

MHDD 160 Understanding Mental Illness 2 (2,0,0,0)

Practical strategies for working with people with mental illness. Includes a brief history, social stigma, major diagnostic categories, common treatment issues and development of treatment plans related to mental illness.

MHDD 291B Fieldwork Experience 3 (1,0,0,12)

Experience to apply academic skills to on-site job training in human services agencies under experienced on-site supervision and on-going consulting with faculty mentor. May be repeated to a maximum of nine credits. Prerequisites: Completion of at least ten MHDD credits and approval of program director.

MHDD 295 Practicum 3 (1,0,0,8)

Career-related work experience working directly with persons with mental illness or developmental disabilities within a service provider agency. Prerequisites: Completion of at least 10 MHDD credits, evidence of TB test within past year, and approval of program director.

MHDD 299 Capstone Project 3 (1,0,0,6)

This course provides a capstone experience to integrate theory and academic coursework into a substantive applied project for students majoring in Mental Health Services. Prerequisite: Approval of program director.

Military Science**MIL 100 Leadership Lab 1 (0,2,0,0)**

Practicum in those skills taught in the classroom during the other military science classes. Hands-on lab led by mentored cadets focusing on leadership, planning and execution of squad tactics, movement formations, drill and ceremonies, equipment inspections, rappelling, land navigation, orienteering, rifle marksmanship, and air-mobile operations. Leadership Lab is required every semester in conjunction with the appropriate military science class.

MIL 101 Leadership and Personal Development 2 (2,0,0,0)

Mission of the armed services, introduction to the United States Army, its customs and traditions, the role of the Army Officer, the role of the Non-Commissioned Officers Corps, Organizations of the TOTAL Army (Including the National Guard and Army Reserves). Introductory orienteering, marksmanship, physical fitness and briefing skills.

MIL 102 Introduction to Tactical Leadership 2 (2,0,0,0)

Continuation of the mission of the armed services, introduction to the United States Army, its customs and traditions, the role of the Non-Commissioned Officers Corps, Organizations of the TOTAL Army (Including the National Guard and Army Reserves). Introductory orienteering, marksmanship, physical fitness and briefing skills.

MIL 201 Innovative Team Leadership 2 (2,0,0,0)

Introduction to leadership and management, which develops the basic skills that must be learned in order to perform as an effective leader. Introduction to the Army Leadership Development Program (LDP), the decision-making process, the code of conduct, the Army Operations Order format and its use. Advanced land navigation, physical fitness and briefing skills.

MIL 202 Foundations of Tactical Leadership 2 (2,0,0,0)

Leadership and management, which develops the basic skills that must be learned in order to perform as an effective leader. Introduction to the Army Leadership Development Program (LDP), the decision-making process, the code of conduct, the Army Operations Order format and its use. Advanced land navigation, physical fitness, and briefing skills.

**Marketing/Merchandising/
Retail Management****MKT 111 Introduction to Merchandising 3 (3,0,0,0)**

Provides the knowledge necessary to buy merchandise profitably, with mastery of the role of the buyer in relation to other store personnel. Provides skill in planning and figuring markups and expense control as well as determining differences in buying fashion and staple merchandise.

MKT 123 Sales Promotion 3 (3,0,0,0)

Provides the basic knowledge necessary to develop sound sales promotion practices. Builds on a rigorous base of consumer psychology and treats advertising, reseller stimulation, personal selling and other communication tools as part of an overall promotional mix.

MKT 125 Introduction to Fashion Merchandising 3 (3,0,0,0)

Provides a comprehensive view of the fashion industry. Gives an up-to-date guide to the fundamentals of the merchandising of fashion apparel and accessories. Presents the basic principles of fashions, how fashions begin, move, disseminate and can be predicted.

MKT 127 Introduction to Retailing 3 (3,0,0,0)

Directs the student's attention to the dollar and cents implications of managerial decisions and to the various methods used to measure the profitability of those decisions in the field of retailing. Underlines the importance of customer requirements, taste and expectations, emphasizing the retailing implications of market factors.

MKT 132 Sales Management 3 (3,0,0,0)

Provides a comprehensive view of the sales manager as an administrator. Presents a detailed picture of how to operate a sales force including selecting, training, compensating, supervising and motivating sales people.

MKT 210 Marketing Principles 3 (3,0,0,0)

Survey of marketing. Studies problems of the manufacturer, wholesaler and retailer in the marketing of goods and services, channels of distribution, customer relations, pricing policies and communications.

MKT 211 Introduction to Professional Sales 3 (3,0,0,0)

Provides a comprehensive hands-on experience in selling techniques as they relate to modern industrial, wholesale and consumer products.

MKT 250 Introduction to International Marketing 3 (3,0,0,0)

Introduces the student to the various functions of marketing as they are performed in the international environment. Focuses on the problems and decisions facing management in international marketing. Considers the impact of differences in language, aesthetics, religion and business customs on marketing strategies. Prerequisite: MKT 210.

MKT 261 Introduction to Public Relations 3 (3,0,0,0)

Techniques of public relations for those holding supervisory or higher positions in management and marketing. Principles of creating and maintaining good public relations, including employee/employer relations. Customer/employee relations receive emphasis while focusing on the programming of the total public relations effort and selecting of appropriate strategy, media and persuasive devices to accomplish objectives.

MKT 262 Introduction to Advertising 3 (3,0,0,0)

Presents methods and techniques to become a skillful advertiser. Includes copy writing skills, selecting proper media and how the advertisers can approach their problems most effectively.

Medical Office Assisting

MOA 101B Introduction to Medical Assisting 3 (2,3,0,0)

Introduction to the profession of Medical Assisting. Topics include professionalism, communication techniques, community resources, medical ethics and confidentiality. Corequisites: ENG 101 and COT 127B.

MOA 106B The Body in Health and Disease I 3 (3,0,0,0)

Essential anatomy and physiology of 5 body systems emphasizing application to patient interviewing, teaching, and communication with health professionals. Corequisite: MOA 107B.

MOA 107B Medical Assistant Techniques 4 (3,3,0,0)

Emphasis on the clinical aspect of a medical office. Topics include preparation, assisting, vital signs, basic pharmacology, nutrition and diet therapy. Corequisite: MOA 106B.

MOA 108B The Body in Health and Disease II 3 (3,0,0,0)

Continuation of MOA 106B. Includes remaining body systems as well as human development and aging, diagnostic and imaging procedures. Prerequisite: Instructor permission.

MOA 110B Clinical Assistant Techniques 4 (3,3,0,0)

Principles of infection control and IV therapy. Equipment preparation, operation and maintenance. Aseptic techniques, preparation and administration of medications, ECG, assisting with minor office procedures, emergency procedures, CPR and First Aid Certification. Prerequisite: MOA 107B.

MOA 120B Medical Office Management 3 (2,3,0,0)

The theory, practice and techniques of medical office management. This course emphasizes medical administrative responsibilities, records management, business management, managed care, computerized office management, and transcription. Prerequisite: MOA 101B or approval of MOA Program Director.

MOA 130B Clinical Externship 3 (0,0,12,0)

Provides practical medical assisting experience in the physician's office or a medical clinic. Student is an active participant in the administrative and clinical areas. The externship is part of the curriculum and is a learning experience. Prerequisite: Instructor approval.

MOA 131B Externship Seminar 1 (1,0,0,0)

Discussions of clinical issues and experiences with emphasis on case studies, role playing and problem solving techniques. Prerequisite: Instructor approval.

MOA 195B Selected Topics in Medical Assisting 2 (1,3,0,0)

Covers selected topics of interest to students of Medical Office Assisting including review for the national certification examination and preparation for job search. Prerequisite: Instructor approval.

Massage

MSG 100B Kinesiology for the Massage Specialist 2 (2,0,0,0)

Students are introduced to the kinesiological principles of normal movement and the importance of palpation skills, assessment of body motion, and trigger point theories and relationships.

MSG 101B Kinesiology for the Massage Specialist - Lab 1 (0,3,0,0)

Students develop competencies in identifying anatomical landmarks, observing body symmetry, muscle length and contraction types, neurological control and stretching techniques and identifying acupuncture and trigger points. Corequisite: MSG 100B.