitude in the workplace. The course also covers self-image, motivation, conflict management, team building, and improvement of interpersonal skills. (38 Clock Hours—2 Semester Credits)

PD110 DENTAL ASSISTING PROFESSIONAL DEVELOPMENT

This course explores avenues for job searches, techniques in completing job applications, and skills needed for the job interviewing process. Additional topics for discussion include career opportunities, presenting yourself professionally, hiring practices, portfolios, resume writing, and salary negotiating. (38 Clock Hours—1 Semester Credit)

PD200 PROFESSIONAL DEVELOPMENT FOR DESIGNERS

This course explores the appropriate techniques for completing job applications and participating in job interviews in the design field. Additional topics for discussion include types of jobs, agencies, hiring practices, portfolios, resumes, salaries, networking, freelancing, and ethics. (38 Clock Hours—2 Semester Credits)

PL100 INTRODUCTION TO LAW AND THE LEGAL SYSTEM

This course provides a general perspective of the legal system and exposes the students to the operating structures and terminology of law. The students are introduced to the variety of functions and roles of the paralegal within the legal system. Discussion also focuses on the ethics of the profession in accordance with principles of the American Bar Association. (40 Clock Hours—2 Semester Credits)

PL101 BUSINESS LAW I

This course is designed to teach students the legal concepts dealing with all aspects of substantive business law; it is meant to expand their awareness of legal rights in business transactions. Students learn the meaning and proper usage of legal terminology as applied to business transactions. (40 Clock Hours—2 Semester Credits)

PL102 BUSINESS LAW II

This course is a continuation of Business Law I. It is designed to teach students the legal concepts dealing with substantive business law. Students learn the laws dealing with commercial paper, agency and employment, and property—real and personal. (40 Clock Hours—2 Semester Credits)

PL103 INTRODUCTION TO LAW AND THE LEGAL SYSTEM

This course provides a detailed overview of the American legal system: its structures, its substance, and its terminology. The nature and function of the legal process as well as the roles of the paralegal and legal secretary are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association. (80 Clock Hours—5 Semester Credits)

PL104 LEGAL RESEARCH AND LEGAL WRITING I

This course provides the students with a working knowledge of the major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and to researching and analyzing case law. This course lays the foundation for the intensive case analysis and research that are to follow in Legal Research and Legal Writing II. (80 Clock Hours—4 Semester Credits)

PL105 LEGAL RESEARCH AND LEGAL WRITING II

This course is designed to familiarize students with the legal system and the sources of law generated by each branch of government. The course should enable students to undertake, with the supervision of an attorney, research assignments in which they research and write memorandums, briefs, and other legal documents, while accurately citing research sources. (80 Clock Hours—4 Semester Credits)

PL108 CONTRACTS

This course is designed to teach students the legal concepts of contract law. Students learn the basic requirements, performance, and remedies of a contract. (40 Clock Hours—2 Semester Credits)

PL109 BUSINESS LAW

This course is a study of the business environment on a global scale. Topics include international law, the Uniform Commercial Code, creditor's rights and bankruptcy, and an introduction to business organizations. (40 Clock Hours—2 Semester Credits)

PL110 BUSINESS ORGANIZATIONS

This course provides the students with an understanding of the various forms of business ownership, such as sole proprietorships, partnerships, limited partnerships, corporations, and S corporations. Students study the laws and concepts relating to these entities and draft documents and forms utilized by the various entities. (38 Clock Hours—2 Semester Credits)

PL111 LITIGATION

This course offers a basic understanding of civil litigation and the functions and operations of the state and federal court systems. Students learn the basic principles of pleadings, discovery, motions, court orders, and judgments. Drafting of the necessary litigation documents is emphasized. (38 Clock Hours—2 Semester Credits)

PL115 CIVIL PROCEDURE

This course provides the students with detailed overviews of the major forms for the process of dispute resolution: civil procedure, administrative procedure, and criminal procedure, as well as the process of constitutional adjudication. The focus is on (1) the evolution and development of

procedural rules; (2) broader jurisprudential questions concerning the nature of litigation, due process, and constitutional adjudication of public values; and (3) detailed exploration of actual cases to provide vivid litigation experience. The emphasis in this course is on the legal procedures to which substantive legal rules are applied. (40 Clock Hours—2 Semester Credits)

PL116 INTRODUCTION TO LAW AND THE LEGAL SYSTEM

This course provides a detailed overview of the American legal system: its structures, its substance, and its terminology. The nature and function of the legal process as well as the roles of the paralegal and legal secretary are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association. (76 Clock Hours—3 Semester Credits)

PL117 LEGAL RESEARCH AND LEGAL WRITING I

This course provides the students with a working knowledge of the major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and to researching and analyzing case law. This course lays the foundation for the intensive case analysis and research that are to follow in Legal Research and Legal Writing II. (76 Clock Hours—3 Semester Credits)

PL118 LEGAL RESEARCH AND LEGAL WRITING II

This course is designed to familiarize students with the legal system and the sources of law generated by each branch of government. The course should enable students to undertake, with the supervision of an attorney, research assignments in which they research and write memorandums, briefs, and other legal documents, while accurately citing research sources. (76 Clock Hours—3 Semester Credits)

PL120 LEGAL RESEARCH

This course provides the students with a working knowledge of the major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and researching and analyzing case law. This importance of finding documentation for these areas of law, such as digests, treatises, and related material is emphasized. (55 Clock Hours—3 Semester Credits)

PL121 CLIENT INTERVIEW AND COMMUNICATION SKILLS

The focus of this course is on learning techniques that can be used to become an effective interviewer and communicator when dealing with clients. Students have the opportunity to practice the techniques and receive and give constructive feedback. (19 Clock Hours—1 Semester Credit)

PL122 ETHICS

This course provides the students with a clear understanding of the concepts and rules that govern the practice of legal ethics. Topics include the unauthorized practice of law, advocacy, the duty of confidentiality, conflicts of interest, advertising and solicitation, and competency. The four major ethical codes applicable to legal assistants are analyzed. A conscious quest for professionalism is emphasized. (19 Clock Hours—1 Semester Credit)

PL130 TORT LAW

In this course, students become familiar with all aspects of tort law and the handling of civil cases. Topics include negligence, strict liability, product liability, intentional torts, and the various forms of damages. (38 Clock Hours—2 Semester Credits)

PL140 REAL ESTATE LAW

In this course students study the law of real property and of common types of real estate transactions and conveyances, such as deeds, leases, mortgages, and contracts of sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures. (40 Clock Hours—2 Semester Credits)

PL141 REAL ESTATE LAW

In this course students study the law of real property and of common types of real estate transactions and conveyances, such as deeds, leases, mortgages, and contracts of sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures. (38 Clock Hours—1 Semester Credit)

PL200 ESTATE PLANNING AND ADMINISTRATION

This course provides a general overview of the basic laws relating to probate, wills, and estates. Students analyze estate, administrative, and fiduciary accounting principles and study the organizational and jurisdictional laws of the probate courts. (38 Clock Hours—2 Semester Credits)

PL201 DOMESTIC RELATIONS/FAMILY LAW

In this course students gain an understanding of the legal aspects of marriage, divorce, annulment, custody and support, adoption, guardianship, and paternity. Students learn to handle client interviews and to draft necessary pleadings and other supporting documents. (38 Clock Hours—2 Semester Credits)

PL202 ADMINISTRATIVE LAW

This course provides students with information about administrative law and the function of administrative agencies on the state and federal levels. The focus is on the practical and theoretical approach to the rulemaking and adjudicatory powers of administrative agencies. (40 Clock Hours—2 Semester Credits)

PL202 BANKRUPTCY LAW

This course presents a complete overview of bankruptcy with a practical perspective. A "hands-on" approach features research and drafting of projects. Students create pleadings that represent what they will see on the job. Up-to-date bankruptcy rules and formats are used in this course. (38 Clock Hours—2 Semester Credits)

PL205 COMMERCIAL LAW

This course is designed to teach students the legal concepts pertaining to substantive business law. A primary objective of the course is to expand student awareness of legal rights in business transactions. Students learn the laws dealing with commercial paper, sales, agency, personal property, secured transactions, and proper usage of legal terminology as applied to business transactions. (40 Clock Hours—2 Semester Credits)

PL206 COMMERCIAL LAW

This course is designed to teach students the legal concepts pertaining to substantive business law. A primary objective of the course is to expand student awareness of legal rights in business transactions. Students learn the laws dealing with commercial paper, sales, agency, personal property, secured transactions, and proper usage of legal terminology as applied to business transactions. (38 Clock Hours—1 Semester Credit)

PL210 LEGAL WRITING

This course is designed to provide the students with a working knowledge of the major techniques of legal writing. Emphasis is given to preparation of trial and appellate briefs, pleadings, leases, wills, interoffice memoranda, and other formal documents. (40 Clock Hours—2 Semester Credits)

PL211 LAW OFFICE MANAGEMENT

This course introduces the students to some of the basic concepts of managing a law office as a business. Students learn about how the various types of legal environments are organized, how to bill clients, set up client filing systems, keep accounting and timekeeping records for the business, and deal with personnel administration. (40 Clock Hours—2 Semester Credits)

PL220 CRIMINAL LAW

This course provides an understanding of the criminal justice system. It explores substantive and procedural aspects of criminal law and provides a working knowledge of the nature of various crimes, potential charges, and penalties. The students learn to prepare the necessary pleadings and other documents in order to assist and participate with the attorney in the administration of the criminal justice system. (40 Clock Hours—2 Semester Credits)

PL221 CRIMINAL LAW

This course provides an understanding of the criminal justice system. It explores substantive and procedural aspects of criminal law and provides a working knowledge of the nature of various crimes, potential charges, and penalties. The students learn to prepare the necessary pleadings and other documents in order to assist and participate with the attorney in the administration of the criminal justice system. (38 Clock Hours—1 Semester Credit)

PL230 LEGAL EXTERNSHIP (1992-1994)

This course provides the students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 135 hours of actual work experience. The students must submit written reports describing their experiences. The students are evaluated by their supervisor at the conclusion of the externship. The students are also required to compile and maintain a notebook of legal documents drafted by the student throughout their work experience. (135 Clock Hours—3 Semester Credits)

PL230 LEGAL EXTERNSHIP (1994-1996)

This course provides the students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 270 hours of actual work experience. The students must submit written reports describing their experiences. The students are evaluated by their supervisor at the conclusion of the externship. The students are also required to compile

and maintain a notebook of legal documents drafted by the student throughout their work experience. (270 Clock Hours—6 Semester Credits)

PL230 LEGAL EXTERNSHIP (1996-2012)

This course provides the students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 320 hours of actual work experience. The students must submit written reports describing their experiences. The students are evaluated by their supervisor at the conclusion of the externship. The students are also required to compile and maintain a notebook of legal documents they have drafted throughout their work experience. Students must successfully complete all prior courses before beginning their legal externship. (320 Clock Hours—7 Semester Credits)

PL231 LEGAL EXTERNSHIP

This course provides the students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 270 hours of actual work experience. The students must submit written reports describing their experiences. The students are evaluated by their supervisor at the conclusion of the externship. The students are also required to compile and maintain a notebook of legal documents they have drafted throughout their work experience. Students must successfully complete all prior courses before beginning their legal externship. (270 Clock Hours—6 Semester Credits)

RT101 PERSONAL SELLING

A thorough knowledge of the selling techniques applicable to generate volume are studied and acquired. The technology and psychology of the selling process are analyzed by the students. Students are instructed in handling customer objections, closing the sale, and using suggestive selling. (38 Clock Hours—2 Semester Credits)

RT101 PERSONAL SELLING AND 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 salespeople. (80 Clock Hours—5 Semester Credits)

RT102 RETAIL MATH I

Basic mathematic computation skills required for retailing applications are reviewed and developed. The students learn basic retailing mathematics such as markup, markdown, retail methods of inventory, and gross margin. (40 Clock Hours—2 Semester Credits)

RT102 RETAIL MATHEMATICS

The mathematical computation skills required for retailing applications are reviewed and developed. The students learn basic retailing mathematics such as markup, markdown, retail methods of inventory, and gross margin. More advanced mathematical skills needed in practical merchandising situations are also developed. The students apply and build these basic retailing computation skills by learning planning, discount rates, ratios, turnover, and open-to-buy. (80 Clock Hours—4 Semester Credits)

RT103 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. (38 Clock Hours—2 Semester Credits)

RT104 TECHNIQUES OF SELLING

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 the sales talk and demonstration, handling customer objections, closing the sale, and demonstrating creative sales methods. The students apply material discussed to a simulated classroom sales presentation. (80 Clock Hours—4 Semester Credits)

RT105 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 projects. (40 Clock Hours—2 Semester Credits)

RT106 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 salespeople. (38 Clock Hours—2 Semester Credits)

RT107 RETAIL MATH

This course contains the advanced mathematic skills needed in practical merchandising situations. The students apply and build upon the basic retailing computation skills. Advanced skills include merchandise plans, stock and sales planning, discount rates, turnover, and open-to-buy. (40 Clock Hours—2 Semester Credits)

RT107 RETAIL MATH II

This course contains the advanced mathematic skills needed in practical merchandising situations. The students apply and build upon the basic retailing computation skills. Advanced skills include merchandise plans, stock and sales planning, discount rates, turnover, and open-to-buy. (40 Clock Hours—2 Semester Credits)

RT108 HUMAN RESOURCES MANAGEMENT

RT108 HUMAN RESOURCES MANAGEMENT I (1991-1993)

This course introduces the students to basic human resources and personnel functions performed by management. Emphasis is placed on recruitment, hiring, placement, scheduling, job descriptions, compensation, labor relations, equal opportunity, and the development of policies and procedures. (40 Clock Hours—2 Semester Credits)

RT109 PERSONNEL MANAGEMENT

This course introduces the students to basic human resources and personnel functions performed by management. Emphasis is placed on recruitment, hiring, placement, scheduling, job descriptions, compensation, labor relations, equal opportunity, and the development of policies and procedures. (38 Clock Hours—2 Semester Credits)

RT112 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. (38 Clock Hours—2 Semester Credits)

RT113 ENTREPRENEURSHIP

This course is an introduction and an overview to the process necessary to plan a small business or purchase an existing business or a franchise. Topics include developing a marketing plan, conducting competitive analysis, determining customer base, implementing pricing strategies, and following the legal procedures necessary for owning and operating a business. Students will also explore e-commerce opportunities. (38 Clock Hours—2 Semester Credits)

RT115 TECHNIQUES OF SELLING

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 the sales talk and demonstration, handling customer objections, closing the sale, and demonstrating creative sales methods. The students apply material discussed to a simulated classroom sales presentation. (76 Clock Hours—3 Semester Credits)

RT116 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 projects. (38 Clock Hours—1 Semester Credit)

RT200 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. (38 Clock Hours—1 Semester Credit)

RT207 FASHION DISPLAY

This course is designed to trace the development of fashion and the fashion industry; to explore the fundamental concepts of consumer demand and fashion change; and to trace the development, production, and marketing of merchandise from concept to consumer. (38 Clock Hours—2 Semester Credits)

RT207 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 assortment, the mathematical development of budgets and plans, and the overall development of a department. (40 Clock Hours—2 Semester Credits)

RT208 HUMAN RESOURCES 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 resources department for a retail organization. (80 Clock Hours—5 Semester Credits)

RT208 HUMAN RESOURCES MANAGEMENT II

This course is designed to aid the students in the development of sound self-management behavior. Common management techniques are appraised and explored. (40 Clock Hours—2 Semester Credits)

RT209 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. (40 Clock Hours—2 Semester Credits)

RT210 SEMINAR WEEK/INTERNSHIP

A one-week seminar and scheduled individualized counseling sessions are conducted in conjunction with the internship. Group discussion, individual counseling, and structured learning experiences give the students an opportunity to discuss their internship experience. The students apply their classroom studies by completing a structured analysis of a specific merchandising organization 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. (215 Clock Hours—6 Semester Credits)

RT210 RETAIL EXTERNSHIP (1992-1996)

The students apply their classroom studies by completing a structured analysis of a specific merchandising organization 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. (270 Clock Hours—6 Semester Credits)

RT210 RETAIL EXTERNSHIP

The students apply their classroom studies by completing a structured analysis of a specific merchandising organization 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. (320 Clock Hours—7 Semester Credits)

RT211 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. (38 Clock Hours—2 Semester Credits)

RT212 RETAIL EXTERNSHIP

The students apply their classroom studies by completing a structured analysis of a specific merchandising organization 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. (270 Clock Hours—6 Semester Credits)

SS101 SPEEDWRITING THEORY

Speedwriting is a system of shorthand based on the alphabet. The students learn the Speedwriting theory principles and transcribe accurately from shorthand notes. Simultaneously, students build speed in recording dictation. (80 Clock Hours—3 Semester Credits)

SS102 TRANSCRIPTION TECHNIQUES

This course is designed to teach the proper techniques of transcribing from shorthand notes into mailable form, which includes error correction, letter setup, letter styles, word division, and reference material usage. The students also review principles of theory, increase shorthand vocabulary, and continue to build shorthand speed. (80 Clock Hours—3 Semester Credits)

SS103-L TRANSCRIPTION I

This course is designed to teach and review principles of punctuation. The students apply these rules when transcribing shorthand notes into mailable short business letters. The students continue to develop shorthand recording speed. This course has a required lab. (40 Class Hours/12 Laboratory Hours—2 Semester Credits)

SS104-L TRANSCRIPTION II

This course is designed to teach and review capitalization and number rules. The students apply these rules when transcribing shorthand notes into mailable average-length business letters that contain special notations. The students continue to develop shorthand recording speed. This course has a required lab. (40 Class Hours/12 Laboratory Hours—2 Semester Credits)

SS105 MACHINE TRANSCRIPTION

In this course the students learn how to operate dictation equipment and apply language arts skills to produce various kinds of written communications. The development of correct spelling, proper vocabulary usage, and proper proofreading and editing techniques receives special emphasis. (40 Clock Hours—2 Semester Credits)

SS106 BUSINESS MATHEMATICS

This course is designed to reinforce basic mathematical processes of addition, subtraction, multiplication, and division. Additionally, sales records, decimals, and percentages are covered. (20 Clock Hours—1 Semester Credit)

SS106 MACHINE TRANSCRIPTION

In this course the students learn to operate dictation equipment and apply language-usage and other skills to produce a variety of mailable documents. Proofreading techniques and spelling rules are also introduced. (20 Clock Hours—1 Semester Credit)

SS107 SPREADSHEET APPLICATIONS

This course is an introduction to using the Lotus 1-2-3 spreadsheet program. The course covers the major features of Lotus 1-2-3, including entering, editing, printing, saving, and retrieving spreadsheets. Additional features include worksheet design, system management, and macros. (20 Clock Hours—1 Semester Credit)

SS108 TRANSCRIPTION TECHNIQUES

This course is designed to teach the proper techniques of transcribing from shorthand notes into mailable form, which includes error correction, letter setup, letter styles, word division, and reference material usage. The students also review principles of theory, increase shorthand vocabulary, and continue to build shorthand speed. This course is designed for both Gregg theory students and Speedwriting students. (40 Class Hours/21 Lab Hours—2 Semester Credits)

SS116 MATH AND ACCOUNTING CONCEPTS

This course is designed to reinforce basic mathematical processes. Students also develop an understanding of basic accounting concepts and their relevance in business. (40 Clock Hours—2 Semester Credits)

SS117 ESSENTIALS OF ACCOUNTING

This course presents an introduction to the fundamental principles of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Also discussed are such specific topics as payroll procedures and bank statement reconciliations. A review of fundamental math principles is included as well. (38 Clock Hours—2 Semester Credits)

SS120 LEGAL TERMINOLOGY I

This course provides students with a foundation in basic legal terminology. Terminology used in reference to our courts and legal systems is defined. Students are able to correctly spell, pronounce, and define the legal terms. (45 Clock Hours—2 Semester Credits)

SS120 OFFICE PROCEDURES I

This course is designed to include instruction in general office practices and procedures. Topics include time and task management, computer hardware and software systems, reprographics, and mail procedures and regulations. (38 Clock Hours—2 Semester Credits)

SS120 TRANSCRIPTION TECHNIQUES

This course is designed to teach the proper techniques of transcribing from shorthand notes into mailable form, which includes error correction, letter setup, letter styles, word division, and reference material usage. The students also review principles of theory, increase shorthand vocabulary, and continue to build shorthand speed. (40 Clock Hours—2 Semester Credits)

SS121 LEGAL TERMINOLOGY II

This course is designed to enhance the students' knowledge of basic legal terminology by adding dictation and transcription of legal documents. Students are instructed in the correct shorthand outline for each legal term introduced. Through the use of specially prepared text and tape materials, the students are exposed to the technical legal vocabularies. Various types of legal documents are used as classroom dictation to give the students practical experience with the format and terminology as it is used daily in a law office. (45 Clock Hours—2 Semester Credits)

SS121 TRANSCRIPTION I

This course is designed to teach and review principles of punctuation. The students apply these rules when transcribing shorthand notes into mailable short business letters. The students continue to develop shorthand recording speed. This course has a required shorthand lab. (20 Class Hours/10 Laboratory Hours—1 Semester Credit)

SS122 BUSINESS LAW

This course provides an introduction into the origin and development of law, courts, and court procedures. It includes a study of law relating to contracts and negotiable instruments. The course is designed to acquaint the students with the principles of law and their importance to an employer in the everyday conduct of business. (40 Clock Hours—2 Semester Credits)

SS122 TRANSCRIPTION II

This course is a continuation of Transcription I. The students complete a review of punctuation and begin a study of the capitalization and number usage rules, all of which will be applied when transcribing shorthand notes into mailable average-length business letters containing special notations. The students continue to develop shorthand recording speed. This course has a required shorthand lab. (20 Class Hours/10 Laboratory Hours—1 Semester Credit)

SS123 OFFICE PROCEDURES I

This course is designed to include general office practices and procedures. Topics such as mail procedures and regulations, preparation of business forms, preparation of meetings and conferences, and travel arrangements are covered. (20 Clock Hours—1 Semester Credit)

SS130 COOPERATIVE ON-THE-JOB TRAINING

This course is designed to provide entry-level office administration training experience through cooperative employers on an every-other-day basis. The employer hires, trains, and evaluates the students during the time of the cooperative program. (240 Clock Hours—5 Semester Credits)

SS131 COOPERATIVE ON-THE-JOB TRAINING

This course is designed to provide entry-level office administration training experience through cooperative employers on an every-other-day basis. The employer hires, trains, and evaluates the students during the time of the cooperative program. (240 Clock Hours—5 Semester Credits)

SS140 LEGAL TERMINOLOGY I

This course provides students with a foundation in basic legal terminology. Terminology used in reference to our courts and legal systems is defined. Students are able to correctly spell, pronounce, and define the legal terms. (45 Clock Hours—2 Semester Credits)

SS141 LEGAL TERMINOLOGY II

This course is designed to enhance the students' knowledge of basic legal terminology by adding dictation and transcription of legal documents. Students are instructed in the correct shorthand outline for each legal term introduced. Through the use of specially prepared text and tape materials, the students are exposed to the technical legal vocabularies. Various types of legal documents are used as classroom dictation to give the students practical experience with the format and terminology as it is used daily in a law office. (45 Clock Hours—2 Semester Credits)

SS142 BUSINESS LAW

This course provides an introduction into the origin and development of law, courts, and court procedures. It includes a study of law relating to contracts and negotiable instruments. The course is designed to acquaint the students with the principles of law and their importance to an employer in the everyday conduct of business. (38 Clock Hours—2 Semester Credits)

SS143 LEGAL TRANSCRIPTION I

This introduction to legal transcription is designed to give the student a background in basic legal terminology. The student will be able to correctly spell, pronounce, and define the legal terms as well as transcribe from taped dictation. (40 Clock Hours—2 Semester Credits)

SS143 LEGAL TRANSCRIPTION

Through the use of specially prepared text and tape materials, students are exposed to the technicalities of legal terminology, collocations, Latin and French phrases, legal correspondence, and formatting and preparing court and noncourt documents. Heavy emphasis is placed on machine transcription. (38 Clock Hours—1 Semester Credit)

SS200 COOPERATIVE ON-THE-JOB TRAINING

This course is designed to provide secretarial training experience through cooperating employers on an every-other-day basis. The employer hires, trains, and evaluates the students during the time of the cooperative program. (615 Clock Hours—13 Semester Credits)

SS201 TRANSCRIPTION III

This course is designed to teach abbreviation rules as well as specialized vocabulary for eight different types of offices. The students apply these rules and use the vocabulary when transcribing shorthand notes into mailable average-length business letters and memorandums that contain special notations. Students continue to develop shorthand speed. (41 Clock Hours—2 Semester Credits)

SS202 SECRETARIAL PROCEDURES

This course integrates the knowledge and skills previously learned in the students' program. The course provides the students with practical applications in standard secretarial office responsibilities and emphasizes time-management skill development. (80 Clock Hours—3 Semester Credits)

SS203 LEGAL PROCEDURES (1990-1991)

This course is designed to prepare students to handle legal secretarial procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. This is accomplished through class lectures, discussion, and simulated typing projects. In addition, students are able to manage client financial records; prepare, serve, and file legal documents; and keep office financial records. (40 Clock Hours—2 Semester Credits)

SS203 LEGAL OFFICE PROCEDURES (1993-1995)

SS203 LEGAL PROCEDURES (1991-1993)

This course is designed to prepare students to handle legal secretarial procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. This is accomplished through class lectures, discussion, and simulated typing projects. In addition, students learn to manage client financial records; prepare, serve, and file legal documents; and keep office financial records. (80 Clock Hours—3 Semester Credits)

SS203 LEGAL OFFICE PROCEDURES (1995-2012)

This course prepares the students to handle legal secretarial procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. Students transcribe from rough drafts; type legal documents, forms, and case reports; keep court and office calendars up to date; handle telephone situations; prepare clients' ledger cards for fees and expenses; write checks for filing and recording fees; and file and record legal documents. (80 Clock Hours—4 Semester Credits)

SS204 LEGAL TRANSCRIPTION II

Students transcribe legal documents from taped dictation, rough draft materials, and handwritten documents. This comprehensive course covers areas of law dealing with courts, legal systems, and litigation procedures. Students format a variety of correspondence and documents from actual legal cases. (40 Clock Hours—2 Semester Credits)

SS204 SECRETARIAL PROCEDURES

This practical, integrated course is designed to give the students insight and a "working" knowledge of the variety of duties and responsibilities of the office environment. This course includes such areas as general office procedures, experience in records management, and oral communication skills. (40 Clock Hours—2 Semester Credits)

SS205 BASIC LITIGATION CONCEPTS

The students prepare to work under the supervision of the attorney. The methods of questioning witnesses, preparing discovery items, obtaining information to answer interrogatories from the other side, and gathering and indexing documentary materials for use as evidence are covered. Students research and write a memorandum for the attorney as to statutes and cases relating to a case being prepared for trial. The students are introduced to the use of a trial notebook. The Commonwealth of Pennsylvania formatting and procedures are followed in the presentation of the material. The federal court system is also discussed. (40 Clock Hours—2 Semester Credits)

SS205 LEGAL OFFICE PROCEDURES

This course prepares the students to handle legal secretarial procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. Students transcribe from rough drafts; type legal documents, forms, and case reports; keep court and office calendars up to date; handle telephone situations; prepare clients' ledger cards for fees and expenses; write checks for filing and recording fees; and file and record legal documents. (76 Clock Hours—3 Semester Credits)

SS213 OFFICE PROCEDURES (1992-1993)

This course is designed to integrate the knowledge and skills previously learned in the program. Through office simulations students develop time-management skills as well as skills in handling various office tasks. (80 Clock Hours—4 Semester Credits)

SS213 OFFICE PROCEDURES II

This course is designed to provide thorough coverage of the administrative assistant's role in providing research and in organizing data for written reports, speeches, procedures, and publications; in assisting executives with travel arrangements and conference planning; and in handling financial duties. Through office simulations students develop time-management skills as well as skills in handling various office tasks. (38 Clock Hours—2 Semester Credits)

SS220 TRANSCRIPTION III

This course is designed to complete a review of capitalization and number usage rules. The students apply these rules when transcribing shorthand notes into mailable average-length business letters and memorandums that contain special notations. The students continue to develop shorthand recording speed. This course has a required lab. (20 Class Hours/10 Laboratory Hours—1 Semester Credit)

SS221 TRANSCRIPTION IV

This course is designed to teach abbreviation rules and proofreading techniques as well as specialized vocabulary for six different types of offices. The students apply these rules and use the vocabulary when transcribing shorthand notes into mailable average-length business letters and memorandums containing special notations. The students continue to develop shorthand recording speed. (20 Class Hours/15 Laboratory Hours—1 Semester Credit)

SS222 OFFICE PROCEDURES II

This course integrates the knowledge and skills previously learned in the student's program. This course provides the students with practical applications in office responsibilities and emphasizes time-management skill development. (20 Clock Hours—1 Semester Credit)

SS230 COOPERATIVE ON-THE-JOB TRAINING

This course is designed to provide entry-level office training experience through cooperative employers on an every-other-day basis. The employer hires, trains, and evaluates the students during the time of the cooperative program. (135 Clock Hours—3 Semester Credits)

SS240 LEGAL TERMINOLOGY AND TRANSCRIPTION

This course provides students with a foundation in basic legal terminology. Terminology used in reference to our courts and legal systems is defined. Student transcribe legal documents from dictation. Through the use of specially prepared text and tape materials, the students are exposed to the technical legal vocabulary. (80 Clock Hours—3 Semester Credits)

TR100 INTRODUCTION TO TRAVEL

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. (38 Clock Hours—2 Semester Credits)

TR101 INTRODUCTION TO THE TRAVEL INDUSTRY

This course covers the history, scope, and function of the travel industry. It provides students with an understanding of and skills in constructing itineraries utilizing the Official Airlines Guide, in calculating air tariffs, and skills in domestic and international ticketing. A review of career opportunities in the travel industry is discussed in detail. (40 Clock Hours—2 Semester Credits)

TR101 INTRODUCTION TO TRAVEL AND HOSPITALITY

This course covers the history, scope, and functions of the travel and hospitality industries. It provides students with an understanding of and skills in constructing itineraries utilizing the Official Airlines Guide (OAG) reference material; handling hotel, motel, and resort reservations; arranging cruises; and booking tours and car rentals. Students learn about geographic destinations, sales techniques, and the technical and personal skills needed in the travel and hospitality fields. (40 Clock Hours—2 Semester Credits)

TR102 HOSPITALITY AND TRAVEL MARKETING

This course provides a description of markets, customers, and products. Basic marketing concepts are explained. Students also receive instruction on how to develop, implement, and evaluate a marketing plan to obtain organizational goals. Emphasis is placed on the eight "Ps" of hospitality. Course segments include food service, lodging, and travel. (40 Clock Hours—2 Semester Credits)

TR103 AIR FARES AND TICKETING

This course provides the students with fundamental knowledge of the principles of air fare computation, ticketing, completion of manually issued documents, calculation of air transportation taxes, airport/city codes, and the ARC sales report. (40 Clock Hours—2 Semester Credits)

TR103 AIRLINE RESERVATIONS

In this course, emphasis is placed on how to schedule and reserve airline travel. Tools and references used in scheduling give students a knowledge of “where to look and who to ask.” These tools include the official airline guides, airline schedules and reservations, regulations of the airline industry, air carrier identification, and airline terminology. (40 Clock Hours—2 Semester Credits)

TR104 OVERVIEW OF SURFACE TRAVEL

This course is a continuation of the origin of travel with special emphasis placed on surface travel. The history and growth of each component of surface travel, such as the fast-growing cruise and tour industries, railroads, motorcoach industries, car rentals, and mass transit systems, are studied. Students are also instructed in surface travel abroad. (40 Clock Hours—2 Semester Credits)

TR104 GEOGRAPHY

This course is an introduction to the study of the geography of various countries and major cities throughout the world. Domestic geography is stressed. (40 Clock Hours—2 Semester Credits)

TR105 CORPORATE TRAVEL

This course focuses on the unique needs of the business traveler and how those needs relate to the travel and hospitality industries. The students are exposed to the differences between corporate and leisure travel; the particular needs of the corporate traveler; and the special services offered by travel agencies, airlines, car rental firms, and hotels. (20 Clock Hours—1 Semester Credit)

TR105 INTRODUCTION TO COMPUTER RESERVATION SYSTEMS

This course provides an introduction to data processing and microcomputer terminology as it relates to the travel agency. Students master computer terminology and concepts such as input, output, and processing and learn about auxiliary storage units, modems, the keyboard, monitors, and the travel agent’s set. (40 Clock Hours—2 Semester Credits)

TR106 SALES AND MARKETING FOR TRAVEL AND HOSPITALITY

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. (40 Clock Hours—2 Semester Credits)

TR107 AIRFARE COMPUTATION AND TICKETING

In this course, students gain a fundamental knowledge of the principles of airfare computation, ticketing, and completion of manually issued documents. Accuracy, neatness, legibility, and completion of tasks within time limits are stressed in this course. (40 Clock Hours—2 Semester Credits)

TR107 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. (38 Clock Hours—2 Semester Credits)

TR109 MANUAL RESERVATIONS METHODS

In this course, emphasis is placed on how to schedule and reserve airline travel. Students learn “where to look and who to ask” by gaining knowledge of the tools and references used in scheduling. These tools include the Official Airline Guide (OAG), airline schedules, and timetables. The regulations of the airline industry, air carrier and city transport codes, and airline terminology are also discussed. (40 Clock Hours—2 Semester Credits)

TR110 TRAVEL AGENCY OPERATIONS

This course focuses on the day-to-day operations of a travel agency. Topics covered include ARC requirements, bank relations, agency accounting, and financial planning. Familiarity with documents, the ARC sales report, and other “back office” functions are also stressed. (20 Clock Hours—1 Semester Credit)

TR112 TRAVEL AGENCY OPERATIONS AND MEETING MANAGEMENT

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. (38 Clock Hours—2 Semester Credits)

TR113 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. (38 Clock Hours—2 Semester Credits)

TR120 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. (38 Clock Hours—2 Semester Credits)

TR201 RESERVATIONS AND TICKETING USING SABRE* (1991-1992)

This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. Using simulated software, students learn SABRE. Students develop the concepts and skills required to provide fares; interpret and modify availability; sell air space; create and change Passenger Name Records (PNRs); create and change client profiles and seat assignments; modify and price itineraries; issue tickets and boarding passes; and handle hotel reservations, car rentals, and tours. *SABRE is a registered trademark. (80 Clock Hours—3 Semester Credits)

TR201 RESERVATIONS AND TICKETING USING SABRE* (1992-1994)

This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. Using simulated software, students learn SABRE. Students develop the concepts and skills required to provide fares; interpret and modify availability; sell air space; create and change Passenger Name Records (PNRs); create and change client profiles and seat assignments; modify and price itineraries; issue tickets and boarding passes; and handle hotel

reservations, car rentals, and tours. *SABRE is a registered trademark. (80 Clock Hours—4 Semester Credits)

TR201 RESERVATIONS AND TICKETING USING SABRE* (1994-1995)

This course provides an understanding of computerization of the industry with emphasis on microcomputer skills. Using simulated software, students learn SABRE. Students develop the concepts and skills required to provide fares; interpret and modify availability; sell air space; create and change Passenger Name Records (PNRs); create and change client profiles and seat assignments; modify and price itineraries; issue tickets and boarding passes; and handle hotel reservations, car rentals, and tours. *SABRE is a registered trademark. (40 Clock Hours—2 Semester Credits)

TR202 TRAVEL AGENCY MANAGEMENT

Travel Agency Management focuses on managing the day-to-day operations of a travel agency. Topics studied include staff recruiting and training, the planning process, and decision making. (40 Clock Hours—2 Semester Credits)

TY101 KEYBOARDING I

In this course, the students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Techniques and procedures for acquiring stroking accuracy and speed, as well as error identification, are emphasized. A brief introduction of the current operating system will be included. (38 Clock Hours—1 Semester Credit)

TY102 KEYBOARDING II

This course is designed to improve the students' keyboarding speed and accuracy through the use of various methods and drills. Creating and editing different types of business correspondence and reports are also covered. (38 Clock Hours—1 Semester Credit)

TY103 DOCUMENT FORMATTING

This course continues development of basic production skills as well as speed and accuracy. The student will produce business correspondence, tables, and reports. (38 Clock Hours—1 Semester Credit)

TY104 DOCUMENT PRODUCTION

This course is designed to develop expertise in producing a variety of business documents utilizing word processing software. Students begin to use decision-making techniques to produce acceptable business communications. Greater emphasis is placed on keyboarding speed and accuracy. (38 Clock Hours—1 Semester Credit)

TY120 KEYBOARDING II

This course is designed to improve the students' keyboarding speed and accuracy through the use of various methods and drills. Errors are analyzed and individual prescriptive methods are assigned. (20 Clock Hours—1 Semester Credit)

TY121 KEYBOARDING III

This course presents a reinforcement of students' keyboarding speed and accuracy through the use of various methods and drills. Additionally, a production unit on basic business correspondence and one-page reports is included. (20 Clock Hours—1 Semester Credit)

TY122 KEYBOARDING IV

This course develops document formatting skills as well as keyboarding speed and accuracy. The students produce basic business correspondence as well as tables and reports. (20 Clock Hours—1 Semester Credit)

TY123 KEYBOARDING V

This course is designed to develop expertise in producing a variety of business documents. Students begin to use decision-making techniques to produce acceptable business communications. Greater emphasis is placed on keyboarding speed and accuracy. (20 Clock Hours—1 Semester Credit)

TY201 ADVANCED DOCUMENT PRODUCTION

Emphasis in this course is placed on using word processing software to create documents containing statistical copy, such as complex tables, specialized correspondence, and financial reports. This course continues to build the students' keyboarding speed and accuracy and formatting skills. (38 Clock Hours—1 Semester Credit)

TY202 ADVANCED DOCUMENT PRODUCTION II

This course is designed to refine keyboarding skills through drill work and assigned production tasks. Student utilize word processing software to complete the production tasks and gain experience in organizing both time and materials to meet deadlines. (40 Clock Hours—1 Semester Credit)

TY203 MEDICAL TYPING

This course presents an intensive keyboard, manipulative, and technique review with heavy emphasis on speed, accuracy, and speed building. Production work includes typing insurance forms, patient records, charts, histories, physicals, and operative reports. (30 Clock Hours—1 Semester Credit)

TY204 LEGAL FORMATTING

This course is designed to instruct legal secretaries in the correct formatting procedures for the Commonwealth of Pennsylvania and County of Allegheny. Forms and document procedures for the Pennsylvania court system are required. Specific examples of court documents for the Commonwealth of Pennsylvania are used as resources. Documents are generated using a microcomputer. (40 Clock Hours—1 Semester Credit)

TY205 ADVANCED LEGAL FORMATTING

This course is a continuation of legal formatting and transcription with emphasis on the Commonwealth of Pennsylvania and County of Allegheny procedures. The students process such petitions as an Adoption Modification Decree and a Dissolution of Marriage. Students also prepare legal documents for sale of property, affidavits, wills, and subpoenas as they relate to the Pennsylvania court system. (40 Clock Hours—1 Semester Credit)

TY210 KEYBOARDING VI

Emphasis in this course is placed on using word processing software to create documents containing statistical copy, such as complex tables, specialized correspondence, and financial reports. This course continues to build the students' keyboarding speed and accuracy and formatting skills. (40 Clock Hours—1 Semester Credit)