

**Comcourse Inc.
Program Offerings
Spring, 2011**



PROGRAMS

Health Information Management (HIM)

This program provides students with a solid academic foundation and the critical skills needed in healthcare billing and coding practices, and the technologies that support them. Successful graduates will be well-prepared to enter the healthcare field as billing and coding specialist as both physician-based and in-patient-coders, with a valuable level of technological competence, interpersonal abilities, and a keen understanding of the value and importance of correct billing and coding. The program covers the necessary range of topics needed for a high-level Health Information Management Specialist including a general education in academic and technology subjects. The program also has a special emphasis on billing and coding skills, related ethical and legal issues a Health Information Management Specialist will need to know, to office procedures for billing and coding including necessary computing practices. Focusing entirely on the skills that are truly needed in order for a student to succeed in the marketplace, this Health Information Management Specialist Certificate or Associate's Degree provides a student the ability find a top level position as a Health Information Management Specialist in any area where Health Information Management is required.

Medical Administrative Assistant (MAA)

The Medical Administrative Assistant Program will prepare students for work in the pre-hospital and hospital environments, physicians' offices, urgent care facilities, and nursing homes. Graduates will be prepared to perform traditional medical administrative responsibilities including greeting patients, scheduling appointments, filing records, purchasing supplies and equipment, patient admissions, and insurance billing and coding. Most of this work will be done using computers and special healthcare computer programs.

Entrepreneurship

This program is designed to prepare the successful student, displaced worker, or individual who is re-entering the work force for a career as a small business owner. Research has shown that entrepreneurship is a process and many aspects of entrepreneurship are learned behaviors. Knowledge and practical tools can reduce the risks associated with starting a new business, and the entrepreneurship program helps students gain a solid foundation in core competencies of the entrepreneur. They will also learn to use technologies that support entrepreneurial ventures. Particular attention is paid to providing managerial skills that are important for the successful performance and growth of a new venture. Entrepreneurs will become aware of legal issues, financing difficulties, and organizational issues faced when developing a business. The program is designed to provide business students with mentoring and "real world" experiences of running a business. Successful graduates will be prepared to create their own start-ups as well as make successful and valuable contributions to ongoing small businesses ventures. Students will also be able to work within a corporate environment as 'entrepreneurs' on new enterprises within existing corporations. The graduate will have a valuable level of business acumen, entrepreneurial spirit, financial skills, marketing proficiency, and interpersonal abilities. This Certificate is intended to deliver to the

students the excitement and fulfillment that goes with starting a new venture while providing them with the tools for its success.

Business Administration

The program provides students with a solid foundation in core competencies of the business administrator, and the technologies that support modern business ventures. Successful graduates will be prepared for an entry-level position in any industry, making valuable contributions to the companies in which they work. The graduate will have a valuable level of business acumen, financial skills, marketing and sales proficiency, human resource and interpersonal abilities. The program is also useful if you are seeking a job change or advancement, or wish to be self-employed. This program will prepare the student to work in any business where developing and managing employees and dealing directly with customers is critical to the success of the business. Core skills include tact, problem-solving and multi-tasking abilities, and the ability to work well with others.

Business Office Technology Administration (BOTA)

The Business Office Technology Administration program prepares the student for entry into the field of office administration and the subsequent information technology associated with office administration. The student will learn, engage and practice skills in office skills and the wide knowledge of contemporary administrative practices and techniques. The successful graduate is capable of assuming responsibility without direct supervision and is able to assist executives in daily business operations.

The program is dedicated to the various facets of the professional administrators' duties including communication skills; word processing concepts and applications; computer applications in business; secretarial and administrative procedures. Training is delivered online using technology based models of learning. The training model starts with basic skills and advances to complex skills, duties and project-oriented activities. The program takes advantage of the various methods and forums of communication through online technology to create a multi-layered environment for student interaction, teacher/student interaction and expert insight.

Successful graduates will be well-prepared to enter the workforce as office administrators with valuable level of technological competence, interpersonal abilities, and financial skills. The program also prepares students for careers as secretaries, office managers, and administrative assistants with emphasis on office technology and computer skills. These positions are found within the public and private industries and firms along with educational facilities.

Criminal Justice/Homeland Security

The Criminal Justice / Homeland Security program prepares students academically and professionally for entry-level positions in the criminal justice field as correction officers, law enforcement officers, probation officers, private security personnel, and parole officers. Employment with certain law enforcement agencies may require separate certification through a basic police training academy. The curriculum is designed to provide an education that is practical and relevant to the existing and emerging careers in the criminal justice field. This series of online courses is designed to provide students with a solid foundation in traditional criminal justice, focusing on such vital topics as criminal law, investigation

and the American court system. Students are exposed to issues in homeland security and terrorism computer based crime and multiculturalism in law enforcement. The graduate can demonstrate communication and employability skills and can apply them to all areas of the job.

Digital Graphic Design **NEW!**

The Associate of Science program in Graphic Design prepares students academically and professionally to seek entry-level in the following professions: graphic designer, desktop publishing specialist, pre-press specialist, and web designer. In this online associate's degree program, students will focus on graphic design theory and techniques which can support a professional career as a graphic designer or graphic artist. Students will learn the basics of art, color theory, format, design, digital publishing and how these are used in the corporate and business world. This program can help develop creative talents to produce effective print and multimedia designs in a practical career.

SOLAR (Photovoltaics)

Solar Entry Level Certification Preparation

This course serves as part one of a two-course program that provides students with basic knowledge of photovoltaic systems. In this course students are introduced to solar technology, its benefits and many applications. Participants examine the history of photovoltaics and gain a sense for where the PV industry is headed. The course starts with basic safety, including how to avoid potential accidents and how to create a safe work environment as well as the use of protective equipment. Students learn the fundamentals of electricity and solar energy, including how to calculate simple circuit values and predict solar position using solar path diagrams. Upon completion of this course, students will have a thorough understanding of PV applications, working safety as it pertains to this field, basic electricity, and PV module fundamentals.

Solar Installation Preparation

This course serves as part two of the two-course program that provides students with basic knowledge of photovoltaic systems. In this course students pick up where they left off in PV 101. We move from PV modules and examine the PV system as a whole. Students compare the features and benefits of system designs and mounting techniques. Students learn about the purpose and operation of main electrical components and identify specifications of inverters, charge controllers, ground fault controllers and battery banks. Students analyze typical system loads and power outputs and learn to calculate PV system size. Students study the mechanical and electrical design of common PV systems and learn to analyze performance and troubleshoot common problems. Completion of this course will give students a substantial knowledge of solar installation techniques and practice.



Business Courses: GENERAL

Business and Management Principles

This course introduces American business with an overview of various terms and concepts that provide a framework for understanding business. Topics include: business operational environments; organizational structures; management roles and functions; and the complexities involved with managing marketing, operations, information technology, finance, and human resources.

Business Communications

This course explores the principles and techniques of effective written business communications. Students will discuss, critique, and practice business-writing strategies to produce e-mail messages, letters, reports, and presentations, while developing critical thinking skills. Business communication in a global business environment is also emphasized.

Business Math

In this course students will study business bank account record keeping as well as borrowing and saving with interest and compound interest, using time and interest tables to calculate installment sales and loans. They will learn to calculate price discounts and mark-ups as well as payroll commissions and deductions. Students will also learn customer billing, direct pay and third party reimbursement.

Business Operations and Structures

Students will learn about organizational structure and business protocol. An introduction to the fundamentals of business operations such as marketing and finance will be studied as well. Students will also continue to develop their critical thinking and decision-making skills.

Customer Service Principles

This course introduces and reinforces basic service principles and helps students develop professional customer handling, telephone, and communication skills. Students practice listening and questioning techniques, call control and empathy. Difficult situations are covered, with an emphasis on problem solving and assertive communication.



Employee Relations

This course explores the application of communication techniques to business organizations, with special emphasis on those actions and conversations which lead to a successful and positive work environment. The special challenges of employee motivation, teamwork, and effective leadership will be examined through reading and practical exercises.

Entrepreneurship

This course introduces key principles involved in the planning and management of business enterprises, especially at the level of small businesses. Students will develop a business plan, and discover aspects of small business finance, sales and marketing, and infrastructure development. Students will collaborate in the analysis of business plans. Issues related to legalities, record keeping, and governmental assistance will be covered.

Human Resource Management

This course introduces the key principles and methods related to the effective use of human resources in organizations. Students will gain an understanding of human resources involved in recruiting, selecting, and placing employees, with regards to training, experience, and abilities. Topics include total compensation, employee-management relations, and global human resources management.

International Business

This course explores the key elements of international trade and investment. Students will be introduced to the theory, institutions, and environmental elements that underlie international commerce. Students will examine the basic issues concerned with international trade characterized by rapid change in worldwide political, economic, technological, and cultural environments. The course focuses on management and financial practices, government policies, manufacturing and marketing.

Introduction to E-Commerce

This course provides an overview of electronic commerce, including web site technologies, sales and marketing. Students will learn principles and techniques of effective Internet marketing, online purchasing, and privacy issues. Students will review the factors that must be considered when implementing e-commerce to ensure success in both business-to-business and business-to-consumer transactions.



Managing Teams

This course provides an overview of the ways in which teams are formed and can contribute to an organization's effectiveness. It takes a close look at the way groups become coherent teams, why groups sometimes fail to perform, and how to build an effective team. It also looks at ways to manage your team's relationship with other teams so both can benefit, and how to deal with conflict when it arises in your team.

Motivating for Performance

This course introduces key concepts related to the kinds of behaviors managers need to motivate people to perform. It looks at ways to set challenging, motivating goals, how to reward good performance and how to determine people's key beliefs and individual needs that affect their motivation. The course also shows managers how to assess people fairly so they stay motivated and the causes and consequences of developing a satisfied workforce.

Overview of Modern Business

This course provides students with a broad overview of modern business. Students will learn about different types of economic systems including communism, socialism, and capitalism. They will also learn how modern businesses are organized for success in a global marketplace. Students will plan and write a complete business plan.

Principles of Management

This course is designed to provide the student with a practical understanding of management principles, techniques and concepts. Course topics include an overview of the nature of organization and the primary functions of the manager: creating, planning, organizing, motivating, communicating, and controlling. Students explore each managerial function through case studies and problems.



Business Courses: ACCOUNTING

Accounting I

This course provides the practical application of the concepts and principles of accounting. Using problems and exercises, students will learn accounting concepts and procedures, how to analyze and record transactions, use worksheets, build financial statements, and adjust entries. The student will learn to begin and complete the accounting cycle, working with cash controls, accounting systems, journals, and internal controls. Payroll concepts and procedures will be covered.

Accounting II

Expanding upon accounting fundamentals, students will further discover corporate accounting principles, and learn to analyze financial statements. Topics include: accounting for partnerships, corporate accounting, earnings, distribution, and paid-in capital; accounting for long-term liabilities, capital assets, investments, and international operations; preparing and using cash flow statements; and the analysis and interpretation of financial statements.

Accounting Software Applications

Students complete special journals and subsidiary ledger problems, and price inventory by various acceptable accounting methods in the lab. Payroll systems are used to determine gross pay, deductions, and net pay. Appropriate payroll entries are recorded and various payroll tax forms completed.

College Accounting I

This course is a continuation of Accounting II and continues to build the student's skills. Accounting for a merchandising business is continued and accounting for partnerships is introduced. Topics include: adjustments and the work sheet; financial statements and year-end procedures; accounts receivable; notes and interest; merchandise inventory; long-term assets; and partnerships.

College Accounting II

This course is a continuation of AC220 and continues to the student's skills. Accounting for corporations and manufacturing businesses is introduced. This includes topics such as: corporations: organization and

capital stock; Earnings and distributions; Bonds; statement of cash flows; Financial statement analysis; departmental accounting; the job order cost system; the work sheet and financial statements for a manufacturing business.

Cost and Managerial Accounting

This course presents the concepts of cost accounting, with an emphasis on the identification, determination, and analysis of cost for the purposes of planning and control. This includes topics such as: job-order costing and modern manufacturing practices; process costing; cost-volume profit analysis; variable costing; cost allocation and activity-based costing. Students learn how to solve the types of problems that face managers. This requires that more emphasis be placed on decision-making skills and incremental analysis. Topics include: the use of cost information in management decisions,; pricing decisions; analyzing customer profitability; and activity-based pricing; capital budgeting decisions; budgetary planning and control; standard costs and variance analysis; decentralization and performance evaluation; and analyzing financial statements – a managerial perspective.

Introduction to Taxation

The fundamentals of individual and business tax preparation are presented in a concise, current and practical format. Windows-based tax preparation software makes it possible for the student to solve the income tax form problems presented in the text utilizing a real-world application. Topics introduced include: individual income tax return; gross income and exclusions; business expenses and retirement plans; self-employed and employee expenses; itemized deductions and other incentives; credits and special taxes, accounting periods, methods and depreciation; capital gains and losses; withholding, estimated payments, and payroll taxes; partnership taxation; corporate income tax; tax administration and tax planning.

Payroll Accounting

Payroll accounting is crucial for the business student because of the growing complexity of payroll laws and the greater number of payroll records and reports that are required by various government agencies. It is a complex and constantly changing field of study. Topics introduced include: laws and regulations; new employee records; time and work records; determining gross earnings; determining deductions; the payroll register; employee earnings records; paying the payroll; federal payroll taxes and tax returns; state payroll taxes and tax reports; payroll systems; and accounting for payroll.



Business Courses: BACHELOR'S LEVEL

Introduction to Accounting Principles

This course is an introduction to fundamental accounting concepts and cycles, including analyzing, interpreting, and recording transactions. The course also includes the preparation of financial statements, bank reconciliations and payroll transactions in accordance with commonly accepted accounting principles.

Introduction to Management and Supervision

This course addresses contemporary management challenges stemming from changing organizational structures, complex environmental conditions, new technological developments, and increasingly diverse workforces. It highlights critical management issues involved in planning, organizing, controlling, and leading an organization. In this course, students develop a “systems” view of organizations, focusing on components of organizations, including: environment, strategy, structure, culture, tasks, people, and outputs, and students consider how managerial decisions made in each of these areas impact others.

Introduction to Quality Processes

This course provides a survey of how and why organizations have improved the quality of their products and services. Students look at the importance of quality in today’s organizations, and the measurements and technology used in a company’s continuous improvement process. Students will discuss the principles of management that support quality and productivity

Management of Distributed Systems

Managers and security professionals need to understand the distributed computing environments in which they work. This course looks at security, especially the integration of data with the users of those data within the environment of computer/server, Internet, intranet/extranet and other technologies. The course reviews state-of-the-art technologies in each of the basic software and hardware arenas while highlighting management models and higher-level analysis using the computer. Practical projects are assigned, giving students real-world opportunities to use the tools to enhance their work and build productivity.

Management and Information Services

Upon completion of this course, students will be well-acquainted with the ways that management and information services influence business strategies; communication technology; information systems analysis and design; issues arising out of the rapidly evolving field of information systems; and, IT compliance. You will understand how managers use data on a day-to-day basis. Additionally, you will better understand how a well-managed IT department can support a company in achieving its strategic business plan.

Managerial Economics

Introduces the student to the application of managerial economic decision making which includes mathematics, statistics, economic theory, accounting, finance, marketing, and human behavior.

Organizational Communications

This course is an introduction to communication in organizations including relevant theories, technologies, leadership, teamwork, diversity, global organizations and ethics. Students in this course investigate the phenomenon of communications - covering the dynamics of the process of communication; the skills required to achieve communication; the importance of effective communication in work situations; methods of evaluating communication problems in the workplace; and methods for increasing productive communication in the workplace. This course offers students opportunities to explore a variety of personal and organizational methods of enhancing communications.

Project Management

This course examines project management roles and environments, the project life cycle and various techniques of work planning, and control and evaluation to achieve project objectives. The tools currently available to project managers are discussed throughout this course.



Criminal Justice Courses

The American Judicial Process **NEW!**

In this course we will examine the development, organization, structure, and operations of criminal courts, and analyze the major judicial decision-makers, i.e., prosecutors, defense attorneys, and judges. Students will explore different types of evidence, as well as the rules governing admissibility of evidence, and search and seizure laws. Both the state and federal courts will be considered.

Business and Industrial Security

Students will explore the different forms of white collar crime, such as, environmental crime, securities fraud, and governmental crime, and look at the evolution of regulatory laws passed to combat these crimes, as well as the limits of these laws. Companies such as Enron and MCI WorldCom, will be discussed, as they relate to the issue of corporate responsibility. A special section of this course will be devoted to the subject of computer crime, and the current and future role of law enforcement in this area. We will study the different types of computer criminals, their motivations, and the methods they use to threaten, attack, and compromise or damage physical and cyber assets. Other topics, such as data encryptions, laws affecting computer use, privacy and the Electronic Communications Privacy Act, will be discussed.

The Corrections Process

Students in this course will analyze the historical evolution, major philosophies, process, and administration of correctional institutions in the United States and abroad. Both institutional and community-based corrections will be covered. We will examine current practices and problems in the field of corrections, inmate control issues, prisoners' rights, alternatives to incarceration, treatment programs, and the processes of probation and parole. The perspectives of corrections employees as well as incarcerated persons will be considered.

Criminal Investigation

This course is designed to familiarize students with the theories and fundamentals of criminal investigation. Topics covered will include; the history of criminal investigation, basic criminal investigative procedures and techniques, the collection and preservation of evidence, proper crime scene conduct, preparation of reports, and court presentation.

Criminal Procedure and Criminal Evidence

This course is an introduction to criminal procedure and criminal evidence. This course deals with judicial notice and privileges, physical and demonstrative evidence; scientific, documentary and photographic evidence; hearsay; probable cause; arrests; search & seizure; confessions & admissions; pre-trial identification procedures; electronic surveillance; and the exclusionary rule. The course tracks the stages of criminal procedure, from investigation through sentence and post-sentence matters.

Criminology Students will analyze criminal behavior from legal, social, political, psychological, and theoretical perspectives, as well as the efforts of the criminal justice system to predict, prevent, and correct this behavior. Students will become familiar with various theories of crime causation, the different forms of crime, the nature and extent of the crime problem in the U.S., social control initiatives, and the interactive roles of the system, victim and offender.

Emergency Medical Services and Firearm Safety

Part 1: This section of the course will train students to recognize the signs and symptoms of illnesses and injuries and in the proper procedures of emergency care. Topics covered are patient assessment, airway, shock, wound management, full body immobilization, and initial treatment for other medical emergencies.

Part 2: Students will be taught the proper use and care of firearms and chemical weapons. There will be no actual handling of firearms. Emphasis is placed on safety precautions, moral aspects, legal provisions, and restrictions covering the use of firearms . This course will cover basic shooting principles used by correctional officers and will include instruction in nomenclature, and handling. In addition the identification, delivery and decontamination of chemical agents, will be addressed.

Ethics in Criminal Justice

In this course, students will consider the need and influence of personal and professional ethics on the American criminal justice system. We will look at theories of morality and ethics from antiquity to the modern age, and how they apply to ethical/moral issues confronting legal professionals, policy makers, and professionals in law enforcement and corrections.



International Criminality, National Security, and Terrorism

This course covers crime from a cross-cultural and international perspective, including how different peoples around the world see issues of justice and how international crime and terrorism are understood and addressed.

Introduction to Criminal Justice

In this course, students will be introduced to the criminal justice system, including its historical and philosophical development. The primary components of this system will be introduced and the functions, responsibilities, and interrelationships of each will be examined. Other topics, such as crime and crime causality, deviance, and individual rights in a democratic society will also be discussed.

Juvenile Justice

Students in this course will investigate the causation, rehabilitation and prevention of juvenile delinquency. Students will become familiar with the various activities and decisions involved in the processing and detention of young law violators, juvenile statutes and court procedures, trends in the treatment of juvenile offenders, juvenile justice reform, and the varied philosophies underlying the existence of delinquency and youth subculture.

Police and Police Procedures

This course is designed to provide students with an overview of police, the meaning and functions of police work, and the services that police provide. The powers and duties of police, and the limitations of these powers, police community relations and interdependence, and interactions between police departments and other official organizations will be addressed. In addition, students will learn the details of police procedure, including patrol procedures, such as pull-over and approach methods, field interrogations, search of subjects and buildings, mechanics of arrest, and police report writing.

Principles of Criminal Law

Students will examine the laws in the United States, their components, their purposes, and the punishment of their violations. Topics include the historical foundations of criminal law, U.S. Constitutional law, the limits of the law, classification of crimes, parties to crimes, defenses, and other related topics.



Tactical Communications and Crisis Intervention

This course will provide students with critical verbal and non-verbal communications skills that will aid them in defusing and arbitrating civil disturbances. Particular attention is paid to the areas of domestic violence, rape crisis, drug abuse, and other high stress and dangerous or problem-solving citizen contacts. Students will also learn how to apply successful coping strategies during stressful conflicts.

Victimology

This course will introduce students to the theories of victimization; the roles and characteristics of victims, violent vs. non-violent victimization, victim interaction with the criminal justice system and society, contemporary victim assistance and victim compensation programs. An exploration of the historical trends that reflect the political and societal responses to the issue of crime victimization will be included.



Computing Courses

Computer Concepts I NEW!

This course provides a general introduction to computers and information processing. Topics covered include computer hardware and software; input, processing, and output; database organization; the Internet, etc.

Computer Concepts II NEW!

This course introduces students to Microsoft Windows. Among the topics covered are use of a mouse; management of programs and files; use of WordPad, Paint, Clipboard, and other accessories; and printing.

Computer and Office Applications

This course is designed to provide an introduction to personal management and collaboration software including email, calendar, contacts, and tasking features using Microsoft Outlook. Students learn the advanced functionality of Outlook, including interactive task and calendaring functions, and practice group scheduling. This course introduces computer novices and/or beginning students to the features and functionality of computer hardware and computer literacy, Microsoft Windows, Microsoft Applications such as Word and Excel.

Computer Applications (Advanced) NEW!

This course introduces students to database and presentation software. Skills learned in prior courses will be integrated into this course. Students will be able to analyze, synthesize and evaluate situations to create and maintain databases. Students will also use presentation software to create a collection of slides that entertain, motivate, convey, persuade, sell and/or inform.

Database Applications (Advanced) NEW!

This course is an advanced application of database concepts using a data management program to create files, enter, update, and retrieve information.



Database Management

This course covers the principles and features of a database management system, using a popular database. Students learn to create and manage databases, and acquire skills and knowledge regarding data management and integrity, working with queries and forms, managing reports, using tools and macros, database and file management, analyzing and filtering data, relational databases, and linking databases to the Web.

Desktop Publishing

This course provides students with the practical knowledge and skills to create publications that include graphics and images. Using a popular desktop publishing application, Microsoft Publisher, students will create flyers, calendars, newsletters, advertisements, and various publications commonly used in businesses.

Integrated Computer Applications **NEW!**

Windows applications, software package interfacing, and analysis of automation needs are the focus of this lab course. The skills learned in prior courses will be integrated, and the student will complete sophisticated projects using those skills.

Messaging and Collaboration

This course is designed to provide an introduction to personal management and collaboration software including: email, calendar, contacts, and tasking features using Microsoft Outlook. Students learn the advanced functionality of Outlook, including interactive task and calendaring functions, and practice group scheduling.

Office Computer Case Study

A problem comparable to a common, real-world office complexity is presented. The student must analyze and research the problem, and present a thorough plan detailing a resolution of this complexity. The student will be required to draw upon knowledge acquired throughout their program of study.

Office Equipment and Procedures



Students will learn principles office organization, telephone techniques, equipment and supplies, handling meetings, mail procedures, and travel. Familiarity with a variety of office technologies, such as fax machines, copiers, and postage machines will be developed.

Presentation Software

Using a leading presentation application, students will learn the skills and principles of effective digital presentations. Topics to be covered include planning, creating, editing, viewing, uploading, and printing. Students will learn to create slides, include animations, and to add a variety of visual effects to slides. Students will make a presentation online.

Spreadsheets

This hands-on course presents the practical application of the concepts and features of a spreadsheet package using spreadsheet functionality. Spreadsheet design, creation, revision, formatting, and printing are covered. Topics to be covered include importing and exporting data using templates, using multiple workbooks, formatting numbers, printing workbooks, working with named ranges, managing charts and graphics, working with toolbars and macros, using auditing tools, collaborative tools, and hyperlinks. Students create and submit a variety of spreadsheets employing a wide range of functions.

Spreadsheet Applications (Advanced)

This lab course builds on the knowledge and skills gained in Spreadsheet Applications. Students continue using formatting techniques to create more in-depth documents.

Word Processing

This is a hands-on computer course designed to provide a beginning through intermediate understanding of Microsoft Word 2007. Topics to be covered include document creation, editing, formatting, table creation, graphics insertion, printing, and file management, intermediate formatting paragraph techniques, document and table design, graphic features, mail merge, form development, macros, and collaborating with Workgroups. Students will practice creating a newsletter layout, indexes, hyperlinks, calendars, tables, and web pages.

Word Processing (Advanced)

This course will focus primarily on advanced capabilities of word processing software. With the experience gained through completing hands-on lab assignments, the student should be proficient in using word processing software. Pre-requisite: Word Processing Applications

General Education Courses

Career Research and Planning

Students explore and demonstrate effective oral and written communication techniques for their job searches and careers. Students are actively involved in their job searches by developing resumes, composing letters related to employment, and preparing for and practicing interviews. Students continue to improve their writing of clear, concise messages for professional and personal correspondence, and they learn to conduct successful business meetings.

College Math

In this course the student will develop necessary mathematical skills required for the college level. Topics covered include percent, measurement, ratio, proportion, charts, tables, and graphs. The use of variables will be emphasized to build comfort with solving for the unknown. This course provides an excellent transition from computational mathematics to applied mathematics.

Composition I

This course is designed to provide instruction and practice on the fundamentals of written communication. Emphasis is placed on the writing process and essay construction. The objectives presented will include grammar, punctuation, and language skills as part of the writing process. Critical thinking and planning of essay content will also be a focus. Strong emphasis will be placed on proper usage of these skills in developing effective written communication.

Composition II

This course is designed to reinforce and expand written communication skills and to encourage writing with confidence. Emphasis is placed on the writing process, encompassing essay development and research techniques. Students will understand that writing is both a process and a product, and they will gain the confidence to produce effective personal and professional written communication.

Critical Thinking



This course introduces critical thinking skills. Students gain an introductory level experience in deductive/inductive reasoning skills. The student will discuss experiences of everyday life and the repercussions of decision-making at various levels.

Effective Communication

Communication skills are developed through the use of effective listening, speaking, and writing skills. The student will develop the ability to speak clearly and effectively by learning to plan, compose and deliver ideas. Emphasis is on the global, ethical, technological, and customer service aspects of communication.

Basic College English **NEW!**

This course reintroduces the students to the basic terms and concepts of English grammar and written and spoken English composition. Students will learn to identify and properly use various parts of speech, types of sentences and punctuation, as well as learning how to construct simple sentences, complex sentences, paragraphs and essays. In addition students will learn to identify and avoid some of the most commonly made errors in written and spoken English.

English Composition

Principles of English composition are introduced and applied. Students develop clear and effective writing skills through the application of proper grammatical usage, paragraph development, and essay writing assignments.

General Psychology

In this course, the student will examine human behavior, relating experimental studies to practical problems. The course includes topics such as sensation/perception, memory, stress, development, intelligence, personality, psychopathology, and social psychology.

Interpersonal Relations

In this course the student will gain the ability to work effectively through and with other people. The student will gain an understanding of how people work together in groups. Topics covered include: human relations skills; communication and miscommunication; groups; team building; transactional analysis; organizational change; creativity; stress; and managing diversity.



Introduction to Sociology

This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, inequality, and social change. Students also explore the influence of social class and the family as a social structure.

Personal Development

In this course, students will learn to take ownership of his/her life and educational goals by learning to attain his/her wants and aspirations without the fear of failure. Each student will analyze their personal values and marketable strengths in order to develop a belief in oneself and in others. Through this analysis, students will be better able to build and maintain positive relationships. This course will also assist the student in improving listening, reading, and study skills. Time management and prioritization will be discussed to better enable a school/work/life balance.

Professional Development

Building on the pride of their academic achievements, students will learn the final steps in transforming their skills to a business environment. Students will learn and practice steps in making reasoned decisions. They will also learn business environment protocol, “dress for success”, and other professional presentation skills.

*General Education Courses: **BACHELOR’S LEVEL***

Fine Arts in Context

In this course we will follow the history of art from the late 18th Century to contemporary times. While the emphasis will be on American paintings and painters, other forms of art will also come into the discussion as well as artwork of other countries and cultures. The two primary points of focus for discussion will be the structure and content of the artistic works and their relationship to the social, political, and economic factors of the historical period in which the works were created.

Statistics

This course looks at descriptive statistics including frequency, distribution, normal probability functions and sampling distributions. It also covers estimation of population parameters, tests of statistical hypotheses and inference. Finally, it discusses testing: t, F, chi-square, correlation, regression analysis, and analysis of variance



Legal Assisting

Legal Transcription I

This course is a comprehensive overview of legal transcription. It details the format, the forms required, and completion of forms using transcription tapes and transcription machines. The student must transcribe at 35 wpm to complete this course.

Legal Transcription II

This lab-based course is a continuation of the subject matter covered in TR107. The student must transcribe at 55 wpm to complete this course.

Introduction to Bankruptcy Laws *(coming soon)*

In this introductory course students learn the fundamentals principles of bankruptcy laws. Chapter 7, Chapter 11, Chapter 12, and Chapter 13, will be explored through the role of the paralegal. A special emphasis will be placed on interview techniques and relationships with creditors.

Fundamentals of Civil Litigation *(coming soon)*

This introductory course teaches students about the principles of civil law and litigation procedures to initiate, defend, and prepare a civil court case. Students will learn about the phases of civil lawsuits, basic terminology, types of civil legal actions, and review the Federal Rules of Procedure. The course will employ the Rules of Evidence.

Principles of Family Law *(coming soon)*

This course introduces the student to fundamental concepts of family law, torts, and personal injury. The course also explores various forms of marriage, divorce, and annulments. Child custody and separations are also covered. Students will learn to calculate child support, cite elements of negligence, and identify types of divorce. Juvenile court and personal injury related matters will be explored.

Fundamentals of Tort Law *(coming soon)*

In this introductory course students will learn about the four areas of tort law: negligence, intentional interference, absolute liability, and strict liability. Students will learn about foreseeability and causation and defenses to a negligence claim. Information will also be given on product liability, defamation, and invasion of privacy claims

Fundamentals of Contract Law *(coming soon)*

In this course students will learn about the components of valid written contracts. Students will also explore challenges of oral and verbal contracts. Using case studies, the course will study laws and corresponding regulatory authorities. An emphasis will be placed on the principles governing the law of contracts.

Fundamentals of Administrative Law *(coming soon)*

Any agency created by state legislature or congress is governed by administrative law. This course covers agencies such as the Federal Communications Commission, the Federal Reserve Board, the Federal Trade Commission, the Department of Environmental Quality, the Internal Revenue Service, and the Federal Communications Commission. A history will be given of what led to the creation of these agencies, and the logic used to delegate various authorities.

Legal Terminology and Ethics

This course will help the student to understand the terminology and the professional codes and responsibilities used in the legal environment. Emphasis will be placed on spelling and pronunciation of legal terms and definitions and professional codes from the ABA, NLA and the Code of Judicial Conduct.

Medical Law

This course is designed to introduce the student to the legal aspects of healthcare. Included will be a comprehensive look at HIPAA, medical ethics, legal terminology, case studies, and malpractice liability for the medical profession. This course includes an overview of confidentiality and the importance of accurate documentation.

Wills, Estates, and Property Law

This course provides instruction in the area of wills, estate planning, probate procedures and property law. Topics covered include estate successions, preparation and execution of wills, estate administration, settling and closing estates, and the use of trusts. Additionally, the student will learn the principles of basic real estate law including title search, document preparation and recording, information gathering, transaction closing, tax liens and surveying.



Medical Courses

Anatomy and Physiology (comprehensive)

This course provides a basic understanding of the organization of the human body with emphasis on the clinical and pathological conditions of all body systems. Special emphasis will be placed on adding to the vocabulary of medical terminology and the dialogue with the doctor and other medical staff. This course will be organized systematically and approach the subject via organ systems.

Anatomy and Physiology I

This course presents an overview of the structural and functional organization of the human body. The student will develop a working knowledge of the cell and histology, then progress through the anatomy and physiology of the integumentary, skeletal, and muscular systems. Lecture information is reinforced with the use of slides, models, and audio-visual materials.

Anatomy and Physiology II

This course is a continuation Anatomy and Physiology I. In this course, the student will develop a working knowledge of the anatomy and physiology of the nervous, endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive systems. Lecture information is reinforced with the use of audio-visual materials, online discussions, and informational weblinks.

Automated Medical Office

Students are introduced to word processing and word processing applications. They will learn the basic formatting of simple tables, reports, and business correspondence. Continued emphasis will be placed on building speed and accuracy. The course will also introduce the fundamentals of the Medical Manager program. This application software is the most widely distributed scheduling program in the Medical Field.

HIPAA Overview



This course will provide students with the knowledge necessary to comply with the topics related to privacy and security within the Medical Office Environment. It will cover aspects of the Health Insurance Portability and Accountability Act (HIPAA.) Course topics will include and intro to HIPAA Privacy and its relationship to Healthcare Employees, Insurers and Business Associates. It will also introduce Security Safeguards for end users.

Introduction to the Healthcare Field

This course is designed for individuals entering the health care field. It will introduce students to the various health care environments in which they might be working – from a single physician’s office to larger HMO – and highlight the similarities they will encounter. This includes new medical terminology, interactions with various medical personnel, working with patients, various office procedures, medical computers and technology and the need to know and understand issues that will impact upon their jobs, such as legal and regulatory guidelines, laws affecting medical employees, privacy and confidentiality issues and more.

Medical Language I

This course is an introduction to medical terminology as it relates to the diseases/disorders, diagnostic and treatment procedures, clinical specialties, and abbreviations of various organ systems. There is an emphasis on prefixes, suffixes, word roots and combining forms. Emphasis is also placed on the correct spellings and pronunciations of the medical terms.

Medical Language II

This course is a continuation of Medical Language I. It continues to build a professional vocabulary of medical terminology as it relates to the diseases/disorders, diagnostic and treatment procedures, clinical specialties, and abbreviations of various organ systems. There is an emphasis on prefixes, suffixes, word roots and combining forms. Emphasis is also placed on the correct spellings and pronunciations of the medical terms.

Medical Office Procedures and Administration

The course prepares students for the administrative skills medical administrative assistants need to know. It covers relevant material dealing with medical office & medical records management skills, client services skills and responsibilities, client education and legal and ethical issues. This course will familiarize the student with healthcare records management. The student will learn how to build patient files, post entries, complete patient billing procedures, generate reports, complete and file medical records and be introduced to coding for accurate insurance billing.

Medical Science I

This course introduces the student to common diseases, signs, symptoms, diagnosis, treatment, and prevention of various organ systems in the human body. Emphasis is placed on mechanisms of disease, recognition of the symptoms, treatment procedures, prevention methods and relaying of information to the physician.

Medical Science II

This course is a continuation of Medical Science I. The student will be knowledgeable of common diseases, signs, symptoms, diagnosis, treatment, and prevention of various organ systems in the human body. Emphasis is placed on mechanisms of disease, recognition of the symptoms, treatment procedures, prevention methods and relaying of information to the physician.

Medical Terminology | comprehensive

This course will provide students with a foundation to recognize medical terms using the four word part approach (prefixes, word roots, suffixes, and combining vowels). This will prepare the student to better understand and master the terminology common to diseases and the medical field and related to health care delivery. Emphasis will be placed on improving written and oral communication skills pertaining to medical terminology. Pronunciation, identification, and spelling are stressed. A working knowledge of medical terminology is desirable for anyone entering one of the health science fields. Simulations will provide students with the opportunity to practice creating billing and coding records. Students will learn how to apply knowledge of medical terminology and anatomy to code medical procedures and diagnoses. This course will help students understand and utilize insurance and medical terminology.

Pharmacology

This course provides an in-depth look at medications and their uses, the classification of drugs and the characteristics to include purpose, side effects, cautions and interactions. This course will also cover patients educational information related to common medications.



Health Information Management Courses

Advanced Medical Coding I

This course will include material covering Evaluation and Management of Services, Anatomical Coding and Procedural Coding. This course will build upon the course on the Fundamentals of Coding and present abstract situations for the student to apply their knowledge to. This course will also require you to assign ICD- 9 diagnosis codes as well as CPT codes. You may find it necessary to review the "Step- By- Step" Medical Coding book that we used in the Fundamentals of Coding I and II courses.

Advanced Medical Coding II

This course is a continuation of Advanced Medical Coding I. The student continues to develop knowledge and skills in accurately billing insurance companies. Prerequisite: MBC200.

Medical Coding Basics NEW!

This course describes the basic administrative tasks of a Medical Coder. Typical tasks such as appointment scheduling, referral procedures, reports, and document filing are discussed. The student learns to distinguish between CPT and ICD-9 coding systems and the importance of HIPAA. An emphasis is placed on office procedures and professional behavior in the workplace.

CPT I

This course is designed to expand the knowledge of CPT classification learned in Basic Coding. The student will be able to perform correct coding principles applied to procedural coding to include proper usage and placement of modifiers.

CPT II

This course provides students with practical applications of the correct coding initiatives to include HCPCS Level II coding of DME, specific drugs and temporary code usage.



Fundamentals of Medical Coding I

This course provides instruction in the fundamentals of medical coding. It details how to operate today's common coding systems, including Current Procedural Terminology, 4th Edition (CPT-4), International Classification of Diseases 9th Revision, Clinical Modification (ICD-9-CM), ICD-9-CM Official Coding Guidelines and CMS Healthcare Common Procedural Coding system.

Fundamentals of Medical Coding II

This course provides instruction in the fundamentals of medical coding. It details how to operate today's common coding systems, including Current Procedural Terminology, International Classification of Diseases 9th Revision, Clinical Modification (ICS- 9- CM), ICD- 9- CM Official Coding Guidelines and CMS Healthcare Common Procedural Coding system.

Intermediate ICD-9

This course is designed to expand the knowledge of ICD-9-CM classification learned in Basic Coding. The students will increase their understanding of diagnosis coding to include combination codes, proper placement of multiple diagnoses, correct usage of V codes and E codes.

Advanced ICD-9

This course will expose the student to Volume 3 hospital procedural codes, morphology applications, sequential coding and late effects coding. The student will demonstrate ICD-9-CM conventions utilizing the official guidelines for coding and reporting.

Insurance Billing and Coding I

This course will prepare students for the necessary procedures for medical billing and coding. It will offer guidance for all elements of submitting, tracing, compiling, appealing and transmitting billing claims for insurance company procedures. It will introduce students to various kinds of health insurance and managed care models, including Medicare. It will cover insurance claim collection strategies.

Insurance Billing and Coding II

This course will prepare students for the necessary procedures for medical billing and coding. It will offer continuing guidance for all elements of submitting, tracing, compiling, appealing and transmitting billing claims for insurance company procedures. Students explore in greater detail health insurance and managed care models, including Medicare. It will cover insurance claim collection strategies.

Medical Billing and Coding Preparation and Practicum

This course provides a review of medical coding processes and procedures, including practice test activities and simulated certification examinations. Students are presented with coding case practices and are expected to apply their knowledge of procedural and anatomical coding in an abstract manner. This course will review anatomical terminology and reimbursement issues. It will also review Current Procedural Terminology, International Classification of Diseases 9th Revision, Clinical Modification (ICS- 9- CM), ICD- 9- CM Official Coding Guidelines and CMS Healthcare Common Procedural Coding system.

Medical Insurance

This course offers an overview of the various types of insurance used in the different health care settings. Students will learn how claims are processed and how to complete a CMS claim form.



Graphic Design

Introduction to Graphic Design NEW!

This course is an introduction to the field of Graphic Design. Students will learn about current trends, career possibilities, issues and practices in the industry. In addition, students will learn the basic theory, techniques, and processes involved in creating graphical elements.

Design Literacy NEW!

This course introduces students to fundamental visual design principles, vocabulary, and applications in design. Topics relevant to 2D and 3D design techniques for effective visual results will be covered.

Desktop Publishing with InDesign NEW!

This course provides students with the practical knowledge and skills to create publications that include graphics and images. Students will create flyers, calendars, newsletters, advertisements, and other publications commonly used in business.

Color Theory and Design NEW!

This course presents principles and techniques for the perception and effective use of color in all media. The student will explore the nature of color, the uses of color and will develop an understanding of color as a vital element in design. Includes work with color values and basic color schemes.

Digital Photography NEW!

This course is an introduction to basic digital photography, focusing on skills useful for a graphic designer. The course will explore many fundamental techniques for digitally correcting, enhancing, and altering scanned or digitally photographed images. Students will discover methods for working with various “digital darkroom” tools and the options and palettes associated with them. Creative uses for layers and masks will also be explored.

Web Design I **NEW!**

This course will introduce beginners to the art of creating interesting, intelligent, usable, and well designed Web Sites. Students will learn the tools and techniques for creating a well-designed interactive Web Site.

Web Design II **NEW!**

Students continue their studies in web design. They will learn about aesthetics of designing for interactivity in nonlinear environments. The course introduces students to current authoring techniques and technologies to create and develop basic web design projects in which interactivity is the focus.

Digital Illustration **NEW!**

This course focuses on drawing illustrative matter for commercial applications using various materials and techniques appropriate to the field of graphic design and illustration. Emphasis is placed on visualization and sketching of concepts. Students work with the latest painting and drawing software that digitally mimics traditional tools.

Advertising Design I **NEW!**

Conceptual skills in visual advertising are taught. Students will study and develop forms of advertising such as broadcast, direct mail, sales promotion, outdoor and collateral. Students will research and develop layout ads with markers and other commercial media, and study design principles, consumer motivation, advertising and ad format.

Advertising Design II **NEW!**

In this course, students will develop concept, design, and presentation of complete multimedia strategies for ad campaigns consisting of newspaper, magazine, direct mail, promotion and other means that will reach target audiences.

Multimedia Design **NEW!**

This course introduces interactive multimedia design and production, focusing on the use of authoring programs to create interactive multimedia products. Projects emphasize user interface design, content design with storyboards or scripts, creation of graphics, animation, audio and/or video materials.



Visual Communications **NEW!**

This course provides an introduction to visual literacy by considering the fundamentals of visual communication. Emphasis is placed on human visual perception as it is applied to communication problem solving. Students will acquire a new visual language learning how to use design principles, composition typography, photography, color and other vital components of visual literacy. The contributions, ethics, and methods of visual communicators will be explored by analyzing examples in a variety of visual forms, including print, graphics, illustrations, photographs, motion pictures, and computer imagery.

Typography **NEW!**

This course introduces students to typography: the art of designing with type, including the planning of typeface, size, composition, and page layout. This course explores the fundamental principles of Typography and its integral role in graphic design. Through reading, assignments and practice, this course teaches the student how to utilize type conceptually and technically with digital graphic technologies.

Package Design **NEW!**

This course introduces students to elements and principles of package design. Emphasis is placed on compositional organization, mechanics and successful presentation. Students will study effective packaging and unique and aesthetically pleasing containers. Review of typography, materials and photography relevant to packaging will be covered.

Art History **NEW!**

This course will acquaint the student with art history, the critical process, and the production of art in order to achieve a well-balanced appreciation for art and how it relates to the development of culture. The course emphasizes the connections among historical, political, social, religious and artistic developments, showing how artists and designers are influenced by the culture and time in which they live.

Introduction to Design **NEW!**



This introductory course teaches students about the fundamentals of art. Utilizing both theory and design, the student develops two-dimensional composition techniques through a series of assignments. Areas covered include terminology, typography, visual organization, visual relationships, and differences between illustrations and photographs.

Introduction to Drawing **NEW!**

The student will be required to set up a work area for creating drawings. Using the studio, instruction will be given about how to make use of still life setups and drawing what you actually see. The student will learn concepts such as proper lighting, drawing tools, shading, how to visualize basic shapes and use proportions to attain scale. Shading to indicate volume will be explored. A special emphasis will be placed on learning techniques and terminology needed by graphic designers.

Business of Graphic Design (*coming soon*)

This course presents the principles and techniques students need to work effectively in a graphic design firm. Students will learn proper file management techniques, budget and time management essentials through the development of an initiated project on a production schedule. The focus of this course will also allow students to have an understanding of the complete design process that will be applicable to the client's need.

Graphic Design Portfolio (*coming soon*)

In this course, students will focus on the development of a portfolio of projects in graphic design. Examination of career opportunities in graphic design and illustration is emphasized. Discussion of strategies for approaching and presenting to potential employers and/or clients are presented.

