

# 2009-2010 Course Catalog

The University Of Montana

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## Department of Business Technology

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### **Brian Larson, Chair**

The Business Technology Department of The University of Montana College of Technology collaborates with business and industry to prepare graduates to compete in and contribute to a dynamic global society. The department attracts and retains skilled faculty with the professional experience and theoretical background to utilize diverse instruction which reflects current and emerging business practices. Faculty actively engage student in the learning process by integrating experiential technical education and empowering students to adapt to an ever-changing world.

Students may choose from six Associate of Applied Science degree programs and four Certificate of Applied Science programs. Degree programs include Accounting Technology with an option in Computer Support; Administrative Management; Food Service Management; Medical Information Technology with options in Health Information Coding Specialty, and Medical Administrative Assisting; Paralegal Studies; and Management with options in Entrepreneurship, and Sales and Marketing. Certificate of Applied Science programs include Culinary Arts, Customer Relations, Medical Reception, and Sales and Marketing.

Students may attend classes on U of M College of Technology East and UM Mountain campuses. Programs may contain day, evening and weekend classes.

### **Special Degree and Certificate Requirements**

General education requirements are integrated into the following programs. Refer to the Academic Policies and Procedures section of this catalog for the specific requirements.

#### **Accounting Technology-A.A.S. Degree**

##### **Lisa Swallow, Director**

Almost all organizations need either in-house financial staff or outside bookkeeping/accounting services to aid with financial data compilation and reporting. Bookkeepers and accountants maintain financial records and often participate in strategic planning and other fiscal decisions. Graduates work in small businesses as full charge bookkeepers or large businesses as members of accounting staffs. They are required to communicate extensively with vendors, clients, and employees and are often key players in business projections, cash forecasting, and budgeting. This program provides students the marketable skills for employability in a variety of organizations including service, retail, non-profit, governmental, and accounting

firms. Program graduates use technology to gather, compile and analyze data. They communicate budgetary and accounting information to non financial colleagues and managers. Students considering this program should be analytical, detail-oriented, and enjoy using current technology.

Students entering autumn semester may complete the program in four semesters as outlined below. Students entering spring should meet with advisor prior to selecting courses.

**Autumn Entry:**

First Year	A	S
ACTG 101(ACC 132T) 4 Accounting Procedures I		
ACTG 201 (ACC 133T) 4 Principles of Financial Accounting		
ACTG 180 (ACC 134T) - 3 Payroll Accounting Applications		
BUS 103S Principles of - 3 Business		
BUS 135T Business Law - 3		
BUS 160S Issues in 3 - Sustainability		
CAPP 120 (CRT 100) 2 - Introduction to Computers		
CAPP 156 (CRT 180T) - 3 MS Excel		
M 115 (MAT 117) 3 - Probability & Linear Math		
WRIT 101 (WTS 101) 3 - College Writing I		
Total 15 16		
Second Year	A	S
ACTG 215 (ACC - 3 232T) Foundations of Government and Not for Profit Accounting		
ACTG 202 (ACC 234T) 3 - Principles of Managerial Accounting		
ACTG 211 (ACC 4 - 236T) Income Tax Fundamentals		
ACTG 250 (ACC 250T) - 4 Accounting Capstone		

ACTG 291 (ACC 195T)	3	
Financial Planning		
ACTG 298 (ACC 290T)	-	2
Accounting Internship		
COM 160A Oral	-	3
Communications		
CRT 172 Introduction to	3	-
Computer Modeling		
ECNS 201S (ECON	3	-
111S) Principles of		
Microeconomics		
WRIT 240E (WTS	-	3
240) Argument and		
Contemporary Issues		
Total	16	15

### Computer Support Option

This option provides students with a technical background in computer hardware, operating systems, Internet technologies, networking/telecommunications, and application software. In addition to accounting technician training, students selecting this option will be prepared to manage and maintain local area networks and install, maintain and troubleshoot software. They will be trained to configure PC hardware as well as to utilize and secure various operating systems.

Students considering the rigorous program should be analytical, technology-oriented and enjoy detail. Upon successful completion of the A.A.S. - Accounting Technology with Computer Support Option, the student will also be awarded a Computer Technician Certificate and will have the opportunity to complete an industry-based certification exam.

Students entering autumn semester may complete the program in four semesters as outlined below. Students entering spring should meet with advisor prior to selecting courses.

### Autumn Entry:

First Year	A	S
ACTG 101(ACC 132T)	4	
Accounting Procedures I		
ACTG 201 (ACC 133T)	-	4
Principles of Financial		
Accounting		
ACTG 180 (ACC 134T)	-	3
Payroll Accounting		
BUS 103S Principles of	3	-
Business		

CRT 111 (CRT 103T) Fluency in Information Technology	3		-	
CRT 112 Operating System Fundamentals	-		3	
CRT 151T Networking Basics	-		3	
CAPP 156 (CRT 180T) MS Excel	-		3	
M 115 (MAT 117) Probability and Linear Math	3		-	
WRIT 101 (WTS 101) College Writing I	3		-	
Total	16		16	
Second Year		A		S
ACTG 202 (ACC 234T) Principles of Managerial Accounting	3		-	
ACTG 211 (ACC 236T) Income Tax Fundamentals	4		-	
ACTG 250 Accounting Capstone	-		4	
ACTG 298 (ACC 290T) Accounting Internship	-		2	
COM 160A Oral Communications	3		-	
CRT 121 Introduction to Programming	-		3	
CRT 122E Ethics and Information Technology	-		3	
CRT 172 Introduction to Computer Modeling	-		3	
CRT 210T Advanced Operating Systems	3		-	
CRT 285T PC Hardware Support	3		-	
CRT 289T Professional Certification A+	-		1	
Total	16		16	

## Administrative Management-A.A.S. Degree

Cheryl Galipeau, Director

The Administrative Management Program allows students to advance the career proficiencies acquired in the Customer Relations certificate program by earning an Associate of Applied Science Degree. The Administrative Management program prepares graduates to meet the administrative and information needs of business and industry. Students gain proficiency in computer, management, and information technologies. They complete an academic component to gain an understanding of professional responsibilities in our global society. Graduates of this program become vital members of executive teams with the ability to assume supervisory, organizational, and communication roles in the coordination of administrative services. An Associate of Applied Science Degree in Administrative Management opens opportunities for graduates in a variety of business settings.

Students entering autumn semester may complete the program in four semesters as outlined below. Students entering spring should meet with advisor prior to selecting courses.

### Autumn Entry:

First Year	A	S
BUS 103S Principles of Business 3	-	
BUS 106T Records and Information Management 2	-	
BUS 135T Business Law -	3	
BUS 140T Customer Service -	4	
CAPP 120 (CRT 100) Introduction to Computers 2	-	
CAPP 134 (CRT 108) Basic MS Word -	2	
CAPP 156 (CRT 180T) MS Excel -	3	
COM 150S Interpersonal Communications -	3	
HMR 110T Introduction to Public Relations 3	-	
M 115 (MAT 117) Probability and Linear Math 3	-	
WRIT 121 (WTS 115) Introduction to Technical Writing 3	-	
<b>Total</b>	<b>16</b>	<b>15</b>
Second Year	A	S

ACTG 100 (ACC 131T)	4	-
Essentials of Accounting		
BUS 240T Administrative Support for the Automated Office	2	-
BUS 243T Psychology of Management and Supervision	4	-
CAPP 115T MS Word	3	-
COM 160A Oral Communications	-	3
CRT 172 Introduction to Computer Modeling	3	-
CRT 260 Digital Publishing and Design	-	3
CRT 263 Web Design and Development	-	3
HMR 290T Administrative Management Internship	-	2
WRIT 240E (WTS 240) Argument and Contemporary Issues	-	3
Total	16	14

## Customer Relations-Certificate of Applied Science

### Cheryl Galipeau, Director

The Customer Relations program provides students with the skills to promote excellent customer relations in business settings. Courses related to the service industry, service-level decisions, formulation of service policies, customer service management, and staff development are included. Students gain knowledge of customer care, effective communication, and the importance of public relations to promote a positive company image. Students develop an understanding of challenges and conflicts while servicing both internal and external customers. Emphasis in business, computers, and psychology provide a solid background for customer relations positions in the current business environment.

A Certificate of Applied Science is awarded for successful completion of the program. Students entering autumn semester may complete the program in two semesters as outlined below. Students entering spring should meet with advisor prior to selecting courses.

### Autumn Entry:

First Year	A	S
BUS 103S Principles of Business	3	-

BUS 106T Records and Information Management	2	-
BUS 135T Business Law	-	3
BUS 140T Customer Service	-	4
CAPP 120 (CRT 100) Introduction to Computers	2	-
CAPP 134 (CRT 108) Basic MS Word	-	2
CAPP 156 (CRT 180T) MS Excel	-	3
COM 150S Interpersonal Communications	-	3
HMR 110T Introduction to Public Relations	3	-
M 115 (MAT 117) Probability and Linear Math	3	-
WRIT 121 (WTS 115) Introduction to Technical Writing	3	-
Total	16	15

## **Culinary Arts-Certificate of Applied Science**

### **Tom Campbell, Director**

The Bureau of Labor Statistics indicates the hospitality field is America's number one retail employer and predicts its growth will increase 30 percent over the next two years. Students entering the Culinary Arts Certificate program or Food Service Management degree program prepare for careers in the hospitality industry. Students develop skills to seek employment in hotels, restaurants, resorts, casinos, clubs, catering, and corporate dining. Culinary careers encompass hospitality management, sales, product development, or entrepreneurship. To meet the growing demand of the hospitality industry, two program options are available.

Students may earn a Culinary Arts Certificate of Applied Science or a Food Service Management Associate of Applied Science degree.

The Culinary Arts program is two semesters and provides an introduction to the field of culinary arts. Students prepare for an entry-level position in the expanding and challenging food service industry. This program incorporates comprehensive hands-on learning experiences complemented by supportive courses designed to prepare students for a wide range of career opportunities. This program allows a seamless transition into the Food Service Management degree.

Students are awarded a Certificate of Applied Science after successfully completing the program.

Students may enter the Culinary Arts certificate program autumn semester and early application is encouraged.

**Autumn Entry:**

First Year		A		S
CAPP 120 (CRT 100) Introduction to Computers	2		-	
COM 150S Interpersonal Communication	3		-	
CUL 151T Introduction to Food Service Industry	5		-	
CUL 175T Food Service Sanitation	2		-	
FSM 180T Nutritional Cooking	-		3	
M 115 (MAT 117) Probability and Linear Math	3		-	
PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology	-		3	
WRIT 121 (WTS 115) Introduction to Technical Writing	3		-	

Food Station Experience from following courses:

CUL 156T Dining Room Procedures				
CUL 157T Pantry and Garde-Manger				
CUL 158T Short Order Cookery				
CUL 160T Soups, Stocks, and Sauces				
CUL 161T Meats and Vegetables				
CUL 165T Baking and Pastry	-		10	
Total	18		16	

**Food Service Management-A.A.S. Degree****Tom Campbell, Director**

The Food Service Management program culminates in an Associate of Applied Science Degree. This program combines theory, practical training, and industry experience to prepare students for entry-level and management positions in the diverse and dynamic hospitality industry. The degree program is designed to continue principles taught in the culinary arts certificate program. The spectrum of learning is expanded to include more

in-depth professional studies thereby enhancing employment options. Accreditation by the American Culinary Federation ensures graduates' eligibility for certification as an ACF "Certified Culinarian".

Technical subject areas include introduction to the industry, basic baking, patisserie, cost control, dining room service, garde manger, nutritional cooking, fundamental cooking principles, short order cookery, a la carte stations, menu planning, supervised internship, and the recognized sanitation certificate awarded by the National Restaurant Association Educational Foundation.

The Associate of Applied Science degree is awarded upon successful completion of the program.

Students entering autumn semester may complete the program in four semesters as outlined below. Students entering spring should meet with advisor prior to selecting courses.

**Autumn Entry :**

First Year	A	S
CAPP 120 (CRT 100) Introduction to Computers	2	-
COM 150S Interpersonal Communication	3	-
CUL 151T Introduction to Food Service Industry	5	-
CUL 175T Food Service Sanitation	2	-
FSM 180T Nutritional Cooking	-	3
M 115 (MAT 117) Probability and Linear Math	3	-
PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology	-	3
WRIT 121 (WTS 115) Introduction to Technical Writing	3	-

Food Station Experience from following courses:

- CUL 156T Dining Room Procedures
- CUL 157T Pantry and Garde-Manger
- CUL 158T Short Order Cookery
- CUL 160T Soups, Stocks, and Sauces

CUL 161T Meats and Vegetables				
CUL 165T Baking and Pastry	-		10	
Total	18		16	
Second Year		A		S
BUS 234T Psychology of Management and Supervision	-		4	
CRT 205T Food Service Management Computer Applications	-		2	
FSM 270 Purchasing and Cost Controls	5		-	
FSM 271 Food Service Management Capstone	-		4	
FSM 275T Patisserie	-		2	
FSM 290T Internship	-		4	

Food Station Experience from following courses:

CUL 156T Dining Room Procedures				
CUL 157T Pantry and Garde-Manger				
CUL 158T Short Order Cookery				
CUL 160T Soups, Stocks, and Sauces				
CUL 161T Meats and Vegetables				
CUL 165T Baking and Pastry	10		-	
Total	15		16	

### **Management-A.A.S. Degree**

#### **Brian Larson, Director**

The Management program provides graduates with the skills required to own and operate their own businesses or become sales representatives and managers of retail organizations.

### **Entrepreneurship Option**

Students selecting the Entrepreneurship option will focus on venture initiation, constructing business plans, generating financing, and beginning operations. Areas of study focus on the critical factors involved in accounting, sales strategy, advertising and marketing issues complemented with supervisory skills. Students gain knowledge of

basic disciplines of business through both classroom and hands-on training. Computer technology and web development are added components to assist students to compete in today's changing business climate. Applications of the elements learned are included where practical. Successful graduates will depart with a comprehensive business plan and presentation skills required to approach financiers.

The Associate of Applied Science degree is awarded upon successfully completing the program.

Students entering autumn semester may complete the program in four semesters as outlined below. Students entering spring should meet with advisor prior to selecting courses.

**Autumn Entry:**

First Year	A	S
ACTG 101 (ACC 132T) 4 Accounting Procedures I		
ACTG 201 (ACC 133T) 4 Principles of Financial Accounting		
BUS 112T Professional 2 Sales	-	
BUS 113T Psychology of 3 Selling	-	
BUS 125T Principles of 3 Marketing	-	
BUS 135T Business Law 3	-	
CAPP 120 (CRT 100) 2 Introduction to Computers	-	
CRT 172 Introduction to 3 Computer Modeling	-	
M 115 (MAT 117) 3 Probability and Linear Math	-	
PSYX 161S (PSY 3 110S) Fundamentals of Organizational Psychology	-	
WRIT 101 (WTS 101) 3 College Writing I	-	
<b>Total</b> 17		16
Second Year	A	S
ACTG 180 (ACC 134T) 3 Payroll Accounting	-	
ACTG 291 (ACC 295T) 3 Financial Planning	-	
BUS 224T Advertising and 3 Promotion	-	

BUS 243T Psychology of Management and Supervision	4	-
BUS 250T Entrepreneurship	-	3
BUS 290T Management Internship	2	-
COM 160A Oral Communications	-	3
CRT 260 Digital Publishing and Design	3	-
CRT 263 Web Design and Development	-	3
ECNS 201S (ECON 111S) Principles of Microeconomics	3	-
WRIT 240E (WTS 240E) Argument and Contemporary Issues	-	3
Total	15	18

### Sales and Marketing Option

Students selecting the Sales and Marketing option combine the technical sales and promotional related courses as a foundation for seeking middle to advanced positions in the sales and marketing field. Students will be required to complete sales presentations using appropriate techniques applying consultative and negotiation selling skills. Students will study and demonstrate effective sales techniques, plan and implement effective visual displays and presentations, and develop strong record keeping skills and management of accounts. Additional emphasis in computer skills, accounting, and technical writing provide students the needed edge for this competitive career.

An Associate of Applied Science degree is awarded to students successfully completing the program.

Students entering autumn semester may complete the program in four semesters as outlined below. Students entering spring should meet with advisor prior to selecting courses.

### Autumn Entry:

First Year	A	S
ACTG 101 (ACC 132T) Accounting Procedures I	4	
ACTG 201 (ACC 133T) Principles of Financial Accounting		4

BUS 109T Visual Merchandising and Display	-		3	
BUS 112T Professional Sales	2		-	
BUS 113T Psychology of Selling	-		3	
BUS 125T Principles of Marketing	3		-	
CAPP 120 (CRT 100) Introduction to Computers	2		-	
CRT 172 Introduction to Computer Modeling	-		3	
HMR 110T Introduction to Public Relations	-		3	
M 115 (MAT 117) Probability and Linear Math	3		-	
WRIT 101 (WTS 101) College Writing I	3		-	
Total	17		16	
Second Year		A		S
ACTG 180 (ACC 134T) Payroll Accounting	3		-	
BUS 135T Business Law	-		3	
BUS 224T Advertising and Promotion	-		3	
BUS 243T Psychology of Management and Supervision	-		4	
BUS 290T Management Internship	2		-	
COM 160A Oral Communications	3		-	
CRT 260 Digital Publishing and Design	3		-	
CRT 263 Web Design and Development	-		3	
ECNS 201S (ECON 111S) Principles of Microeconomics	3		-	
PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology	3		-	

WRIT 240E (WTS 240E) Argument and Contemporary Issues	-	3
Total	17	16

## Sales and Marketing-Certificate of Applied Science

### Brian Larson, Director

Students in the Sales and Marketing program are trained in sales and supportive tasks relating to retail or wholesale organizations. They study the application of the latest counselor selling techniques to assist clients in meeting needs. The curriculum also involves marketing activities, bookkeeping functions, and merchandising skills.

Students are awarded a Certificate of Applied Science after successfully completing the program.

The Sales and Marketing program satisfies the requirements for the first year of the Management degree, Sales and Marketing option.

Students entering autumn semester may complete the program in two semesters as outlined below. Students entering spring should meet with advisor prior to selecting courses.

### Autumn Entry:

First Year	A	S
ACTG 101 (ACC 132T) Accounting Procedures I	4	-
ACTG 201 (ACC 133T) Principles of Financial Accounting	-	4
BUS 109T Visual Merchandising and Display	-	3
BUS 112T Professional Sales	2	-
BUS 113T Psychology of Selling	-	3
BUS 125T Principles of Marketing	3	-
CAPP 120 (CRT 100) Introduction to Computers	2	-
CRT 172 Introduction to Computer Modeling	-	3
HMR 110T Introduction to Public Relations	-	3
M 115 (MAT 117) Probability and Linear Math	3	-

WRIT 101 (WTS 101) College Writing I	3	-
Total	17	16

## Medical Information Technology- A.A.S. Degree

### Brian Larson, Interim Director

The Medical Information Technology program provides three options for students with the flexibility of choosing a career in health information coding specialty, medical administrative assisting or medical transcription. The course of study includes general as well as administrative duties of a medical facility. These duties involve scheduling appointments, interacting with patients, submitting patient insurance claims using current coding procedures, and maintaining medical and financial records. Additionally, students are exposed to the principles of medical ethics and medical legal issues facing health providers. All Students in the Medical Information Technology degree options acquire work-related skills through internship experiences. Students successfully completing this program are awarded the Associate of Applied Science degree.

### Health Information Coding Specialty Option

Students are trained to analyze health records and to accurately abstract and code procedures and diagnoses utilizing legal and regulatory standards. An understanding of anatomy, medical terminology and disease processes will provide students with the necessary tools to determine correct codes and sequences.

Upon completion of this program, students are eligible to sit for national certification examinations offered through American Health Information management Association.

Students entering autumn semester may complete the program in four semesters as outlined below. Students entering spring should meet with advisor prior to selecting courses.

### Autumn Entry:

First Year	A	S
CAPP 120 (CRT 100) Introduction to Computers	-	2
M 115 (MAT 117) Probability and Linear Math	-	3
MED 152T Insurance Processing for Coding Specialists	-	2
MED 154T Beginning Medical Terminology	2	-
MED 155T Medical Software Applications	-	1
MED 161T Medical Administrative Procedures	4	-

MED 165T Healthcare Data and Content	-		2	
PSYX 100S (PSY 110S) Introduction to Psychology				
SCN 201N-202N Anatomy and Physiology I				
SCN 202N Anatomy and Physiology II			4	
WRIT 121 (WTS 115) Introduction to Technical Writing	3			
Total	17		14	
Second Year		A		S
BIOL 106N Medical Microbiology	-		3	
COM 150S Interpersonal Communications	-		3	
MED 210T Basic ICD Coding	3		-	
MED 217T Terminology for Health Professions	3		-	
MED 220T Basic Ambulatory Coding	3		-	
MED 240T Intermediate ICD Coding	-		3	
MED 250T Intermediate CPT Coding	-		3	
MED 290 Internship (180 hours)	-		3	
PHA 160T Survey of Pharmacy Products	3		-	
WRIT 240E (WTS 240E) Argument and Contemporary Issues	3		-	
Total	15		15	

### Medical Administrative Assisting Option

Medical administrative assistants are trained to effectively greet patients, supervise office personnel, schedule appointments, post charges and payments, submit insurance claims using current coding procedures, maintain patient records, calculate payroll, create and update the office procedures manual, assist in improving work flow and office efficiencies, and transcribe letters and patient chart notes. Students successfully completing the program are awarded the Associate of Applied Science degree. Students may enter either autumn or spring semester.

**Autumn Entry:**

First Year	A	S
BUS 106T Records and Information Management 2	-	
BUS 140T Customer Service -	4	
CAPP 120 (CRT 100) Introduction to Computers 2	-	
CAPP 134 (CRT 108) Basic MS Word 2	-	
CAPP 115T (CRT 115T)MS Word -	3	
M 115 (MAT 117) Probability and Linear Math -	3	
MED 153T Insurance Processing -	3	
MED 154T Beginning Medical Terminology 2	-	
MED 155T Medical Software Applications -	1	
MED 161T Medical Administrative Procedures 4	-	
SCN 115 Anatomy -	3	
WRIT 121 (WTS 115) Introduction to Technical Writing 3	-	
<b>Total</b> 15	<b>17</b>	
Second Year	A	S
ACTG 100 (ACC 131T)Essentials of Accounting 4	-	
ACTG 180 (ACC 134T) Payroll Accounting -	3	
BUS 240T Administrative Support for the Automated Office 2	-	
BUS 243T Psychology of Management and Supervision 4	-	
COM 150S Interpersonal Communications 3	-	
COM 160A Oral Communications -	3	

CRT 172 Introduction to Computer Modeling	-		3
MED 165T Healthcare Data and Content	-		2
MED 217T Terminology for Health Professions	3		-
MED 290T Medical Information Internship	-		3
Total	16		14

**Spring Entry:**

First Year				S
BUS 106T Records and Information Management	-		2	
CAPP 120 (CRT 100) Introduction to Computers	-		2	
M 115 (MAT 117) Probability and Linear Math	-		3	
MED 154T Beginning Medical Terminology	-		2	
SCN 115 Anatomy	-		3	
WRIT 121 (WTS 115) Introduction to Technical Writing	-		3	
Total	-		15	
Second Year		A		S
ACTG 100 (ACC 131T) Essentials of Accounting	-		4	
BUS 140T Customer Service	-		4	
BUS 240T Administrative Support for the Automated Office	2		-	
COM 150S Interpersonal Communications	3		-	
COM 160A Oral Communications	3		-	
CAPP 134 (CRT 108) Basic MS Word	2		-	
CAPP 115T MS Word	-		3	
MED 153T Insurance Processing	-		3	
MED 155T Medical Software Applications	-		1	



MED 154T Beginning Medical Terminology	2	-
MED 161T Medical Administrative Procedures	4	-
MED 165T Healthcare Data and Content	-	2
SCN 115 Anatomy	-	3
WRIT 121 (WTS 115) Introduction to Technical Writing	3	-
<b>Total</b>	<b>16</b>	<b>15</b>

Second Year

A

S

ACTG 100 (ACC 131T) Essentials of Accounting	4	-
CRT 172 Introduction to Computer Modeling	3	-
MED 217T Terminology for Health Professions	3	-
MED 256T-257T Medical Transcription I, II	3	3
MED 290T Medical Information Internship	-	3
PHA 160T Survey of Pharmacy Products	3	-
PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology	-	3
WRIT 240E (WTS 240E) Argument and Contemporary Issues	-	3
Directed electives	-	3
<b>Total</b>	<b>16</b>	<b>15</b>

Directed Elective Options

BUS 103S Principles of Business	3
BUS 240T Administrative Support for the Automated Office	2
CAPP 156 (CRT 180T) MS Excel	3
MED 152T Insurance Processing for Coding Specialists	2
MED 155T Medical Software Applications	1

**Spring Entry:**

First Year

S

CAPP 120 (CRT 100)	-		2	
Introduction to Computers				
CAPP 134 (CRT 108)	-		2	
Basic MS Word				
M 115 (MAT 117)	-		3	
Probability and Linear Math				
MED 154T Beginning Medical Terminology	-		2	
SCN 115 Anatomy	-		3	
WRIT 121 (WTS 115)	-		3	
Introduction to Technical Writing				
Total	-		15	
Second Year		A		S
ACTG 100 (ACC 131T)	-		4	
Essentials of Accounting				
BUS 106T Records and Information Management	-		2	
BUS 120T Transcription and Text Editing	2		-	
COM 150S Interpersonal Communication	3		-	
CAPP 115T (CRT 115T) MS Word	3		-	
MED 161T Medical Administrative Procedures	4		-	
MED 165T Healthcare Data and Content	-		2	
MED 256T Medical Transcription I	-		3	
MED 217T Terminology for Health Professions	3		-	
PHA 160T Survey of Pharmacy Products	3		-	
WRIT 240E (WTS 240E) Arguments and Contemporary Issues	-		3	
Total	18		14	
Third Year		A		
CRT 172 Introduction to Computer Modeling	3		-	
MED 257T Medical Transcription II	3		-	
MED 290T Medical Information Internship	3		-	

PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology	3	-
Directed elective	3	-
Total	15	-

Directed Elective Options

BUS 103S Principles of Business		3
BUS 240T Administrative Support for the Automated Office		2
CAPP 156 (CRT 180T) MS Excel		3
MED 152T Insurance Processing for Coding Specialists		2
MED 155T Medical Software Applications		1

### Medical Reception-Certificate of Applied Science

#### Brian Larson, Interim Director

The Medical Reception curriculum provides students with the skills needed to provide exceptional service to patients in a medical setting. In this role the essential duties performed include scheduling appointments, screening telephone calls, obtaining and entering patient registration information, releasing appropriate medical information, maintaining medical records and managing patient flow. Medical Reception students are instructed in the financial transactions of a practice and will have a clear understanding of all the activities in the billing and collection cycle. Students are provided a broad overview of medical law and the principles of medical ethics as well as the guidelines established by HIPAA.

Students successfully completing the program are awarded a Certificate of Applied Science.

#### Autumn Entry:

First Year	A	S
ACTG 100 (ACC 131T)Essentials of Accounting	4	-
BUS 106T Records and Information Management	-	2
BUS 140T Customer Service	-	4
CAPP 120 (CRT 100) Introduction to Computers	2	-
CAPP 134 (CRT 108) Basic MS Word	2	-

M 115 (MAT 117) Probability and Linear Math	-	3
MED 153T Insurance Processing	-	3
MED 154T Beginning Medical Terminology	2	-
MED 155T Medical Software Applications	-	1
MED 161T Medical Administrative Procedures	4	-
PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology	-	3
WRIT 121 (WTS 115) Introduction to Technical Writing	3	-
Total	17	16

**Spring Entry:**

First Year			S
BUS 106T Records and Information Management	-	2	
CAPP 120 (CRT 100) Introduction to Computers	-	2	
M 115 (MAT 117) Probability and Linear Math	-	3	
PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology	-	3	
WRIT 121 (WTS 115) Introduction to Technical Writing	-	3	
Total	-	13	
Second Year	A		S
ACTG 100 (ACC 131T) Essentials of Accounting	4	-	
BUS 140T Customer Service	-	4	
CAPP 134 (CRT 108) Basic MS Word	2	-	
MED 153T Insurance Processing	-	3	

MED 154T Beginning Medical Terminology	2	-
MED 155T Medical Software Applications	-	1
MED 161T Medical Administrative Procedures	4	-
Total	12	8

## Paralegal Studies-A.A.S. Degree

### Tom Stanton, Director

This program is approved by the American Bar Association. The Paralegal Studies program prepares students for challenging and diverse careers in private law practices and in the law-related areas of business, industry, and government. The goals of the Paralegal Studies program are to enable students, through theoretical and practical legal education, to understand the function of law, to work as paralegal's in the effective delivery of legal services, and to enhance the legal profession. This program is designed to equip students with skills to analyze legal issues and to perform a variety of activities including drafting legal documents, interviewing clients, conducting legal research, and preparing cases for trial. Students utilize current technology through Internet research and legal and general office software applications. Paralegal studies students receive the necessary legal training to take advantage of new career opportunities in all sectors of the economy. Students are exposed to the principles of legal ethics and are cautioned regarding restrictions against the unauthorized practice of law by layperson's.

The Associate of Applied Science degree is awarded upon successful completion of the program.

Students entering autumn semester may complete the program in four semesters as outlined below. Students entering spring should meet with advisor prior to selecting courses.

Students attend classes on both the Mountain and East campuses.

### Autumn Entry:

First Year	A	S
ACTG 100 (ACC 131T)Essentials of Accounting	-	4
CAPP 120 (CRT 100) Introduction to Computers	2	-
CAPP 134 (CRT 108) Basic MS Word	-	2
LEG 183T Contracts	-	2
LEG 184T Legal Ethics	2	-
LEG 185T Introduction to Paralegal Studies	3	-

LEG 186T Introduction to Legal Research	2	-	
LEG 187T Legal Research/Writing I	-	2	
LEG 188T Principles of Real Estate	-	2	
LEG 189T Criminal Procedures	-	3	
M 105 (MAT 107) Contemporary Math	3	-	
PSCI 210S (PSC 100S) Introduction to American Government	-	3	
PSYX 161S (PSY 110S) Fundamentals of Organizational Psychology	3	-	
WRIT 101 (WTS 101) College Writing I	3	-	
Total	18	18	
Second Year			A S
COM 160A Oral Communications	3	-	
CRT 188T Computers and Law	3	-	
LEG 270T Civil Litigation	3	-	
LEG 282T Contemporary Legal Issues	-	3	
LEG 283T Trial Preparation	-	3	
LEG 285T Family Law	-	3	
LEG 286T Legal Research/Writing II	2	-	
LEG 287T Legal Research/Writing III	-	2	
LEG 288T Estate Administration	-	2	
LEG 290T Paralegal Studies Internship	-	2	
SOCI 101S (SOC 110S) Introduction to Sociology	3	-	
WRIT 240E (WTS 240E) Argument and Contemporary Issues	3	-	
Total	17	15	

## Courses

U = for undergraduate credit only. R after the credit indicates the course may be repeated for credit to the maximum indicated after the R. Credits beyond this maximum do not count toward a degree.

### Accounting (ACTG)

U 100 (ACC 131T) Essentials of Accounting 4 cr. Offered autumn and spring. Introduction to basic double-entry accounting. Emphasis on analyzing, journalizing, and posting transactions; trial balance, worksheet, financial statements, and adjusting/closing procedures, cash control and completing the accounting cycle.

U 101 (ACC 132T) Accounting Procedures I 4 cr. Offered autumn and spring. basic double-entry accounting. Emphasis on analyzing, journalizing, and posting transactions; trial balance, worksheet, financial statements, and adjusting/closing procedures, accounting systems, and cash control.

U 180 (ACC 134T) Payroll Accounting 3 cr. Offered autumn and spring. Prereq., ACTG 101 (ACC 132T) with competency test score of 75% or greater. Comprehensive payroll course including computation/preparation of paychecks, completing deposits and payroll tax returns, informational returns and issues relating to identification and compensation of independent contractors. Includes state and federal payroll law. Introduction to Montana's Department of Labor and Industry, Unemployment Insurance Division, an State Compensation Insurance Fund.

U 191 (ACC 195T) Special Topics Variable cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

U 201 (ACC 133T) Principles of Financial Accounting 4 cr. Offered autumn and spring. Prereq., ACTG 101 (ACC 132T) with competency test score of 75% or better. Expansion of ACTG 101 (ACC 132T) including receivables, inventories, plant and intangible assets, and expanded liabilities. Includes partnerships, corporations, long-term liabilities, investments in debt and equity securities, and the statement of cash flow.

U 202 (ACC 234T) Principles of Managerial Accounting 3 cr. Offered autumn. Prereq., ACTG 101-201 (ACC 132T-133T or ACTG 201 or consent of instr. Continuation of accounting series with a focus on managerial accounting topics. Includes cost classification, variable and absorption costing, job order costing and standard costing. JIT, total quality management, quality costs and activity-based costing also will be addressed. Credit not allowed for both ACTG 202 (ACC 234T) and ACCT 202.

U 211 (ACC 236T) Income Tax 4 cr. Offered autumn. Prereq., ACTG 180 (ACC 134T) with a "C" grade or better. An introduction to taxation concepts, principles and theory. Extensive tax return preparation emphasizing sole proprietorships and individuals.

U 215 (ACC 232T) Foundations of Government and Not for Profit Accounting 3 cr. Offered spring. Prereq., ACTG 101-201 (ACC 132T-133T) or ACTG 201, or consent of instr. Continuation of accounting series with a focus on managerial accounting topics. These topics include cost classification, variable and absorption costing, job order costing and standard costing. JIT, total quality management, quality costs and activity-based costing included.

U 237 Strategies for Business Entities 3 cr. Offered autumn. Prereq., ACTG 101 (ACC 132T) or consent of instr. Legal, accounting, and tax strategies relating to corporations, partnerships, sole proprietorships, LLCs and LLPs. Includes tax preparation projects.

U 250 Accounting Capstone 4 cr. Offered spring. Prereq., ACTG 202, 211, 237 (ACC 234T, 236T, 237T), or equivalent. and consent of instr. Capstone class integrating accounting software, income and payroll tax preparation, financial statement preparation, ratio analysis, financial report writing and presentation.

U 291 (ACC 295T) Special Topics Variable cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

U 298 (ACC 290T) Accounting Internship 2 cr. Offered autumn and spring. Prereq., last semester in program, minimum grade of "C" in all ACC courses, and approval of program director. On-the-job training in positions related to the accounting field. This experience increases students' skills, prepares them for initial employment, and increases occupational awareness and professionalism. Students work a minimum of 90 hours at an approved site and attend scheduled one-hour seminars.

## **Business (BUS)**

U 103S Principles of Business 3 cr. Offered autumn and spring. Introduction to the world of business. Examines capitalism, the economic environment, the types of business organizations, management, marketing, production, labor, financing, and business/governmental relations. Credit not allowed for both BUS 103S and BADM 100S.

U 105T Deciding Majors and Careers 2 cr. Offered autumn and spring. Develop skills to implement major and career decisions within the University and in transition to business and industry.

U 106T Records and Information Management 2 cr. Offered autumn and spring. Introduction to alphabetic filing techniques and electronic database records management. Current technical developments utilizing automated records systems, biometric access control devices, electronic file organization, ergonomics, the Internet, image technology, and integrated security systems.

U 109T Visual Merchandising and Display 3 cr. Offered spring. Introduction to various techniques used by retailers in the merchandising and displaying of goods. Analysis of different approaches and methods for effectiveness in actual retail settings. Includes display principles of balance, color, and focal point statements.

U 112T Professional Sales 2 cr. Offered autumn. Includes the steps in opening, presenting, demonstrating, handling objections, and closing the sale. Students gain expertise through role-playing activities and written presentations.

U 113T Psychology of Selling 3 cr. Offered spring. Development of selling techniques which are used by many of the world's best companies and explanation of why they work. Includes the psychological reasons that prevent a prospect from purchasing a product or service and the techniques to motivate a prospect to buy.

U 120T Transcription and Text Editing 2 cr. Offered autumn and spring. Prereq., WRIT 121 (COM 115), CAPP 134 (CRT 108). Techniques of accurate and rapid transcription from taped material. Computers are used as input devices. Includes making formatting

and printing decisions with various types of business correspondence. Increases competency in spelling, grammar, and punctuation.

U 125T Principles of Marketing 3 cr. Offered autumn. An overview of marketing activities including the consumer buying decision process, distribution channels, the planning process, and new marketing trends. Students learn how to introduce a new product into the marketplace, target markets, and promote products through advertising and package design.

U 135T Business Law 3 cr. Offered spring. An overview of law as it applies to business transactions. Topics include the nature and source of law; courts and procedure; contracts, sales, and employment; commercial paper; bailment's; property; business organizations; insurance; wills and estate planning; consumer and creditor protection; torts; criminal law; and agency law. Credit not allowed for both BUS 135T and BADM 257.

U 140T Customer Service 4 cr. Offered spring. Designed to prepare employees and managers to meet customers' expectations. Review of customer service philosophy and techniques. Services marketing, quality issues, service design and delivery, customer interaction systems, complaint handling and service recovery, customer relationships, loyalty management, and operations are addressed.

U 160S Issues in Sustainability 3 cr. Offered autumn and spring. This literature-intensive course is intended to expose the student to a variety of essays addressing the balance of economic development with the principles of sustainability and social equity. The student is offered an introduction to sustainability concepts, natural systems/cycles and environmental economics. Natural capitalism and triple bottom line maximization is explored, along with the role of corporations and small businesses in sustainable development. A survey of issues surrounding corporate social responsibility and sustainability-driven innovation will be conducted.

U 195T Special Topics 1-6 cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

U 196T Independent Study Variable cr. (R-9) Offered intermittently.

U 224T Advertising and Promotion 3 cr. Offered spring. Exposure to the history and fundamentals of advertising; in-depth exploration of advertising media, budget plans, ad campaign designs, and in-house promotion designs; and the production of actual radio, television, and print advertising.

U 240T Administrative Support for the Automated Office 2 cr. Offered autumn. Prereq., CAPP 134 (CRT 108). Overview of the procedures and scope of the administrative assistant's role in today's automated office, including traditional and electronic communications, operation of multi-media equipment, and managing office technology.

U 242T Supervision 3 cr. Offered spring. The supervisor's role in management, organizing, staffing, and training of personnel as well as managing problem performance. Includes motivating employees, improving departmental productivity as well as the legal concerns of supervision.

U 243T Psychology of Management and Supervision 4 cr. Offered autumn. Management theory, research, and the practice of management. Topics covered include leadership styles and techniques, effective communication approaches, time management, decision making, delegation, and the basic functions of supervisory skills.

U 250T Entrepreneurship 3 cr. Offered spring. Prereq., CAPP 120 (CRT 100). An overview of the skill areas and business principles needed to start and operate a small business. Includes developing a business plan, identifying sources of capital formation, managing growth, and marketing issues related to new ventures.

U 290T Management Internship 2 cr. Offered autumn and spring. Prereq., consent of instr. On-the-job training in positions related to each student's career goal in management. This experience increases students' skills, prepares them for initial employment, and increases occupational awareness. Students work a minimum of six hours each week at an approved site and attend a weekly one-hour seminar.

U 296T Independent Study Variable cr. (R-9) Offered intermittently.

## **Culinary Arts (CUL)**

U 151T Introduction to Food Service Industry 5 cr. Offered autumn. Introduction to fundamentals in food handling practice, history, cooking methods, tool and equipment skills, safety and sanitation, recipe and menu development.

U 156T Dining Room Procedures 3 cr. Offered autumn and spring. Prereq., CUL 151T with a "C" or better. Introduction to foundations of dining room service and protocol. Includes techniques in dining room service. Personal hygiene, applied math, basic culinary terminology, beverage management, and table side cooking methods are practiced.

U 157T Pantry and Garde-Manger 3 cr. Offered autumn and spring. Prereq., CUL 151T with a "C" or better. Identification of fresh greens, vegetables, and fruits, general and specific uses, standards of quality, preparation, and presentation. Covers entrée salads, cold sauces, appetizers, finger sandwiches, pâtés, gelatins, mousses, ice carvings, as well as banquet and buffet presentation.

U 158T Short Order Cookery 4 cr. Offered autumn and spring. Prereq., CUL 151T with a "C" or better. Hands-on experience in all facets of short order cookery. Emphasis on coordination, speed, presentation, and basic food preparation as well as cooking methods.

U 160T Soups, Stocks, and Sauces 3 cr. Offered autumn and spring. Prereq., CUL 151T with a "C" or better. Hands-on preparation of basic soups, stocks, sauces, glazes, thickening agents, and garnishes.

U 161T Meats and Vegetables 3 cr. Offered autumn and spring. Prereq., CUL 151T with a "C" or better. Hands-on experience with the fundamental cooking methods for meats, vegetables, grains, legumes, and pastas.

U 165T Baking and Pastry 3 cr. Offered autumn and spring. Prereq., CUL 151T, M 095 (MAT 100D) with a "C" or better or consent of instr. Introduction to various ingredients and how they affect the finished product. Covers six basic functions of ingredients and the techniques of scaling, pan preparation, sifting, chocolate, and pastry bag work.

U 175T Food Service Sanitation 2 cr. Offered fall. Introduction to fundamentals in safe and sanitary food handling practices. Emphasis on development of a well-designed food safety program centered on Hazard Analysis Critical Control Point (HACCP)

U 195T Special Topics 1-6 cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

U 196T Independent Study 1-6 cr. (R-6) Offered intermittently.

### **Food Service Management (FSM)**

U 180T Nutritional Cooking 3 cr. Offered spring. Prereq., CUL 151T, M 108 (MAT 114T) or consent of instr. Principles of healthy and nutritious culinary procedures. Adjustment of classic methods to suit preparations designed to extend variety on “lighter” menus.

U 195T Special Topics 1-6 cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

U 196T Independent Study 1-6 cr. (R-6) Offered intermittently.

U 270 Purchasing and Cost Controls 5 cr. Offered autumn. Prereq., CUL 151T, M 095 (MAT 100D); or consent of instr. Principles of purchasing foods and materials based on needs, specifications, availability, and seasonality. Costs of doing business including products, labor, facilities, and preparing financial statements.

U 271 Food Service Management Capstone 4 cr. Offered spring. Prereq., FSM 270, coreq., CRT 205T. Coordinates with computer applications course to create virtual food establishments. Includes capstone experience integrating menu planning/design, facilities, publicity, labor, purchasing, and kitchen preparation culminating in a formal, multi-course dinner.

U 275T Patisserie 2 cr. Offered spring. Prereq., CUL 165T, M 095 (MAT 100D) or consent of instr. Advanced principles and techniques in preparing custard sauces, pastry cream, puddings, custards, mousses, Bavarians, soufflés, ices, crepes, fruits, and dessert sauces. Emphasis on presentation of plated desserts.

U 290T Internship 4 cr. Offered spring. Prereq., enrolled in final semester of program, minimum of “C” in all CUL and FSM courses, or recommendation of Culinary Program Director. On-the-job training in position related to each student’s career goal. This experience increases students’ skills, prepares them for initial employment, and increases occupational awareness and professionalism. Students work a minimum of twelve hours each week at an approved site and attend scheduled one-hour seminars.

U 295T Special Topics 1-9 cr. (R-9) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

### **Human Resources (HMR)**

U 110T Introduction to Public Relations 3 cr. Offered autumn and spring. Introduction to the origin, scope, and nature of public relations activities. Investigation of policies, strategies, and procedures available to an organization in establishing and controlling its communications. Exploration of the impact of public relations and media through case studies and writing exercises.

U 290T Administrative Management Internship 2 cr. Offered autumn and spring. Prereq., last semester in program, minimum of “C” in program courses, and approval of program director. On the job training in positions related to each student's career goal in the administrative field. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and

professionalism. Students work 90-hours at an approved site and attend a weekly one hour seminar.

U 295T Special Topics 1-6 cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

### **Paralegal Studies (LEG)**

U 183T Contracts 2 cr. Offered spring. Sources of law affecting the formation, enforceability, and interpretation of contracts. Includes the necessary elements of a contract, the basic doctrines of contract law, and practical approaches to drafting a contract.

U 184T Legal Ethics 2 cr. Offered autumn. Introduction to ethics for the paralegal, including confidentiality, paralegal-attorney relationship, fee arrangements, Code of Professional Conduct, attorney-client privilege, fiduciary responsibilities, and public service.

U 185T Introduction to Paralegal Studies 3 cr. Offered autumn. Introduction to the paralegal career including ethical and professional standards. Overview of the American legal system, substantive areas of practice, legal analysis and investigation, law office administration and related terminology.

U 186T Introduction to Legal Research 2 cr. Offered autumn. Prereq., acceptance into program or consent of instr. Introduction to legal research focusing on how to find, use, understand, and correctly cite law library resources.

U 187T Legal Research and Writing I 2 cr. Offered spring. Prereq., LEG 186T. Advanced legal research focusing on how to find, use, understand, and correctly cite legal resources. Electronic research methods are presented. Application of legal research to writing is introduced.

U 188T Principles of Real Estate 2 cr. Offered spring. Prereq., LEG 185T or consent of instr. The study of property law focusing on the nature and ownership of real property, title insurance, legal descriptions, and the transactional aspects of financing methods involving trust indentures, mortgages, and contracts for deed, with closing and recording procedures.

U 189T Criminal Procedures 3 cr. Offered spring. Criminal prosecution and defense representation with an overview of criminal law principles. Training in criminal procedure involving felonies and misdemeanors in federal, Montana, and municipal courts.

U 195T Special Topics 1-6 cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

U 196T Independent Study 1-6 cr. (R-6) Offered intermittently.

U 270T Civil Litigation 3 cr. Offered autumn. Prereq., LEG 185T. Introduction to rules governing civil litigation involving the general nature of how lawsuits arise including client interviews and data gathering, pleading and practice from the filing of suit to file preparation for trial, and core considerations of ethics and professionalism.

U 282T Contemporary Legal Issues 3 cr. Offered spring. Prereq., LEG 270T or consent of instr. Capstone experience designed to investigate topical legal issues of immediate importance. Although the course has delineated structure, the nature of the course will

allow both relevant concentrated focus as well as traditional disciplined examination of numerous areas of law practice and theory. The various pedagogical modules will offer students the opportunity to explore statutory structure, analyze case law, and draft legal forms.

U 283T Trial Preparation 3 cr. Offered spring. Prereq., LEG 270T. Case and claim analysis, collecting and preserving evidence, locating witnesses, jury selection, trial notebook development, posttrial assistance, and investigative techniques with emphasis on concluding litigation and postjudgment procedures.

U 285T Family Law 3 cr. Offered spring. Prereq., LEG 185T or consent of instr. Study of Montana law relating to marriage, husband and wife, parent and child, termination of marriage, adoption, joint and sole custody arrangements and modifications, child support guidelines, and juvenile issues. Includes preparation of standard family law documents.

U 286T Legal Research and Writing II 2 cr. Offered autumn. Prereq., LEG 187T. Advanced legal research and writing with emphasis on drafting and composing legal memoranda; legal research skills and development of legal writing ability.

U 287T Legal Research and Writing III 2 cr. Offered spring. Prereq., LEG 286T. Continued development of legal research and writing skills including advanced legal theory/case law synthesis, drafting correspondence, pleadings, discovery documents, persuasive writing. Upon completion of this course, the student will be able to: research, analyze, synthesize, and prioritize law cases, treatises, doctrines, theory of the law, legal rules, and other information and draft appropriate correspondence, pleadings, motions, briefs, discovery documents or memoranda relating to that information as would be anticipated in a law office.

U 288T Estate Administration 2 cr. Offered spring. Prereq., LEG 185T or consent of instr. This course provides an overview of the law as it applies to wills, trusts, and other estate matters. Topics include the nature and sources of the law relating to wills, trusts, and estates, estate planning, intestate succession, family protection, probate, and estate taxes.

U 290T Paralegal Studies Internship 2 cr. Offered autumn and spring. Prereq., last semester in program, minimum of "C" in LEG courses, and approval of program director. On-the-job experience as a paralegal trainee under the supervision of an employer, attorney, or court official. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work a minimum of 90 hours at an approved site and attend a weekly one-hour seminar.

U 295T Special Topics 1-6 cr. (R-6) Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

### **Medical Information Systems & Medical Assisting (MED)**

U 152T Insurance Processing for Coding Specialists 2 cr. Offered spring. Prereq., MED 161T Introduction to insurance claim processing for the major medical insurance programs. Emphasis on completing universal insurance forms to maximize reimbursement as well as troubleshoot denied or underpaid claims.

U 153T Insurance Processing 3 cr. Offered autumn and spring. Prereq. or coreq., MED 161T or consent of instr. An introduction to insurance claim processing for the major medical insurance programs. Basic knowledge of CPT and ICD-9 procedural and diagnostic coding. Emphasis on completing universal insurance forms to maximize reimbursement as well as trouble shoot denied or underpaid claims.

U 154T Beginning Medical Terminology 2 cr. Offered autumn and spring. Introduction to a medical word building system using Greek and Latin word roots, combining forms, suffixes, and prefixes.

U 155T Medical Software Applications 1 cr. Offered spring. Prereq., MED 153T; prereq. or coreq. MED 161T; or consent of instr. A medical software package is used to enter and update patient data, enter charges, payments and adjustments, and generate management reports, insurance forms, and patient statements.

U 161T Medical Administrative Procedures 4 cr. Offered autumn. An introduction to the necessary skills and qualities required to function successfully in the medical arena. Emphasis on medicolegal and ethical responsibilities, records management and financial management of the medical practice, and interpersonal communications to include patient reception, telephone techniques and appointment scheduling.

U 165T Healthcare Data and Content 2 cr. Offered spring. In-depth study of origin, use, content and structure of health records; storage and retrieval systems; numbering and filing systems; documentation requirements; use and structure of health care data sets; and how these components relate to primary and secondary record systems. Additional topics include gathering, compilation and computing of healthcare related statistics, use of research and statistical methods for developing healthcare data into information for various requesters.

U 201T Medical Assisting Clinical Procedures I 4 cr. Offered autumn. Prereq., M 090 (MAT 005D), SCN 201N-202N. Skill development necessary to assist health care practitioners in all aspects of patient care in the medical office clinical setting. Includes achieving competency in prepping patients for a physical examination, charting, medication administration, basic medical laboratory skills.

U 202T Medical Assisting Internship I 1 cr. Offered autumn. Prereq., consent of instructor. Placement in a medical office for a guided experience providing the student with a practical application of learned medical office administrative skills. Direct supervision will be the responsibility of a designated person at the site. The students will spend six hours per week to total 90 hours in assigned clinical rotations.

U 203T Medical Assisting Clinical Procedures II 3 cr. Offered spring. Prereq., MED 201T. Continuation of MED 201T. Continued skill development in assisting health care practitioners in all aspects of patient care in the medical office clinical setting. Includes achieving competency in aseptic technique, diagnostic procedure techniques, and patient education.

U 204T Medical Assisting Internship II 3 cr. Offered spring. Prereq., MED 201T; coreq., MED 203T. Placement in selected physicians' offices and clinics for a guided learning experience providing the student with a practical application of knowledge and skills acquired in the classroom and laboratory setting. The student will be provided the opportunity to perform various clinical procedures under supervision. The students will spend 12 hours per week to total 180 hours in assigned clinical rotations.

U 210T Basic ICD Coding 3 cr. Offered autumn. Prereq., MED 153T, MED 165T or consent of instr. Introductory foundation for utilizing the International Classification of

Diseases coding for classification of morbidity and mortality information for statistical purposes and for indexing medical records by disease and operation.

U 216T Terminology for Health Professions I 2 cr. Offered autumn. Prereq., MED 154T; prereq. or coreq., SCN 115 or SCN 201N-202N. A system approach to medical word building including pathology of body systems, abbreviations, and special procedures including radiographic, surgical, and laboratory.

U 220T Basic Ambulatory Coding 3 cr. Offered autumn. Prereq., MED 153T, MED 165T or consent of instr. Foundation for utilizing the CPT coding system to increase compatibility and comparability of medical data among users and providers.

U 240T Intermediate ICD Coding 3 cr. Offered spring. Prereq., MED 210T or consent of instr. Comprehensive foundation for utilizing the International Classification of Diseases coding for classification of morbidity and mortality information for statistical purposes and for indexing medical records by disease and operation.

U 250T Intermediate CPT Coding 3 cr. Offered spring. Prereq., MED 220T or consent of instr. Comprehensive application of the CPT coding system to assign codes for services, supplies and equipment for comparative analysis, research and reimbursement.

U 256T Medical Transcription I 3 cr. Offered autumn and spring. Prereq., CAPP 134 (CRT 108); prereq. or coreq., MED 216T. An introduction to the transcription of authentic physician-dictated medical reports in a variety of medical specialties. Emphasis on the development of accuracy and speed in interpreting, transcribing and editing medical dictation for content and clarity.

U 257T Medical Transcription II 3 cr. Offered autumn and spring. Prereq., MEDC 256T. Advanced medical transcription of realistic physician-dictated medical reports in a variety of medical specialties. Emphasis on production and increased speed in interpreting, transcribing and editing medical dictation for content and clarity.

U 270T Terminology for Health Professions II 2 cr. A systems approach to medical word building including pathology of body systems, pharmacology, abbreviations, and special procedures including cardiovascular, pulmonary and gastrointestinal.

U 280E Ethics in Health Professions 3 cr.

U 290T Medical Information Technology Internship 3 cr. Offered autumn and spring. Prereq., last semester in program, minimum of "C" in MED courses, and approval of program director. On-the-job training in positions related to each student's career goal in the medical information field. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work a minimum of 135 hours at an approved site and attend a weekly one-hour seminar.

U 296T Independent Study 1-6 cr. (R-6) Offered intermittently.