

Course Descriptions

The three-letter code that appears before the course number indicates the general subject area of the course.

Course Numbering

Course numbers have been set up to reflect more accurately the students progression in the program. Numbers from 100 – 199 are first year courses. Numbers from 200 – 289 are second year courses. Numbers from 290 – 299 are for externships and internships.

BUS	Business	CDP	Computer Technology
GEN	General Education	KEY	Keyboarding and Typing
MAS	Massage Therapy	MED	Medical

Courses are listed showing **CLOCK/CREDIT** hours.

BUS 124 Business Letter and Report Writing 40/4

This is a practical, hands-on course that focuses on the development of strong writing mechanics (grammar and punctuation), appropriateness of message (conciseness, clarity, style, language, and construction), and format/presentation. Exercises and portfolio assignments include routine forms of business correspondence, short and long business reports, as well as effective visual support materials. (Recommended: Key 124 or CDP 120)

BUS 246 Client Services 40/4

The course emphasizes “quality” and “exceptional customer service,” critical aspects of any business or service industry. Students learn about adding value and the customer service environment; essential personal and communication skills (such as problem-solving, time-management, and stress management); and the future of customer service in a connected world. Essential roles of problem solver and consultant to the customer make this a key employment skill for everyone.

CDP 120 Introduction to Desktop Applications 50/4

This course is an introduction to microcomputers, which familiarizes students with computer hardware and software, Internet skills, and software applications. The course starts with training on the Windows operating system. Students also become familiar with common word processing, spreadsheets and presentation programs. (Recommended: KEY 124)

CDP 150 Word Processing 1 50/4

This course provides an introduction to word processing (currently Word) concepts and operations. It includes practical, hands-on training on a state-of-the-art word processing program. In addition, it provides an introduction to the use of computer technology in business offices today, primarily focusing on the use of word processing in a business environment.

CDP 250 Word Processing 2

50/4

This course provides students with the opportunity to master advanced functions of a popular word processing program, (currently Word). Students reinforce formatting, proofreading, and editing skills with realistic office application problems to develop proficiency. (Prerequisite: CDP 150)

GEN 122 Written Communications 1

40/4

This course reviews essentials of effective writing with emphasis on parts of speech, grammar, punctuation, and inclusive language. Instruction emphasizes "writing as a process" by focusing on the development of sentence structure and word choice appropriate for the audience and purpose. A variety of essay assignments include comparison/contrast, narrative, descriptive, and cause and effect.

KEY 124 Fundamentals of Computer Keyboarding 50/4

This course is designed for the student who has no previous experience on a keyboard or who does not know the touch system of keyboarding. Emphasis is on learning proper fingering for alphabetic, numeric and symbol keys on a computer. The student develops speed with accuracy through skill building drills and timed writings to reach a speed of 25 nwpm.

MAS 100 Massage Anatomy & Physiology 1

66/6

The student will learn basic anatomy and physiology of the human body.

MAS 115 Massage Therapy 1

88/6

Provides theory and principles of massage therapy. The student will also gain an elementary understanding of the application of Swedish massage techniques. (Prerequisite: MAS 100 or concurrently)

MAS 130 Massage Anatomy & Physiology 2

66/6

The student will learn additional anatomy and functions of body systems with emphasis on homeostasis. (Prerequisite: MAS 115)

MAS 140 Ethics for Massage Therapy

22/2

Provides and defines the established Code of Ethics and professional boundaries for Massage Therapists. The student will also gain an understanding of ethical management skills as it relates to massage therapy.

MAS 160 Massage Therapy 2

66/4

The student will continue to learn basic massage techniques. The student will develop a full body massage routine using all the massage procedures learned to date. Students will also learn contraindications to massage as well as proper body mechanics in order to maintain a successful career in massage therapy for many years to come. (Prerequisite: MAS 130 or concurrently)

MAS 170 Massage Anatomy and Physiology 3

66/6

The student will learn the major muscles of the body, their actions and the nerves associated with them. The student will also learn how disruptions of normal muscle function affect movement and function. (Prerequisite: MAS 160)

MAS 190 Massage Therapy 3

88/6

The student will learn to perfect the full body massage. In addition the student will learn advanced techniques to add to the basic Swedish Massage. The student will learn Chair Massage as well as other modalities to give them a well-rounded massage routine. (Prerequisite: MAS 170 or concurrently)

MAS 200 Massage Anatomy & Physiology 4

66/6

The student will learn advanced anatomy and physiology of the human body. Special attention will be spent on the nervous system including cranial and spinal nerves. (Prerequisite: MAS 190)

MAS 230 Massage Therapy 4

88/6

The student will learn communication skills used to interview clients. The student will also learn written documentation skills necessary to communicate with other health care providers. The student will also continue to learn advanced massage techniques including palpation skills. Students will begin their clinical hours working on the public in our student clinic. The public is not charged to participate in the clinic.

(Prerequisite: MAS 200 or concurrently)

MAS 240 Massage Anatomy and Physiology 5

66/6

The student will continue to build a strong foundation in advanced anatomy and physiology. (Prerequisite: MAS 190)

MAS 270 Massage Therapy 5

88/6

The students will participate in a hands-on massage clinic for the public. The public is not charged to participate in the clinic. The students under the supervision of a Instructor will run the clinic. Students will continue to perfect massage skills learned in earlier courses. (Prerequisite: MAS 240 or concurrently)

MED 101 Medical Terminology

40/4

A comprehensive study of the basic structure of medical terminology including prefixes suffixes roots plurals and combined forms. Spelling and pronunciation are emphasized as the student develops a professional vocabulary.

MED 103 Medical Keyboarding

50/4

The student learns a medical office software program such as Medical Manager. Through hands-on application, the student handles patient documents that provide examples of common medical records and forms. Quick and efficient handling of records is practiced and stressed along with accuracy. (Recommended: KEY 124)

MED 110 Medical Law

40/4

This course identifies those aspects of the health care environment which are basic to desirable patient outcomes, describes behaviors which reflect the attitudes of a health care professional, and lists those ethical and legal principles which govern medical practice as it relates to the Allied Health Care Professional.

MED 140 Medical Administrative Procedures 50/4

The course includes procedures for maintenance of the office environment including time management, scheduling appointments, composing business letters, spelling, grammar, proofreading, processing mail and filing. Students learn to perform bookkeeping functions including accounting, credits and collection procedures.

MED 151 Anatomy and Physiology 40/4

Provides elementary knowledge of the structure and function of each body system. The most common diseases and disorders are explored to understand the physician's diagnosis and treatment. Correct spelling of corresponding terminology is emphasized.

MED 166 Health Insurance 40/4

This course includes understanding various health insurance coverage's, completion of insurance forms and interpretation of CPT and ICD codes. (Prerequisite: MED 101)

MED 171 Basic Medical Coding 50/4

This course is designed to introduce the student to CPT and ICD-9 proper coding using various coding techniques. The student learns the importance of assigning proper code and the effects of coding on the payment process. (Prerequisite: MED 101 and MED 151)

MED 205 Advanced Health Insurance 40/4

This advanced course is designed for the student to continue mastering assignment of codes for diagnoses, symptoms, diagnostic tests, procedures and treatments. The student becomes proficient in manual and electronic claim forms and the effect of coding on the reimbursement process. (Prerequisite: MED 166)

MED 206 Advanced Medical Terminology 40/4

The study of advanced medical terminology related to clinical medicine, surgery, laboratory medicine, pharmacology, and radiology is thoroughly covered. Medical references and other resources for research and practice are explored. (Prerequisite: MED 101)

MED 210 Disease Processes 40/4

The study of common human diseases and conditions, including prevention, etiology, signs and symptoms, diagnostic and treatment modalities, and prognoses. (Prerequisite: MED 101 and MED 151)

MED 221 Advanced Medical Coding 40/4

This course is designed to provide the student with advanced procedure coding, DRG's, coding for diseases, inpatient and outpatient coding, locating errors and solving related problems. (Prerequisite: MED 171)

MED 260 Infection Control and Surgical Procedures 20/2

Students learn to identify the principles of asepsis and sterility and demonstrate proper techniques for the performance of clean and sterile procedures.

MED 263 Exam Techniques**60/4**

This course covers the principles of operation and maintenance of specific medical equipment. Students learn to identify and perform the proper procedures for assisting the physician in the physical examination of the patient including height, weight and EKGs.

MED 266 Exam Procedures**60/4**

Students learn to identify and perform the basic physical assessment of the patient: obtain temperature, pulse, respiration, blood pressure, and examine the eye and ear.

MED 269 Clinical Laboratory Procedures**60/4**

Develops the student's ability to obtain specimens from patients for laboratory tests and perform routine laboratory diagnostic tests. (Prerequisite: MED 260 and MED 275)

MED 272 Assisting with Medications and Nutrition 60/4

Identification of drug classifications, drugs usage and effects on the body, and correct dosages and modes of administration (subcutaneous, intradermal and intramuscular) are taught. Health habits and diet are discussed. (Prerequisite: MED 260 and MED 275)

MED 275 Medical Emergencies**20/2**

A study of the management of patients in emergency situations along with CPR training. The student develops an understanding of the guidelines that should be followed when administering emergency care and learns to apply first aid treatment. Cardiopulmonary resuscitation is taught by a certified CPR instructor. Upon completion, the student becomes certified in Basic Life Support for a period of two years.

MED 290 Medical Assisting Externship**180/6**

Refinement and application of practical skills learned in the classroom in a medical facility. (Prerequisite: All medical courses.)

MED 293 Phlebotomy Technician Externship**200/8**

Refinement and application of practical skills learned in the classroom in a medical facility. (Prerequisite: All medical core classes)

MED 295 Medical Office/Transcription Externship 180/6

Refinement and application of practical skills learned in the classroom in a medical office or outsource service facility. Generally offered to students during final quarter. (Prerequisite: All medical courses)

PFT 100 Fitness Anatomy & Physiology 1**66/6**

The course is designed to provide the student with a foundational overview of Anatomy & Physiology. The primary focus will be body systems and associated pathologies as it relates to each system.

PFT 110A Exercise Psychology

33/3

This course is designed to introduce students to the basic principles, theories and applications related to the psychological aspects of physical activity and wellness. A strong emphasis in this course will be on taking exercise psychology-based principles and understanding how to apply them to the exercise-working environment.

PFT 120 Fitness Anatomy & Physiology 2

66/6

This course will provide an emphasis of advanced anatomy and physiology concepts with a strong emphasis on musculoskeletal systems as related to health, wellness and personal fitness training. (Prerequisites: PFT 100)

PFT 140 Exercise Physiology

66/6

The course is designed to provide students with vital and necessary information related to fundamental physiological processes. Additionally, a strong emphasis will be placed on the changes that occur to the body's physiological processes as a result of exercise involvement. Areas such as body movement, energy and energy systems for movement and cardiovascular and respiratory functions will be discussed in depth during the academic term in order for students to obtain a firm grasp of how exercise affects the body's vital and basic functions. With the information gathered in this course students will be able to accurately relay physiological adaptation information to their clients during exercise consultation and exercise training sessions. (Prerequisites: PFT 120 or concurrently)

PFT 200 Kinesiology

66/6

The course is designed to provide the student with the mechanical concepts and principles that underlie human movement and the basic structure and function of the musculoskeletal system. Discussions will systematically focus on the bones, muscles and joints for both the upper and lower extremities and axiskeleton. This will lay the foundation for student understanding of the musculoskeletal system as a machine capable of generating and transmitting forces, while exploring the concept that musculoskeletal imbalance results in pathomechanics for injury and disease. Practical application of basic concepts will be made to practical problems in public health and wellness. (Prerequisites: PFT 120)

PFT 220 Fitness Training Lab 1

88/6

This course is designed to give students a thorough and comprehensive practical experience in the areas of initial consultation and evaluation, exercise sciences, exercise technique and exercise program design. The students will be provided with the necessary skills and resources to effectively assess and evaluate clients as to their level of physical fitness. The outcome of this course is for students to be able to design safe and effective resistance, aerobic and flexibility training programs for the general population of clients. A strong emphasis is placed upon terms of professionalism and application of sound exercise principles.

(Prerequisites: PFT 120, PFT 140; PFT 200 or concurrently)

PFT 230 Fitness Management**33/3**

The course is designed to provide the student with an overall understanding of the skills involved in being both a successful business owner and an allied health professional within the Personal Training Arena.

PFT 240A Wellness and Nutrition**66/6**

The course is designed to provide the student with the basics of wellness to apply to self-care and as a model for care guidelines to help clients manage stress levels. A variety of methods of exercise and stress management, including proper nutrition, stretching techniques and body mechanics are discussed and experienced.

PFT 260 Fitness Training Lab 2**88/6**

This course is designed to give students a thorough and comprehensive practical experience in the category of clients with unique needs. More specifically, clients in this category include pregnant women, the elderly, preadolescents and athletes. Additionally, special attention will be given to potential clients with respiratory, metabolic, nutritional and orthopedic concerns. This will provide the student with the necessary skills and resources to effectively design safe and effective resistance, aerobic and flexibility training programs for clients within unique populations. A strong emphasis in this course will entail students actively simulating the Personal Fitness Training working experience in terms of professionalism and application of sound exercise principles for these unique populations of prospective clients.

(Prerequisites: PFT 220)

PFT 290 Fitness Trainer Externship

226/8

This experience is designed to provide future personal fitness trainers with a field-based approach in relation to working in the fitness industry. This experience will be divided into two uniquely designed areas of field-based participation and work. Personal Fitness Training Boot Camp (66 hrs) is a rigorous physical and intellectual experience in the areas of exercise testing and prescription, fundamentals of resistance training, weightlifting combinations, functional training, training progressions, program design, nutrition, business management and exercise psychology. The Boot Camp experience ultimately provides the Personal Fitness Training student with a variety of resources, knowledge and hands-on experience that will be invaluable to not only the Personal Fitness Training student, but also to prospective Personal Fitness Training employers. The Boot Camp is currently held in Las Vegas, Nevada and is included in the cost of tuition.

The Personal Fitness Training Externship (160 hrs) prepares the Personal Fitness Training student to observe and assist a current Personal Fitness Training professional or fitness-related professional in their daily sessions or appointments. This experience will provide a solid framework for the Personal Fitness Training student to apply content and information learned in the classroom to the fitness environment. Additionally, this externship experience will allow Personal Fitness Training students to complete or assist in tasks of daily operations of fitness facilities. Furthermore, this experience will also provide a great opportunity for students to begin networking with current Personal Fitness Training professionals and/or fitness facilities. Students are placed into externship sites by the School at local fitness/training facilities. Externships are typically unpaid, and the School receives no reimbursement for placements.

(Prerequisites: all PFT courses)