

**FARIS TECHNICAL INSTITUTE, INC.**  
**CATALOG**  
**2018-2019**

## **Mission Statement**

FARIS TECHNICAL INSTITUTE, INC., is designed to help students develop responsible attitudes, confidence, and the technical skills necessary to obtain a position, maintain that position, and enhance that position in the business, medical or legal fields. The faculty and administration are dedicated to serving employers and prospective employees. Because technology is changing so rapidly, our faculty and administration are engaged in an ongoing learning process. Because of this, our students enter the business, medical and legal markets equipped to fill employers' needs.

FARIS TECHNICAL INSTITUTE, INC. CATALOG

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**FARIS TECHNICAL INSTITUTE, INC. CATALOG**

**FARIS TECHNICAL INSTITUTE, INC.**

**1119 KENT AVENUE**

**NEDERLAND, TEXAS 77627**

**(409) 722-4072**

CATALOG VOLUME NO. 19

PUBLICATION DATE: January 1, 2018

EFFECTIVE DATE: January 1, 2018

**HISTORY:** FORMERLY FARIS TUTORING SERVICE, FOUNDED IN 1964. THE INSTITUTION BECAME TEXAS EDUCATION AGENCY APPROVED AS FARIS COMPUTER SCHOOL IN MAY, 1993. FARIS COMPUTER SCHOOL BECAME INCORPORATED AND APPROVED BY TEXAS WORKFORCE COMMISSION AS FARIS COMPUTER SCHOOL, INC., NOVEMBER 1, 1996. THE INSTITUTION WAS ACCEPTED AS A CANDIDATE FOR ACCREDITATION WITH THE ACCREDITING COMMISSION OF THE COUNCIL ON OCCUPATIONAL EDUCATION ON NOVEMBER 30, 1996. THE INSTITUTION WAS ACCREDITED BY THE COUNCIL ON OCCUPATIONAL EDUCATION EFFECTIVE OCTOBER 1, 1997. Accreditation is renewed annually. The current accreditation certificate is dated July, 2016, through June, 2017.

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**DESCRIPTION OF AVAILABLE SPACE, FACILITIES AND EQUIPMENT**

**DIMENSIONS OF CLASSROOM:** 2560 SQUARE FEET

**EQUIPMENT AVAILABLE:**

**FORTY-EIGHT (48) COMPUTERS**

FORTY-EIGHT (48) IBM COMPATIBLE COMPUTERS

THREE (3) LAPTOP IBM COMPATIBLE COMPUTERS

**TWENTY SIX (26) PRINTERS**

NINE (9) LASER PRINTERS

**THREE (3) PLOTTERS**

ONE (1) SIZE A & B MODEL 11X17 HP FLATBED

ONE (1) 36" DRAFT MASTER PLOTTER

ONE (1) 24" HOUSTON INSTRUMENTS PLOTTER

**SIX (6) VEMCO 16" DRAFTING MACHINE**

**ONE (1) RICOH COPY MACHINE**

**THIRTEEN (13) TRANSCRIBING MACHINES WITH EARPHONES & FOOT PEDAL**

**ONE (1) TELEX TAPE DUPLICATING MACHINE**

**ONE (1) FAX MACHINES (NISSEI & SHARP)**

**FIVE (5) VCR'S**

**SIX (6) TELEVISION SETS**

# FARIS TECHNICAL INSTITUTE, INC. CATALOG

## DIRECTORS AND STAFF

FARIS TECHNICAL INSTITUTE, INC., is incorporated under Texas Law and 100 per cent of the stock of the school is owned by Lois Faris. The Board of Directors consists of: Lois Faris, Director/ President/Secretary ; Jack D. Faris, Director/Vice-President; Darren Faris, Secretary; and Jay Faris, Treasurer.

### STAFF, DEGREES HELD, SPECIALIZED TRAINING AND AREAS OF INSTRUCTION:

#### LOIS M. FARIS

- 1) Bachelor of Business Administration Degree w/Secretarial Science Major (Lamar University, Beaumont)
- 2) Texas Teacher's Permanent Teaching Certificate (all levels)
- 3) TECAT Recipient (Texas Examination of Current Administrators and Teachers)
- 4) Public School Teacher - South Park Independent School District - Seven (7) years (Business Courses)
- 5) Private Tutoring (Faris Tutoring Service), JTPA (Computer Training, Typing, Anatomy, Medical Terminology, Medical Transcription, Medical Office Procedures, Legal Terminology/ Transcription, Legal Office Procedures) - Thirty (30) years
- 6) Author: Computer Software Application Workbooks, Typing Workbooks/Drill Books
- 7) Specialized Areas of Instruction: Typing, Computer Keyboarding, Computer Software Training, Shorthand, Letter Composition, Accounting, Recordkeeping, Data Entry, Computerized Accounting, Personal Interviewing Skills, Machine Transcription, Office Procedures, Anatomy, Medical Terminology, Medical Transcription, Medical Office Procedures, Legal Terminology/Transcription, Legal Office Procedures

#### JACK D. FARIS

- 1) Master of Education Degree (Sam Houston State Teacher's College)
- 2) Bachelor of Science Degree in Industrial Arts (Sam Houston State Teacher's College)
- 3) Texas Teaching Certificate
- 4) TECAT recipient
- 5) Public School Teacher - Bridge City Independent School District - Thirty (30) years (Included Computer Software Training, Computer Keyboarding,



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- Math, General Mechanical Drafting, and Computer Aided Drafting)
- 6) United States Air Force - Electronic Engineering Division, 1954 - 1958.
  - 7) Private Tutoring (Faris Tutoring Service) - Twelve (12) years
  - 8) Faris CustomBuilt Computers (Manufacture, Configuration & Sale of IBM Compatible Computers) - Five (5) years
  - 9) Owner of J&M Construction Co. (Construction of Private Homes, Commercial Buildings), Nederland, Texas - Twenty-eight (28) years
  - 10) Specialized Areas of Instruction: Computer Keyboarding, Computer Software Training, Data Entry, Mechanical Drafting, and Computer Aided Drafting

### DARREN D. FARIS

- 1) Bachelor of Science Degree in Kinesiology (Lamar University, Beaumont)
- 2) Texas Teaching Certificate (all levels), 1992
- 3) Specialized Training: Typing (Bridge City High School, 1983); Mechanical Drafting (Bridge City High School); Computer Science 130 - Microcomputers & Society (Lamar University, 3 Credit Hours); Speech 131 - Public Speaking (Lamar University, 3 Credit Hours); Kinesiology 337 - Motor Development (Lamar University, 3 Credit Hours); Kinesiology 443 - Motor Learning (Lamar University, 3 Credit Hours); Modeling Certificate, 1985.  
One year (360 Clock hours) training at Faris Tutoring Service in Keyboarding, Recordkeeping/Data Entry, Word Processing, Spreadsheets, Database, Harvard Graphics, DOS, Computer Aided Drafting.  
1987
- 4) Eleven Years' Experience (summers and weekends) at J&M Construction Co. in Mechanical Drafting and Construction, 1981 - Present  
Runway modeling, TV advertisements, Magazine advertisements, 1986  
Five Years' experience (summers and weekends) at J&M Construction Co. in Computer Aided Drafting, 1987 - Present  
Seven (7) Years' Experience at Faris Tutoring Service as Computer Operator (using WordPerfect, Lotus 1.2.3, dBASE III PLUS, dBASE IV, Harvard Graphics, DOS), Teacher's Aide, and Instructor of: Typing, Computer Keyboarding, Recordkeeping/Data Entry, Computer Software Training (Word Processing, Spreadsheets, Database, Harvard Graphics, DOS), Computer Aided Drafting  
Four (4) Years' experience as Instructor of:

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- Anatomy, Medical Terminology, Medical Transcription, and Medical Office Procedures  
1987 - present
- 5) Specialized Areas of Instruction: Computer Keyboarding, Typing, Recordkeeping/Data Entry, Computer Software Training (Word Processing, Spreadsheets, Database, Harvard Graphics, DOS), Computer Aided Drafting, Personal Interviewing Skills, Anatomy, Medical Terminology, Medical Transcription, and Medical Office Procedures

### JAY A. FARIS

- 1) Bachelor of Science Degree w/Double Major in Theater Arts and History
- 2) Passed Excet Test, December, 1995.
- 3) Specialized Training: Mechanical Drafting (Nederland High School), Computer Science 130 - MicroComputers & Society (Lamar University, 3 Credit Hours); Art 139 - Photography (Lamar University, 3 Credit Hours); Speech 131 - Public Speaking (Lamar University, 3 Credit Hours); Theater 235 - Advanced Make-up (Lamar University, 3 Credit Hours); Theater 137 - Elements of Acting (Lamar University - 3 Credit Hours); Theater 237 - Stage Movement (Lamar University - 3 Credit Hours); Theater 337 - Acting III (Lamar University, 3 Credit Hours); Modeling Certificate, 1986  
One Year (360 Clock Hours) training at Faris Tutoring Service in Computer Keyboarding, Recordkeeping/Data Entry, Word Processing, Spreadsheets, Database, Harvard Graphics, DOS, Computer Aided Drafting, 1987
- 4) Seven (7) Years' Experience (summers and weekends) at J&M Construction Co. in Mechanical Drafting and Construction, 1985 - Present  
Runway Modeling, 1987  
Five (5) Years' Experience (summers and weekends) at J&M Construction Co. in Computer Aided Drafting, 1987 - Present  
Six (6) Years' Experience acting in Lamar University Productions (State Wide/National Competition), 1987 - Present  
Six (6) Years' Experience as Stand-Up Comedian, 1987 - Present  
Seven (7) Years' Experience at Faris Tutoring Service as Computer Operator (using WordPerfect, Lotus 1.2.3, dBASE III PLUS, dBASE IV, Harvard Graphics, DOS), Teacher's Aide, and Instructor of: Typing, Computer Keyboarding, Recordkeeping/Data Entry, Computer Software Training (Word Processing, Spreadsheets, Database) and Computer Aided

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- Drafting, 1987 - present
- 5) Specialized Areas of Instruction: Typing, Computer Keyboarding, Recordkeeping/Data Entry, Computer Software Training (Word Processing, Spreadsheets, Database, Harvard Graphics, DOS), Computer Aided Drafting, Personal Interviewing Skills

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**STATEMENT OF FEES (TRADITIONAL AND ON-LINE)**

**ADMINISTRATIVE ASSISTANT**

Tuition Fee. . . . .	\$11,510.00
Books. . . . .	1,390.00
Registration Fee. . . . .	<u>100.00</u>
Total Charges. . . . .	<u>\$13,000.00</u>

**ADMINISTRATIVE ASSISTANT (On-Line)**

Tuition Fee. . . . .	\$11,510.00
Books. . . . .	1,390.00
Registration Fee. . . . .	<u>100.00</u>
Total Charges. . . . .	<u>\$13,000.00</u>

**MEDICAL ADMINISTRATIVE ASSISTANT**

Tuition Fee. . . . .	\$11,205.00
Books. . . . .	1,695.00
Registration Fee. . . . .	<u>100.00</u>
Total Charges. . . . .	<u>\$13,000.00</u>

**MEDICAL ADMINISTRATIVE ASSISTANT (On-Line)**

Tuition Fee. . . . .	\$11,205.00
Books. . . . .	1,695.00
Registration Fee. . . . .	<u>100.00</u>
Total Charges. . . . .	<u>\$13,000.00</u>

**LEGAL ADMINISTRATIVE ASSISTANT**

Tuition Fee. . . . .	\$11,470.00
Books. . . . .	1,430.00
Registration Fee. . . . .	<u>100.00</u>
Total Charges. . . . .	<u>\$13,000.00</u>

**LEGAL ADMINISTRATIVE ASSISTANT (On-Line)**

Tuition Fee. . . . .	\$11,470.00
Books. . . . .	1,430.00
Registration Fee. . . . .	<u>100.00</u>
Total Charges. . . . .	<u>\$13,000.00</u>

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**COMPUTER AIDED DRAFTING OPERATOR**

Tuition Fee. . . . .	\$11,050.00
Books. . . . .	1,850.00
Registration Fee. . . . .	<u>100.00</u>
 Total Charges. . . . .	 <u>\$13,000.00</u>

**COMPUTER AIDED DRAFTING OPERATOR (On-Line)**

Tuition Fee. . . . .	\$11,050.00
Books. . . . .	1,850.00
Registration Fee. . . . .	<u>100.00</u>
 Total Charges. . . . .	 <u>\$13,000.00</u>

**STUDENTS MAY TAKE ONE OR MORE COURSES.** Tuition for the student who requests one or several courses individually is as follows:

Individual Subject Fee:

Medical Terminology I & II (80 Clock Hours) . . . . .	\$1,500.00
Book and Disc included	
Medical Transcription I & II (80 Clock Hours) . . . . .	\$2,000.00
Books and Disc included	
Medical Office Procedures I & II (60 Clock Hours) . . . . .	\$1,500.00
Books and Disc included	
Legal Terminology and Transcription I (40 Clock Hours) . . . . .	\$1,000.00
Books and Disc included	
Legal Terminology and Transcription II (40 Clock Hours) . . . . .	\$1,000.00
Books and Disc included	
Tuition for all other courses (20 Clock Hours) . . . . .	\$500.00
Books included	

**SEMINARS**

<b>Computerized Accounting 201</b> (60 Clock Hours) . . . . .	\$470.00
Books, diskette included	

Entrance Requirement: Prior knowledge/on-the-job experience

Objective: This course has been designed to review previously learned accounting procedures and principles and to enable the student to understand the relationship between manual and computerized accounting. Knowledge and skills to be gained upon completion include the following:

- 1) Review the accounting equation and the concept of double entry accounting
- 2) Competently complete financial statements manually and electronically
- 3) Efficiently execute entries for sales, purchases, cash receipts and cash payments journals manually and electronically
- 4) Proficiently enter data for banking and payroll procedures

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### Outline of Main Topics of Computerized Accounting 201

- I. Principles of Accounting (12 Hours)
  - A. Accounting Equation
  - B. The Trial Balance
  - C. Financial Statements
- II. General Journal, General Ledger, and Worksheets (8 Hours)
- III. Journals (16 Hours)
  - A. Sales
  - B. Purchases
  - C. Cash Receipts
  - D. Cash Payments
- IV. Worksheet Adjustments (10 Hours)
  - A. Cost of Goods Sold and Statements
  - B. Adjusting and Closing the General Ledger
- V. Banking, Payroll and Petty Cash Procedures (14 Hours)

**FARIS TECHNICAL INSTITUTE, INC. CATALOG**

**SCHOOL CALENDAR**

**ENROLLMENT PERIOD:** Open-ended Enrollment

**FIRST DAY OF CLASS:** January 8, 2018

**HOLIDAYS:** November 27, 2018 - November 30, 2018  
(Thanksgiving)  
December 24, 2018 - January 4, 2019 (Christmas)  
March 30, 2018 - April 2, 2018 (Easter)  
May 28, 2018 (Memorial Day)

**WINTER BREAK:** December 24, 2018 - February 1, 2019

**LAST DAY OF CLASS:** June 29, 2018

**VACATION:** July 2, 2018 - September 3, 2018





## FARIS TECHNICAL INSTITUTE, INC. CATALOG

Faris Technical Institute, Inc. meets guidelines set by the Federal Government for the handicapped. Parking spaces are clearly marked. Entrance and exit doorways are especially designed to facilitate and aid the handicapped; rest rooms are equipped with special fixtures and hand rails.

Handicapped students are integrated into regularly scheduled classes. Special instructional assistance is given when necessary to those who have unique problems.

### QUARTER CREDIT HOUR CONVERSION:

10 Lecture Clock Hours = 1 Quarter Credit; 20 Lab Clock Hours = 1 Quarter Credit

### ADMISSION/ENROLLMENT POLICIES

**MINIMUM AGE:** No minimum age requirement for high school graduate or GED recipient. Verification of high school diploma or GED will be requested upon enrollment. Under 18 requires parental permission.

**SPECIAL COURSES:** No entrance requirements for the person who wishes to take a course or courses for personal fulfillment. (single subjects)

Minimum age of Eight (8) years of age for school age children enrolling in courses for personal fulfillment. Computer Keyboarding 101 (Beginning Keyboarding) is recommended for this age group. Most public schools do not teach keyboarding or typing before a student takes a computer course, which is a tremendous handicap for the student.

### ENTRANCE REQUIREMENTS

**FOR PROGRAMS:** High School Diploma or GED.

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Prospective students will not be denied admission on the basis of race, color, national origin, sex, handicap, age or veteran status (except where age, sex or handicap constitute a bona fide occupational qualification necessary to proper and efficient administration).

### POLICY FOR GRANTING CREDIT

If the student has acquired the necessary skill and knowledge that is presented in a particular course, he/she will be given credit for that course.

## Texas Workforce Commission Cancellation and Refund Policy

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

### REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) The last day of attendance, if the student is terminated by the school;
  - (b) The date of receipt of written notice from the student; or
  - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - (a) An enrollee is not accepted by the school;
  - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*
8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

## FARIS TECHNICAL INSTITUTE, INC. CATALOG

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

### REFUND AND REPAYMENT POLICY

#### CREDIT HOURS

A student who withdraws or is administratively terminated from the school may be eligible to receive a refund for all or a portion of the tuition, fees, and other school charges that were paid to the school for the payment period. **However**, if the student received financial aid (federal/state/institutional grants, loans, and/or scholarships), all or a portion of the refund will be returned to the financial aid programs, as described below.

#### U.S. DEPARTMENT OF EDUCATION GUIDELINES FOR THE RETURN OF TITLE IV FUNDS POLICY

Faris Technical Institute complies with the new Federal regulations for the return of Title IV Funds. This formula dictates the amount of **Federal Title IV aid** that must be returned to the Federal government by the school and, in some cases, by the student. Funds for any Title IV recipient who completely withdraws before the 60% point in time from a term, payment period, or period of enrollment must be returned according to the formula.

Title IV Funds include Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Stafford Loans (Subsidized and Unsubsidized), Federal PLUS Loans, and Federal Perkins Loans, (this refund calculation excludes Federal Work Study). Faris Technical Institute does not participate in the Perkins Loans and Federal Work Study. The Student Financial Aid Administrator will be responsible for the calculation of the Return of Title IV Funds.

The **percentage** of Title IV Funds to be returned is calculated as follows:

For credit hour programs: The percentage of Title IV aid earned by a student is equal to the period completed by the student (except that if that percentage is more than 60%, the student is considered to have earned 100% of the Title IV aid) For any credit hour program, term-based or nonterm-based, the percentage of the period completed is calculated as follows:

$$\frac{\text{Number of calendar days completed in the period}}{\text{Total number of calendar days in the period}} = \text{Percentage completed and percentage to retain}$$

(Scheduled breaks of at least five consecutive days and days in which the student was on an approved leave of absence are excluded from this calculation).

NOTE: If funds were released to a student because of a credit balance on the student's account, then the student may be required to repay some of the federal grants if the student withdraws.

Examples and worksheets used to determine the amount of refund or return of Title IV aid are available upon request.

The State Refund Policy remains in effect, as shown on the enrollment agreement. In some cases, the Accrediting Commission's Refund Policy may also be used.

The Institution's Refund Policy will still apply to returning funds from sources other than Title IV funds used to pay Institutional costs.

The State Leave of Absence Policy remains in effect, as stated in the catalog.

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### DISTRIBUTION OF FUNDS:

If a student is entitled to receive a refund, or a return of Title IV funds in accordance with the federal/state/ institutional policies, the return of funds must be applied to the appropriate program in the following order:

1. Federal Unsubsidized Stafford Loans
2. Federal Subsidized Stafford Loans
3. Federal Unsubsidized Direct Stafford Loans
4. Federal Subsidized Direct Stafford Loans
5. Federal Perkins Loans
6. Federal PLUS Loans
7. Federal Direct PLUS Loans

Remaining funds must be credited as follows:

8. Federal Pell Grants
9. FSEOG
10. Other grant or loan assistance authorized by Title IV.

### WITHDRAWAL DATE IS DETERMINED AS FOLLOWS:

- (d) Last date of attendance from school's attendance records, or
- (e) Date student began the withdrawal process, or
- (f) Date student provided official notification of intent to withdraw, in writing or orally, or
- (g) Date student did not return at the expiration of an **approved** leave of absence.

### LEAVE OF ABSENCE:

- The request for a leave of absence must be in writing,
- No additional institutional charges are generated during the leave, and
- Upon student's return, student is allowed to complete course work started prior to the leave.

Unless the student does not return, an approved leave of absence is not a withdrawal, and the student does retain in-school status. For a borrower who does not return from an approved leave, the grace period starts retroactively to the date the leave began.

A student may take no more than two leaves of absence for not more than a total of 60 calendar days in any 12-month period, **if the student has an approved leave of absence**. The 12-month period begins on the first day of the student's first LOA.

To qualify for an approved leave of absence, a student must submit in writing his/her request for leave. The leave of absence document must be completed, giving the date the LOA is to begin and the date the student is expected to return from the LOA. The LOA request form must be signed and dated by the student and the approving school official. Student must give reason for LOA.

# FARIS TECHNICAL INSTITUTE, INC. CATALOG

## PROGRAMS OFFERED

### ADMINISTRATIVE ASSISTANT

**Mission:** To enable the student to enter the work force with a mastery of computer/administrative assistant skills necessary to obtain an Administrative Assistant/Secretarial level position, maintain that position, and enhance that position. Students will acquire job skills such as shorthand and machine transcription, software applications, letter composition, clerical duties, and appointment scheduling, which will enable them to work in occupations such as Administrative Assistant, Secretary, Transcriptionist, Clerk and Receptionist in the following settings: General Business, Prison Systems, State and County Offices, Refineries and Self-Employment.

COURSE NO.	NAME OF COURSE	CLOCK LE- LA*	CLOCK HOURS	QTR CREDIT HOURS
101	Computer Keyboarding Skills I	5 25	30	1.5
102	Computer Keyboarding Skills II	5 25	30	1.5
103	Computer Keyboarding Skills III	5 25	30	1.5
150	Recordkeeping	10 30	40	2.5
104	Data Entry	5 25	30	1.5
105	WP I (Concepts/Applications)	10 10	20	1.5
106	WP Application II	5 15	20	1.0
107	WP Application III	5 15	20	1.0
108	Spreadsheet I	10 10	20	1.5
109	Spreadsheet Application II	5 15	20	1.0
110	Spreadsheet Application III	5 15	20	1.0
111	Database I	10 10	20	1.5
112	Database Application II	5 15	20	1.0
113	Database Application III	5 15	20	1.0
114	Windows I	10 10	20	1.5
115	Windows Application II	5 15	20	1.0
116	Graphics I	10 10	20	1.5
117	Graphics Application II	5 15	20	1.0
118	Graphics Application III	5 15	20	1.0
119	Letter Composition	20 20	40	3.0
120	Shorthand I	20 20	40	3.0
121	Shorthand II	10 30	40	2.5
122	Shorthand III	10 50	60	3.5
123	Machine Transcription	10 30	40	2.5
124	Office Procedures	10 30	40	2.5
134	Personal Interviewing Skills	10 10	20	1.5
126	Internet I (Concepts/Applications)	15 15	30	2.0
127	Internet Application II	15 15	30	2.0
128	Web Page Design I (Concepts/Appli)	10 15	25	1.5
129	Web Page Design Applications II	10 15	25	1.5
130	Web Page Design Applications III	5 25	30	1.5
<b>TOTALS</b>			<b>270 590</b>	<b>860 52.0</b>

\*LE - Lecture Hours; LA - Lab Hours

**FARIS TECHNICAL INSTITUTE, INC. CATALOG**

**Estimated Length of Time Required** for Completion of Course:

**ADMINISTRATIVE ASSISTANT (CONT)**

**Full-time students (24 Hours per Week)                      9 Months (38 WEEKS)**

**Half-time students (12 Hours per Week)                      19 Months (76 WEEKS)**

**Requirements for Completion of Course:**

1. Successfully complete all required courses for the certificate.
2. Mastery of computer commands/skills and administrative assistant skills necessary (70 per cent accuracy) for proficient, marketable job market entrance, on-the-job performance, and long-term maintenance including shorthand dictation speed of 80 wpm, accurate transcription of mailable letters, and letter composition competence.

On-going monitoring of students as they enter and print data, as they read and copy shorthand theory, and as they transcribe from dictation, correcting and repeating when necessary, insures proper understanding of subject matter.

**Proficiency certificate/certificates** will be awarded upon completion of program/courses.

# FARIS TECHNICAL INSTITUTE, INC. CATALOG

## MEDICAL ADMINISTRATIVE ASSISTANT

**Mission:** To enable the student to enter the work force with a mastery of computer/medical administrative/secretarial skills necessary to obtain a medical administrative assistant/secretarial level position, maintain that position, and enhance that position. Students will attain job skills including medical transcription, medical billing and coding, and appointment scheduling, which will enable them to work in occupations such as Medical Administrative Assistant, Medical Secretaries, Medical Transcriptionist, Medical Records. They may obtain employment in the following settings: Medical Clinics, Hospitals, Physician's Offices, Prison System Medical Facilities, Nursing Home Offices and Self-employment.

COURSE NO.	NAME OF COURSE	CLOCK		CLOCK HOURS	QTR CREDIT HOUR
		LE	LA**		
101	Computer Keyboarding Skills I	5	25	30	1.5
102	Computer Keyboarding Skills II	5	25	30	1.5
103	Computer Keyboarding Skills III	5	25	30	1.5
105	WP I (Concepts/Applications)	10	10	20	1.5
106	WP Application II	5	15	20	1.0
107	WP Application III	5	15	20	1.0
108	Spreadsheet I	10	10	20	1.5
109	Spreadsheet Application II	5	15	20	1.0
110	Spreadsheet Application III	5	15	20	1.0
111	Database I	10	10	20	1.5
112	Database Application II	5	15	20	1.0
113	Database Application III	5	15	20	1.0
116	Graphics I	10	10	20	1.5
117	Graphics Application II	5	15	20	1.0
118	Graphics Application III	5	15	20	1.0
114	Windows I	10	10	20	1.5
115	Windows Application II	5	15	20	1.0
119	Letter Composition	20	20	40	3.0
135	Medical Terminology I	10	30	40	2.5
136	Medical Terminology II	10	30	40	2.5
125	Anatomy	20	20	40	3.0
146	Medical Transcription I	10	30	40	2.5
147	Medical Transcription II	5	35	40	2.0
148	Medical Office Procedures I	5	25	30	1.5
149	Medical Office Procedures II	5	25	30	1.5
134	Personal Interviewing Skills	10	10	20	1.5
126	Internet I	15	15	30	2.0
127	Internet Application II	15	15	30	2.0
120	Shorthand I	20	20	40	3.0
121	Shorthand II	10	30	40	2.5
122	Shorthand III	10	50	60	3.5
Totals		275	615	890	54

\*LE - Lecture Hours; LA - Lab Hours

FARIS TECHNICAL INSTITUTE, INC. CATALOG

MEDICAL ADMINISTRATIVE ASSISTANT (CONT)

Estimated Length of Time Required for Completion of Course:

Full-time students (24 Hours per Week)                      9 Months (37 WEEKS)

Half-time students (12 Hours per Week)                      19 Months (74 WEEKS)

Requirements for Completion of Course:

1. Successfully complete all required courses for the certificate.
2. Mastery of computer commands/skills and medical secretarial skills necessary (70 per cent accuracy) for proficient, marketable job market entrance, on-the-job performance, and long-term maintenance including accurate transcription of medical correspondence, reports and records, and letter composition competence.

On-going monitoring of students as they enter and print data, as they compose letters, and as they transcribe from dictation, correcting and repeating when necessary, insures proper understanding of subject matter.

**Proficiency certificate/certificates** will be awarded upon completion of program/courses.



# FARIS TECHNICAL INSTITUTE, INC. CATALOG

## LEGAL ADMINISTRATIVE ASSISTANT

**Mission:** To enable the student to enter the work force with a mastery of computer/legal administrative assistant/secretarial skills necessary to obtain a legal administrative assistant/secretarial level position, maintain that position, and enhance that position. Students will develop job skills including legal typing and transcription using correct legal format, time log preparation and maintenance, payroll calculations, and legal internet research, which will prepare them to enter the following occupations: Legal Administrative Assistant, Legal Secretary, Secretary, Legal Receptionist/Clerk, and Legal Transcriptionist. Students may enter the work force in settings such as Legal Firms, State, County, Federal Offices, Private Investigators, Business, Refineries and Self-Employment.

COURSE NO.	NAME OF COURSE	CLOCK LE - LA**	CLOCK HOURS	QTR CREDIT HOUR
101	Computer Keyboarding Skills I	5 25	30	1.5
102	Computer Keyboarding Skills II	5 25	30	1.5
103	Computer Keyboarding Skills III	5 25	30	1.5
105	WP I (Concepts/Applications)	10 10	20	1.5
106	WP Application II	5 15	20	1.0
107	WP Application III	5 15	20	1.0
108	Spreadsheet I	10 10	20	1.5
109	Spreadsheet Application II	5 15	20	1.0
110	Spreadsheet Application III	5 15	20	1.0
111	Database I	10 10	20	1.5
112	Database Application II	5 15	20	1.0
113	Database Application III	5 15	20	1.0
116	Graphics I	10 10	20	1.5
117	Graphics Application II	5 15	20	1.0
118	Graphics Application III	5 15	20	1.0
114	Windows I	10 10	20	1.5
115	Windows Application II	5 15	20	1.0
119	Letter Composition	20 20	40	3.0
135	Medical Terminology I	10 30	40	2.5
136	Medical Terminology II	10 30	40	2.5
151	Legal Terminology & Transcription I	10 30	40	2.5
152	Legal Terminology & Transcription II	10 30	40	2.5
153	Legal Office Procedures I	5 25	30	1.5
154	Legal Office Procedures II	5 25	30	1.5
134	Personal Interviewing Skills	10 10	20	1.5
126	Internet I (Concepts/Applications)	15 15	30	2.0
127	Internet Application II	15 15	30	2.0
120	Shorthand I	20 20	40	3.0
121	Shorthand II	10 30	40	2.5
122	Shorthand III	10 50	60	3.5
128	Web Page Design I (Concepts/Applications)	10 15	25	1.5
129	Web Page Design Application II	10 15	25	1.5
Totals		280 620	900	54

\*LE - Lecture Hours; LA - Lab Hours

FARIS TECHNICAL INSTITUTE, INC. CATALOG

LEGAL ADMINISTRATIVE ASSISTANT (CONT)

Estimated Length of Time Required for Completion of Course:

Full-time students (24 Hours per Week)	9 Months (38 WEEKS)
Half-time students (12 Hours per Week)	19 Months (76 WEEKS)

Requirements for Completion of Course:

1. Successfully complete all required courses for the certificate.
2. Mastery of computer commands/skills and legal secretarial skills necessary (70 per cent accuracy) for proficient, marketable job market entrance, on-the-job performance, and long-term maintenance including accurate transcription of legal correspondence, reports and records, and letter composition competence.

On-going monitoring of students as they enter and print data, as they compose letters, and as they transcribe from dictation, correcting and repeating when necessary, insures proper understanding of subject matter.

**Proficiency certificate/certificates** will be awarded upon completion of program/courses.

# FARIS TECHNICAL INSTITUTE, INC. CATALOG

## COMPUTER AIDED DRAFTING OPERATOR

**Mission:** To enable the student to enter the work force with a mastery of computer aided drafting skills necessary to obtain an office position in computer aided drafting, maintain that position, and enhance that position. Students will assimilate job skills such as general drafting and computer aided drafting, including architectural, piping, electrical, and topographical drafting. They may enter occupations such Draftsman and CAD Operator in the following settings: General Business, Engineering Firms, Refineries, Construction, Surveying Firms, and Self-employment.

COURSE NO.	NAME OF COURSE	CLOCK		CLOCK HOUR	QTR CREDIT HOUR
		LE	LA**		
101	Computer Keyboarding Skills I	5	25	30	1.5
105	WP I (Concepts/Applications)	10	10	20	1.5
108	Spreadsheet I	10	10	20	1.5
109	Spreadsheet Application II	5	15	20	1.0
111	Database I	10	10	20	1.5
114	Windows I	10	10	20	1.5
116	Graphics I	10	10	20	1.5
131	General Drafting I	20	40	60	4.0
132	General Drafting II	10	50	60	3.5
133	General Drafting III	10	50	60	3.5
137	Architectural Drafting I	10	30	40	2.5
138	Architectural Drafting II	10	30	40	2.5
139	Steel Structural Drafting	10	30	40	2.5
140	Pipe Drafting	10	30	40	2.5
141	Electrical Drafting	10	30	40	2.5
142	Topographical Drafting	10	30	40	2.5
143	CAD I	20	40	60	4.0
144	CAD II	10	50	60	3.5
145	CAD III	10	50	60	3.5
134	Personal Interviewing Skills	10	10	20	1.5
126	Internet I (Concepts/Applications)	15	15	30	2.0
127	Internet Applications II	15	15	30	2.0
128	Web Page Design I (Concepts/Appli)	10	15	25	1.5
Totals		250	605	855	54

\*LE - Lecture Hours; LA - Lab Hours

**Estimated Length of Time Required** for Completion of Program:

**Full-time students (24 Hours per Week)                      9 Months (38 WEEKS)**

**Half-time students (12 Hours per Week)                      19 Months (76 WEEKS)**

**Requirements for Completion of Program:**

1. Successfully complete all required courses for the certificate.
2. Mastery of drafting/computer commands/skills necessary (70 per cent accuracy) for proficient, marketable job market entrance, on-the-job performance and long-term maintenance.

## FARIS TECHNICAL INSTITUTE, INC. CATALOG

On-going monitoring of students as they enter and print/plot data, correcting and repeating when necessary, insures proper understanding of subject matter.

**Proficiency certificate/certificates** will be awarded upon completion of program/courses.

### SYNOPSIS OF SUBJECTS OFFERED

**NOTE:** Other courses, not included in the above Program Title are offered. Students may take one or more courses as they desire. Individual Certificates of Proficiency are awarded. These courses are included below in the Synopsis of All Subjects offered:

#### ID #, TITLE, TOTAL CLOCK HOURS, PREREQUISITES, COURSE CONTENTS

- 101 Computer Keyboarding Skills I** - Beginning Computer Keyboarding; 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). This course includes an introduction of keyboarding skills. Emphasis is placed on proper fingering and technique, and speed and accuracy drills.  
Prerequisites: None.
- 102 Computer Keyboarding Skills II** - Intermediate Computer Keyboarding; 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). The ten-key numeric pad is introduced. Proper fingering and technique are stressed; the touch system is used in assignments covering addition, subtraction, multiplication, division, decimals, and percentages. Drills are practiced to increase speed and accuracy.  
Prerequisites: Computer Keyboarding I 101 or Basic Computer Keyboarding knowledge/skill.
- 103 Computer Keyboarding Skills III** - Advanced Computer Keyboarding; 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). This course is for the student who has minimal typing/ten-key knowledge. Drills are continued to increase speed and improve accuracy. Basic word processing commands are covered.  
Prerequisites: Computer Keyboarding Skills 102 or Basic Computer Keyboarding knowledge/skill.
- 104 Data Entry** - Data Entry Activities. 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). The information compiled in Recordkeeping 109 is entered into the computer on an instructional program. Dexterity drills, which are done on the computer, improve speed and accuracy in keying information into the computer. Computer readouts are given to evaluate speed and accuracy.  
Prerequisites/Corequisites: Recordkeeping 150.
- 105 WP I (Concepts/Application)** - Beginning Word Processing; 20 Clock Hours

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(10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves using the MS Word software package or other word processing software package. Students learn to enter and edit information including temporary margins, blocking, search & replace, and vertical centering. Prerequisites: Computer Keyboarding Skills 103 or Intermediate Computer Keyboarding Skills/Typing knowledge/skill.

- 106 WP Application II** - Intermediate Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves intermediate word processing commands using the MS Word or other word processing software package. Students learn the following: Headers and footers, tables with graphics and math mode, outline mode, sorting, and decimal tabs. Prerequisites: WP I (Concepts/Application) 105 or Basic Word Processing knowledge/skill.
- 107 WP Application III** - Advanced Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves using the MS Word or other word processing software package. Students learn the following: File management, macros, newspaper and parallel columns, line draw, merging, and creating indexes and tables of content. Prerequisites: WP Application II 106 or Intermediate Word Processing knowledge/skill.
- 108 Spreadsheet I (Concepts/Application)** - Beginning Accounting Spreadsheet Application; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves using the Excel or other spreadsheet software package. The students learn to enter data (utilizing basic relevant formulas), edit, save, retrieve, and print information on the spreadsheet. Prerequisites: Computer Keyboarding Skills 103 or Basic Computer Keyboarding/Typing/Ten-key knowledge/skill.
- 109 Spreadsheet Application II** - Intermediate Accounting Spreadsheet Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves training using the Excel software package or other spreadsheet package. Students learn the following: Advanced formulas, margins, borders, formatting values, pointing, windows, fixed titles, basic database functions and basic graphing functions. Prerequisites: Spreadsheet I (Concepts/Application) 108 or Basic Spreadsheet knowledge/skill.
- 110 Spreadsheet Application III** - Advanced Accounting Spreadsheet Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves using the Excel or other spreadsheet software package. The students learn the following: Macros, combining files, multiple worksheets, copying and moving information between multiple worksheets, advanced database functions, and advanced graphing. Prerequisites: Spreadsheet Application II 109 or Intermediate Spreadsheet knowledge/skill.
- 111 Database I** - Beginning Database application; 20 Clock Hours (10 Clock

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Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves training using the Access or other database software package. A database provides a way to retrieve specific information quickly from a large amount of data. A database program may be applied to inventory, accounts payable, accounts receivable, general ledger, or any large collection of data. Students learn to create, edit (including append and browse), list, print, and retrieve databases.  
Prerequisites: Computer Keyboarding Skills 103 or Basic Computer Keyboarding/Typing/Ten-Key knowledge/skill.

- 112 Database II** - Intermediate Database Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves training, using the Access or other software package. Students learn the following: Modify the structure of a file, create and print basic reports, create database files with memos, indexing and sorting database files.  
Prerequisites: Database I 111 or Basic Database knowledge/skill.
- 113 Database III** - Advanced Database Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves training using the Access or other database software package. Students learn the following: Delete records, search (including searches for one or more specific fields), display, mathematical calculations, date commands, mailing labels, specify scopes, and queries.  
Prerequisites: Database Application II 112 or Intermediate Database knowledge/skill.
- 114 Windows I** - Beginning Windows Application; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves training using the Windows Operating System. Windows, a graphical environment, offers the user new and more efficient ways to work with software applications programs. Students learn to run more than one software application at a time, switch among them and transfer information between them by using cut and paste in the Clipboard.  
Prerequisites: Computer Keyboarding Skills 108 or Basic Computer Keyboarding/Typing knowledge/skill.
- 115 Windows Application II** - Advanced Windows Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Students learn the following: Manage and organize files and directories using the Program Manager, create, edit and format documents, and access and apply accessories (calculator, calendar, notepad).  
Prerequisites: Windows I 114 or Basic Windows knowledge/skill.
- 116 Graphics I (Concepts/Application)** - Beginning Graphics Application: Graphs; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Students learn to employ the PowerPoint software program or other graphics software program which enables the user to create, edit, save, retrieve, view and print bar and line graphs, utilizing the mouse in a structured environment. Prerequisites: Computer Keyboarding Skills 103 or Basic Computer Keyboarding/Typing knowledge/skill.
- 117 Graphics Application II** - Intermediate Graphics Application; 20 Clock

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Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Students learn the following: Pie graphs, organizational charts, bulletins, and other forms of desktop publishing, using the mouse in a structured environment.

Prerequisites: Graphics I (Concepts/Application) 116 or Basic Graphics knowledge/skill.

- 118 Graphics Application III** - Advanced Graphics Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves training using the PowerPoint or other graphics software package. Students learn the following: Multiple charts, slide show presentations, picture/symbol publications, and use of mouse in freehand drawings.  
Prerequisites: Graphics Application II 117 or Intermediate Graphics knowledge/skill.
- 119 Letter Composition** - Composition of business letters; 40 Clock Hours (20 Clock Hours Lecture, 20 Clock Hours Lab) (3.0 Quarter Credit Hours). This course is designed to teach the students to compose business letters. First, the student reviews punctuation, clauses, phrases, and correct sentence structure. Then letters are composed involving subjects ordinarily used in the business field. The student strives to be brief and concise without being blunt. Spelling and vocabulary exercises are given throughout the course. The letters are typed on a word processing program.  
Prerequisites: WP Application III 107 or Intermediate Typing/Computer Keyboarding knowledge/skill.
- 120 Shorthand I** - Beginning Gregg Shorthand; 40 Clock Hours (20 Clock Hours Lecture, 20 Clock Hours Lab) (3.0 Quarter Credit Hours). Theory presentation including word beginnings, word endings, and brief forms. Students learn to read, copy and take familiar dictation (one and two minutes in duration). Emphasis is placed on a thorough foundation of theory knowledge in preparation for intermediate shorthand.  
Prerequisites: WP Application III 105 or Advanced Word Processing knowledge/skill or Typing/Keyboarding knowledge/skill.
- 121 Shorthand II** - Intermediate Gregg Shorthand; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Review of theory principles, including word beginnings, word endings, and brief forms. Speed building (considering student readiness) is addressed. Shorthand phrasing is utilized in practice drills. Familiar dictation of three and five minutes duration is begun; unfamiliar dictation of one and two minutes is introduced. Transcription on is introduced. Students are made aware of proper spelling and punctuation.  
Prerequisites: Shorthand I 120 or mastery of Gregg Shorthand Theory and WP Application III 113 or Advanced Word Processing knowledge/skill or Intermediate Typing/Keyboarding knowledge/skill.
- 122 Shorthand III** - Advanced Gregg Shorthand; 60 Clock Hours (10 Clock Hours Lecture, 50 Clock Hours Lab) (3.5 Quarter Credit Hours). Advanced speed building and transcription is begun. Unfamiliar dictation of three and five minutes duration is stressed. Mailable letters are dictated and transcribed. Proper punctuation and spelling is expected. Prerequisites: Shorthand II 121 or mastery of Intermediate Gregg Shorthand and WP

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Application III 107 or Advanced Word Processing knowledge/skill or Intermediate Typing/Keyboarding knowledge/skill.

- 123 Machine Transcription** - 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Students transcribe mailable correspondence from voice dictation. Documents from several fields (business, legal, and medical) are employed.  
Prerequisites: WP Application III 107 or Advanced Word Processing knowledge/skill.
- 124 Office Procedures** - Secretarial Office Procedures; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). This course is designed to incorporate the skills and techniques the student has learned thus far into a cohesive working setting. The students will employ skills which includes: office-style dictation, transcription, communications, including e-mail, telephone via internet, records management, preparing expense reports, and planning itineraries.  
Prerequisites: Shorthand III 122 or Advanced Shorthand knowledge/skill, Machine Transcription 123 or Machine Dictation knowledge/skill.
- 125 Anatomy** - Introduction to Human Anatomy and Physiology; 40 Clock Hours (20 Clock Hours Lecture, 20 Clock Hours Lab) (3.0 Quarter Credit Hours). Lab involves use of an anatomy coloring and labeling, which includes a colored graphic-design reference textbook. The categories which are covered are studied with especial attention as to how they relate to medical transcription (definitions, spelling, and location of body parts).  
Prerequisites: None
- 126 Internet I (Concepts/Applications)** - Beginning Internet; 30 Clock Hours (15 Clock Hours Lecture, 15 Clock Hours Lab) (2.0 Quarter Credit Hours). Topics covered: Electronic Mail, (including filtering junk e-mail), basic features of a web browser, domain name and classification, IP address, web site address, e-mail attachments, and intranet.  
Prerequisites: Windows I 114 or basic Windows knowledge/skill.
- 127 Internet Application II** - Intermediate/Advanced Internet Application; 30 Clock Hours (15 Clock Hours Lecture, 15 Clock Hours Lab) (2.0 Quarter Credit Hours). Topics included: Search engines (including basic, intermediate, and advanced commands of various search engines), bookmarks, locating another's e-mail address, off-line browsing, and electronic signatures.  
Prerequisites: Internet I 126 or basic Internet knowledge/skill.
- 128 Web Page Design I (Concepts/Applications)** - Beginning Web Page Design; 25 Clock Hours (10 Clock Hours Lecture, 15 Clock Hours Lab) (1.5 Quarter Credit Hours). Students explore and design basic home pages (including tables, text, and hyperlinks), and customer feedback forms, add graphic images, scrolling text, animation, and background sound to home pages, and create an entirely new web design.  
Prerequisites: Internet II 127 or advanced Internet Applications knowledge/skill, and WP Application III 107 or advanced word processing knowledge/skill.
- 129 Web Page Design Application II** - Intermediate Web Page Design; 25 Clock



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Hours (10 Clock Hours Lecture, 15 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer using graphic and spreadsheet programs. Students create new presentations (including text and slides), apply design templates and save as a web page, insert graphics, movies, sounds, hyperlinks, animation effects, and create access buttons; create worksheets and charts, then save the worksheet as a web page. Prerequisites: Web Page Design I 128 or Basic Web Page Design knowledge/skill, Graphics Application III 118 or advanced graphics knowledge/skill, and Spreadsheet Application III 110 or advanced spreadsheet knowledge/skill.

- 130 Web Page Design Application III** - Advanced Web Page Design; 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer using a database program. Topics covered: Export tables and reports as HTML documents and insert hyperlinks, create data access pages and add records to a database, create group data access pages and create a complete web site using a word processing program, a spreadsheet program, a graphics program and a database program. Prerequisites: Web Page Design Application II 129 or Intermediate Web Page Design knowledge/skill, Graphics Application III 118 or advanced graphics knowledge/skill, Spreadsheet Application III 110 or advanced spreadsheet knowledge/skill, WP Application III 107 or advanced word processing knowledge/skill and database Application III 113 or advanced database knowledge/skill.
- 131 General Drafting I** - Beginning Mechanical Drawing; 60 Clock Hours (20 Clock Hours Lecture, 40 Clock Hours Lab) (4.0 Quarter Credit Hours). This course will include the use and care of drafting equipment, lettering, applied geometry, orthographic drawing and sketching, and pictorial drawing and sketching. Prerequisites: None
- 132 General Drafting II** - Intermediate Mechanical Drawing; 60 Clock Hours (10 Clock Hours Lecture, 50 Clock Hours Lab) (3.5 Quarter Credit Hours). This course will include: auxiliaries, sections and conventions, intersections and developments, principles of two-dimensional drawings (along with dimensions and notes), principles of pictorial drawings (including perspective and isometric drawings). Prerequisites: General Drafting I 131 or Basic Mechanical Drawing knowledge/skill.
- 133 General Drafting III** - Advanced Mechanical Drawing; 60 Clock Hours (10 Clock Hours Lecture, 50 Clock Hours Lab) (3.5 Quarter Credit Hours). This course will include: Working drawings, charts, graphs and diagrams, jigs and fixtures, and drawings of welded parts, gears and cams. Prerequisites: General Drafting II 132 or Intermediate Mechanical Drawing knowledge/skill.
- 134 Personal Interviewing Skills** - 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Personal grooming and presentation of oneself will be addressed. Students will complete sample application forms and prepare a resume and cover letter (letter of

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application).

Prerequisites: Computer Keyboarding Skills 103, WP Application III 107 or Word Processing Intermediate knowledge/skill.

- 135 Medical Terminology I** - Building a Medical Vocabulary; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves text/workbook assignments on a CD associated with a textbook. Students study the more difficult terminology relevant to 13 different medical branches or specialties, including body structure, the blood and other body fluids, the circulatory and lymphatic systems, the respiratory system and the digestive system. The student will listen to the pronunciation of terminology; the workbook contains an explanation of each specialty along with definitions and visual images of anatomical parts associated with the particular specialty. The student will complete exercises to evaluate mastery of each specialty to determine readiness to proceed to the next chapter.  
Prerequisites: Computer Keyboarding Skills I 101, or Basic Computer Keyboarding/Typing Skill/Knowledge, Anatomy 125 or Basic Anatomy Knowledge/Skill. **\*\*\*NOTE\*\*\* Anatomy 125 is NOT a prerequisite for a student enrolled in the Legal Secretary Program.**
- 136 Medical Terminology II** - Building a Medical Vocabulary; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves text/workbook assignments and transcription of medical definitions. Continuation of Medical Terminology I including the following specialties: the urinary system, the reproductive system, the muscular and skeleton system, the nervous system and psychological disorders, the integumentary system, and the endocrine system.  
Prerequisites: Medical Terminology I 135
- 137 Architectural Drafting I** - Beginning Architectural Drafting; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves drafting applications including the following: Building procedures, drawing presentations, foundation plans, floor plans, drawing symbols and dimension placement.  
Prerequisites: General Drafting III 133 or Advanced General Drafting knowledge/skill.
- 138 Architectural Drafting II** - Advanced Architectural Drafting; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves drafting applications including the following: Complete set of plans including working drawings, foundation plans, floor plans, roof plans, section plans, elevation plans, cabinet plans, and bill of materials.  
Prerequisites: Architectural Drafting I 137 or Basic Architectural Drafting knowledge/skill.
- 139 Steel Structural Drafting** - 40 Clock Hours (10 Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves drafting applications including the following: Steel structural symbols, structural steel shapes, detailing practices, and dimensioning practices.  
Prerequisites: Architectural Drafting II 138 or Advanced Architectural Drafting knowledge/skill.

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- 140 Pipe Drafting** - 40 Clock Hours (10 Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves drafting applications including the following: Pipe fittings and symbols, two-dimensional diagrammatic pipe drawings, pictorial diagrammatic pipe drawings, and dimensioning practices.  
Prerequisites: Architectural Drafting II 138, Advanced Architectural Drafting knowledge/skill, or Advanced Pipe Fitter knowledge/skill.
- 141 Electrical Drafting** - 40 Clock Hours (10 Hours, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves drafting applications including the following: Electrical symbols, schematic diagram drawings, printed circuit drawings, and contractor electrical drawings.  
Prerequisites: Architectural Drafting II 138, Architectural Drafting knowledge/skill, or Advanced Electrical knowledge/ skill.
- 142 Topographical Drafting** - 40 Clock Hours (10 Hours, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves drafting Applications including topographical symbols, plat drawings, contour map drawings, profile drawings, and dimensioning practices.  
Prerequisites: Architectural Drafting II 138 or Advanced Architectural Drafting knowledge/skill.
- 143 CAD I** - Beginning Computer Aided Drafting; 60 Clock Hours (20 Clock Hours Lecture, 40 Clock Hours Lab) (4.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer. This course includes the following: Structure of the CAD program and creating and editing two-dimensional drawings with dimensions and notes.  
Prerequisites: General Drafting I 131 or Mechanical Drawing knowledge/skill, and Computer Keyboarding Skills 101 or Basic Keyboarding knowledge/skill.
- 144 CAD II** - Intermediate Computer Aided Drafting; 60 Clock Hours (10 Clock Hours Lecture/Worksheets, 50 Clock Hours Lab) (3.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer. This course includes the following: Advanced features in modifying and editing single objects and group objects, creating libraries of symbols, and copying, moving, mirroring, layering, scaling, and plotting hard copies using a printer and plotter.  
Prerequisites: CAD I 143 or Basic CAD knowledge/skill.
- 145 CAD III** - Advanced Computer Aided Drafting; 60 Clock Hours (10 Clock Hours Lecture/Worksheets, 50 Clock Hours Lab) (3.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer. This course includes the following: Creating and modifying isometric drawings and applying CAD's 3D capability of creating three dimensional drawings.  
Prerequisites: CAD II 144 or Intermediate CAD knowledge/ skill.
- 146 Medical Transcription I** - Transcription of medical reports; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Once the student is familiar with the terms presented in Medical Terminology I & II 135 & 136, he/she will transcribe dictation of medical reports, such as history and physical examination reports, operative records, discharge summaries, radiology reports, pathology reports, death

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summaries, and autopsy reports. The student will transcribe the dictation on a word processing program. The electronic files will be examined for proper spelling, punctuation, grammar, correct terminology, and medical format.

Prerequisites: Medical Terminology II 136.

- 147 Medical Transcription II** - Transcription of medical reports; 40 Clock Hours (5 Clock Hours Lecture, 35 Clock Hours Lab) (2.0 Quarter Credit Hours). Upon completion of Medical Transcription I 146, the student will transcribe material of increasingly difficult medical terminology. The student will transcribe the dictation on a word processing program. The electronic files will be examined for proper spelling, punctuation, and grammar, as well as correct terminology and medical format.  
Prerequisites: Medical Transcription I 146.
- 148 Medical Office Procedures I** - 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). The following skills will be studied and will employ the use of a computerized medical database/accounting software program: appointment scheduling, methods for collecting payment, insurance processing, diagnostic coding, and new patient entries.  
Prerequisites: Medical Terminology II 136
- 149 Medical Office Procedures II** - 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). Continuation of Medical Office Procedures I 148. The following skills will employ the use of a computerized medical database/accounting software program: retrieving and posting patient accounts, posting ailment details, printing daily reports, patient billing, unique payments, and preparing financial reports.  
Prerequisites: Medical Office Procedures I 148.
- 150 Recordkeeping** - General recordkeeping; 40 Clock Hours (10 Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Students read chapters, answer study questions, and compute figures (using a computer calculator) and enter data on instructional or financial management computer programs.  
Prerequisites/Corequisites: Computer Keyboarding Skills 103 or Basic Computer Keyboarding knowledge/skill.
- 151 Legal Terminology and Transcription I** - 40 Clock Hours (10 Clock Hours Lecture, 35 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves textbook/workbook assignments of legal terminology, definitions, and proper usage. Students are evaluated on these terms to determine readiness to proceed to the transcription of documents employing these terms; a CD containing this dictation is issued with the text. Legal terms and dictation are from the following legal fields: courts and legal systems, general law, pretrial litigation, trial and procedure litigation, civil actions, criminal law, probate, real property, contracts and leases, domestic relations, and commercial paper. The computerized files will be examined for proper spelling, punctuation, and grammar, as well as correct terminology.  
Prerequisites: Computer Keyboarding Skills I 101, or Basic Typing Skill/Knowledge, WP Application III 107 or advanced word processing knowledge/skill, and Medical Terminology I 135.

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- 152 Legal Terminology and Transcription II** - 40 Clock Hours (10 Clock Hours Lecture, 35 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves continuation of textbook/workbook assignments of legal terminology, definitions, and proper usage. Students are evaluated as they are in Legal Terminology and Transcription I before proceeding to the transcription. Legal terms and dictation include the following legal fields: bankruptcy, agency, equity, personal injury litigation, mechanics lien, credit, collection and default management, change of venue, and mortgage foreclosure. The computerized file will be examined for proper spelling, punctuation, and grammar, as well as correct terminology. Prerequisites: Legal Terminology and Transcription I 151.
- 153 Legal Office Procedures I** - 30 Clock Hours (5 Lecture, 25 Lab) (1.5 Quarter Credit Hours). The purpose of this course: to correlate those skills obtained in the previous required courses, plus the addition of new skills, into a cohesive legal office setting. The following subjects will be covered: Filing and records management, telephone/office etiquette, mail processing, preparation and maintenance of up-to-date calendar, word processing log, and office-style dictation and transcription (shorthand and machine). Prerequisites: Legal Terminology and Transcription II 152.
- 154 Legal Office Procedures II** - 30 Clock Hours (5 Lecture, 25 Lab) (1.5 Quarter Credit Hours). Continuation of Legal Office Procedures I. This course includes: preparation of client billing sheets, income and expense reports, payroll, and legal documents with special attention given to document assembly, and form documents. In addition, the students will provide daily schedules, including client interviews and court dates and filing deadlines. A template diskette is supplied with the workbook which contains form documents used in most legal offices. Application of this diskette along with form documents created by the students greatly decreases repetitive typing. Prerequisites: Legal Office Procedures I 153.
- 155 Computerized Accounting** - 60 Clock Hours (10 Lecture, 50 Lab) (3.5 Quarter Credit Hours). Students are presented a full-cycle accounting course, which includes accounting principles and procedures used to record, classify, and summarize financial data. This computerized version offers a full featured integrated accounting system that includes general ledger, accounts payable, accounts receivable, payroll systems, sales, purchases, cash receipts and cash payments journals. Prerequisites: Computer Keyboarding Skills I 101 or Basic Typing/Ten-Key knowledge/skill.

### GRADING AND MARKING SYSTEM USED

Computer/Keyboard. Printouts/Plotting/computerized files are checked for accuracy and form. If the printout is incorrect, the errors are explained to the student; and if necessary, the paper is corrected and/or printed again. Students are given extra time at the computer/keyboard/for corrections if necessary.

A minimum of 70 per cent accuracy of each assignment/lesson will be produced before proceeding to next assignment/lesson.

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Shorthand students read and transcribe from homework assignments. If the student cannot read 70 per cent of the assignment, he/she therefore has not mastered that lesson. The lesson is repeated until the student can read it, before going to the next lesson. Speed drills are given at the proper student level for optimum results.

Drafting students' drawings/printouts/plottings are checked for 70 per cent accuracy. If necessary the drawings/ printouts/ plottings are corrected before the students proceeds to the next assignment. Students are given extra time at the drafting board/computer, if necessary, for corrections and reinforcement.

The following grades will be awarded for each subject:

90% - 100%	=	A	(Grade Points: 4)
80% - 89%	=	B	(Grade Points: 3)
70% - 79%	=	C	(Grade Points: 2)
60% - 69%	=	D	(Grade Point: 1)
0% - 59%	=	F	(Grade Point: 0)

### POLICY REGARDING SATISFACTORY PROGRESS

1. Definition of Satisfactory Progress: Evidence that the student has mastered the objective of the assignment. Accurate printouts/drawings/computerized files, transcriptions/worksheets are evidence of satisfactory progress. The students are given extra time, if necessary, at the computer/keyboard/drafting board for corrections.
2. Definition of Grading Period/Frequency: Eight (8) weeks shall make up a grading period.
3. Satisfactory Progress/Probation Policy/Conditions for Termination/Readmittance

Satisfactory Progress requires a "C" or better average at all times during the program. If the student falls below this grade average, the student will be placed on probation during the next thirty (30) days. If he/she does not bring the average up by the end of that probationary period, he/she will be terminated and all Federal financial assistance will cease. Students may re-enter the program on the advice of the instructor and the school Director on a probationary basis and only after one grading period has passed.

A student must satisfactorily complete a minimum number of hours (percentage of work) toward his/her educational goal based on time increments and complete his/her course in a 1.5 times the normal time frame for completion. For example, the Legal Administrative Assistant Program is 900 clock hours and normally takes nine months to complete. A student taking 24 hours a week must complete each 450 hours (7 Lessons) with a "C" average within 6.75 months and 900 hours (14 Lessons) in no more than 13.5 months. Half-time students must complete each 450 hours (7 Lessons) in 13.5 months and 900 hours (14 Lessons) in no more than 27 months. All other programs will be computed proportionally.

Upon re-entry, students receiving Federal financial aid will not be disbursed additional funds until hours previously paid for have been

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completed, and the student is again in satisfactory progress as described above.

A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the school Director. The decision of the Director shall be final. Special consideration will be made for mitigating circumstances (that is illness, death in the family, etc).

#### **4. System for providing Progress Reports**

The progress reports will be handed to the student or, if necessary, mailed to the student.

#### **INCOMPLETES, WITHDRAWALS, REPETITION, REMEDIAL WORK**

Students with course incompletes, withdrawals, repetitions, and those doing remedial work are eligible to remain in the program if the student is otherwise making satisfactory progress and the time needed to make up and complete the program is within the maximum program allowed time frame period.

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### **ATTENDANCE/TARDINESS POLICY**

1. Absence shall be charged for a full day when the student attends none of the scheduled classes on that day. Students are expected to be on time and attend classes regularly. Habitual tardiness (arriving 35 - 45 minutes late or leaving early) disrupts the educational environment and is discouraged. Excessive absences or tardiness may lead to expulsion.
2. School holidays, such as summer vacation and Christmas holidays, etc., shall not be considered as days of absence.

#### **Conditions for Probation**

If a student misses more than seven (7) consecutive school days the student will be counseled and placed on probation.

#### **Conditions for Termination**

Students will be terminated on the following conditions:

- A. More than ten (10) consecutive school days missed
- B. More than 20% of the total clock hours in a program

#### **Conditions for Readmittance for Unsatisfactory Attendance**

Students whose enrollments are terminated for violation of the attendance policy may not reenter before the start of the next grading period. This does not circumvent the approved refund policy.

#### **Makeup Work**

The student will have one week to make up work resulting from an absence. This make up work will not remove the absence.

#### **Leaves of Absence**

1. Leaves of absence for reasonable purposes acceptable to the school director shall not exceed a total of 180 calendar days per 12-month period. The student shall notify the director in writing of the desired leave of absence.
2. The school attendance records shall clearly show the dates for which the leave of absence was granted. A written statement as to why the leave of absence was granted signed by both the student and the school director indicating approval shall be placed in the individual student file.

### **POLICY REGARDING STUDENT CONDUCT**

Students shall conduct themselves in a manner appropriate to the edification and promulgation of the learning situation. Conduct that is disruptive to other students or faculty will not be tolerated. If necessary, the student



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will be counseled and given a chance to conduct himself/herself in an appropriate manner.

### 1. Causes for Termination:

If, after counseling, the student's behavior does not improve, the student will be terminated for the remainder of the grading period.

### 2. Causes for Readmission:

After the conclusion of the grading period in which the student was terminated, the student may request a consultation with the director of the school. At the discretion of the director, the student may be readmitted.

## REQUIREMENTS FOR GRADUATION

1. Successfully complete all required courses for the certificate.
2. Grade Average - 70% overall grade average
3. The maximum time frame allowed is: 1.5 times the number of clock hours.

## SCHOOL'S PLACEMENT POLICY

Placement assistance is offered to full-program graduates.

## FINANCIAL AID

Department of Assistive and Rehabilitative Services and WIA offer financial aid for eligible participants. Federal Pell Grants, and Federal loans are available for those who qualify. Private loans are offered to those students who register for full programs. FARIS TECHNICAL INSTITUTE, INC. is approved by the Veteran's Education of Texas Veterans Commission to provide educational training for veterans and other eligible persons.

### **TEXAS WORKFORCE COMMISSION CANCELLATION & REFUND POLICY FOR ASYNCHRONOUS DISTANCE EDUCATION (ON-LINE PROGRAMS OR COURSES)**

#### **CANCELLATION POLICY**

*A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed.*

#### **REFUND POLICY**

1. Refund Computations will be based on the number of lessons in the program.
2. The effective date of the termination for refund purposes will be the earliest of the following:
  - A. The date of notification to the student if the student is terminated;
  - B. The date of receipt of written notice from the student; or
  - C. The end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled
3. If tuition and fees are collected before any lessons have been completed, and if after

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expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$50 shall be retained by the school.

4. If the student who enters an asynchronous distance education (on-line) course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
  - A. An enrollee is not accepted by the school;
  - B. If the program of instruction is discontinued by the school and this prevents the student from completing the program; or
  - C. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.
6. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- A. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - B. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charge for books for the program; or
  - C. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
    - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
7. Refunds will be totally consummated within 45 days after the effective date of termination.

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## PROGRAMS OFFERED (ON-LINE)

### ADMINISTRATIVE ASSISTANT (ON-LINE PROGRAM)

**Mission:** To enable the student to enter the work force with a mastery of computer/secretarial skills necessary to obtain an Administrative Assistant level position, maintain that position, and enhance that position. Students will acquire job skills such as shorthand and machine transcription, software applications, and appointment scheduling, which will enable them to work in occupations such as Administrative Assistant, Secretary, Transcriptionist and Receptionist in the following settings: General Business, Prison Systems, State and County Offices, Refineries, and Self-Employment.

LESSON NO.	COURSE NO. (OL)*	NAME OF COURSE	CLOCK		CLOCK HOURS	QTR
			LE -- LA**			CREDIT HOURS
1	101 (OL)	Computer Keyboarding Skills I (OL)	5	25	30	1.5
1	102 (OL)	Computer Keyboarding Skills II (OL)	5	25	30	1.5
1	103 (OL)	Computer Keyboarding Skills III (OL)	5	25	30	1.5
2	150 (OL)	Recordkeeping (OL)	10	30	40	2.5
2	104 (OL)	Data Entry (OL)	5	25	30	1.5
3	105 (OL)	WP I (Concepts/Applications) (OL)	10	10	20	1.5
3	106 (OL)	WP Application II (OL)	5	15	20	1.0
3	107 (OL)	WP Application III (OL)	5	15	20	1.0
4	108 (OL)	Spreadsheet I (OL)	10	10	20	1.5
4	109 (OL)	Spreadsheet Application II (OL)	5	15	20	1.0
4	110 (OL)	Spreadsheet Application III (OL)	5	15	20	1.0
5	111 (OL)	Database I (OL)	10	10	20	1.5
5	112 (OL)	Database Application II (OL)	5	15	20	1.0
5	113 (OL)	Database Application III (OL)	5	15	20	1.0
6	114 (OL)	Windows I (OL)	10	10	20	1.5
6	115 (OL)	Windows Application II (OL)	5	15	20	1.0
7	116 (OL)	Graphics I (OL)	10	10	20	1.5
7	117 (OL)	Graphics Application II (OL)	5	15	20	1.0
7	118 (OL)	Graphics Application III (OL)	5	15	20	1.0
8	119 (OL)	Letter Composition (OL)	20	20	40	3.0
9	120 (OL)	Shorthand I (OL)	20	20	40	3.0
9	121 (OL)	Shorthand II (OL)	10	30	40	2.5
9	122 (OL)	Shorthand III (OL)	10	50	60	3.5
10	123 (OL)	Machine Transcription (OL)	10	30	40	2.5
11	124 (OL)	Office Procedures (OL)	10	30	40	2.5
12	134 (OL)	Personal Interviewing Skills (OL)	10	10	20	1.5
13	126 (OL)	Internet I (Concepts/Applications) (OL)	15	15	30	2.0
13	127 (OL)	Internet Application II (OL)	15	15	30	2.0
14	128 (OL)	Web Page Design I (Concepts/Appli) (OL)	10	15	25	1.5
14	129 (OL)	Web Page Design Applications II (OL)	10	15	25	1.5
14	130 (OL)	Web Page Design Applications III (OL)	5	25	30	1.5
14	Lessons	TOTALS	270	590	860	52.0

\*On-Line

\*\*LE-LA LE - Lecture Hours; LA - Lab Hours

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**ADMINISTRATIVE ASSISTANT (CONT)**

**Estimated Length of Time Required** for Completion of Course:

**Full-time students (24 Hours per Week) 9 Months (38 WEEKS)**

**Half-time students (12 Hours per Week) 19 Months (76 WEEKS)**

**Requirements for Completion of Course:**

1. Successfully complete all required courses for the certificate.
2. Mastery of computer commands/skills and administrative assistant skills necessary (70 per cent accuracy) for proficient, marketable job market entrance, on-the-job performance, and long-term maintenance including shorthand dictation speed of 80 wpm, accurate transcription of mailable letters, and letter composition competence.

On-going monitoring of students as they enter and print data, as they read and copy shorthand theory, and as they transcribe from dictation, correcting and repeating when necessary, insures proper understanding of subject matter.

**Staff will answer questions/comments from students within 24 hours, excluding weekends and holidays.**

**Proficiency certificate/certificates** will be awarded upon completion of program/courses.

Software Requirements for this program:

1. Windows XP or higher.
2. Microsoft Office 2000 or higher (Word, Excel, Access, and PowerPoint)

Note: Students will be given student access code upon enrollment for on-line courses.

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### MEDICAL ADMINISTRATIVE ASSISTANT (ON-LINE PROGRAM)

**Mission:** To enable the student to enter the work force with a mastery of computer/medical administrative skills necessary to obtain a medical administrative assistant level position, maintain that position, and enhance that position. Students will attain job skills including medical transcription, medical billing and coding, and appointment scheduling, which will enable them to work in occupations such as Medical Administrative Assistant, Secretaries, Medical Transcriptionist, Medical Records. They may obtain employment in the following settings: Medical Clinics, Hospitals, Physician's Offices, Prison System Medical Facilities, Nursing Home Offices and Self-employment.

LESSON NO.	COURSE NO.(OL)*	NAME OF COURSE	CLOCK LE - LA**	CLOCK HOURS	QTR CREDIT HOUR
1	101 (OL)	Computer Keyboarding Skills I (OL)	5 25	30	1.5
1	102 (OL)	Computer Keyboarding Skills II (OL)	5 25	30	1.5
1	103 (OL)	Computer Keyboarding Skills III (OL)	5 25	30	1.5
2	105 (OL)	WP I (Concepts/Applications) (OL)	10 10	20	1.5
2	106 (OL)	WP Application II (OL)	5 15	20	1.0
2	107 (OL)	WP Application III (OL)	5 15	20	1.0
3	108 (OL)	Spreadsheet I (OL)	10 10	20	1.5
3	109 (OL)	Spreadsheet Application II (OL)	5 15	20	1.0
3	110 (OL)	Spreadsheet Application III (OL)	5 15	20	1.0
4	111 (OL)	Database I (OL)	10 10	20	1.5
4	112 (OL)	Database Application II (OL)	5 15	20	1.0
4	113 (OL)	Database Application III (OL)	5 15	20	1.0
5	116 (OL)	Graphics I (OL)	10 10	20	1.5
5	117 (OL)	Graphics Application II (OL)	5 15	20	1.0
5	118 (OL)	Graphics Application III (OL)	5 15	20	1.0
6	114 (OL)	Windows I (OL)	10 10	20	1.5
6	115 (OL)	Windows Application II (OL)	5 15	20	1.0
7	119 (OL)	Letter Composition (OL)	20 20	40	3.0
8	135 (OL)	Medical Terminology I (OL)	10 30	40	2.5
8	136 (OL)	Medical Terminology II (OL)	10 30	40	2.5
9	125 (OL)	Anatomy (OL)	20 20	40	3.0
10	146 (OL)	Medical Transcription I (OL)	10 30	40	2.5
10	147 (OL)	Medical Transcription II (OL)	5 35	40	2.0
11	148 (OL)	Medical Office Procedures I (OL)	5 25	30	1.5
11	149 (OL)	Medical Office Procedures II (OL)	5 25	30	1.5
12	134 (OL)	Personal Interviewing Skills (OL)	10 10	20	1.5
13	126 (OL)	Internet I (OL)	15 15	30	2.0
13	127 (OL)	Internet Application II (OL)	15 15	30	2.0
14	120 (OL)	Shorthand I (OL)	20 20	40	3.0
14	121 (OL)	Shorthand II (OL)	10 30	40	2.5
14	122 (OL)	Shorthand III (OL)	10 50	60	3.5
14	Lessons	Totals	275 615	890	54

\*On-Line

\*\*LE-LA - LE - Lecture Hours; LA - Lab Hours

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**MEDICAL ADMINISTRATIVE ASSISTANT (CONT)**

**Estimated Length of Time Required** for Completion of Course:

**Full-time students (24 Hours per Week)      9 Months (37 WEEKS)**

**Half-time students (12 Hours per Week)      19 Months (74 WEEKS)**

**Requirements for Completion of Course:**

1. Successfully complete all required courses for the certificate.
2. Mastery of computer commands/skills and medical secretarial skills necessary (70 per cent accuracy) for proficient, marketable job market entrance, on-the-job performance, and long-term maintenance including accurate transcription of medical correspondence, reports and records, and letter composition competence.

On-going monitoring of students as they enter and print data, as they compose letters, and as they transcribe from dictation, correcting and repeating when necessary, insures proper understanding of subject matter.

**Staff will answer questions/comments from students within 24 hours, excluding weekends and holidays.**

**Proficiency certificate/certificates** will be awarded upon completion of program/courses.

Software Requirements for this program:

1. Windows XP or higher.
2. Microsoft Office 2000 or higher (Word, Excel, Access, and PowerPoint)

Note: Students will be given student access code upon enrollment for on-line courses.

**FARIS TECHNICAL INSTITUTE, INC. CATALOG**

**LEGAL ADMINISTRATIVE ASSISTANT (ON-LINE PROGRAM)**

**Mission:** To enable the student to enter the work force with a mastery of computer/legal administrative assistant/secretarial skills necessary to obtain a legal administrative assistant/secretarial level position, maintain that position, and enhance that position. Students will develop job skills including legal typing and transcription using correct legal format, time log preparation and maintenance, payroll calculations, and legal internet research, which will prepare them to enter the following occupations: Legal Administrative Assistant, Legal Secretary, Secretary, Legal Receptionist/Clerk, and Legal Transcriptionist. Students may enter the work force in settings such as Legal Firms, State, County, Federal Offices, Private Investigators, Business, Refineries and Self-Employment.

LESSON NO.	COURSE NO. (OL)*	NAME OF COURSE	CLOCK LE - LA**	CLOCK HOURS	QTR CREDIT HOUR
1	101 (OL)	Computer Keyboarding Skills I (OL)	5 25	30	1.5
1	102 (OL)	Computer Keyboarding Skills II (OL)	5 25	30	1.5
1	103 (OL)	Computer Keyboarding Skills III (OL)	5 25	30	1.5
2	105 (OL)	WP I (Concepts/Applications) (OL)	10 10	20	1.5
2	106 (OL)	WP Application II (OL)	5 15	20	1.0
2	107 (OL)	WP Application II I(OL)	5 15	20	1.0
3	108 (OL)	Spreadsheet I (OL)	10 10	20	1.5
3	109 (OL)	Spreadsheet Application II (OL)	5 15	20	1.0
3	110 (OL)	Spreadsheet Application III (OL)	5 15	20	1.0
4	111 (OL)	Database I (OL)	10 10	20	1.5
4	112 (OL)	Database Application II (OL)	5 15	20	1.0
4	113 (OL)	Database Application III (OL)	5 15	20	1.0
5	116 (OL)	Graphics I (OL)	10 10	20	1.5
5	117 (OL)	Graphics Application II (OL)	5 15	20	1.0
5	118 (OL)	Graphics Application III (OL)	5 15	20	1.0
6	114 (OL)	Windows I (OL)	10 10	20	1.5
6	115 (OL)	Windows Application II (OL)	5 15	20	1.0
7	119 (OL)	Letter Composition (OL)	20 20	40	3.0
8	135 (OL)	Medical Terminology I (OL)	10 30	40	2.5
8	136 (OL)	Medical Terminology II (OL)	10 30	40	2.5
9	151 (OL)	Legal Terminology & Transcription I (OL)	10 30	40	2.5
9	152 (OL)	Legal Terminology & Transcription II (OL)	10 30	40	2.5
10	153 (OL)	Legal Office Procedures I (OL)	5 25	30	1.5
10	154 (OL)	Legal Office Procedures II (OL)	5 25	30	1.5
11	134 (OL)	Personal Interviewing Skills (OL)	10 10	20	1.5
12	126 (OL)	Internet I (Concepts/Applications) (OL)	15 15	30	2.0
12	127 (OL)	Internet Application II (OL)	15 15	30	2.0
13	120 (OL)	Shorthand I (OL)	20 20	40	3.0
13	121 (OL)	Shorthand II (OL)	10 30	40	2.5
13	122 (OL)	Shorthand III (OL)	10 50	60	3.5
14	128 (OL)	Web Page Design I (Concepts/Applications) (OL)	10 15	25	1.5
14	129 (OL)	Web Page Design Application II (OL)	10 15	25	1.5
14	Lessons	Totals	280 620	900	54

\*On-Line

\*\*LE-LA - LE - Lecture Hours; LA - Lab Hours

**FARIS TECHNICAL INSTITUTE, INC. CATALOG**

**LEGAL ADMINISTRATIVE ASSISTANT (CONT)**

**Estimated Length of Time Required for Completion of Course:**

**Full-time students (24 Hours per Week)      9 Months (38 WEEKS)**

**Half-time students (12 Hours per Week)      19 Months (76 WEEKS)**

**Requirements for Completion of Course:**

1. Successfully complete all required courses for the certificate.
2. Mastery of computer commands/skills and legal secretarial skills necessary (70 per cent accuracy) for proficient, marketable job market entrance, on-the-job performance, and long-term maintenance including accurate transcription of legal correspondence, reports and records, and letter composition competence.

On-going monitoring of students as they enter and print data, as they compose letters, and as they transcribe from dictation, correcting and repeating when necessary, insures proper understanding of subject matter.

**Staff will answer questions/comments from students within 24 hours, excluding weekends and holidays.**

**Proficiency certificate/certificates** will be awarded upon completion of program/courses.

**Software Requirements for this program:**

1. Windows XP or higher.
2. Microsoft Office 2000 or higher (Word, Excel, Access, and PowerPoint)

Note: Students will be given student access code upon enrollment for on-line courses.



## FARIS TECHNICAL INSTITUTE, INC. CATALOG

### COMPUTER AIDED DRAFTING OPERATOR (ON-LINE PROGRAM)

**Mission:** To enable the student to enter the work force with a mastery of computer aided drafting skills necessary to obtain an office position in computer aided drafting, maintain that position, and enhance that position. Students will assimilate job skills such as general drafting and computer aided drafting, including architectural, piping, electrical, and topographical drafting. They may enter occupations such Draftsman and CAD Operator in the following settings: General Business, Engineering Firms, Refineries, Construction, Surveying Firms, and Self-employment.

LESSON NO.	COURSE NO.(OL)*	NAME OF COURSE	CLOCK		CLOCK HOUR	QTR CREDIT HOUR
			LE	LA**		
1	101 (OL)	Computer Keyboarding Skills I (OL)	5	25	30	1.5
2	105 (OL)	WP I (Concepts/Applications) (OL)	10	10	20	1.5
3	108 (OL)	Spreadsheet I (OL)	10	10	20	1.5
3	109 (OL)	Spreadsheet Application II (OL)	5	15	20	1.0
4	111 (OL)	Database I (OL)	10	10	20	1.5
5	114 (OL)	Windows I (OL)	10	10	20	1.5
6	116 (OL)	Graphics I (OL)	10	10	20	1.5
7	131 (OL)	General Drafting I (OL)	20	40	60	4.0
7	132 (OL)	General Drafting II (OL)	10	50	60	3.5
7	133 (OL)	General Drafting III (OL)	10	50	60	3.5
8	137 (OL)	Architectural Drafting I (OL)	10	30	40	2.5
8	138 (OL)	Architectural Drafting II (OL)	10	30	40	2.5
9	139 (OL)	Steel Structural Drafting (OL)	10	30	40	2.5
10	140 (OL)	Pipe Drafting (OL)	10	30	40	2.5
11	141 (OL)	Electrical Drafting (OL)	10	30	40	2.5
12	142 (OL)	Topographical Drafting (OL)	10	30	40	2.5
13	143 (OL)	CAD I (OL)	20	40	60	4.0
13	144 (OL)	CAD II (OL)	10	50	60	3.5
13	145 (OL)	CAD III (OL)	10	50	60	3.5
14	134 (OL)	Personal Interviewing Skills (OL)	10	10	20	1.5
15	126 (OL)	Internet I (Concepts/Applications) (OL)	15	15	30	2.0
15	127 (OL)	Internet Applications II (OL)	15	15	30	2.0
16	128 (OL)	Web Page Design I (Concepts/Appli) (OL)	10	15	25	1.5
16	Lessons	Totals	250	605	855	54

\*On-Line

\*\*LE-LA - LE - Lecture Hours; LA - Lab Hours

**FARIS TECHNICAL INSTITUTE, INC. CATALOG**

**Estimated Length of Time Required** for Completion of Program:

**Full-time students (24 Hours per Week)      9 Months (38 WEEKS)**

**Half-time students (12 Hours per Week)      19 Months (76 WEEKS)**

**Requirements for Completion of Program:**

1.      Successfully complete all required courses for the certificate.
2.      Mastery of drafting/computer commands/skills necessary (70 per cent accuracy) for proficient, marketable job market entrance, on-the-job performance and long-term maintenance.

On-going monitoring of students as they enter and print/plot data, correcting and repeating when necessary, insures proper understanding of subject matter.

**Staff will answer questions/comments from students within 24 hours, excluding weekends and holidays.**

**Proficiency certificate/certificates** will be awarded upon completion of program/courses.

Software Requirements for this program:

1.      Windows XP or higher.
2.      Microsoft Office 2000 or higher (Word, Excel, Access, and PowerPoint)

Note: Students will be given student access code upon enrollment for on-line courses.

Students will have access to the CAD program.

## FARIS TECHNICAL INSTITUTE, INC. CATALOG

### SYNOPSIS OF SUBJECTS OFFERED (ON-LINE)

#### ID #, TITLE, TOTAL CLOCK HOURS, PREREQUISITES, COURSE CONTENTS

**101 (OL) Computer Keyboarding Skills I (OL)** - Beginning Computer Keyboarding; 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). This course includes an introduction of keyboarding skills. Emphasis is placed on proper fingering and technique, and speed and accuracy drills.  
Prerequisites: None.

**This course is 30 clock hours in length.** From the date this course is assigned, a full-time student (24 hours per week) will have 1.5 weeks to complete the course; a part-time student (12 hours per week) will have three weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

**The student learning outcome** includes mastery of the following: Proper fingering and technique, accuracy and speed proficiency.

**Attendance/Participation Policy:** The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**102 (OL) Computer Keyboarding Skills II (OL)** - Intermediate Computer Keyboarding; 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). The ten-key numeric pad is introduced. Proper fingering and technique are stressed; the touch system is used in assignments covering addition, subtraction, multiplication, division, decimals, and percentages. Drills are practiced to increase speed and accuracy.

Prerequisites: Computer Keyboarding I 101(OL) or Basic Computer Keyboarding knowledge/skill.

This course is 30 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 1.5 weeks to complete the course; a part-time student (12 hours per week) will have three weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in

## FARIS TECHNICAL INSTITUTE, INC. CATALOG

the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: 10-Key numeric pad fingering and technique. Drills are practiced to increase speed and accuracy.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

- 103 (OL) Computer Keyboarding Skills III (OL)** - Advanced Computer Keyboarding; 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab)(1.5 Quarter Credit Hours). This course is for the student who has minimal typing/ten-key knowledge. Drills are continued to increase speed and improve accuracy. Basic word processing commands are covered. Prerequisites: Computer Keyboarding Skills 102(OL) or Basic Computer Keyboarding knowledge/skill. This course is 30 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 1.5 weeks to complete the course; a part-time student (12 hours per week) will have three weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: Basic Word Processing commands, drills to increase speed and improve accuracy. Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

- 104 (OL) Data Entry (OL)** - Data Entry Activities (OL); 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab)(1.5 Quarter Credit Hours). The information compiled in Recordkeeping 150 (OL) is entered into the computer on an instructional program. This book and CD will be mailed to the student. Dexterity drills, which are done on the computer, improve speed and accuracy in keying information into the computer. Computer readouts are given to evaluate speed and accuracy. Prerequisites/Corequisites: Recordkeeping 150(OL). This course is 30 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 1.5 weeks to complete the course; a part-time student (12

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hours per week) will have three weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Dexterity drills, improve speed and accuracy in keying information into the computer. Computer readouts are given to evaluate speed and accuracy.

**Attendance/Participation Policy:** The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**105 (OL) WP I (Concepts/Application) (OL)** - Beginning Word Processing; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves using the MS Word software package or other word processing software package. Students learn to enter and edit information including temporary margins, blocking, search & replace, and vertical centering.

**Prerequisites:** Computer Keyboarding Skills 103(OL) or Intermediate Computer Keyboarding Skills/Typing knowledge/skill.

**This course is 20 clock hours in length.** From the date this course is assigned, a full-time student (24 hours per week) will have one week to complete the course; a part-time student (12 hours per week) will have two weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

**The student learning outcome** includes mastery of the following: Entering and editing information including temporary margins, blocking, search and replace, and vertical centering.

**Attendance/Participation Policy:** The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

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**106(OL) WP Application II (OL)** - Intermediate Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves intermediate word processing commands using the MS Word or other word processing software package. Students learn the following: Headers and footers, tables with graphics and math mode, outline mode, sorting, and decimal tabs.

Prerequisites: WP I (Concepts/Application) 105(OL) or Basic Word Processing knowledge/skill.

This course is 20 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have one week to complete the course; a part-time student (12 hours per week) will have two weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Headers and footers, tables with graphics and math mode, outline mode, sorting, and decimal tabs.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**107(OL) WP Application III (OL)** - Advanced Word Processing; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves using the MS Word or other word processing software package. Students learn the following: File management, macros, newspaper and parallel columns, line draw, merging, and creating indexes and tables of content.

Prerequisites: WP Application II 106(OL) or Intermediate Word Processing knowledge/skill.

This course is 20 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have one week to complete the course; a part-time student (12 hours per week) will have two weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately

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complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: File management, macros, newspaper and parallel columns, line draw, merging, and creating indexes and tables of content.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

- 108 (OL) Spreadsheet I (Concepts/Application) (OL)** - Beginning Accounting Spreadsheet Application; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves using the Excel or other spreadsheet software package. The students learn to enter data (utilizing basic relevant formulas), edit, save, retrieve, and print information on the spreadsheet.
- Prerequisites: Computer Keyboarding Skills 103(OL) or Basic Computer Keyboarding/Typing/Ten-key knowledge/skill.
- This course is 20 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have one week to complete the course; a part-time student (12 hours per week) will have two weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: Enter data (utilizing basic relevant formulas), edit, save, retrieve, and print information on the spreadsheet.
- Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

- 109 (OL) Spreadsheet Application II (OL)** - Intermediate Accounting Spreadsheet Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves training using the Excel software package or other spreadsheet package. Students learn the following: Advanced formulas, margins, borders, formatting values, pointing, windows, fixed titles, basic database functions and basic graphing functions.
- Prerequisites: Spreadsheet I (Concepts/Application) 108(OL) or Basic Spreadsheet knowledge/skill.
- This course is 20 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have one week to complete the course; a part-time student (12 hours per week) will have two weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy

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by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: Advanced formulas, margins, borders, formatting values, pointing, windows, fixed titles, basic database functions and basic graphing functions.

**Attendance/Participation Policy:** The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**110 (OL) Spreadsheet Application III (OL)** - Advanced Accounting Spreadsheet Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves using the Excel or other spreadsheet software package. The students learn the following: Macros, combining files, multiple worksheets, copying and moving information between multiple worksheets, advanced database functions, and advanced graphing.

**Prerequisites:** Spreadsheet Application II 109(OL) or Intermediate Spreadsheet knowledge/skill.

This course is 20 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have one week to complete the course; a part-time student (12 hours per week) will have two weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Macros, combining files, multiple worksheets, copying and moving information between multiple worksheets, advanced database functions, and advanced graphing.

**Attendance/Participation Policy:** The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**111 (OL) Database I (OL)** - Beginning Database application; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves training using the Access or other database software package. A database provides a way to retrieve specific information



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quickly from a large amount of data. A database program may be applied to inventory, accounts payable, accounts receivable, general ledger, or any large collection of data. Students learn to create, edit (including append and browse), list, print, and retrieve databases. Prerequisites: Computer Keyboarding Skills 103(OL) or Basic Computer Keyboarding/Typing/Ten-Key knowledge/skill.

This course is 20 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have one week to complete the course; a part-time student (12 hours per week) will have two weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: Create, Edit(including append and browsing), list, print and retrieve databases.)

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**112 (OL) Database II (OL)** - Intermediate Database Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves training, using the Access or other software package. Students learn the following: Modify the structure of a file, create and print basic reports, create database files with memos, indexing and sorting database files.

Prerequisites: Database I 111(OL) or Basic Database knowledge/skill. This course is 20 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have one week to complete the course; a part-time student (12 hours per week) will have two weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Modify the structure of a file, create and print basic reports, create database files with memos, indexing and sorting database files.

Attendance/Participation Policy: The student must post on the

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board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

- 113 (OL) Database III (OL)** - Advanced Database Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves training using the Access or other database software package. Students learn the following: Delete records, search (including searches for one or more specific fields), display, mathematical calculations, date commands, mailing labels, specify scopes, and queries.  
Prerequisites: Database Application II 112(OL) or Intermediate Database knowledge/skill.  
This course is 20 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have one week to complete the course; a part-time student (12 hours per week) will have two weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.  
The student learning outcome includes mastery of the following: Delete records, search (including searches for one or more specific fields), display, mathematical calculations, date commands, mailing labels, specify scopes, and queries.  
Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

- 114 (OL) Windows I (OL)** - Beginning Windows Application; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves training using the Windows Operating System. Windows, a graphical environment, offers the user new and more efficient ways to work with software applications programs. Students learn to run more than one software application at a time, switch among them and transfer information between them by using cut and paste in the Clipboard.  
Prerequisites: Computer Keyboarding Skills 108(OL) or Basic Computer Keyboarding/Typing knowledge/skill.  
This course is 20 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have one week to complete the course; a part-time student (12 hours per week) will have two weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student

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is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: To run more than one software application at a time, switch among them and transfer information between them by using cut and paste in the Clipboard.

**Attendance/Participation Policy:** The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**115(OL) Windows Application II(OL)** - Advanced Windows Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab)(1.0 Quarter Credit Hours). Students learn the following: Manage and organize files and directories using the Program Manager, create, edit and format documents, and access and apply accessories (calculator, calendar, notepad).

**Prerequisites:** Windows I 114(OL) or Basic Windows knowledge/skill. This course is 20 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have one week to complete the course; a part-time student (12 hours per week) will have two weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Manage and organize files and directories using the Program Manager, create, edit and format documents, and access and apply accessories (calculator, calendar, notepad).

**Attendance/Participation Policy:** The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**116(OL) Graphics I(OL) (Concepts/Application)** - Beginning Graphics Application: Graphs; 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab)(1.5 Quarter Credit Hours). Students learn to employ the PowerPoint software program or other graphics software program which enables the user to create, edit, save, retrieve, view and print bar and line graphs, utilizing the mouse in a structured environment.

**Prerequisites:** Computer Keyboarding Skills 103(OL) or Basic Computer

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Keyboarding/Typing knowledge/skill.

This course is 20 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have one week to complete the course; a part-time student (12 hours per week) will have two weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: Create, Edit, Save, Retrieve, View and Print bar and line graphs, utilizing the mouse in a structured environment.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**117(OL) Graphics Application II(OL)** - Intermediate Graphics Application; 20 Clock Hours (5 Clock Hours Lecture, 15 Clock Hours Lab)(1.0 Quarter Credit Hours. Students learn the following: Pie graphs, organizational charts, bulletins, and other forms of desktop publishing, using the mouse in a structured environment.

Prerequisites: Graphics I (Concepts/Application) 116(OL) or Basic Graphics knowledge/skill.

This course is 20 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have one week to complete the course; a part-time student (12 hours per week) will have two weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Pie Graphs, organizational charts, bulletins, and other forms of desktop publishing, using the mouse in a structured environment. Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**118(OL) Graphics Application III(OL)** - Advanced Graphics Application; 20 Clock

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Hours (5 Clock Hours Lecture, 15 Clock Hours Lab) (1.0 Quarter Credit Hours). Lab involves training using the PowerPoint or other graphics software package. Students learn the following: Multiple charts, slide show presentations, picture/symbol publications, and use of mouse in freehand drawings.

Prerequisites: Graphics Application II 117(OL) or Intermediate Graphics knowledge/skill.

This course is 20 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have one week to complete the course; a part-time student (12 hours per week) will have two weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Multiple charts, slide show presentations, picture/symbol publications, and use of mouse in freehand drawings.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

- 119 (OL) Letter Composition (OL)** - Composition of business letters; 40 Clock Hours (20 Clock Hours Lecture, 20 Clock Hours Lab) (3.0 Quarter Credit Hours). This course is designed to teach the students to compose business letters. First, the student reviews punctuation, clauses, phrases, and correct sentence structure. Then letters are composed involving subjects ordinarily used in the business field. The student strives to be brief and concise without being blunt. Spelling and vocabulary exercises are given throughout the course. The letters are typed on a word processing program.
- Prerequisites: WP Application III 107(OL) or Intermediate Typing/Computer Keyboarding knowledge/skill.
- This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have two weeks to complete the course; a part-time student (12 hours per week) will have four weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the

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course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Business Letters, punctuation, clauses, phrases, and correct sentence structure. Then letters are composed involving subjects ordinarily used in the business field. The student strives to be brief and concise without being blunt.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**120 (OL) Shorthand I (OL)** - Beginning Gregg Shorthand; 40 Clock Hours (20 Clock Hours Lecture, 20 Clock Hours Lab) (3.0 Quarter Credit Hours). Theory presentation including word beginnings, word endings, and brief forms. Students learn to read, copy and take familiar dictation (one and two minutes in duration). This book will be mailed to the student. Emphasis is placed on a thorough foundation of theory knowledge in preparation for intermediate shorthand. Prerequisites: WP Application III 105(OL) or Advanced Word Processing knowledge/skill or Typing/Keyboarding knowledge/skill.

This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have two weeks to complete the course; a part-time student (12 hours per week) will have four weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Word beginnings, word endings, and brief forms. Read, copy, and take familiar dictation (one and two minutes in duration).

Emphasis is placed on a thorough foundation of theory knowledge in preparation for intermediate shorthand.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**121 (OL) Shorthand II (OL)** - Intermediate Gregg Shorthand; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Review of theory principles, including word beginnings, word endings, and brief forms. Speed building (considering student readiness) is addressed. Shorthand phrasing is utilized in practice drills.

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Familiar dictation of three and five minutes duration is begun; unfamiliar dictation of one and two minutes is introduced. Transcription on is introduced. Students are made aware of proper spelling and punctuation.

Prerequisites: Shorthand I 120(OL) or mastery of Gregg Shorthand Theory and WP Application III 113(OL) or Advanced Word Processing knowledge/skill or Intermediate Typing/Keyboarding knowledge/skill. This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have two weeks to complete the course; a part-time student (12 hours per week) will have four weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Review of theory principles, including word beginnings, word endings, and brief forms. Speed building (considering student readiness). Shorthand phrasing, familiar dictations of three and five minutes duration is begun; unfamiliar dictation of one and two minutes is introduced. Transcription is introduced, students are made aware of proper spelling and punctuation.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**122 (OL) Shorthand III (OL)** - Advanced Gregg Shorthand; 60 Clock Hours (10 Clock Hours Lecture, 50 Clock Hours Lab) (3.5 Quarter Credit Hours). Advanced speed building and transcription is begun. Unfamiliar dictation of three and five minutes duration is stressed. Mailable letters are dictated and transcribed. Proper punctuation and spelling is expected. Prerequisites: Shorthand II 121(OL) or mastery of Intermediate Gregg Shorthand and WP Application III 107(OL) or Advanced Word Processing knowledge/skill or Intermediate Typing/Keyboarding knowledge/skill. This course is 60 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 2.5 weeks to complete the course; a part-time student (12 hours per week) will have five weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A"

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and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Advanced speed building and transcription. Unfamiliar dictation of three and five minutes duration. Mailable letters are dictated and transcribed. Proper punctuation and spelling.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**123 (OL) Machine Transcription (OL)** - 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Students transcribe mailable correspondence from voice dictation. Documents from several fields (business, legal, and medical) are employed.

Prerequisites: WP Application III 107(OL) or Advanced Word Processing knowledge/skill.

This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 1.5 weeks to complete the course; a part-time student (12 hours per week) will have three weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Transcribe mailable correspondence from voice dictation. Documents from several fields (business, legal, and medical) are employed.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**124 (OL) Office Procedures (OL)** - Secretarial Office Procedures; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). This course is designed to incorporate the skills and techniques the student has learned thus far into a cohesive working setting. This book will be mailed to the students. The students will employ skills which includes: office-style dictation, transcription, communications, including e-mail, telephone via internet, records management, preparing expense reports, and planning itineraries.

Prerequisites: Shorthand III 122(OL) or Advanced Shorthand



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knowledge/skill, Machine Transcription 123(OL) or Machine Dictation knowledge/skill.

This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have two weeks to complete the course; a part-time student (12 hours per week) will have three weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Office-Style dictation, transcription, communications, including e-mail, telephone via internet, records management, preparing expense reports, and planning itineraries.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**125 (OL) Anatomy (OL)** - Introduction to Human Anatomy and Physiology; 40 Clock Hours (20 Clock Hours Lecture, 20 Clock Hours Lab) (3.0 Quarter Credit Hours). Lab involves use of an anatomy coloring and labeling, which includes a colored graphic-design reference textbook. The textbook will be mailed to the student. The categories which are covered are studied with especial attention as to how they relate to medical transcription (definitions, spelling, and location of body parts. Prerequisites: None

This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have two weeks to complete the course; a part-time student (12 hours per week) will have four weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Anatomy coloring and labeling, which includes a colored graphic-design reference textbook. The categories which are covered are

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studied with especial attention as to how they relate to medical transcription (definitions, spelling, and location of body parts).

**Attendance/Participation Policy:** The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**126(OL) Internet I (Concepts/Applications) (OL)** - Beginning Internet; 30 Clock Hours (15 Clock Hours Lecture, 15 Clock Hours Lab) (2.0 Quarter Credit Hours). Topics covered: Electronic Mail, (including filtering junk e-mail), basic features of a web browser, domain name and classification, IP address, web site address, e-mail attachments, and intranet. Prerequisites: Windows I 114(OL) or basic Windows knowledge/skill. This course is 30 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 1.5 weeks to complete the course; a part-time student (12 hours per week) will have three weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: Electronic Mail, (including filtering junk e-mail), basic features of a web browser, domain name and classification, IP address, web site address, e-mail attachments, and intranet. **Attendance/Participation Policy:** The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**127(OL) Internet Application II (OL)** - Intermediate/Advanced Internet Application; 30 Clock Hours (15 Clock Hours Lecture, 15 Clock Hours Lab) (2.0 Quarter Credit Hours). Topics included: Search engines (including basic, intermediate, and advanced commands of various search engines), bookmarks, locating another's e-mail address, off-line browsing, and electronic signatures. Prerequisites: Internet I 126(OL) or basic Internet knowledge/skill. This course is 30 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 1.5 weeks to complete the course; a part-time student (12 hours per week) will have three weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the

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course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: Search engines (including basic, intermediate, and advanced commands of various search engines), bookmarks, locating another's e-mail address, off-line browsing, and electronic signatures.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**128 (OL) Web Page Design I (Concepts/Applications) (OL)** - Beginning Web Page Design; 25 Clock Hours (10 Clock Hours Lecture, 15 Clock Hours Lab) (1.5 Quarter Credit Hours). Students explore and design basic home pages (including tables, text, and hyperlinks), and customer feedback forms, add graphic images, scrolling text, animation, and background sound to home pages, and create an entirely new web design.

Prerequisites: Internet II 127(OL) or advanced Internet Applications knowledge/skill, and WP Application III 107(OL) or advanced word processing knowledge/skill.

This course is 30 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 1.5 weeks to complete the course; a part-time student (12 hours per week) will have three weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: Explore and design basic home pages (including tables, text, and hyperlinks), and customer feedback forms, add graphic images, scrolling text, animation, and background sound to home pages, and create an entirely new web design.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**129 (OL) Web Page Design Application II (OL)** - Intermediate Web Page Design; 25 Clock Hours (10 Clock Hours Lecture, 15 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer using graphic and spreadsheet programs. Students create new presentations (including text and slides), apply design templates and save as a web page, insert graphics, movies, sounds, hyperlinks, animation effects, and create access buttons; create worksheets and charts, then save the worksheet as a web page.

Prerequisites: Web Page Design I 128(OL) or Basic Web Page Design knowledge/skill, Graphics Application III 118(OL) or advanced graphics knowledge/skill, and Spreadsheet Application III 110(OL) or advanced spreadsheet knowledge/skill.

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This course is 25 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 1.5 weeks to complete the course; a part-time student (12 hours per week) will have three weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Creating new presentations (including text and slides), apply design templates and save as a web page, insert graphics, movies, sounds, hyperlinks, animation effects, and create access buttons; create worksheets and charts, then save the worksheet as a web page.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**130 (OL) Web Page Design Application III (OL)** - Advanced Web Page Design; 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer using a database program. Topics covered: Export tables and reports as HTML documents and insert hyperlinks, create data access pages and add records to a database, create group data access pages and create a complete web site using a word processing program, a spreadsheet program, a graphics program and a database program. Prerequisites: Web Page Design Application II 129(OL) or Intermediate Web Page Design knowledge/skill, Graphics Application III 118(OL) or advanced graphics knowledge/skill, Spreadsheet Application III 110(OL) or advanced spreadsheet knowledge/skill, WP Application III 107(OL) or advanced word processing knowledge/skill and Database Application III 113(OL) or advanced database knowledge/skill.

This course is 30 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 1.5 weeks to complete the course; a part-time student (12 hours per week) will have three weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately

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complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Export tables and reports as HTML documents and insert hyperlinks, create data access pages and add records to a database, create group data access pages and create a complete Web Site using a Word Processing Program, a spreadsheet program, a graphics program and a database program.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**131 (OL) General Drafting I (OL)** - Beginning Mechanical Drawing; 60 Clock Hours (20 Clock Hours Lecture, 40 Clock Hours Lab) (4.0 Quarter Credit Hours). This course will include the use and care of drafting equipment, lettering, applied geometry, orthographic drawing and sketching, and pictorial drawing and sketching.

Prerequisites: None

This course is 60 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 2.5 weeks to complete the course; a part-time student (12 hours per week) will have five weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: The use and care of drafting equipment, lettering, applied geometry, orthographic drawing and sketching, and pictorial drawing and sketching.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**132 (OL) General Drafting II (OL)** - Intermediate Mechanical Drawing; 60 Clock Hours (10 Clock Hours Lecture, 50 Clock Hours Lab) (3.5 Quarter Credit Hours). This course will include: auxiliaries, sections and conventions, intersections and developments, principles of two-dimensional drawings (along with dimensions and notes), principles of pictorial drawings (including perspective and isometric drawings). Prerequisites: General Drafting I 131(OL) or Basic Mechanical Drawing knowledge/skill.

This course is 60 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 2.5 weeks to complete the course; a part-time student (12 hours per week) will have five weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course

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is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: Auxiliaries, sections and conventions, intersections, and developments, principles of two-dimensional drawings (along with dimensions and notes), principles of pictorial drawings (including perspective and isometric drawings).

**Attendance/Participation Policy:** The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**133 (OL) General Drafting III (OL)** - Advanced Mechanical Drawing; 60 Clock Hours (10 Clock Hours Lecture, 50 Clock Hours Lab) (3.5 Quarter Credit Hours). This course will include: Working drawings, charts, graphs and diagrams, jigs and fixtures, and drawings of welded parts, gears and cams.

**Prerequisites:** General Drafting II 132(OL) or Intermediate Mechanical Drawing knowledge/skill.

**This course is 60 clock hours in length.** From the date this course is assigned, a full-time student (24 hours per week) will have 2.5 weeks to complete the course; a part-time student (12 hours per week) will have five weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

**The student learning outcome** includes mastery of the following: Working drawings, charts, graphs and diagrams, jigs and fixtures and drawings of welded part, gears and cams.

**Attendance/Participation Policy:** The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**134 (OL) Personal Interviewing Skills (OL)** - 20 Clock Hours (10 Clock Hours Lecture, 10 Clock Hours Lab) (1.5 Quarter Credit Hours). Personal grooming and presentation of oneself will be addressed. Students will complete sample application forms and prepare a resume and cover letter (letter of application).

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Prerequisites: Computer Keyboarding Skills 103, WP Application III 107 or Word Processing Intermediate knowledge/skill.

This course is 20 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have one week to complete the course; a part-time student (12 hours per week) will have two weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: Personal grooming and presentation of oneself will be addressed. Students will complete sample application forms and prepare a resume and cover letter (letter of application).

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**135 (OL) Medical Terminology I (OL) - Building a Medical Vocabulary; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours).** Lab involves text/workbook assignments on a CD associated with a textbook. This text/workbook and CD will be mailed to the student. Students study the more difficult terminology relevant to 13 different medical branches or specialties, including body structure, the blood and other body fluids, the circulatory and lymphatic systems, the respiratory system and the digestive system. The student will listen to the pronunciation of terminology; the workbook contains an explanation of each specialty along with definitions and visual images of anatomical parts associated with the particular specialty. The student will complete exercises to evaluate mastery of each specialty to determine readiness to proceed to the next chapter.

Prerequisites: Computer Keyboarding Skills I 101, or Basic Computer Keyboarding/Typing Skill/Knowledge, Anatomy 125(OL) or Basic Anatomy Knowledge/Skill.

**\*\*\*NOTE\*\*\* Anatomy 125(OL) is NOT a prerequisite for a student enrolled in the Legal Secretary Program.**

This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have two weeks to complete the course; a part-time student (12 hours per week) will have four weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately

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complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: The more difficult terminology relevant to 13 different medical branches or specialties, including body structure, the blood and other body fluids, the circulatory and lymphatic systems, the respiratory system and the digestive system. Pronunciation of terminology; workbook contains an explanation of each specialty along with definitions and visual images of anatomical parts associated with the particular specialty. Student will complete exercises to evaluate mastery of each specialty to determine readiness to proceed to the next chapter.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**136(OL) Medical Terminology II(OL)** - Building a Medical Vocabulary; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves text/workbook assignments and transcription of medical definitions. Continuation of Medical Terminology I including the following specialties: the urinary system, the reproductive system, the muscular and skeleton system, the nervous system and psychological disorders, the integumentary system, and the endocrine system.

Prerequisites: Medical Terminology I 135(OL)

This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have two weeks to complete the course; a part-time student (12 hours per week) will have four weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Continuation of Medical Terminology I including the following specialties: the urinary system, the reproductive system, the muscular and skeleton system, the nervous system and psychological disorders, the integumentary system, and the endocrine system.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.



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- 137 (OL) Architectural Drafting I (OL)** - Beginning Architectural Drafting; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves drafting applications including the following: Building procedures, drawing presentations, foundation plans, floor plans, drawing symbols and dimension placement. Prerequisites: General Drafting III 133 (OL) or Advanced General Drafting knowledge/skill.
- This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have two weeks to complete the course; a part-time student (12 hours per week) will have four weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: Building procedures, drawing presentations, foundation plans, floor plans, drawing symbols and dimension placement.
- Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.
- 138 (OL) Architectural Drafting II (OL)** - Advanced Architectural Drafting; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves drafting applications including the following: Complete set of plans including working drawings, foundation plans, floor plans, roof plans, section plans, elevation plans, cabinet plans, and bill of materials. Prerequisites: Architectural Drafting I 137 or Basic Architectural Drafting knowledge/skill.
- This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have two weeks to complete the course; a part-time student (12 hours per week) will have four weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: Complete set of plans including working drawings, foundations plans, floor plans, roof plans, section plans, elevation plans, cabinet plans, and bill of materials.
- Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other

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students. This meets the requirement of students talking with other students and the instructor.

- 139 (OL) Steel Structural Drafting(OL)** - 40 Clock Hours (10 Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves drafting applications including the following: Steel structural symbols, structural steel shapes, detailing practices, and dimensioning practices.  
Prerequisites: Architectural Drafting II 138(OL) or Advanced Architectural Drafting knowledge/skill.  
This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have two weeks to complete the course; a part-time student (12 hours per week) will have four weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: Steel structural symbols, structural steel shapes, detailing practices, and dimensioning practices.  
Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.
- 140 (OL) Pipe Drafting(OL)** - 40 Clock Hours (10 Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves drafting applications including the following: Pipe fittings and symbols, two-dimensional diagrammatic pipe drawings, pictorial diagrammatic pipe drawings, and dimensioning practices.  
Prerequisites: Architectural Drafting II 138(OL), Advanced Architectural Drafting knowledge/skill, or Advanced Pipe Fitter knowledge/skill.  
This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have two weeks to complete the course; a part-time student (12 hours per week) will have four weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: Pipe fittings and symbols, two-dimensional diagrammatic pipe drawings, pictorial diagrammatic pipe drawings, and dimensioning practices.  
Attendance/Participation Policy: The student must post on the board

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each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**141 (OL) Electrical Drafting (OL)** - 40 Clock Hours (10 Hours, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves drafting applications including the following: Electrical symbols, schematic diagram drawings, printed circuit drawings, and contractor electrical drawings. Prerequisites: Architectural Drafting II 138(OL), Architectural Drafting knowledge/skill, or Advanced Electrical knowledge/skill. This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have two weeks to complete the course; a part-time student (12 hours per week) will have four weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: Electrical symbols, schematic diagram drawings, printed circuit drawings, and contractor electrical drawings. Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**142 (OL) Topographical Drafting (OL)** - 40 Clock Hours (10 Hours, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves drafting Applications including topographical symbols, plat drawings, contour map drawings, profile drawings, and dimensioning practices. Prerequisites: Architectural Drafting II 138(OL) or Advanced Architectural Drafting knowledge/skill. This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have two weeks to complete the course; a part-time student (12 hours per week) will have four weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: Drafting Applications including topographical symbols, plat drawings, contour map drawings, profile drawings, and dimensioning practices. Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the

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student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**143 (OL) CAD I (OL)** - Beginning Computer Aided Drafting; 60 Clock Hours (20 Clock Hours Lecture, 40 Clock Hours Lab) (4.0 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer. This course includes the following: Structure of the CAD program and creating and editing two-dimensional drawings with dimensions and notes.

Prerequisites: General Drafting I 131(OL) or Mechanical Drawing knowledge/ skill, and Computer Keyboarding Skills 101(OL) or Basic Keyboarding knowledge/skill.

This course is 60 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 2.5 weeks to complete the course; a part-time student (12 hours per week) will have five weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Structure of the CAD program and creating and editing two-dimensional drawings with dimensions and notes.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**144 (OL) CAD II (OL)** - Intermediate Computer Aided Drafting; 60 Clock Hours (10 Clock Hours Lecture/Worksheets, 50 Clock Hours Lab) (3.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer. This course includes the following: Advanced features in modifying and editing single objects and group objects, creating libraries of symbols, and copying, moving, mirroring, layering, scaling, and plotting hard copies using a printer and plotter.

Prerequisites: CAD I 143(OL) or Basic CAD knowledge/skill.

This course is 60 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 2.5 weeks to complete the course; a part-time student (12 hours per week) will have five weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following:

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Advanced features in modifying and editing single objects and group objects, creating libraries of symbols, and copying, moving, mirroring, layering, scaling, and plotting hard copies using a printer and plotter.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

- 145 (OL) CAD III (OL)** - Advanced Computer Aided Drafting; 60 Clock Hours (10 Clock Hours Lecture/Worksheets, 50 Clock Hours Lab) (3.5 Quarter Credit Hours). Lab involves hands-on training on the IBM or IBM Compatible Computer. This course includes the following: Creating and modifying isometric drawings and applying CAD's 3D capability of creating three dimensional drawings.
- Prerequisites: CAD II 144(OL) or Intermediate CAD knowledge/skill. This course is 60 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 2.5 weeks to complete the course; a part-time student (12 hours per week) will have five weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam. The student learning outcome includes mastery of the following: Creating and modifying isometric drawings and applying CAD's 3D capability of creating three dimensional drawings.
- Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

- 146 (OL) Medical Transcription I (OL)** - Transcription of medical reports; 40 Clock Hours (10 Clock Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Once the student is familiar with the terms presented in Medical Terminology I & II 135 & 136, he/she will transcribe dictation of medical reports, such as history and physical examination reports, operative records, discharge summaries, radiology reports, pathology reports, death summaries, and autopsy reports. This book will be mailed to the student. The student will transcribe the dictation on a word processing program. The electronic files will be examined for proper spelling, punctuation, grammar, correct terminology, and medical format.
- Prerequisites: Medical Terminology II 136(OL). This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have two weeks to complete the course; a part-time student (12 hours per week) will have four weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the

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student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Transcribe dictation of medical reports, such as history and physical examination reports, operative reports, discharge summaries, radiology reports, pathology reports, death summaries, and autopsy reports. Student will transcribe the dictation on a word processing program. The electronic files will be examined for proper spelling, punctuation, grammar, correct terminology, and medical format.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**147 (OL) Medical Transcription II (OL)** - Transcription of medical reports; 40 Clock Hours (5 Clock Hours Lecture, 35 Clock Hours Lab) (2.0 Quarter Credit Hours). Upon completion of Medical Transcription I 146, the student will transcribe material of increasingly difficult medical terminology. The student will transcribe the dictation on a word processing program. The electronic files will be examined for proper spelling, punctuation, and grammar, as well as correct terminology and medical format.

Prerequisites: Medical Transcription I 146(OL).

This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have two weeks to complete the course; a part-time student (12 hours per week) will have four weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Transcribe material of increasingly difficult medical terminology. Student will transcribe the dictation on a word processing program. The electronic files will be examined for proper spelling, punctuation, and grammar, as well as correct terminology and medical format.

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Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**148(OL) Medical Office Procedures I(OL)** - 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). The following skills will be studied and will employ the use of a computerized medical database/ accounting software program: appointment scheduling, methods for collecting payment, insurance processing, diagnostic coding, and new patient entries. This book and CD will be mailed to the student.

Prerequisites: Medical Terminology II 136(OL).

This course is 30 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 1.5 weeks to complete the course; a part-time student (12 hours per week) will have three weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Appointment scheduling, methods for collecting payments, insurance processing, diagnostic coding, and new patient entries. Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**149(OL) Medical Office Procedures II(OL)** - 30 Clock Hours (5 Clock Hours Lecture, 25 Clock Hours Lab) (1.5 Quarter Credit Hours). Continuation of Medical Office Procedures I 148. The following skills will employ the use of a computerized medical database/accounting software program: retrieving and posting patient accounts, posting ailment details, printing daily reports, patient billing, unique payments, and preparing financial reports. This book and CD will be mailed to the student.

Prerequisites: Medical Office Procedures I 148(OL).

This course is 30 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 1.5 weeks to complete the course; a part-time student (12 hours per week) will have three weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified

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and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Retrieving and posting patient accounts, posting ailment details, printing daily reports, patient billing, unique payments, and preparing financial reports.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**150 (OL) Recordkeeping (OL)** - General recordkeeping; 40 Clock Hours (10 Hours Lecture, 30 Clock Hours Lab) (2.5 Quarter Credit Hours). Students read chapters, answer study questions, and compute figures (using a computer calculator) and enter data on instructional or financial management computer programs. This book and CD will be mailed to the student. Prerequisites/Corequisites: Computer Keyboarding Skills 103(OL) or Basic Computer Keyboarding knowledge/skill.

This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have two weeks to complete the course; a part-time student (12 hours per week) will have four weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Read chapters, answer study questions, and compute figures (using a computer calculator) and enter data on instructional or financial management computer programs.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**151 (OL) Legal Terminology and Transcription I (OL)** - 40 Clock Hours (10 Clock Hours Lecture, 35 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves textbook/workbook assignments of legal terminology, definitions, and proper usage. Students are evaluated on these terms to determine readiness to proceed to the transcription of documents



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employing these terms; a CD containing this dictation is issued with the text. This book and CD will be mailed to the student. Legal terms and dictation are from the following legal fields: courts and legal systems, general law, pretrial litigation, trial and procedure litigation, civil actions, criminal law, probate, real property, contracts and leases, domestic relations, and commercial paper. The computerized files will be examined for proper spelling, punctuation, and grammar, as well as correct terminology.

Prerequisites: Computer Keyboarding Skills I 101(OL), or Basic Typing Skill/Knowledge, WP Application III 107(OL) or advanced word processing knowledge/skill, and Medical Terminology I 135(OL).

This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have two weeks to complete the course; a part-time student (12 hours per week) will have four weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Terms to determine readiness to proceed to the transcription of documents employing these terms; a CD containing this dictation is issued with the text. Legal terms and dictation are from the following legal fields: courts and legal systems, general law, pretrial litigation, trial and procedure litigation, civil actions, criminal law, probate, real property, contracts and leases, domestic relations, and commercial paper. The computerized files will be examined for proper spelling, punctuation, and grammar, as well as correct terminology.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**152 (OL) Legal Terminology and Transcription II (OL)** - 40 Clock Hours (10 Clock Hours Lecture, 35 Clock Hours Lab) (2.5 Quarter Credit Hours). Lab involves continuation of textbook/workbook assignments of legal terminology, definitions, and proper usage. Students are evaluated as they are in Legal Terminology and Transcription I before proceeding to the transcription. Legal terms and dictation include the following legal fields: bankruptcy, agency, equity, personal injury litigation, mechanics lien, credit, collection and default management, change of venue, and mortgage foreclosure. The computerized file will be examined for proper spelling, punctuation, and grammar, as well as correct terminology.

Prerequisites: Legal Terminology and Transcription I 151(OL).

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This course is 40 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have two weeks to complete the course; a part-time student (12 hours per week) will have four weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Legal terms and dictation include the following legal fields: bankruptcy, agency, equity, personal injury litigation, mechanics lien, credit, collection and default management, change of venue, and mortgage foreclosure.

Attendance/Participation Policy: The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

**153(OL) Legal Office Procedures I(OL)** - 30 Clock Hours (5 Lecture, 25 Lab) (1.5 Quarter Credit Hours). The purpose of this course: to correlate those skills obtained in the previous required courses, plus the addition of new skills, into a cohesive legal office setting. This book and CD will be mailed to the student. The following subjects will be covered: Filing and records management, telephone/office etiquette, mail processing, preparation and maintenance of up-to-date calendar, word processing log, and office-style dictation and transcription (shorthand and computer).

Prerequisites: Legal Terminology and Transcription II 152(OL)  
This course is 30 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 1.5 weeks to complete the course; a part-time student (12 hours per week) will have three weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Filing and records management, telephone/office etiquette, mail

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processing, preparation and maintenance of up-to-date calendar, word processing log, and office-style dictation and transcription (shorthand and machine).

**Attendance/Participation Policy:** The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

### **154 (OL) Legal Office Procedures II (OL) - 30 Clock Hours (5 Lecture, 25 Lab) (1.5**

Quarter Credit Hours). Continuation of Legal Office Procedures I. This course includes: preparation of client billing sheets, income and expense reports, payroll, and legal documents with special attention given to document assembly, and form documents. In addition, the students will provide daily schedules, including client interviews and court dates and filing deadlines. A template diskette is supplied with the workbook which contains form documents used in most legal offices. Application of this diskette along with form documents created by the students greatly decreases repetitive typing.

**Prerequisites:** Legal Office Procedures I 153(OL).

This course is 30 clock hours in length. From the date this course is assigned, a full-time student (24 hours per week) will have 1.5 weeks to complete the course; a part-time student (12 hours per week) will have three weeks to complete the course. The student may have extra time, if needed, to complete the course. As each lesson in the course is completed and posted by the student, it will be reviewed for accuracy by an instructor. If the assignment needs to be corrected, the student is notified and proceeds with the correction. The corrected assignment is posted again and reviewed by the instructor. When the assignment is completed and is accurate, the student is given the grade of "A" and may proceed to the next assignment. The last lesson in the course is the exam and, again, the student must accurately complete the assignment. The student will be given the grade of "A" for the exam.

The student learning outcome includes mastery of the following: Preparation of client billing sheets, income and expense reports, payroll, and legal documents with special attention given to document assembly, and form documents. Students will provide daily schedules, including client interviews and court dates and filing deadlines. A template diskette is supplied with the workbook which contains form documents used in most legal offices. Application of this diskette along with form documents created by the students greatly decreases repetitive typing.

**Attendance/Participation Policy:** The student must post on the board each day on the Official Roll Call Thread. This signals that the student is present at that moment to talk with instructors and other students. This meets the requirement of students talking with other students and the instructor.

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**POLICIES AND PROCEDURES TO RESOLVE STUDENT GRIEVANCES/COMPLAINTS**

If a student has a problem, he/she should discuss it with the instructor. If the response is not satisfactory, the student should then talk with the director. If the response is again not satisfactory, the student may address the unresolved complaint to the:

Career Schools and Colleges  
Texas Workforce Commission  
101 East 15th Street  
Austin, Texas 78778-0001  
(512) 936-3100

Questions concerning accreditation may be addressed to the:

Council on Occupational Education  
41 Perimeter Center East, NE, Suite 640  
Atlanta, GA 30346  
(770) 396-3898

**APPROVAL STATEMENT**

**Approved and regulated by Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.**

**Accredited by the Accrediting Commission of the Council on Occupational Education effective October 1, 1997.**

**THE INFORMATION CONTAINED IN THIS CATALOG/ADDENDUM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

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(signature)