

# DOMINICAN INTERNATIONAL INSTITUTE



**2015-2016**

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## **COURSE DESCRIPTIONS**

SCHOOL OF BUSINESS  
SCHOOL OF ARTS, HUMANITIES & SOCIAL SCIENCES  
SCHOOL OF LANGUAGES & CULTURES  
SCHOOL OF HEALTH & MEDICINE

**41800 Hayes Road, Clinton Township, Michigan 48038**

Tel. 248-822-6000

Tel. 586-573-7300

[dominicaninternationalinstitute@yahoo.com](mailto:dominicaninternationalinstitute@yahoo.com)

## School of Business

**BUS 101..... Introduction to Business.....45 clock hours**

*Prerequisite: None*

This introductory course is designed for someone who has never been in business but aspires to become self-employed. The focus is on analyzing your own strengths & weaknesses, business acumen, knowledge of the product or service, the market, business structure, financial, legal, social responsibilities, developing marketing plan, employment laws and all other aspects of business start-up.

**BUS 102.....Introduction to Accounting.....45 clock hours**

*Prerequisite: None*

This introductory course in **Accounting & Book Keeping** covers accounting terminology, forms, system including assets, liabilities, owner's equity, revenue, expenses, profit & loss statement.

**BUS 103.....Introduction to Marketing.....45 clock hours**

*Prerequisite: None*

This basic marketing course involves concepts of economics, marketing, salesmanship, advertising & promotion, distribution, financing, public relations, and effective communication.

**BUS 104.....Writing a Successful Business Plan.....45 clock hours**

*Prerequisite: BUS 101, 102 & 103*

The course will help you achieve your goals by analyzing, evaluating & defining your ideas. A good business plan is a road-map, not only for yourself but also for your potential investors, banker, clients, suppliers, etc. who will make decisions to support your project or decline.

**BUS 105.....Fundamentals of Management.....45 clock hours**

*Prerequisite: BUS 101*

The goal of this course is to understand the manager's job, the environment of organizations, the process of planning, organizing, leading and controlling and the tools required for effective management & decision making.

**BUS 106.....Successful Retail Business.....45 clock hours**

*Prerequisite: None*

This introductory course in retailing takes the student through the process of setting up the business, types of retailing, making a plan, legal & finance issues, operations, design & inventory, pricing, human resources, marketing, customer service, risk management and planning for the future.

**BUS 107.....Operating A Small Business.....45 clock hours**

This course covers the whole process of how to set-up a small business, including home or internet-based, direct selling, mail-order, vending machines or specialty retailing. The topics include, financing, ownership and organizational structure, marketing, cash flow, profits, tax issues, public relations and much more.

**BUS 108.....Effective Salesmanship.....45 clock hours**

*Prerequisite: None*

The course will teach you the effective and proven techniques used in selling your product or service, including the psychology of the buyer, dos and don'ts and how to close a deal. This program can be very beneficial for any type of sales profession, including Real Estate, Insurance, Auto or selling any type of product or service.

**BUS 109.....Introduction to Importing.....45 clock hours**

This basic importing programs all aspects of marketing, research, products or services as well as channels of distribution, costing, competitive advantage, financing, etc.

**BUS 110.....Introduction to Exporting.....45 clock hours**

This basic exporting course includes all aspects of marketing, research, products or services as well as channels of distribution, costing, competitive advantage, financing, etc. concerning export, opportunities as an export agent, support available from the governments, national and international banks, risk factors, and lots more.

**BUS 120.....Introduction to Office Administration.....45 clock hours**

This basic office administration course includes all aspects of operating an efficient office, designing information system, filing systems, record-keeping, effective handling of telephone, reception & effective communication.

- BUS 122.....MedicalOffice Administration.....45 clock hours**  
*Prerequisite: BUS-120*  
 This basic office administration course includes all aspects of operating an efficient office, designing information system, filing systems, record-keeping, effective handling of telephone, reception & effective communication.
- BUS 125.....Principles of Accounting-1.....45 clock hours**  
 This accounting course is designed to familiarize the student with the basic principles of accounting and train the student for a career in accounting and/or business administration.
- BUS 126.....Principles of Accounting-2.....45 clock hours**  
*Prerequisite: BUS-125*  
 This course builds on the foundation established in course BUS-125, and acquaints the student with the practice and application of accounting procedures.
- BUS 130.....Accounting – Spreadsheet Application.....45 clock hours**
- BUS-135.....Computerized Accounting – Peachtree.....45 clock hours**
- BUS-136.....Computerized Accounting – Quickbooks.....45 clock hours**
- BUS-150.....Intermediate Accounting-1.....45 clock hours**
- BUS 201.....Marketing Management.....45 clock hours**  
*Prerequisite: BUS 103*  
 This basic marketing course involves concepts of economics, marketing, salesmanship, advertising & promotion, distribution, financing, public relations, and effective communication.
- BUS 202.....Introductionto Event Management.....3 credits.....45 clock hours**  
 Students will develop the basic skills required for an effective, team-based approach to project management (e.g. collaboration, delegation of roles based on individual expectation, including the challenges and advantages of working in a culturally and socially diverse workplace.
- BUS 203.....Categories & Types of Events.....45 clock hours**  
 Events can be classified into several broad categories based on their purpose and objectives. This programs will cover leisure, cultural, personal and organizational – events and how each differs from the other in terms of event management skills.
- BUS 204.....Planning a Successful Event .....45 clock hours**  
*Prerequisite: BUS-202*  
 Event management involves studying the intricacies of the brand, identifying the target audience, devising the event concept, planning the logistics and coordinating the technical aspect before actually executing the modalities of the proposed event.
- BUS 205..... Independent Studies in Event Management.....45 clock hours**  
*Prerequisite: BUS 103 & BUS-202*  
 This course allows the student to pursue independent studies in any or various aspects of event management
- BUS 206.....Successfully Marketing Your Event .....45 clock hours**  
*Prerequisite: BUS 103, 202&204*  
 Marketing of an event requires special knowledge and skills. This in-depth course in event marketing covers various aspects of marketing and promotion of the event. What makes an event successful or what makes it fail.
- BUS 207.....The Art of Public Speaking.....45 clock hours**  
 In this course you will learn the art and science of speaking & listening, gathering material, analyzing the audience, organizing the body of the speech, outlining, language, using visual aids, and methods of persuasion.
- BUS 208.....Managing Teams.....45 clock hours**  
 This course focuses on the fundamentals of creating & building an effective team, the purpose, expectation, culture, the team dynamics and coaching teams & team members. Managing Teams will dramatically increase your chance for a smooth transition to a highly productive. The course also includes conflicts & changes and why teams fail.

**BUS 209.....Organizational Theory.....45 clock hours**

*Prerequisite: BUS 101*

This course has been designed for future leaders and manager to learn about the strategic approach to organization, the structure, design and challenges, including the global environment, information & technology, informed decision-making as well as the power and politics which play an important role in the organization.

**BUS 210.....Selling Your Services.....45 clock hours**

This goal of this course is to introduce the student to the proven techniques of selling your goods or services. Whether you are selling through the internet, by phone or in-person, this course in power prospecting, generating sales leads, making the presentation and closing the sale will help you significantly.

**BUS 211..... Introduction to International Business .....45 clock hours**

*Prerequisite: BUS 101*

This course in **International Business** focuses on the complexities of global economy, opportunities, legal, social, cultural and political environment.

**BUS 212..... Fundamentals of International Marketing.....45 clock hours**

*Prerequisite: BUS 101, BUS 201*

Fundamentals of International Marketing course cover the basics one must know before embarking on selling overseas. It includes geography, history, economics and businesses in selected countries.

**BUS 213.....Factors Influencing Success in International Markets.....45 clock hours**

By the end of this course, students will analyze the ways in which political, economic, and geographic factors influence international business, identify & describe common mistakes and evaluate factors currently affecting the international competitiveness.

**BUS 214.....Venturing Abroad.....45 clock hours**

The new borderless global economy presents many exciting challenges and opportunities for businesses. The goal of this course is to familiarize the student with the world economy, opportunities abroad & working with an agent, establishing a branch, a joint venture, antitrust factors, foreign corrupt practices act and much more.

**BUS 215.....How To Do Business with the World.....45 clock hours**

*Prerequisite: BUS 101, BUS 201*

This course covers in depth, a very specific international market, including culture, economics, business opportunities for import, export or services, laws, etc. The course is sub-divided into many areas of the world and students study each area separately; (Doing Business with Africa, Asia, the Caribbean, Europe Latin America, or the Middle East). Students can take 3-hour seminars for 15 programs covering different geographical areas.

**BUS 216.....International Economic & Trade Organizations.....45 clock hours**

*Prerequisite: none*

There are many Economic Development & Trade Organizations in the world, including NAFTA, CAFTA, BRICS, BOAO, Latin America's Trade Cartels, etc. This course covers a study of these global organizations, how it benefits certain countries and how it effects business, trade and economy of the United States.

**BUS 217.....Human Resource Management.....45 clock hours**

The course covers an understanding of procedures for hiring and training employees, the laws and regulations governing working conditions and identifying a variety of types of jobs training, such as orientation, on-the-job / off-the-job training, apprenticeship, additional education, employment opportunities, the recruiting process, etc.

**BUS 218.....Public Relations.....45 clock hours**

This public relations course covers the fundamental principles of and the role of public relations in the strategy and marketing of both, for profit and non-profit organizations.

**BUS 219..... Crisis & Conflict Management.....45 clock hours**

*Prerequisite: CCT 101*

This program explores the scientific, cultural, social theories and strategies to avoid or resolve conflicts and management of crisis within an organization, within a group or at an individual level .

- BUS 220.....Independent Studies in Business.....45 clock hours**  
Under the guidance of a faculty member, the student conducts a independent study on a subject or theory within the field of business. Approval of the school is required.
- BUS 221..... Diversity Management.....45 clock hours**  
The focus on Diversity Management program covers the complexity of supervising & managing the diversified workplace, considering the social, cultural, psychological and religious beliefs of individuals.
- BUS 222..... Destination Management.....45 clock hours**  
This course deals with marketing of the destination, for tourism, business, investment or other opportunities, including its history, geography, government, facilities, incentives, hotels, attractions, culture, etc.
- BUS 223.....Offshore Outsourcing.....45 clock hours**  
Offshore Outsourcing has become an important phenomena in the international trade practices. The goal of this course is to introduce to the student the fundamentals of offshore outsourcing, the benefits and the disadvantages, the political, social & cultural aspects of offshore outsourcing and how it is change the global economy.
- BUS 224.....Budget & Financial Management for Event Planners.....45 clock hours**  
This course includes all the financial aspect of events or meeting planning.
- BUS 225.....Catering & Hospitality for Events.....45 clock hours**  
This course is designed to meet the needs of the event manager who represents the client, and is responsible for choosing a caterer, selecting a menu, negotiating a price, managing the event, and integrating the food & beverage preparation and service into the total event experience.
- BUS 226.....Design & Decor for Events.....45 clock hours**  
Every venue, whether plain or elaborate, provides a physical canvas on which to create an event, depending on the goal, size and budget of the event. This course deals with the creativity of designing a sensational venue.
- BUS 227.....Managing Special Event Vendors.....45 clock hours**  
How to select and partner with appropriate vendors, from an operational, logistical and tactical perspective is the focus of this course, which provides a comprehensive module.
- BUS 228.....Event Fundraising & Sponsorship.....45 clock hours**  
This course deals with the important subject of ways & means of fund-raising, which may include sponsors, supporters, advertisers or donations, etc. for the successful event.
- BUS 229.....Event Negotiation & Contracts.....45 clock hours**  
The negotiation and drafting of contracts is an essential element of event management. This course provides practical insight into the strategy and tactics of successful negotiation techniques as well as an analysis of the key elements of a well-written contract that will protect all stakeholders. Particular emphasis will be given to contracts with hotels, transportation companies and other event venues.
- BUS 230.....Event Entertainment & Production.....45 clock hours**  
Entertainment and production elements are vital to the success of any event. This course examines the basic principles of selecting, contracting & managing the same.
- BUS 231.....Managing Multicultural Events.....45 clock hours**  
Multicultural events require special skills and knowledge because every nationality has its ceremonies, rituals & traditions, great or small, religious and non-religious. The goal of this course is to understand the cultural differences
- BUS 230.....Introduction to Non-Profit Organization.....45 clock hours**  
This course provides the fundamentals of the non-profit organization, differences between for-profit & not-for-profit, how to do the research or a feasibility study before forming a non-profit, the advantages and disadvantages of a non-profit and the legal, moral and social responsibilities of the board of directors.
- BUS 231.....How to Form a Non-Profit.....45 clock hours**  
The focus of this course is to learn how a non-profit organization can be formed, including state and federal rules and requirements.

- BUS 232.....Managing a Non-profit.....45 clock hours**  
 The non-profits are managed very differently than a for-profit organization. This course delves into the differences, styles, techniques and legal requirements for operating and managing a non-profit, including financial obligations, liabilities, structural, ethical and personnel issues.
- BUS 233.....Marketing the Non-Profit.....45 clock hours**  
 Non-profit organizations are generally formed by a few concerned citizens or small special interest groups, generally for a cause. This course explores the unique problem of effectively marketing those causes or concerns to the community at large.
- BUS-235.....Independent Studies in Non-Profit.....45 clock hours**  
 Under the guidance of a faculty member, students conduct an intensive research & investigation of a topic of his/her interest, within the field of non-profit organization. A written proposal is required for approval. The independent study may require library research, interviews, and field trips, etc. A final report is required for grading.
- BUS 237.....Budgeting & Financial Management .....45 clock hours**  
 A business, whether small or large, cannot effectively survive without an appropriate budget and financial planning. This course explores various resources, development of a budget and various theories of financial planning.
- BUS-250.....Intermediate Accounting-2.....45 clock hours**
- BUS-252.....Managerial Accounting.....45 clock hours**  
 The goal of this course is to familiarize the student with general accounting procedures, including investment, long-term liabilities, cost accounting, overhead analysis, budgeting, etc.
- BUS-255.....Financial Accounting.....45 clock hours**  
 This course includes interpretation of accounting statements, reports and other financial information which can be useful in the overall financial health of the organization
- BUS-257.....Payroll Accounting.....45 clock hours**  
 Student in this course explore and examine the complexities of payroll, applicable deductions and payroll laws, rules & regulation.
- BUS-260.....Federal Tax Accounting.....45 clock hours**
- BUS-270.....State Tax Accounting.....45 clock hours**
- BUS-290.....Income Tax Preparation.....45 clock hours**  
 This course trains the student in preparation of corporate and personal income taxes, for both the state and federal government, including the software generally used, the laws regulating the tax system at both level.
- BUS-291.....Introduction to Financial Management.....45 clock hours**  
 The goal of this program is to examine the financial functions of the organization, including financial analysis, costing, budgeting and planning, short-term/long-term debt & investment strategies.
- BUS-295.....Advance Financial Management.....45 clock hours**  
 This advance financial management course builds on the knowledge acquired by the student in previous accounting & financial management courses and includes financial analysis, assets & liabilities, capital structure and investment opportunities, expansion risks & opportunities.

## School of Arts, Humanities & Social Sciences

**ART-101..... Art Appreciation & Theory .....45 clock hours**

Art appreciation is the knowledge and understanding of the universal & timeless qualities that identify all great art, from different eras, movements, styles and techniques. This course includes various theories of art appreciation.

**ART-201.....The History of Art .....45 clock hours**

The fascinating history of Arts will be explored in this course, starting with the Art of the Prehistoric Man, the Egyptian & Greek Art, followed by the Arts of the Middle Ages, The Renaissance period & the modern world.

**CAR-101.....Introduction to Career Guidance.....45 clock hours**

The course focuses on learning about various careers, the basic academic requirements, skills & knowledge needed, job opportunities, future growth and income potential. It also provides you with the training and skills to interview, listen, evaluate, examine and determine the potentials of a candidate to whom you will offer career guidance.

**COM-101.....Fundamentals of Communication Studies.....45 clock hours**

The goal of this course is to explore the many ways communication functions to create, sustain, and transform personal life, social relations, political, economic, and cultural institutions.

**COM-105.....Interpersonal Communication .....45 clock hours**

This course introduces the theory and practice of communication within an interpersonal context. Topics include self-disclosure and perception, effective listening, aspects of interpersonal relationships, and managing relationship dynamics. Emphasis is placed on helping students interact more effectively in personal, professional, and community relationships through frequent, in-class practice and interaction.

**COM-201.....Non-Verbal Communication .....45 clock hours**

Nonverbal communication is usually understood as the process of communication through sending and receiving wordless (mostly visual) messages - i.e., language is not the only source of communication. The students in this course learn about non-verbal modes of communication, including gestures, touch, body language, posture, facial expression and eye contact, etc.

**COM-210.....Group Communication .....45 clock hours**

This course provides an introduction to the concepts of small group communication. Topics include team-building, problem solving, decision-making, conflict resolution, leadership styles and roles. Emphasis is placed on strategies for becoming a better communicator in a group context.

**COM-225.....Independent Studies in Communication.....45 clock hours**

Students need to suggest a program of their personal interest to conduct an independent study within the field of communication, and seek approval and guidance from the school, before embarking on this program. A paper is required for credit.

**COM-290..... Research in Communication.....45 clock hours**

Research is considered to be the professional development journey in the field of communication. This course begins by building background knowledge of important concepts, theories & principles. The observation, examination & collection of data is then used to develop new theories, systems, procedures and programs to help improve communication. The course includes the analytical and critical thinking, scientific methods, ethical concerns and search techniques necessary for the research process

**ECO-101..... Introduction to Economics.....45 clock hours**

The goal of this course is to familiarize the student with the basic concept of economics, how it works, demand, supply & price, elasticity, behavior of the consumer & producers, competition, monopoly, cartels, labor, taxation and international trade policies, etc.

**ECO-201..... Applied Economics.....45 clock hours**

This course covers the basics of micro and macroeconomics, market failures & government intervention, taxation & public expenditure

**ECO-210..... World Economies.....45 clock hours**

The world economies are changing rapidly. This course covers the economies of the developing world, including Brazil, China, India, Indonesia, etc. and how these developing economies are re-shaping the world.

- EDU-101..... Fundamentals of Adult Learning.....45 clock hours**  
This course is designed for students who are teaching adults. It involves teaching methodologies which are effective, educational, interesting, and interactive.
- EDU-201..... Education – Theory & Practice.....45 clock hours**  
This course explores various educational theories, teaching methodologies & curriculum designs ,implementation of some of those theories, the gap which may exists in practicing some of the theories, etc.
- ETH-101..... Professional Ethics.....45 clock hours**This course examines the Professional Ethics, the principles and morals in any business or professional environment, including the ethical of the professional’s responsibility and how power and authority should be used in service to the client and society.
- ETH-102.....Ethics Around the World.....45 clock hours**  
This course explores the concept of ethics in different parts of the world. Based on American laws & principles, students will research how American ethical standards measure up to ethics in other nations, including how American ethics law apply to companies doing business around the world..
- GRN-101.....Fundamentals of Grant Writing.....45 clock hours**  
This course offers an in-depth study of writing a successful grant application, including the funding environment, grant writing challenges and components of proposals.
- HIS-101.....American History & Culture.....45 clock hours**  
The course begins with the arrival of Native Americans, followed by the arrival of pilgrims and includes the discovery and exploration, the escape from old civilizations and of the creation of new ones.
- HIS-201.....The History of the Modern World.....45 clock hours**  
The course explores the long historical processes that have created the societies in which we live and the problems with which we cope.
- MAT-101.....Math & Algebra..... 45 clock hours**  
This course provides students with an opportunity to strengthen or enhance their understanding & skills in arithmetic, algebra, geometry and trigonometry.
- SOC-101.....Introduction to Sociology.....45 clock hours**  
This course covers the basic sociological theories, paradigms and methods of social research. Topics include culture, socialization, society, groups, inequalities, global society, deviance, social class, stratification, institutions, social change, demography and racial & ethnic group relations
- SOC 102.....Social / Community Service.....45 clock hours**  
This course covers the basics of social work, listening, analyzing, interviewing & counseling individuals or groups.
- SOC 103.....Community Leadership.....45 clock hours**  
Provides opportunity for the student to acquire the skills needed in effective leadership, including political, social, educational, sports, social organizations, etc. to help the communities. The role of community leaders, ethical consideration, significant changes taking place due to increasing crime, economic turmoil & political unrest.
- SOC 104.....Community Development.....45 clock hours**  
This course focuses on the rapidly changing demography and focuses on the needs of such diversified community and how to develop a harmonious multilingual, multicultural, multiracial environment
- SOC-105..... Introduction to Counseling.....45 clock hours**  
The course include the basic concepts of counseling, human psychology, theories of counseling, counseling to children, youth, adults and senior citizens.
- SOC 106.....Human Sexuality.....45 clock hours**  
This introductory course covers the fundamental differences between the sexes and how their upbringing conceptualizes their actions, inactions, feelings and behavior.



**SOC 107.....Grief Recovery.....45 clock hours**

This course covers the basic social & cultural aspects of grief recovery and includes counseling & treatment therapies & modules.

**SOC 108.....Death & Dying.....45 clock hours**

This course explores the phenomena of life and death, where we come from, what is the purpose of life and what happens when we die.

**SOC 109.....Human Relationship.....45 clock hours**

This course delves into the rather complex and controversial subject of human relationship from social, cultural, educational and environmental aspect and analyzing various theories which have developed over a period of time.

**SOC- 201.....Systems of Society.....45 clock hours**

This course encompasses the functional systems approach and relates to the methodologies of the various areas of social sciences, including cultural, political, behavior, social & educational systems.

**SOC- 202.....Volunteer Management.....45 clock hours**

*Prerequisite: PSY-101*

This course offers an in-depth understanding & management of volunteers, including trends affecting volunteers, volunteer program planning & administration, designing & using volunteer program forms & records, selection & maintaining volunteers, etc.

**SOC- 203.....Youth Management.....45 clock hours**

The goal of this course is to provide the fundamental knowledge of development psychology, issues, concerns and various methodologies of youth management.

<b>Translator &amp; Interpreter Program</b>
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**TIP-101.....Introduction To Translation & Interpretation Profession.....45 clock hours**

Student will learn the fundamentals of the profession, dos & don't of translating & interpreting and common errors made and possible consequences of such mistakes.

**TIP-102.....The 4 Rs of Translation & Interpretation.....45 clock hours**

This course introduces to the concept of 4 Rs in this profession. The Roles, Responsibilities, Requirements & Research, which is quintessential to the profession.

**TIP-105.....The Fundamentals of Translation.....45 clock hours**

This basic course in translation offers students an overview of translation theory while providing practice with a variety of non-technical texts. Emphasis is given to rendering translations into the two languages as well as on developing the student's bilingual potential through the acquisition of vocabulary and grammar by comparing the lexicon and syntax of both languages.

**TIP-106..... Legal Translation & Interpretation.....45 clock hours**

This course further develops translation & interpretation strategies while familiarizing the student with the characteristics of legal English and the target language. This includes knowledge of specialized legal terminology and related linguistic structures so students can engage in the translation & interpretation of legal texts, documents and proceedings. Terminology research and glossary development through the use of legal bilingual dictionaries and other pertinent sources will be also be covered.

**TIP-107..... Medical Translation & Interpretation.....45 clock hours**

The goal in this course is to further develop translation & interpretation strategies while familiarizing the student with the characteristics of medical & health-related discourse in both English and the foreign language. Included is the acquisition of medical and hospital/clinic terminology and the analysis of related linguistic structures so student can engage in translating or interpreting from English into the foreign language and vice versa.

**TIP-110..... Consecutive Interpretation.....45 clock hours**

*Prerequisite: TIP-101&102*

This course builds on the foundation established in Courses TIP-101 & TIP-102 and acquaints the student with the practice and application of consecutive interpretation. Development of active listening, concentration and retention skills as well as the ability to perceive essential meaning for subsequent recall is emphasized. This course also explores basic note taking techniques and provides practice in monolateral & bilateral consecutive interpretation.

**TIP-112..... Simultaneous Interpretation.....45 clock hours**

*Prerequisite: TIP-10,102&110*

Student in this course build on the foundation established in Courses TIP-101,102 & 110. The program introduces the student to simultaneous interpretation by providing preparatory exercises such as shadowing, lagging, paraphrasing, etc. Through a variety of recorded materials, student practice the simultaneous interpretation ode so as to acquire smooth delivery techniques while forming good professional habits.

**TIP-114..... Interpretation for Deaf Person.....45 clock hours**

Interpreting for a person who is hearing-impaired is challenging, complicated and often very difficult. This course will delve into the concepts and theories of how one can cope with this challenge.

**TIP-115..... Interpretation for Elderly.....45 clock hours**

With declining memory, incoherent speech, deficit in cognition, dyslexia, Aphasia, dysarthria, dysphonia, or other deficits due to old age and multiple health conditions, interpreting for the client poses unique problems, understanding and difficulties, many of which will be covered in this course.

**TIP-116..... Telephone Interpretation.....45 clock hours**

Student will learn how to handle interpretation over the phone. Interpretation of this kind are rather common and may involve 2-way calling, a 3-way-call, conference call, etc.

**TIP-117.....Setting Specific Interpretation.....45 clock hours**

This course will define and identify various practice settings under which an interpreter may be required to offer his/her services, including the courts, police station, immigration office, law office, school, hospital, doctor's office, etc. and how the interpreter must adjust and work efficiently within each setting.

**TIP-118.....Computer Assisted Translation / Interpretation.....45 clock hours**

*Prerequisite: TIP-101& 102*

This course explores the growing field of computer assisted translation and examines the types of translation software currently used in the translation & interpretation profession, as well as the commercial use and business application of these. Description and application of tools such as translation memory, electronic dictionaries, desktop-publishing systems, and website translation technologies are covered.

**TIP-119.....Financial & Business Translation / Interpretation.....45 clock hours**

*Prerequisite: TIP-101& 102*

The goal of this course to familiarize the student with the characteristics of financial & business disclosures. Included is the learning of special terminology and related linguistic structures so student can engage in the translation of texts containing financial / business or economic discourse. Student also engage in terminology research and glossary development through the use of specialized bilingual financial & business dictionaries and other pertinent sources

**TIP-120.....Court Interpreting Skills.....45 clock hours**

*Prerequisite: TIP-101& 102*

This course delves into interpretation techniques needed to function in a judicial or judicial-related setting. Interpreting modes such as sight translation as well as consecutive and simultaneous interpretation are revisited. Attention is given to language register, regionalisms, interpreter ethics and specialized court terminology.

**TIP-125...(MED-102).....Medical T&I- Medical Terminology.....45 clock hours**

*Prerequisite: TIP-115*

The focus in this course is on medical terminology & proper use of medical dictionary. The studentwill learn about the words, phrases, prefixes, suffixes, abbreviations, combining forms and medical language.

**TIP-127...(MED-103).....Medical T&I-Human Growth & Development.....45 clock hours**

This course involves the study of development of the individual during the embryonic stage, including theories of physical, psychological, cognitive, social & cultural development throughout the lifespan.

- TIP-128.....Medical T&I - Human Anatomy & Physiology.....45 clock hours**  
 This course is designed to provide basic knowledge of human anatomy & physiology, including the cell and human body systems
- TIP-129...(MED-109).....Medical T&I- Health Conditions & Diseases.....45 clock hours**  
 This program includes a series of more than 100 health conditions & diseases, covering the symptoms, prevention, diagnosis, prognosis and different modalities of treatment, including self-care, modern medicine (allopathic), natural medicine, homeopathy, and herbal medicine.
- TIP-130.....Medical T&I – Psychology & Mental Health.....30 clock hours**  
 This course delves into human psychology and mental health. The student will learn about normal & abnormal psychology, and diagnostic terms & treatment modalities used in mental health
- TIP-131.....Medical T&I – Emergency Room.....30 clock hours**  
 Interpretation in an emergency room requires special skills and this program will train the student to face the challenges in medical emergencies, including some procedures, and emergency room medical terminology.
- TIP-132.....Medical T&I – Obstetrics/Gynecology.....30 clock hours**  
 The goal of this program is to provide basic medical terminology, and procedures commonly used in the practice of OB/GYN, including emergencies, diagnosis and post-natal care in a hospital setting or at home.
- TIP-133.....Medical T&I- Pediatric / Neonatal .....30 clock hours**  
 This course teaches the fundamentals of pediatrics, normal & abnormal growth patterns as well as neonatal care
- TIP-134.....Medical T&I- Cardiovascular Diseases.....30 clock hours**  
 Cardiovascular problems are rather complicated and the goal of this course is to provide information about cardiac care, diagnostic procedures, cardiovascular diseases, cardiovascular terminology and all about the heart.
- TIP-135.....Medical T&I- Surgery.....30 clock hours**  
 This program involves the treatment of disease by manipulative and operative methods. The student will learn about various surgical procedures, from interpretation in a surgeon’s office to operating room interpretation.
- TIP-150.....The State Court System.....30 clock hours**  
 The court system works very differently at the state level and this course will identify different types of courts & jurisdictions within the state.
- TIP-160..... The Federal Court System.....30 clock hours**  
 This program identifies and defines the Federal Court system and how it affects the services of an interpreter, including added laws, requirements and regulations.
- TIP-200.....Preparation for Federal Exam.....45 clock hours**  
 Interpreters wanting to practice in Federal Court are required to take the Federal Exam in both consecutive & simultaneous interpretation, as well as in translation. This course provides the training to pass this difficult exam.
- TIP-250.....Independent Study in Translation & Interpretation.....45 clock hours**  
 Students need to suggest a program of their personal interest to conduct an independent study within the field of Translation & Interpretation, and seek approval and guidance from the school, before embarking on this program.
- TIP-290..... Research in Translation & Interpretation.....45 clock hours**  
 Research is considered to be the professional development journey in Translation & Interpretation profession. This course begins by building background knowledge of important concepts, theories & principles. The observation, examination & collection of data is then used to develop new theories, systems, procedures and programs to help improve delivery of translation & interpretation services. The course includes the analytical and critical thinking, scientific methods, ethical concerns and search techniques necessary for the research process.

## Teacher Training Program

**TTR-101.....Introduction to Teaching.....45 clock hours**

This course includes the fundamentals of teacher training, knowledge of human development & learning, multiple approaches to learning, instructional strategies, and professional commitment and responsibilities.

**TTR-102..... Pedagogy in Teaching.....45 clock hours**

The teacher's pedagogy and curriculum influences and affects a child's education and even achievement. This program explores the theory, research and practice relating to the traditional & non-traditional pedagogies and their relationship to educational outcome.

**TTR-103.....Student Centered Instruction.....45 clock hours**

This course covers the basics of teaching methodologies which are student centered, providing special attention, motivational theories and relating to children with special needs, behavioral problems, disabilities, etc.

**TTR-104.....Teaching & Managing a Diverse Class.....45 clock hours**

The 21<sup>st</sup> century America has become very multicultural, multilingual and multiracial. The goal of this course is to examine the factors influencing our diversity and finding ways & means to teach such a diverse class and manage the ethno-cultural student body effectively.

**TTM-105.....Methods of Teaching Math.....45 clock hours**

This course covers the teacher's understanding of the mathematical concepts, procedures and processes that the students need to learn.

**TTS-106.....Methods of Teaching Science.....45 clock hours**

The goal of this course is to emphasize and reflect the essential triad of knowledge, skills, and the ability to relate science to technology, society and the environment.

**TTR-201.....Teacher Effectiveness Training.....45 clock hours**

Based on the concept of TET by Dr. Thomas Gordon, this program explores the various modules developed by Dr. Gordon, to enhance the teaching & learning process.

**TTR-225.....Independent Studies Teaching.....45 clock hours**

Under the guidance of a faculty member, the student conducts a independent study on a subject or theory within the field of education and teaching. Approval of the school is required.

**TTR-250.....Research in Teaching.....45 clock hours**

Under the guidance of a faculty member, the student conducts an investigation of a topic within the field of education and teaching. Initially a written proposal and ultimately a final report are required for approval.

**TTR-260..... Preparing for Teacher Certification.....45 clock hours**

*Prerequisite: TTR-101-104*

This course is designed for Certification as an Assistant Teacher or a Substitute Teacher and include such topics as why do I want to teach?, What challenges will I confront?, what is it like to be teacher?, What knowledge do I need?, What are five views of the teacher knowledge base?, Ethical & Legal issues in U.S. Education, etc.

**VOL-101..... Introduction to Volunteer Management.....45 clock hours**

This introductory course is designed for the student who has had some experience as a volunteer but now wants to develop new skills to manage the volunteers. The course delves into the roles, responsibilities of the volunteer manager, It also includes the basics of planning, recruitment & selection, and the support system

**VOL- 202.....Volunteer Management.....45 clock hours**

*Prerequisite: PSY-101 & VOL-101*

Managing the unpaid volunteers has become a profession which requires special knowledge, patience, understanding and training in sociology, psychology and human relations. This course delves into the challenges to keep the harmony between the paid employees and the volunteers.

**VOL-203.....Developing & Managing Volunteer Programs.....45 clock hours**

*Prerequisite: VOL-101*

This course explores the 'management program cycle' which provides a frame work to organize your thinking and structure your work with volunteers.

**VOL-204.....Volunteer Management & Retention.....45 clock hours**

*Prerequisite: PSY-101 & VOL-101*

This course offers an in-depth understanding & management of volunteers, including trends affecting volunteers, volunteer program planning & administration, designing & using volunteer program forms & records, selection & maintaining volunteers.

**VOL-205.....Training Volunteer Board & Leaders.....45 clock hours**

*Prerequisite: PSY-101 & VOL-101*

The goal of this course is to learn how to seek out and strive to develop voluntary leaders to serve effectively on Boards and Committees of a non-profit organization, because these leaders shape the organization they represent

**VOL-210.....Management of Multicultural Volunteers.....3 credits.....45 clock hours**

This course offers insight into cultural diversity, cultural sensitivity and ways & means to handle volunteers with different cultural, religious or ethnic backgrounds.

**VOL-225.....Independent Studies in Volunteer Work.....45 clock hours**

Students need to suggest a program of their personal interest to conduct an independent study within the field of volunteer work, and seek approval and guidance from the school, before embarking on this program.

**VOL-290..... Research in Volunteer work.....45 clock hours**

Research is considered to be the professional development journey in the field of volunteer work. This course begins by building background knowledge of important concepts, theories & principles. The observation, examination & collection of data is then used to develop new theories, systems, procedures and programs to help improve volunteer work. The course includes the analytical and critical thinking, scientific methods, ethical concerns and search techniques necessary for the research process

## School of Languages & Cultures

**ENG101..... English Composition-1.....45 clock hours**

*Prerequisite: High School English*

This college-level English course focuses on the areas of reading, composition, grammar, and creative writing. Writing assignments will stimulate critical thinking and foster self-expression, using American Psychological Association (APA) style.

**ENG201..... English Composition-2.....45 clock hours**

*Prerequisite: ENG-101*

This course introduces students to descriptive, expository, and report writing. Students will compose essays and will write a variety of responses to class readings, oral analysis and evaluation of those readings. They will analyze information and audience to improve form and contents. Students will be encouraged to writing of appropriate reports, pertaining to their professional studies.

**ENG202..... Strategies for Successful Writing.....45 clock hours**

*Prerequisite: ENG-102*

The goal of this course is to familiarize the student with the planning, drafting, editing and presenting his/her research, and enhance his/her ability to communicate clearly and effectively.

**ENG-210..... Advanced Composition & Critical Thinking.....45 clock hours**

Students study the principles of argument as they apply to written, visual, and oral texts (both fiction & non-fiction), and apply them with increasing sophistication to their own research-based persuasive writing. Critical thinking will be developed through analysis of rhetorical strategies and Toulmin's argument structure as well as through examination of common logical fallacies. Advance composition topics include primary research, advanced prose style, syntax analysis, cohesive strategies, audience analysis, and tone. Students write a minimum of 8,000 words.

**ENG-225..... Introduction to Journalism.....45 clock hours**

This course covers research, investigation and study of mass media, such as newspapers, magazines, radio, TV, their contents, reporting tendencies, priorities, etc.

**ENG-226..... Technical Writing.....45 clock hours**

*Prerequisite: ENG-225*

The goal of this course is to familiarize the student with the listening and technical writing for business & industry, including resume writing, technical reporting, etc.

**ENG-227..... Creative Writing-1.....45 clock hours**

*Prerequisite: ENG-225*

The Creative Writing course encourage the student to study new, provocative or unique methodologies in writing short stories, news items, poetry or research paper.

**ENG-228..... Creative Writing-2.....45 clock hours**

*Prerequisite: ENG-227*

This is a continuation course in Creative Writing,encourage the student to search for new ideas to express himself or herself in short stories, poetry. It also includes class discussion & group project.

**ENG-229..... Advance Composition.....45 clock hours**

The advance composition allows the student to practice what he/she has already learned in the previous courses but with additional knowledge and understanding.

**ENG-230.....Introduction to Literature – Short Fiction.....45 clock hours**

Using elements of fiction, this course encourages the student to develop standards for critical evaluation to increase understanding and appreciation of short stories.

**ENG-231.....Introduction to Literature – Poetry.....45 clock hours**

The goal of this course is to develop standards for critical evaluation and better understanding & appreciation of poetry. Students read and analyze poetry and its forms from early to modern times.

**ENG-232.....Introduction to Literature – Drama.....45 clock hours**

In this course students will study and discuss a number of plays, to develop standards for critical evaluation, appreciation and increased understanding of the subject.

**ENG-233.....Introduction to Literature – Novel.....45 clock hours**  
This course examines classical, unique, and emerging examples of novels, and learn to critically evaluate the same.

**ENG-235.....Introduction to Literature – Modern Literature.....45 clock hours**  
The goal of this course is to read, critically analyze and discuss fiction, poetry, drama and prose written by writers in the 20<sup>th</sup> & 21<sup>st</sup> centuries.

**ENG-240..... Introduction to Film.....45 clock hours**  
This course explores how films accomplish their purpose, whether as a simple entertainment, social commentary, or complex art or historical facts. Students will view and discuss selected films and explore the history, criticism, and technique of the film.

**ENG-245.....Introduction to American Literature.....45 clock hours**  
Students read several popular literature by American writers and analyze the thoughts, cultures, values, regional ideologies and expressions in different eras.

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**ESL-100..... English As a Second Language.....45 clock hours**  
*Prerequisite: none*

This basic introductory English course is designed for foreign-born or non-English speaking student, who may or may not have any knowledge of the English language. This conversational English program will teach student to make short sentences, improve basic skills for listening, understanding, speaking & pronunciation.

**ESL-101.....Intermediate English..... 45 clock hours**  
The intermediate level of English course is for student who is already familiar with the basics and is ready to start writing few sentences and speaking simple English.

**ESL-102..... English Grammar for Foreign Students.....45 clock hours**  
This course covers the basics of English grammar, including the form, meaning and use of each grammar structure.

**ESL-103..... Advance English..... 45 clock hours**  
This course builds on the foundation established in basic & intermediate English courses, as well as the course in English Grammar. The course acquaints the student with the practice, application and development of active listening, concentration, retention and comprehension skills, as well as the ability to compose short essays.

**ESL-201..... English As a Second Language.....45 clock hours**  
*Prerequisite: ESL-101 or Proficiency Test*

This higher level English course is designed for students who already have passed the basic programs or have passed the Evaluation Test with at least a C or higher grade. At the end of this course, students will be able to communicate well orally, read at college-level, understand & comprehend different accents and write grammatically correct reports, essays, etc.

**ESL-202..... English As a Second Language.....45 clock hours**  
*Prerequisite: ESL-201*

Students continue the study of the English language. They increase their ability to converse in English and develop an expanded vocabulary of words and commonly used expressions. Students in this program use increasingly complex sentence structure which provides confidence in their ability to communicate in the English language.

**ESL-210..... American Pronunciation & Accent Reduction.....45 clock hours**  
The goal of this course is to familiarize the student with American pronunciation of English words with its typical rhythm, intonation, stress and articulation. The student will experience digitally recorded different American accents, in addition to individualized instructions in accent reduction.

**ESL-220..... TOEFL -iBT Test Preparation.....45 clock hours**  
This program is designed to prepare student for the Test of English as a Foreign Language (TOEFL) and the iBT (internet based testing). The programs covers training in all skills i.e. listening, speaking, reading and writing.

**ESL-230..... Executive English.....45 clock hours**  
This special Executive English program is tailored to student's individual interests and/or projected future needs with English language, such as for business, politics, literature, or in education, etc.

**ESL250.....Teaching English As a Second Language.....45 clock hours**

The goal of this course is to train the teacher in methodologies of teaching English to non-natives , foreign-born or those whose mother tongue is not English. The course includes teaching of both conversational English as well as skills in grammar and writing.

**ESL-252.....Conversational English As a Second Language.....45 clock hours**

*Prerequisite: ESL-250*

This course further develops techniques of teaching conversational English. Emphasis is given to listening, comprehending, retaining and responding appropriately with proper grammar.

**ESL-255.....Teaching English Grammar.....45 clock hours**

Although some grammar has already been learned and practiced in other introductory courses, this course builds upon the knowledge and involves practice of various aspects of English grammar both in writing and conversation.

**ESL-290..... ESL Teacher Certification.....45 clock hours**

*Prerequisite: ESL-250*

This course has been designed for students who have had extensive educational training and experience in teaching English as a Second Language. The course includes social, cultural & linguistic realities, ethical & legal issues, teaching with technology, curriculum development, etc.

**LNG-101.....Fundamentals of Language Teaching.....45 clock hours**

*Prerequisite: TTR-101*

This introductory course covers the essentials of learning & teaching a language, the principles and modern theory of language learning, phonemes across languages, intonation & rhythm, visual aids & language lab.

**FLT-101..... Teaching Foreign Languages.....45 clock hours**

The course covers fundamentals of foreign language teaching methodologies, psychology of language learning, instructional planning, teaching of grammar, reading, writing, and culture.

**FLT-102.....Classroom Techniques - Foreign Languages& ESL.....45 clock hours**

This program explores the theory, research & practice relating to classroom technologies used in preparing the supplemental material, lesson planning, teaching the grammar, developing skills, speaking, reading comprehension and includes sample lesson plans.

**FLT-103..... Education for an Information Age.....45 clock hours**

The computer based learning has increasingly become indispensable. This course will introduce you to the fundamentals of computer-managed instruction, the hardware, the software, educational multimedia, etc.

**FLT-201..... Teaching Language in Context.....45 clock hours**

*Prerequisite: FLT-201*

The language teaching profession has experienced substantial growth due to the rapid expansion of knowledge. The goal of this course is to delve into new approaches, teaching ideas & technological innovations.

**SPA-101..... Spanish As a Second Language.....45 clock hours**

*Prerequisite: none*

This basic Spanish course is designed for non-Spanish students or for those with very limited Spanish proficiency. This is a basic conversation program but students will learn to read and write basic Spanish and understand the language. You will also study the Spanish culture and differences in Spanish cultures of Spain, Mexico, South/Central America and Spanish Caribbean.

**SPA-201..... Spanish As a Second Language.....45 clock hours**

*Prerequisite: SPA-101 or Proficiency Test*

This intermediate level Spanish course is designed for students who already have passed the basic program or have passed the Evaluation Test with at least a C or higher grade. At the end of this course, students will be able to communicate well orally, read at college-level, understand & comprehend different Spanish accents and write grammatically correct reports, essays, etc.



**SPA-202..... Spanish As a Second Language.....45 clock hours**

*Prerequisite: SPA-201*

Students continue the study of the Spanish language, culture, and customs. They increase their ability to converse in Spanish and develop an expanded vocabulary of words and commonly used expressions. Students in this program use increasingly complex sentence structure which provides confidence in their ability to communicate in Spanish.

**SPA-220..... Executive Spanish.....45 clock hours**

This special Executive English program is tailored to student's individual interests and/or projected future needs with Spanish language, such as for business, politics, literature, or in education, etc. You will also study the Spanish culture and differences in Spanish cultures of Spain, Mexico, South/Central America and Spanish Caribbean.

**CHI-101..... Chinese As a Second Language.....45 clock hours**

This basic Chinese language (Mandarin) conversational course is designed for non-Chinese students or for those with very limited proficiency in the Chinese language. The students will learn to read and write basic Mandarin and understand the language. You will also study the Chinese culture and differences in cultures of Mainland China, Taiwan, Hong Kong and American Chinese.

**JAP-101..... Japanese As a Second Language.....45 clock hours**

Students are introduced to the language, culture, and customs of Japan. Students learn to formulate and give basic responses in the Japanese language and develop a basic Japanese vocabulary. Students will be introduced to both hiragana and katakana writing systems.

**FRN-101..... French As a Second Language.....45 clock hours**

*Prerequisite: none*

Students will learn to form basic conversational phrases, enabling students to communicate with the French speaking natives, while in Quebec (Canada), in France or while traveling to or doing business in French speaking countries. The curriculum includes introduction to French culture.

**GER-101..... German As a Second Language.....45 clock hours**

*Prerequisite: none*

At the end of this introductory conversation program, you will be able to speak, read, write and understand basic German. You will be able to introduce yourself, ask directions, navigate comfortably while traveling through or doing business in Germany. You will also learn about the German culture.

**HIN-101..... Hindi / Urdu As a Second Language.....45 clock hours**

Hindi/Urdu, although a bit different – mostly in written form, are spoken by nearly one billion people in almost every part of the world. Students are introduced to the languages, cultures, and customs of India and Pakistan, where Hindi/Urdu are mostly spoken.. Students learn to formulate and give basic responses in the language and develop a basic conversational Hindi/Urdu vocabulary.

**ARB-101..... Arabic As a Second Language.....45 clock hours**

At the end of this introductory conversation program, you will be able to speak, read, write and understand basic Arabic. Arabic language is very challenging and requires extra work to learn & memorize – especially the writing. You will be able to introduce yourself, ask directions, navigate comfortably while traveling through or doing business in the Middle East. You will also learn about the Arabian culture.

**LAN-200.....Certification As a Foreign Language Teacher.....45 clock hours**

*Prerequisite: Proficiency or College Level Training in a Foreign Language*

This course is designed for those who are either natives or have a college level training and proficiency in a foreign language. A proficiency test may be required to take this course. The course entails proven methodologies of adult learning process, psychology, research and in-depth training for adult education.

## African American History

**AAS 101.....Introduction to African American Studies.....45 clock hours**

*Prerequisite: None*

This introductory course offers a unique opportunity to substantively expand your knowledge of Africa & African descended people. It explores the histories and cultures of people of Africa and the African Diaspora, particularly during 1857 to mid 1970's.

**AAS 102.....The Underground Railroad.....45 clock hours**

*Prerequisite: None*

This course covers the movement and migration of black slaves – known as **The Underground Railroad**. Beginning with the slave-trade triangle between Africa, Dominican Republic & Europe and ending with freedom within USA and Canada.

**AAS 202.....Leadership Skills for African-Americans.....45 clock hours**

*Prerequisite: AAS 101*

This course provides information & skills needed to improve interpersonal communication, develop self-confidence, active listening, language usage, non-verbal communication, assertiveness training, interviews, group dynamics & oral presentations. This course is divided into three phases:

1. Recognizes the pride & uniqueness of African Americans, the problems being faced at home & overseas including cultural, social, behavioral & political with emphasis on family, schools, communities, crime, lack of guidance, counseling, information, etc.
2. Develops critical thinking skills and offers possible solutions. The role model and how one can overcome some of those problems and make a difference, building self-confidence, leadership skills and community development.
3. Offers opportunities available for advancement, educational programs, scholarships, career.

**AAS 203.....History of African Americans in the United States.....45 clock hours**

The course encompasses important selection of events beginning with the Dredd Scott case and culminating with school desegregation plans. It is divided into five key periods:

- |             |                            |             |                           |
|-------------|----------------------------|-------------|---------------------------|
| * 1857      | The Dredd Scott Case       | * 1955-1965 | The Civil Rights Movement |
| * 1865-1900 | After the Civil War        | * 1955-1975 | The School Integration    |
| * 1945-1955 | Early Civil Right Struggle |             |                           |

The course material is based on famous legal struggles throughout the period but also covers the broad themes of slavery and segregation, including Montgomery Bus Boycott & anti-segregation sit-ins.

**AAS 304.....Black Emancipation & Civil Rights Movement.....45 clock hours**

*Prerequisite: AAS 101*

This course related the history of black emancipation and civil rights movements in the USA during the 19<sup>th</sup> & 20<sup>th</sup> centuries. It includes speeches & writings from key figures such as Martin Luther King, Booker T. Washington, Sojourner Truth & W.E.B. Du Bois.

The course includes a transcript of Martin Luther King's famous "I have a Dream" speech (1963). Other topics cover slavery, movement towards emancipation ending with the economic & political achievements, including election of black mayors, governors and President Obama.

## NATIVE AMERICAN STUDIES

**NAS- 101.....Introduction to Native American Studies.....45 clock hours**

The goal of this program is to understand the Native Americans or American Indians, who they are, where they come, the wars between Indians and settlers, and their plight.

**NAS- 201.....Timeline of Native Americans.....45 clock hours**

The Native Indians may have lived in America for up to 30,000 years before the arrival of Columbus. This course explores the history of pre-Columbus America, the origin of the Natives, the Ancient civilizations of Aztecs, Mayans and others in Central & South America and how they got nearly eradicated by the arrival of the Europeans.

## MULTICULTURAL STUDIES

**CUL- 101.....Introduction to Multicultural Studies.....45 clock hours**

Given the dynamics of population change, migration, global markets and multinational organizations, this course will introduce you to the importance of inter-cultural understanding & communication skills. Focus on defining the variables of cultures and how each shape our perceptions of the world & people.

**CUL- 103.....Multicultural Public Relations.....45 clock hours**

Students in this course learn about various ethno-cultural-religious groups and how to deal with these groups in a way which is culturally acceptable.

**CUL- 107.....History of Multiculturalism in America.....45 clock hours**

Multiculturalism began in the United States with the arrival of individuals & groups from Ireland and many other parts of Europe, e.g. France, Germany, Spain, Holland & Scandinavian countries, followed by African slaves who belonged to different tribes in West Africa. This course delves into the cultural & linguistic differences and how the 'Melting Pot' theory handled multiculturalism and why and how it ended with the arrival of new immigrants.

**CUL- 108.....Multicultural Adoptions.....45 clock hours**

The course in international adoptions takes you through the fundamental and initial social, cultural and legal implications, but the most difficult part of global adoption is trying to cope with the adjustment, expectations, role-model and social & cultural issues which arise decade after one has adopted.

**CUL- 109.....Multicultural Relations.....45 clock hours**

The world has become a global village and Multicultural Relations are becoming much more common and acceptable. This course delves into the intricacies of intimate relationship, understanding, cultural, religious & social behavior, family expectation and long-term survival, including how it affects the children of mixed marriages.

**CUL- 110.....Racial & Cultural Identity in America.....45 clock hours**

This course explore the various research & methodologies of identifying or classifying diversity and how different racial and cultural groups are recognized.

**CUL- 150.....Methods of Intercultural Training.....45 clock hours**

The students in this program are exposed to various ways, means and methodologies to learn about the ethno-cultural groups.

**CUL-160.....Intercultural Competence.....45 clock hours**

A person who is interculturally competent captures and understands, in interaction with people from foreign cultures, their specific concepts in perception, thinking, feeling and acting. Earlier experiences are considered, free from prejudices; there is an interest and motivation to continue learning.

**CUL- 170.....Fundamentals of Intercultural Coaching.....45 clock hours**

Interaction with people from different cultures is now an everyday occurrence. Individuals, Corporations and Public Organizations now operate on a global scale. This course deals with the challenges of working and doing business with multicultural groups.

**CUL-190.....Multicultural Etiquettes.....45 clock hours**

The goal of this course is to familiarize student with the rules of communicating with various ethno-cultural groups, including how and why they act or behave the way they do or feel the way they do.

**CUL- 200.....Dos & Don't Around the World.....45 clock hours**

The lack of cultural awareness preparation has many levels of impact - from an embarrassing moment to a breakdown in inter-company communication to a lost deal or accord. The price of inadequate cultural awareness is easily avoided by attending this program.

**CUL-201.....Intercultural Communications.....45 clock hours**

*Prerequisite: CCT 101*

Designed to enhance the skills required to improve the intercultural communication, self-confidence, active listening, non-verbal communication, stereotyping, emotional expression, power, gender and identity.

**CUL-222.....Sexuality, Gender & Culture.....45 clock hours**

In this course students explore various theories of human sexuality, not only as being males & females or the capacity they have for erotic experiences, responses and/or sexual attraction but also from the cultural, political, legal and philosophical aspects, involving morality, ethics, theology, and spirituality.

**CUL-225.....Intercultural Career Planning.....45 clock hours**

Students in this program learn about the new careers being developed in diversity, cultural competency, and multiculturalism, due to our changing demography, immigration from non-traditional areas and increasingly global economy

**CUL-230.....Introduction to Cultures of Africa.....45 clock hours**

This series of cultural seminars focuses on the countries within the region, different cultures, languages, foods, religions and politics, which often plays an important role.

**CUL-231.....Introduction to Cultures of Asia.....45 clock hours**

This series of cultural seminars focuses on the countries within the region, different cultures, languages, foods, religions and politics, which often plays an important role.

**CUL-232.....Introduction to Cultures of the Caribbean.....45 clock hours**

This series of cultural seminars focuses on the countries within the region, different cultures, languages, foods, religions and politics, which often plays an important role.

**CUL-233.....Introduction to Cultures of Europe.....45 clock hours**

This series of cultural seminars focuses on the countries within the region, different cultures, languages, foods, religions and politics, which often plays an important role.

**CUL-234.....Introduction to Cultures of Latin America.....45 clock hours**

This series of cultural seminars focuses on the countries within the region, different cultures, languages, foods, religions and politics, which often plays an important role.

**CUL-235.....Introduction to Cultures of the Middle East.....45 clock hours**

This series of cultural seminars focuses on the countries within the region, different cultures, languages, foods, religions and politics, which often plays an important role.

**CUL-240.....Teaching Intercultural Effectiveness.....45 clock hours**

**CCS 245.....Cross Cultural Training for Teachers.....45 clock hours**

Designed for teachers of elementary & secondary schools, this course covers the dynamics of handling a diversified student group. The course defines the variables of cultures and how each shapes our perception of the world and people. Other components include intercultural communication skills, overcoming the language barriers, stereotyping, emotional express, non-verbal communication and how to discipline a diverse class.

**CUL-250.....Independent Study in Multiculturalism.....45 clock hours**

Students need to suggest a program of their personal interest to conduct an independent study within the field of multiculturalism, and seek approval and guidance from the school, before embarking on this program.

**CUL-290.....Research in Multiculturalism.....45 clock hours**

Under the guidance of a faculty member, the student conducts an investigation of a topic within the context of multicultural studies. Initially a written proposal and ultimately a final report is required for the approval.

## SPIRITUALITY & RELIGIONS

**REL-101: .....Introduction to Spirituality.....45 clock hours**  
Spirituality can refer to an ultimate or an alleged immaterial reality; an inner path enabling a person to discover the essence of their being; or the deepest values and meanings by which people live. This course explores Spiritual practices, including meditation, prayer and contemplation, to develop an individual's inner life.

**REL-102: .....Introduction to World Religions.....45 clock hours**  
This introductory course delves into the history of mankind, development of religions and includes most major religions around the world. It also explores many little-known religions & belief as well as concept of agnostics and atheism.

**REL-103: .....Introduction to Buddhism .....45 clock hours**  
Discover the history of Buddhism starting from Bodh Gaya and how it spread around the world. The rise, fall and divisions of this great religion and why and where it is growing after having been dormant for a long time.

**REL-104: .....Introduction to Christianity.....45 clock hours**  
This course includes the theophany, advent and the birth of Jesus as the messiah. The incarnation and the teachings, as well as birth and rise of Protestant Christianity. The challenges, the present and future of Christianity.

**REL-105: .....Introduction to Hinduism.....45 clock hours**  
Perhaps the oldest religion of the world, Hinduism has been practiced for more than 5000 years. The study will take us through this ancient belief, to the many branches which have continued to thrive and have now expanded into North America.

**REL-106: .....Introduction to Islam.....45 clock hours**  
Islam – the fastest growing religion in the world today, is often misunderstood, maligned and be feared. This course will explore the glorious past, its teachings and contemporary issues facing the followers all over the world.

**REL 107.....Introduction to Judaism.....45 clock hours**  
Judaism – the religion centered on the covenant revealed to Moses at Mount Sinai and preserved in Torah, has a long history of discrimination, misgivings and mistrust. This goal of this course is to enlighten the students of the history of the Jews, the holocaust, creation of Israel and development of this great religion, teachings of which are deeply embedded in both Christianity and Islam.

**REL-250: .....Independent Studies in Religions.....45 clock hours**  
Students need to suggest a program of their personal interest to conduct an independent study within the field of spirituality and/or religion, and seek approval and guidance from the school, before embarking on this program.

**REL-290.....Research in Religion.....45 clock hours**  
Under the guidance of a faculty member, the student conducts an investigation of a topic within the context of religious studies. Initially a written proposal and ultimately a final report is required for the approval.

## School of Health & Medicine

- ADP-101.....Introduction to Activity Director Profession.....45 clock hours**  
This course deals with the profession of Activity Director and also covers the history & evolution of the profession, including the Role & functions, Education, Training, professional organizations and Certification.
- ADP-102.....Activity Director – Module-1.....45 clock hours**  
The Module-1 includes the Aging Process, physical & psychological, including death & dying
- ADP-103.....Activity Director – Module-2.....45 clock hours**  
The Module-2 includes the Activities, creating, evaluating & implementing programs
- ADP-104.....Activity Director – Module-3.....45 clock hours**  
The Module-3 includes the laws impacting elderly & healthcare, including documentation required
- ADP-105.....Activity Director – Module-4.....45 clock hours**  
The Module-4 includes the patient care, including mental health (Alzheimer, Dementia)
- ADP-106.....Activity Director – Module-5.....45 clock hours**  
The Module-5 includes the documentation required, reporting & coordinating all facilities, treatment, activities, etc.
- ADP-200.....Independent Studies in Activity Director Profession.....45 clock hours**  
Under the guidance of a faculty member, the student conducts a independent study on a subject or theory within the field of Activity Director. Approval of the school before the study begins and a paperat the end is required for credit..
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- BIO 101.....Introduction to Human Biology.....45 clock hours**  
The course focuses on human cell, tissue and organ system function., with an emphasis on a systems approach to human health and disease.
- BIO 201.....Fundamentals of Microbiology.....45 clock hours**  
This introductory course in microbiology covers the concepts of microorganism, particularly bacteria, viruses, fungi, helminthes & protozoa, including the history, morphology & physiology of microorganism, the role in disease process, epidemiology, immunology and control measures.
- BIO 250.....Microbiology of Health & Disease.....45 clock hours**  
The course covers the general nature and behavior of microbes, normal flora, infectious process, causative agents of disease, host-parasite relationship, modes of transmission & development of immunity.
- CHE 101.....General Chemistry.....45 clock hours**  
The introductory course in chemistry includes both inorganic & organic chemistry. Study of atomic structure, chemical bonding, properties of matter & chemical reactions, gaseous state, thermodynamics, electrolyte & non-electrolyte solutions, etc.
- CHE 201.....Organic Chemistry.....45 clock hours**  
The introductory course in organic chemistry covers fundamentals of aliphatic and aromatic organic chemistry with an emphasis on reactions of functional groups & bio molecules.
- CPR 101..... CPR & First Aid..... 8 clock hours**  
This basic 8-hour interactive course include Cardio Pulmonary Resuscitation for adults and children, including the basis first aid. A Certification will be issued upon successful completion of the program.

## CHIROPRACTIC

**CHR-101..... Introduction to Chiropractic.....45 clock hours**  
This program introduces you to the history, development and advancements in the burgeoning profession of chiropractic medicine.

**CHR-103.....Chiropractic Office Administration & Procedures.....45 clock hours**  
This course includes the office procedures and administration of a chiropractic clinic, including patient record-keeping, appointments, handling complaints, the control sheet, forms and human resources.

**CHR-107..... Health Insurance & Billing.....45 clock hours**  
This course involves learning about various types of private health insurance policies, Medicare & Medicaid, the CPT codes and the ICD-9-CM to find the medical codes for Chiropractic billing.

**CHR-201.....Chiropractic Clinical Procedures.....45 clock hours**  
Chiropractors provide unique procedures to help the patients. This program introduces you to some fundamental procedures, and diagnostic tests of chiropractic medicine.

**CHR-202.....Fundamentals of X-ray Technology.....45 clock hours**  
Radiology or X-ray's studies are fundamental to the practice of chiropractic medicine. This course delves into how X-rays are used by the chiropractors to investigate the integrity of spine and diagnose the problem.

**CHR-203.....Radiology in Chiropractic.....45 clock hours**  
*Prerequisite: CHR-201*  
This course further examines the role of radiology in the practice of chiropractic medicine.

**CHR-205.....Pediatrics – Chiropractic.....45 clock hours**  
Children & young adults present different type of challenges, symptoms and health conditions. This specialist program emphasizes the health issues of pediatric patients and management of the same by chiropractic physicians.

**CHR-206.....Geriatrics – Chiropractic.....45 clock hours**  
The goal of this course is to analyze and study the health of elderly patients who often suffer from multiple health conditions, including osteoporosis, movement disorders, etc. and must be managed differently and diligently.

**CHR-210.....Neuromuscular Rehabilitation.....45 clock hours**  
The program covers the basic concepts in neurology, neurological & neuromuscular conditions and neurological rehabilitation techniques and skills.

**CHR-225.....Independent Studies in Chiropractic.....45 clock hours**  
Students need to suggest a program of their personal interest to conduct an independent study within the field of chiropractic medicine, and seek approval and guidance from the school, before embarking on this program.

**CHR-290..... Research in Chiropractic.....45 clock hours**  
Research is considered to be the professional development journey in chiropractic medicine. This course begins by building background knowledge of important concepts, theories & principles. The observation, examination & collection of data is then used to develop new theories, systems, procedures and programs to help improve delivery of health care and/or reduce the cost of health care delivery. The course includes the analytical and critical thinking, scientific methods, ethical concerns and search techniques necessary for the research process

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**GRT 101.....Geriatrics – Aging & Health.....45 clock hours**  
The course will discuss the aging process and the effect of biological changes on the mental processes and functioning of the individual. The relationship between aging & chronic disease, prevention, emotional, social & physical forces of aging.

**KIN 101.....Introduction to Kinesiology.....45 clock hours**  
This course covers the relationships between the systems that relate to the functional movement of the human body, including mechanisms, muscles actions, planes, etc. of upper & lower extremities, face & trunk.

## Medical Case Management

- MCM-101..... Introduction to Medical Case Management.....30 clock hours**  
This course covers the history & evolution of Case Management profession, including the Role & functions of Case Managers, Education, Training and Certification.
- MCM-102..... Case Management Process.....30 clock hours**  
This course focuses on the assessment patient and problem identification, care planning, care delivery, monitoring and evaluation of the care provided, specifically for its relevance to meet the needs of the patient / family, and for the health care team's ability to meet the desired outcomes and established goals.
- MCM-103..... Information System in Case Management.....15 clock hours**  
The goal of this course is to familiarize the students with the automated case management information systems (CMISs) that are designed to streamline the case manager's workflow and make it much more efficient for data collection, data storage, data retrieval, data sharing and work with other providers as an efficient team.
- MCM-104..... Transitional Planning in Case Management.....30 clock hours**  
Transition Planning is a process that case managers apply to ensure that appropriate resources & services are provided to patients. The students will learn about timely transfer of patients from one level of care to another, such as from acute to sub-acute, intensive care to a regular patient care unit or from hospital to home, ensuring the continuity and coordination of the best of care.
- MCM-105..... Utilization & Resource Management .....30 clock hours**  
By the end of this course, the student would be able to identify terms & concepts associated with utilization and resource management, understand how the process works, methods in utilization management, outcomes and reporting.
- MCM-106.....Leadership Skills & Concepts in Case Management.....20 clock hours**  
Case Managers require a wide array of management skills, delegation, conflict resolution, crisis intervention, collaboration, consultation, coordination, identification, communication and documentation. This course will cover all of these areas.
- MCM-107.....Health Insurance, Benefits & Reimbursement for CM.....30 clock hours**  
This course covers key definitions, types of health insurance, health care delivery systems, benefits and the reimbursement systems and the role of case manager in health care reimbursement.
- MCM-108..... Legal Issues Impacting Managed Care.....15 clock hours**  
The student will become acquainted with the government and legislative issues, clinical practice guidelines, complaints and concerns about ethical issues, including Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), Health Information Portability & Accountability Act (HIPPA) and a variety of other issues impacting managed care.
- MCM-109..... Case Management Practice Setting.....20 clock hours**  
This course will define & identify various health care settings that constitute the continuum of care, and the role of case manager in relation to the continuum of care and practice settings.
- MCM-110..... Case Management in Acute Care.....15 clock hours**  
The course involves the twin-goals of a case manager in the acute care setting, such as quality care as well as the cost-effective care. The student will be able to identify the prevalent models of hospital case management, including the dominant features, primary purpose and articulate the benefits of establishing partnerships with the providers to produce measureable outcomes.
- MCM-111..... Case Management in Home Care.....15 clock hours**  
The learning objective of this course includes identifying and discussing the different services available in the home care setting, reimbursement & insurance issues, importance of collaboration with the interdisciplinary team, including durable medical equipment agencies.
- MCM-112..... Role of Case Manager in Hospital Setting.....15 clock hours**  
As the United States hospital industry undergoes dramatic change in the structure & process of care delivery, the case manager has emerged as an important part of the workforce and a key driver of managing access to care,



coordination of care and cost/quality outcomes. This course will delve into the issues that distinguish case management in the hospital from those in other practice venues.

**MCM-113.....Role of Case Manager in Community Setting.....15 clock hours**

This course will identify how and why community-based case management has evolved, the intentions and the main purpose of community based case management.

**MCM-114.....CM in Long Term & Rehab Setting.....15 clock hours**

The goal of this program is to discuss the why and how of the post-acute levels of care, from acute rehabilitation hospitals, to nursing homes, to long-term rehab facilities. Student will learn about the recent changes in health care delivery systems and the expanded role of case managers.

**MCM-115..... CM in Palliative Care & Hospice.....15 clock hours**

The student will learn and understand the difference between palliative care and hospice care, the main principles and scope of services and how case managers deal with each one.

**MCM-116..... Tele-Health & Tele-Medicine.....15 clock hours**

This course explains and describes the concept & functions of tele-health and tele-medicine, the benefits, the barriers, the legal implications, the future of these programs and the role of case manager in tele-health and tele-medicine.

**MCM-117..... Life Care Planning & Case Management. ....30 clock hours**

Life care plan is a dynamic document based on published standards of practice, comprehensive assessment, research, and data analysis, which provides an organized, concise plan for current and future needs, with associated costs, for individuals who have experienced catastrophic injury or have chronic health care needs. This course delves into life care planning and management from a case manager's perspective, its components & the concept of Medicare Set Asides (MSA)

**MCM-118.....Worker's Compensation &Case Management.....30 clock hours**

This course defines the terms & acronyms specific to workers' compensation, identifies the primary purpose of workers' compensation, the medical, legal & financial factors and the role of case management in the field of workers' compensation.

**MCM-119..... Disability & Occupational Health.....30 clock hours**

The primary mission of disability management programs is to reduce the financial costs associated with all disabilities in a non-adversarial environment of claims management. The goal of this course is to develop a coordinated program with the focus on the individual's ability rather than his/her disability and what role a case manager can play in developing this program.

**MCM-201..... Setting-up Business in Case Management.....30 clock hours**

The profession of Case Management is growing by leaps & bounds. CM work with hospitals, HMOs, Home Health Care Agencies, Non-Profits, Law Firms, etc. and in a wide variety of settings. Many of them prefer to be an employee, yet others prefer to be independent and set-up their own business. This course involves all aspects of business start-up, including financing, marketing, business structure, licensing, insurance, reimbursement and tax considerations.

**MCM-205.....Public Relations in Case Management.....30 clock hours**

This introductory course in Public Relations includes the basics of effective promotion for your services as a case manager, including your skills, education, training, and your knowledge to serve the clients. It includes various tools that can be used in the practice of public relations, such as press releases, media kits, blogs & social media.

**MCM215.....Patient Advocacy.....30 clock hours**

This course involves research, investigation and programs to promote the rights of the patients.

**MCM-220.....Clinical Training in Medical Case Management.....50 clock hours**

An integral part of the program, the clinical training can be done by shadowing an experienced case manager at an independent case management organization, or within one of the settings, e.g. hospital, long-term, home-health agency, community, etc.

**MCM-225.....Independent Studies in Medical Case Management.....45 clock hours**  
Students need to suggest a program of their personal interest to conduct an independent study within the field of medical case management, and seek approval and guidance from the school, before embarking on this program.

**MCM-290..... Research in Medical Case Management.....45 clock hours**  
Research is considered to be the professional development journey in medical case management profession. This course begins by building background knowledge of important concepts, theories & principles. The observation, examination & collection of data is then used to develop new theories, systems, procedures and programs to help improve delivery of health care and/or reduce the cost of health care delivery. The course includes the analytical and critical thinking, scientific methods, ethical concerns and search techniques necessary for the research process.

## MEDICINE & HEALTH

**MED 101.....Introduction To Healthcare.....45 clock hours**  
The course will provide the student with the history of medicine, its advancement through different eras, evolution from natural medicine into different types of modalities, growth in diagnostic and surgical specialties, health insurance and the future of medicine.

**MED 102.....Medical Terminology.....45 clock hours**  
The focus of this course is on medical terminology & proper use of medical dictionary. The goals are to familiarize the student with the words, phrases, prefixes, suffixes, abbreviations, combining forms, medical language and the system of terms in health care.

**MED 103.....Human Growth & Development.....45 clock hours**  
This course involves the study of development of the individual during the embryonic stage. including theories of physical, psychological, cognitive, social & cultural development throughout the lifespan.

**MED 104.....Medical Professional Ethics.....45 clock hours**  
This course is designed to provide a general, legal and moral issues & concepts for the Health care practitioners. It includes Patients Bill of Rights, Advocacy, Code of Professional Conduct, Competence, Confidentiality, Conflict of Interest, Ethical Theories & Principles, Nonmaleficence, Privacy, etc.

**MED 105.....Human Anatomy & Physiology-1.....30 clock hours**  
The course is designed to provide the basic knowledge of human anatomy, including the cell, integumentary system, the skeletal system, articulation, muscular, nervous and the endocrine systems.

**MED 105L.....Human Anatomy & Physiology-1.....Lab.....30 clock hours**  
The course is designed for the practical lab to enhance the theoretical knowledge of human anatomy, acquired in MED-105 course about the cell, integumentary system, the skeletal system, articulation, muscular, nervous and the endocrine systems.

**MED 106.....Health Assessment &Physical Examination.....45 clock hours**  
*Prerequisite: MED105*  
The fundamentals of physical exam, assessment techniques and procedures used in initial and routine patient status examinations. Focuses on decision making processes in making clinical judgments & organizing, analyzing and recording of data obtained.

**MED-107..... Health& Nutrition.....45 clock hours**  
The course emphasizes the importance of food & nutrition, as the basic ingredient for better health. It includes health conditions or diseases which may occur due to deficiencies of vitamins & minerals or which may prevent adverse health conditions.

**MED-108..... How Body Works.....45 clock hours**  
The goal of this program is to discover & unravel the intricate workings of body parts & systems and how to use this knowledge to enhance and develop new ways & means to become or stay healthy, and conquer illness and disease.

- MED-109..... Health Conditions & Diseases.....3 clock hours (ea)**  
 This program includes a series of more than 100 Health Conditions & Diseases, covering the symptoms, prevention, diagnosis, prognosis and different modalities of treatment, including self-care, modern medicine (allopathic), natural medicine, homeopathy, herbal medicine, etc.
- MED 110.....Fundamentals of Patient Care.....45 clock hours**  
 The course covers the basic needs, moral & legal responsibilities and delivery of proper & adequate treatment modalities based upon respect, consideration of age, gender, mental & physical conditions of the patient.
- MED-112..... Pain Management . ....45 clock hours**  
 The goal of this course is to explore the fundamentals, the etiology, diagnostic tools, threshold of pain and methodologies of pain management.
- MED-113..... Patient care & Management.....45 clock hours**  
 This course introduces the student to general medical office procedures, such as routine handscrub, gowning, biohazard waste handling & OSHA cleaning guidelines.
- MED-116..... Office Surgery . ....45 clock hours**  
*Prerequisite: CPR & First Aid*  
 The goal of this course is to explore the fundamentals of surgery, sterilization procedures, instruments, surgical trays, sterile surgical procedures, etc.
- MED-117..... Bandaging Principles & Techniques.....45 clock hours**  
 This course involves learning about the techniques of putting on bandages, such as spiral, reverse spiral, figure 8, finger gauze, tube gauze, recurrent bandages, eye patch and orthopedic devices.
- MED-118..... Laboratory Procedures.....45 clock hours**  
 This course introduces laboratory techniques, including the collection of routine specimens, the preparation and examination of samples for diagnostic purposes, recognition of normal laboratory values and abnormal values.
- MED-119.....OB/GYN procedures.....45 clock hours**  
 The goal of this course is to introduce OB/GYN procedures, including basic anatomy & physiology and health conditions pertaining to obstetrics & gynecology.
- MED-120.....Pediatrics Procedures.....45 clock hours**  
 The goal of this course is to introduce procedures generally applied in pediatrics, including basic anatomy & physiology and health conditions generally affecting the children.
- MED-121.....Geriatrics procedures.....45 clock hours**  
 The goal of this course is to introduce the students with geriatrics, including basic anatomy, physiology and health conditions pertaining to elderly and how medical procedures are applied to geriatric patients.
- MED-125.....Clinical & Diagnostic Procedures.....45 clock hours**  
*Prerequisite: CPR-101*  
 This course introduces the basic clinical care skills and procedures necessary to perform routine patient care in a clinic or medical office, including patient preparation, education & positioning, aseptic techniques, and the fundamentals of microbial control. Topics include skill development in diagnostic procedures, including vital signs, EKG, and Spirometry.
- MED-130.....Medical Office Assistant.....45 clock hours**  
 This program prepares the students for an entry level position in a clinic, medical office or hospital. The student will learn to effectively handle incoming calls or incoming patients and helping them not only with their anxiety but also efficiently communicating with the medical staff and dealing with emergencies.Procedures & topics include manual accounting, ethics, appointment scheduling, medical records and patient interaction.
- MED-131.....Medical Office Management.....45 clock hours**  
 This program prepares the students to effectively manage a medical clinic, outpatient surgical unit or work in the management at a hospital. The course delves into all aspects of management including communication skills, development of policies & procedures, conflict resolution, diversity, purchasing, planning and lots more.

- MED-135.....Medical Billing & Coding.....45 clock hours**  
 This course introduces the fundamentals of medical insurance, including billing and collection procedures, insurance claim filing, procedural & diagnostic coding, and collection laws. Topics include ICD-9-CM, CPT and HCPCS codes, medical ethics, communicating with insurance companies and outside agencies and HIPPA compliance.
- MED-140.....Medical Reimbursement Methodologies.....45 clock hours**  
 Students become familiar with health insurance terminology and the processing cycle of health insurance claims. The billing systems for various healthcare organizations including federal, Veterans Affairs, State, private, and managed care health insurance plans are introduced. Legal issues and regulations related to reimbursement are covered.
- MED 201..... Introduction to Medical Research.....45 clock hours**  
 Introduces processes & procedures used to gather information by searching the internet, libraries, books, etc. & investigation of primary and secondary sources. Student will also learn to research, organize and document a research paper.
- MED 202..... Mental Health.....45 clock hours**  
*Prerequisite: EMB 101, PSY 101*  
 The program delves into human mind, causes & classes of mental deficiencies, techniques of interviewing and psychotherapy.
- MED 203.....Health Disparities.....45 clock hours**  
 The program delves into the delivery of health care services to minorities, including blacks, ethnic, cultural, social and religious groups.
- MED 204.....Health Counseling / Treatment of Minorities.....45 clock hours**  
 The course covers interviewing, ascertaining the needs based on ethnicity, social and cultural aspect of patients.
- MED 205.....Human Anatomy & Physiology -2.....30 clock hours**  
*Prerequisite: MED-105*  
 This advance course in Human Anatomy & Physiology includes cardiovascular system, respiratory system, digestive system, the urinary system, fluid & electrolyte, acid-base, reproductive system, growth & development & genetic.
- MED-205L..... Human Anatomy & Physiology-2.....LAB.....15 clock hours**  
 The course is designed for the practical lab to enhance the theoretical knowledge of human anatomy, acquired in MED-205 course about the cardiovascular, respiratory, digestive, urinary, reproductive systems, etc.
- MED 207.....Professional Issues & Leadership in Health Care.....45 clock hours**  
 Concepts of leadership, management, issues and trends related to professional health care providers.
- MED 210.....Preventive Medicine.....45 clock hours**  
 This course emphasizes ways and means to avoid diseases and health conditions for individuals and communities.
- MED 215.....Patient Advocacy.....45 clock hours**  
 This course involves research, investigation and programs to promote the rights of the patients.
- MED-218..... Pathophysiology.....45 clock hours**  
 This course covers the study of the biologic and physical manifestations of disease as the correlate with the underlying abnormalities and physiologic disturbances.
- MED 220.....Diagnostic /Lab Tests.....45 clock hours**  
 Lab procedures used to identify pathophysiological processes as well as the appropriate rationale for ordering them. Interpretation of lab results and treatment options.
- MED-225.....Independent Studies in Medicine.....45 clock hours**  
 Students need to suggest a program of their personal interest to conduct an independent study within the field of medicine, and seek approval and guidance from the school, before embarking on this program.
- MED 230.....Introduction to Clinical Medicine.....45 clock hours**  
 This course emphasizes upon medical problem solving utilizing the patient management format. Case studies used to develop clinical problem-solving skills and an understanding of the diagnostic process.

- MED 231.....Clinical Medicine .....45 clock hours**  
Clinically oriented didactic preparation for clinical rotations, Etiology, pathophysiology, clinical manifestations and appropriate management of selected disease entities. Enhances acquisition of skills to formulate a diagnostic and treatment plan.
- MED 290.....Research in Medicine.....45 clock hours**  
Research is considered to be the professional development journey of medical profession. This course begins by building background knowledge of important concepts, theories & principles. The observation, examination & collection of data is then used to develop new theories, pharmaceuticals and/or modalities to help improve health care. The course includes the analytical and critical thinking, scientific methods, ethical concerns and search techniques necessary for the research process.
- NTN-101..... Understanding Nutrition.....45 clock hours**  
The course includes basics of nutrition e.g. vitamins, minerals, amino acids, fibers, essential oils, including requirements & needs for a balanced diet.
- NTN-201..... Nutrition – 2.....45 clock hours**  
This course examines, analyzes & evaluates the relationships between the science of nutrition and health.
- NTN-210..... Nutritional Assessment.....45 clock hours**  
Demonstration and use of methodologies assessing food and nutrition behaviors and status of individuals and groups in clinical and community settings.
- NTN-250..... Independent Study in Nutritional .....45 clock hours**  
Students need to suggest a program of their personal interest to conduct an independent study within the field of Nutrition, and seek approval and guidance from the school, before embarking on this program.
- NTN-290..... Research in Nutritional .....45 clock hours**  
Research is considered to be the professional development journey of medical profession. This course begins by building background knowledge of important concepts, theories & principles. The observation, examination & collection of data is then used to develop new theories, pharmaceuticals and/or modalities to help improve health care. The course includes the analytical and critical thinking, scientific methods, ethical concerns and search techniques necessary for the research process.
- PAT-101..... Introduction to Pathophysiology.....45 clock hours**  
This program covers the study of the biologic & physical manifestations of disease as they correlate with the underlying abnormalities and physiologic disturbances.
- PHA-101.....Introduction to Pharmacology.....45 clock hours**  
This basic course in pharmacology deals with the basic concepts of pharmacology, the drug composition and properties, drug interactions, toxicology, therapy & medical applications, including pharmacodynamics and pharmacokinetics.
- PHA-102.....Administering Medications / Pharmacology.....45 clock hours**  
The goal of this course is to train the student in syringe preparation, intradermal, subcutaneous, intramuscular procedures as well as mixing & diluting medications.
- PHA-201.....Pharmacology & Dosage Calculations.....45 clock hours**  
*Prerequisite: PHA-101*  
In this course students acquire basic knowledge of pharmacology & drug dosage calculations. The pharmacology component includes drug classifications, actions/kinetics, side effects, drug interactions, and desired outcomes. Dosage calculations emphasize the use of Roman numerals, percents, ratios, metric conversions, apothecary, and household measurement systems.
- PHY 101..... Introduction to Medical Physiology.....45 clock hours**  
The understanding of function in the human is approached by an introduction to general principles, the properties of living cells, a description of organ systems, their characteristics, dysfunction and pathogenesis
- PTH-101.....Functional Pathology.....45 clock hours**  
This course is a systems approach to the study of Pathophysiology. Emphasis will be on the normal & abnormal response to disease and injury, and effects on bodily systems. Consideration will be given to selected disorders, including a survey of pathology symptomatology, management & prognosis.

## PSYCHOLOGY

**PSY 101.....Introduction to Psychology.....45 clock hours**  
The course includes perception, learning, memory, motivation, emotion, intelligence, personality, development, psychopathology and social behavior.

**PSY 102.....Child Psychology.....45 clock hours**  
*Prerequisite:PSY-101*

The course includes principles of growth, maturation & learning relating to child development. Interaction of hereditary and environmental factors influencing the social, cognitive, and personality development of the child. Theories & research relative to the psychology of the child from the prenatal period through late childhood.

**PSY 103.....Adolescent Psychology.....45 clock hours**  
*Prerequisite:PSY-101*

The course includes theories & principles of pre-adolescent & adolescent behavior and its underlying dynamics; systemic study of modern concepts for understanding and dealing with the pre-adolescent adolescent in our society, with an emphasis on normal behavior development as it relates to the physical, emotional, Social, and intellectual growth of adolescents.

**PSY 105.....Psychology of Aging.....45 clock hours**  
*Prerequisite:PSY-101*

The goal of this course is to study and analyze the concepts , and theories related to the successful aging, including the paradigms & issues in adult development, social dimensions, age-related changes in sex-roles, and graying of America.

**PSY 201.....Abnormal to Psychology.....45 clock hours**  
*Prerequisite:PSY-101*

Nature of abnormal &deviant behavior and its underlying dynamics; systematic study of modern concepts of diagnosis, understanding, treatment and prevention of abnormal behavior patterns.

**PSY-202.....Psychology & Mental Health.....45 clock hours**  
*Prerequisite:PSY-101*

The course is designed to provide students with basic skills for working with older adults, and with information & interventions related to common mental health issues in older people, including basic interviewing, listening and problem solving skills.

**PSY-210.....Psychology in Business.....45 clock hours**  
*Prerequisite:PSY-101*

The course explores how & why psychology is important in operating a good business, including recognizing interpersonal relationship, developing corporate culture, teamwork, understanding clients/customers & satisfying needs.

**PSY-220.....Introduction to Parapsychology.....45 clock hours**  
Parapsychology has been referred to a controversial science. This course involves the history & development of parapsychology, within the context of the study of experiences, life after death, ghosts and other issues.

**PSY-250..... Independent Study inPsychology .....45 clock hours**  
Students need to suggest a program of their personal interest to conduct an independent study within the field of Psychology, and seek approval and guidance from the school, before embarking on this program.

**PSY-290..... Research in Psychology.....45 clock hours**  
Research is considered to be the professional development journey of medical profession. This course begins by building background knowledge of important concepts, theories & principles. The observation, examination & collection of data is then used to develop new theories, pharmaceuticals and/or modalities to help improve health care. The course includes the analytical and critical thinking, scientific methods, ethical concerns and search techniques necessary for the research process.

## Alternative Medicine

Complementary, Holistic – Ayurvedic, Chinese, Herbal, Homeopathy

**HOM-101.....Introduction to Homeopathic Medicine.....45 clock hours**  
Homeopathy is a system of medicine based on the theory that "like cures like". This introductory course explores the theory of Dr. Samuel Hahnemann, including its history, politics, rise & fall due to penicillin invention & antibiotics.

**HOM-102.....Materia Medica – (A-F).....45 clock hours**  
This course covers about half (A-F) of all the Homeopathy remedies, which are generally made from natural sources. The in-depth study of remedies is fundamental to the homeopathy.

**HOM-103.....Materia Medica – (G--Z).....45 clock hours**  
This course covers about half (G-Z) of all the Homeopathy remedies, which are generally made from natural sources. The in-depth study of remedies is fundamental to the homeopathy.

**HOM-104.....Homeopathic Medical Repertory.....45 clock hours**  
The study of Homeopathy involves knowledge of health conditions & symptoms, knowledge of materia media and the selection of the remedy is made through the Repertory. This hands-on intensive study of using the Repertory is the basis of homeopathic medical system.

**HOM-105.....The Art of Homeopathic Case Taking.....45 clock hours**  
In this course, the students will be learning and experimenting with the art of interviewing the patients, learning the unique way of case-taking, make the differential diagnosis and design the plan of care, by selecting the right remedy.

**HOM-110.....Pediatrics Homeopathic Medicine.....45 clock hours**  
This course is centered around the health of children, who often present unique symptoms, difficult case taking and where the practitioner is required to have special understanding of children's diseases & health conditions.

**HOM-111.....Homeopathy for Men.....45 clock hours**  
This course delves into the diseases and health conditions which afflict men, including problems with prostate, Erectile Dysfunction or male menopause.

**HOM-112.....Homeopathy for Women.....45 clock hours**  
Homeopathic remedies have been known to benefit the most to women and children. is a system of medicine based on the theory that "like cures like". This introductory course explores the theory of Dr. Samuel Hahnemann, including its history, politics, rise & fall due to penicillin invention & antibiotics.

**HOM-113.....Homeopathy for Elderly.....45 clock hours**  
Elderly seems to have multiple health conditions, are fragile and often use polymedicine for their health conditions. This special course in geriatric medicine covers issues of the elderly.

**HOM-120.....The Chronic Miasm& Pseudo-Prora.....45 clock hours**  
According to Dr. Hahnemann, the founder of Homeopathic medicine, the Prora is the basic element which we call disease and it occurs because of the miasm or the environment. In this course we will explore the toxic environment we live in and chronic diseases which occur.

**HOM-121.....Homeopathy for Cancer.....45 clock hours**  
Although there is no apparent cure for cancer, homeopathy offers a good alternative to those suffering from cancer and this course will take into an in-depth study of cancer and how homeopathy could be of some benefit.

**HOM-122.....Homeopathy for Heart Disease.....45 clock hours**  
The goal of this course is to study the homeopathic remedies which have been beneficial in combatting the heart disease and controlling high blood pressure.

**HOM-123.....Homeopathy for Dementia/Alzheimer.....45 clock hours**  
There have been many remedies in the homeopathic medical system which have, over the past three centuries, helped patients with dementia. This course discusses the causes & treatment of dementia & Alzheimer.

**HOM-124.....Depression & Mental Illnesses.....45 clock hours**  
This course covers the fundamentals of mental health conditions, including depression, the etiology, diagnostic tools, prognosis and homeopathic remedies, which can be used to alleviate the mental health issues.

- HOM-225.....Independent Studies in Homeopathy.....45 clock hours**  
Students need to suggest a program of their personal interest to conduct an independent study within the field of homeopathic medicine, and seek approval and guidance from the school, before embarking on this program.
- HOM-290.....Research in Homeopathic Medicine.....45 clock hours**  
Research is considered to be the professional development journey of medical profession. This course begins by building background knowledge of important concepts, theories & principles. The observation, examination & collection of data is then used to develop new theories, remedies and/or modalities to help improve homeopathic health care. The course includes the analytical and critical thinking, scientific methods, ethical concerns and search techniques necessary for the research process.
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- NMD 101..... Introduction to Natural Medicine.....45 clock hours**  
This introductory course defines the history, concepts and terms relatives to complementary and alternative medicine (CAM), including brief description of CAM modalities, their efficacies & uses and the differences between modern medicine (allopathy) and various types of natural medical systems.
- NMD 102..... Introduction to Acupressure.....45 clock hours**  
The students will learn about the pressure points along the 14 meridian points (pathways) of human body as defined by the traditional Chinese medicine. The program includes practicing these pressure points in the lab.
- NMD 103.....Introduction to Acupuncture.....45 clock hours**  
Acupuncture, like acupressure, is based on the Chinese theory of meridians, which carry the vital force or energy called ‘chi’. This course will teach the students where and how to insert the hair-thin needles, to relieve the pain, nausea, asthma or other health conditions, in accordance with the theories of Chinese medicine.
- NMD 104.....Introduction to Alexander Technique.....45 clock hours**  
This course discusses the origin, development and fundamentals of the Alexander Technique which teaches how to change faulty posture habits, enabling improved mobility, posture ,performance, stiffness, tension & stress.
- NMD 105..... Introduction to Aromatherapy.....45 clock hours**  
The goal of this course is to acquaint the student with the healing effects of various fragrances used to promote relaxation and help relieve the symptoms of certain ailments.
- NMD 106..... Introduction to Ayurvedic Medicine.....45 clock hours**  
In this course the student will learn about system of diagnosis & treatment by Ayurvedic Medicine, which has been practiced in India for more than 5000 years, including the vata, kapha and pitta doshas and Indian herbal remedies.
- NMD 107..... Introduction to Biofeedback.....45 clock hours**  
This course includes the history & development of biofeedback and how one can control a variety of mental and physical states by influencing the brain waves.
- NMD 108..... Introduction to Body Work.....45 clock hours**  
Body Work is an umbrella terms for the many techniques that promote relaxation and treat ailments, especially those of musculoskeletal system. The course includes the Alexander Technique,Aston Patterning& Feldenkrais, etc.
- NMD 109..... Introduction to Chinese Medicine.....45 clock hours**  
The use of herbs, along with acupressure & acupuncture is a major component of the system of traditional Chinese medicine. This course will cover use of many of these Chinese herbs.
- NMD 110..... Introduction to Chiropractic Medicine.....45 clock hours**  
This basic course in Chiropractic will cover both traditional & progressive schools of thoughts, including the concept of subluxations.
- NMD 111..... Introduction to Colon Therapy.....45 clock hours**  
Colon Therapy, also known as colonic or colonic irrigation involves a procedure washing the inner wall of the colon by filling it with water then draining it. This course provides the history, and development of this process.
- NMD-112..... Detoxification Therapy.....45 clock hours**  
Detoxification Therapy involves cleansing of the body through nutritional action, centering on GI function. The student will learn how to make changes in their lifestyle by improved selection of nutrients and elimination of toxins
- NMD-113..... Diet & Nutrition Therapy.....45 clock hours**  
This course includes study of various types of diets, including vitamins & minerals, foods, vegetable and herbs commonly used for different health conditions.



- NMD 114..... Introduction to Feng Shui.....45 clock hours**  
The Chinese art of Feng Shui has been used for centuries to create harmony in a person's life through understanding the concept of Yin & Yang. This course dwells into the systematic approach, enabling you to create an auspicious, powerful home environment that supports your health, career, finances, relationships and spiritual development.
- NMD 115..... Introduction to Herbal Medicine.....45 clock hours**  
The students in this course will learn about various therapeutic herbs, including leaves, stems, roots, and barks, used primarily for treating acute or chronic ailments. Students will also learn about benefits & preparation of herbal teas, infusions, decoctions, extracts & tinctures.
- NMD 116..... Introduction to Homeopathic Medicine.....45 clock hours**  
This introductory homeopathic course will introduce the student to the concept and laws of similar and how 'likes cures likes'. The program includes unique history-taking methods, the rubrics and
- NMD 117..... Introduction to Hydrotherapy.....45 clock hours**  
This course covers the ways & means to use ice, liquid and steam to relieve the symptoms of numerous types of infections, acute & chronic pain, circulatory problems and more. Treatment modalities include wraps, sprays, and douches, as well as steam rooms & saunas, hot & cold baths, whirlpool, and sitz bath.
- NMD 118..... Introduction to Iridology.....45 clock hours**  
The focus of this course is on the eye and how the iris, by means of an 'Iris Chart' provides information about the body systems and deficiencies thereof.
- NMD 119..... Introduction to Myomassology.....45 clock hours**  
Myomassology is an integration of techniques including basic Swedish massage, aromatherapy, reflexology, shiatsu, iridology, herbology, energy balancing, ear candling, and craniosacral therapy in conjunction with instruction in nutrition, meditation, yoga, tai chi, and qigong.
- NMD 120..... Introduction to Meditation.....45 clock hours**  
A state of consciousness in which the individual eliminates environmental stimuli from awareness so that the mind has a single focus, producing a state of relaxation & relief from stress. This course covers various forms of meditation.
- NMD 121..... Introduction to Naturopathic Medicine.....45 clock hours**  
This course discusses the philosophy that there is an inherent healing power in nature and in every human being and that the diet, nutrition, homeopathy and many other theories can prevent diseases and improve health.
- NMD 122.....The Dynamics of pH in Health.....45 clock hours**  
The understanding of pH (Potential Hydrogen) is fundamental to the human health. This course is designed to cover the concept of acid/alkaline balance in the body.
- NMD 123.....Introduction to Pilates.....45 clock hours**  
Introduced by Joseph Pilate of Germany in the early 20<sup>th</sup> century, Pilate is being practiced all over the world by about 11 million people. This program emphasizes how to control the mind to control the muscles, to increase the strength, flexibility and enhance endurance.
- NMD-124..... Polarity Therapy.....45 clock hours**  
Polarity Therapy is an energetic approach to healing that recognizes that energy flows through and around the body in bipolar currents, and that blockages or imbalance of this energy flow results in disease.
- NMD 125.....Reiki Therapy.....45 clock hours**  
Reiki (Japanese for universal-life-force) first appeared some 2,500 years ago in Buddhist scripture and introduced in the United States in 1936. Using rituals, symbols, and spirit guides, the practitioner channels spiritual energy to heal the client's spiritual body, which in turn will heal the physical body. There is no massaging involved.
- NMD-126.....Introduction to Reflexology.....45 clock hours**  
This course deals with the bodywork technique that uses reflex points on the hands and feet, which may be blocking the energy and causing pain, discomfort or disease.
- NMD-150..... Therapeutic Touch.....45 clock hours**  
Dating back to some 5,000 years, therapeutic or healing touch, also known as SHEN therapy has been practiced to alleviate stress-related illnesses, pain-relief and relaxation.

**NMD-225.....Independent Study in Natural Medicine.....45 clock hours**  
Students need to suggest a program of their personal interest to conduct an independent study within the field of Natural Medicine, and seek approval and guidance from the school, before embarking on this program.

**NMD-290.....Research in Natural Medicine.....45 clock hours**  
Research is considered to be the professional development journey of medical profession. This course begins by building background knowledge of important concepts, theories & principles. The observation, examination & collection of data is then used to develop new theories, pharmaceuticals and/or modalities to help improve health care. The course includes the analytical and critical thinking, scientific methods, ethical concerns and search techniques necessary for the research process.

**YGA-101.....Introduction to Yoga.....45 clock hours**  
This course covers the discipline of yoga focusing on the body's musculature, posture, breathing mechanism and consciousness to attain physical & mental well-being.

## Physical Therapy

**PTA-101.....Introduction to Physical Therapy.....45 clock hours**  
This course covers the history, advancements, licensing laws, the trends, role and the responsibilities of PTAs., including medical & ethical issues, data collection & documentation, health assessment, and patient care for PTAs.

**PTA-103.....Introduction to Orthotics & Prosthetics.....45 clock hours**  
The course covers the science of treating joints, bones or muscle disorders with mechanical support, braces, fitting the orthopedics appliances & prosthesis.

**PTA 201.....Physical Therapy – Procedure-1.....45 clock hours**  
This course covers the techniques of muscle testing, for the assessment of muscular strength and function as fundamental components of movement and performance. The students will also learn to use goniometer for the measurement of joint motions.

**PTA 202 .....Physical Therapy – Procedure-2.....3 credits.....45 clock hours**  
Introduces the rationale and skills for patient therapeutic procedures. Includes exercise routines such as passive, active-assistive, active & resistive range, gait training and other necessary skills.

**PTA 203..... Physical Therapy – Procedure-3.....45 clock hours**  
This program introduces patient care techniques including patient preparation and the practical application of physical therapy modalities. The physiological effects indications / contraindications of heat, cold, radiant therapy, traction, intermittent compression and massage are emphasized.

**PTA 204.....Joint Structure & Functions.....45 clock hours**  
This course includes the basic concepts in Biomechanics, as well as study functions of joint structure, muscle structure, vertebral column, thorax, chest wall, temporomandibular joint, shoulder, elbow, wrist, hand, hip, knee & ankle-foot complexes, plus posture & gait.

**PTA 204-L.....Joint Structure & Functions LAB.....15 clock hours**  
The Lab program is designed for practical applications of the theories and didactic from PTA204 program.

**PTA 205.....Neuromuscular Physical Therapy.....45 clock hours**  
The program covers the basic concepts in neurology, neurological & neuromuscular conditions and neurological rehabilitation techniques and skills.

**PTA 205-L.....Neuromuscular Physical Therapy - LAB.....15 clock hours**  
The Lab program is designed for practical applications of the theories and didactic from PTA205 program.

**PTA- 206.....Musculoskeletal Physical Therapy .....45 clock hours**  
The goal of this course is to acquaint the students with the force-motion relationships with the musculoskeletal system and the various skills & techniques used to understand these relationships.

**PTA-206-L.....Musculoskeletal Physical Therapy.. LAB.....15 clock hours**  
The Lab program is designed for practical applications of the theories and didactic from PTA206 program.

- PTA-207.....Rehabilitation Techniques.....45 clock hours**  
 This course covers the rehabilitation skills and techniques applied in the practice of physical therapy for adults and children, including management of patients with disabilities, amputation, gait abnormalities, spinal cord injuries, burns, etc.
- PTA-207-L... ..Rehabilitation techniques.. LAB.....15 clock hours**  
 The Lab program is designed for practical applications of the theories and didactic from PTA207 program.
- PTA-208.....Cardiopulmonary Rehabilitation..... 30 clock hours**  
 The focus of this course is on management of cardiopulmonary conditions of the patient and skills needed for rehabilitation after diagnostic procedures, cardiac catheterization, cardiac surgery, etc. and the types of exercises which would help rehabilitate the patient.
- PTA 209.....Pediatrics – Physical Therapy.....30 clock hours**  
 This course covers various issues, health conditions and management of pediatric patients, in terms of physical therapy. Dos & don'ts when dealing with small children and special consideration, including physical, cognitive and emotional differences.
- PTA 210.....Geriatrics – Physical Therapy..... 30 clock hours**  
 The goal of this course is to provide the knowledge and skills needed for the challenges the elderly patients present for physical therapy treatment and appropriate management of their physical and psychological deficits.
- PTA 211.....Kinesiology.....30 clock hours**  
 This course covers the relationships between the systems that relate to the functional movement of the human body, including mechanisms, muscles actions, planes, etc. of upper & lower extremities, face & trunk.
- PTA 211-L.....Kinesiology.....Lab.....15 clock hours**  
 This course covers the practical Lab to explore the relationships between the systems, functional movement of the human body, including mechanisms, muscles actions, planes, etc. of upper & lower extremities, face & trunk.
- PTA 212.....Introduction to Therapeutic Massage.....45 clock hours**  
 This course provides the basics principles of therapeutic massage, and covers the latest techniques, modalities, equipment, body mechanics and competencies needed to achieve the best possible client outcomes.
- PTA-215.....Psychology & Mental Health for Older Adults.....45 clock hours**  
*Prerequisite: PSY-101*  
 The course is designed to provide students with basic skills for working with older adults, and with information & interventions related to common mental health issues in older people, including basic interviewing, listening and problem solving skills.
- PTA-250.....Independent Study inPhysical Therapy.....45 clock hours**  
 Students need to suggest a program of their personal interest to conduct an independent study within the field of Physical Therapy, and seek approval and guidance from the school, before embarking on this program.
- PTA-290.....Research in Physical Therapy.....45 clock hours**  
 Research is considered to be the professional development journey of Physical Therapy profession. This course begins by building background knowledge of important concepts, theories & principles. The observation, examination & collection of data is then used to develop new theories, activities and/or modalities to help improve health care. The course includes the analytical and critical thinking, scientific methods, ethical concerns and search techniques necessary for the research process.
- PTA-295.....Clinical Internship inPhysical Therapy.....75 clock hours**  
 Clinical internship is an integral part of the Physical Therapy programs. Students are required to spend time at hospital, clinic, long term care facility, nursing home and/or visit clients at their home with a qualified preceptor.

## Recreational Therapy

- RTP-101..... Introduction To Recreational Therapy.....45 clock hours**  
The history, advancements, licensing laws, the trends, role and the responsibilities of RT/TR., including medical & ethic issues. The course includes functions of RT, Education, Training and Certification (NCTRC).
- RTP-102 (MED-102).... Medical Terminology - Recreational Therapy.....45 clock hours**  
The focus of this course is to familiarize the student with the words, phrases, prefixes, suffixes, abbreviations, combining forms, medical language and the system of terms in health care. Emphasis is on medical terminology used in Recreational Therapy.
- RTP-103 (MED-103)..... Human Growth & Development.....45 clock hours**  
This course involves the study of development of the individual during the embryonic stage. including theories of physical, psychological, cognitive, social & cultural development throughout the lifespan.
- RTP-104 (MED-104)..... Medical Professional Ethics for RT/TR.....45 clock hours**  
This course is designed to provide a general, legal and moral issues & concepts for the Health care practitioners, including RT/TR. It includes Patients' Bill of Rights, Advocacy, Code of Professional Conduct, Competence, Confidentiality, Conflict of Interest, Ethical Theories & Principles, Nonmaleficence, Privacy, and accepted ethical practices with respect to culture, social, spiritual and ethnic differences.
- RTP-105 (MED-105)..... Human Anatomy & Physiology - 1.....30 clock hours**  
The course is designed to provide the basic knowledge of human anatomy, including the cell, integumentary system, the skeletal system, articulation, muscular, nervous and the endocrine systems.
- RTP-105 L (MED-105L)..... Human Anatomy & Physiology - 1..... Lab.....15 clock hours**  
The course is designed for the practical lab to enhance the theoretical knowledge of human anatomy, acquired in RTP-105 (MED-105) course about the cell, integumentary system, the skeletal system, articulation, muscular, nervous and the endocrine systems.
- RTP-107..... Leisure Throughout Lifespan.....45 clock hours**  
The goal of this basic course in Leisure Through Lifespan is to provide a comprehensive perspective of leisure and fun activities which has a significant impact on our physical, emotional & neurological health.
- RTP-108..... Leisure Lifestyle Development.....45 clock hours**  
This course is designed to explore and evaluate how leisure activities can enhance the lifestyle of patients.
- RTP-110..... Theories of Play, Recreation & Leisure.....45 clock hours**  
There are many different theories, concepts, ideas and modules within the context of play, recreation and leisure. This goal of this programs is to investigate, assess and evaluate those theories which are beneficial to the patients.
- RTP-111.....Social Psychological Aspects of Play, Recreation & Leisure.....45 clock hours**  
There are many different theories, concepts, ideas and modules within the context of play, recreation and leisure. This goal of this programs is to investigate, assess and evaluate those theories which are beneficial to the patients.
- RTP-115.....Recreational Therapy Intervention Modules.....45 clock hours**  
This course deals with various modules, ways and means of providing the services of a recreational therapist to the patients.
- RTP-201..... Laws & Legal Issues Impacting RT/TR.....45 clock hours**  
This course deals with the current laws and legal issues which are impacting the practice of Recreational Therapists / Therapeutic Recreation, including the licensing, compensation, etc.
- RTP-202..... Concepts of Recreational Therapy.....45 clock hours**  
This course delves into various concepts, and programs being used in the recreation therapy for the benefit of the patients.
- RTP-203.....Practice Settings for Recreation Therapist.....45 clock hours**  
Recreational Therapists work in many different professional settings, such as hospitals, physical therapy clinics, rehab centers, recreational facilities, etc. This course explores various options where recreational therapy is applied.

- RTP-204.....Assessment Modules for Recreational Therapy.....45 clock hours**  
 This program explores different ways & means to evaluate the patient, the differential diagnosis, prognosis and plans of care.
- RTP-205 (MED-205)..... Human Anatomy & Physiology-2.....30 clock hours**  
*Prerequisite:RTP-105*  
 The advance course in Human Anatomy & Physiology includes cardiovascular system, respiratory system, digestive system, the urinary system, fluid & electrolyte, acid-base, reproductive system, growth & development & genetic.
- RTP-205L (MED-205L)..... Human Anatomy & Physiology-2.....LAB.....15 clock hours**  
 The course is designed for the practical lab to enhance the theoretical knowledge of human anatomy, acquired in RTP-205 (MED-205) course about the cardiovascular, respiratory, digestive, urinary, reproductive systems, etc.
- RTP-206 (MED-206)..... Pathophysiology.....45 clock hours**  
 This course in clinical concepts of disease process, introduces the students to general pathologies of the various human body systems including heredity, and environmental deficits.
- RTP-207..... Life Care Planning.....45 clock hours**  
 The course teaches the student to study the history, diagnosis, prognosis and progress report of the patient and design a program of activities which will enhance the quality of life for the patient.
- RTP-208.....Concept of Interdisciplinary Team in R. Therapy.....30 clock hours**  
 This course explores the importance of a multidisciplinary team for the best treatment of the patient, including a physician, physical therapist, occupational therapist, nurse, recreational therapist, caregiver as well as the patient.
- RTP-209.....Information Systems in Recreational Therapy.....30 clock hours**  
 The advancement in technology, availability of medical records & data is the focus of this course.
- RTP-211 (PTA-211)..... Kinesiology.....45 clock hours**  
 The goal of this basic course in Kinesiology is to provide a comprehensive perspective of biomechanics & principles of musculoskeletal anatomy, neuromuscular physiology and osteokinematics. At the end of the course, the student should have a very good knowledge of how various segments of the human body move and their inter-relationships
- RTP-215..... Patient Advocacy .....45 clock hours**  
 This course involves research, investigation and programs to promote the rights of the patients.
- RTP-218 (MED-218)..... Pathophysiology.....45 clock hours**  
 This course covers the study of the biologic and physical manifestations of disease as the correlate with the underlying abnormalities and physiologic disturbances.
- RTP-220..... Electives for Recreational Therapy Program.....45 clock hours**
- RTP-250.....Independent Study inRecreational Therapy.....45 clock hours**  
 Students need to suggest a program of their personal interest to conduct an independent study within the field of Recreational Therapy, and seek approval and guidance from the school, before embarking on this program.
- RTP-290.....Research in Recreational Therapy.....45 clock hours**  
 Research is considered to be the professional development journey of Recreational Therapy profession. This course begins by building background knowledge of important concepts, theories & principles. The observation, examination & collection of data is then used to develop new theories, activities and/or modalities to help improve health care. The course includes the analytical and critical thinking, scientific methods, ethical concerns and search techniques necessary for the research process.
- RTP-295..... Clinical Internship – Recreational Therapy.....45 clock hours**

## MASSAGE THERAPY

**TMT-101..... Introduction to Therapeutic Massage .....45 clock hours**

This course includes the history & basics principles of therapeutic massage, from Hippocrates to introduction of Swedish Massage in the United States in 1850's. The program introduces the student to various types of massage and covers the latest techniques, modalities, equipment, body mechanics and competencies needed to achieve the best possible client outcomes.

**TMT-102..... Soft Tissue Massage.....45 clock hours**

Students will learn the scientific manipulation of the soft tissues of the body to normalize those tissues. The course covers the manual techniques that include applying fixed or moveable pressure, holding, and/or causing movement of or to the body, using primarily the hands but sometime other areas, such as forearms, elbows or feet.

**TMT-103..... Deep Tissue Massage.....45 clock hours**

These therapies are corrective or therapeutic massages that use greater pressure to reach deeper layers of the muscles, most often as a treatment for muscle spasms, scar tissue, or chronic patterns of muscular tension.

**TMT-104..... Fundamental Principles of Massage Therapy.....45 clock hours**

This course covers the basic principles of Massage of the Back, Legs, Abdomen, Chest, the Arms, Head and the Shoulders. The student learns the two main approaches, including the 'energy-based' and the 'physiology-based'.

**TMT-105..... Therapeutic Treatment of Head, Body & Foot... .....45 clock hours**

The program offers an integrated muscular-based approach to massage, starting with the head, which is effective in dealing with a range of physical & emotional complaints, especially stress-related. The Body massage involves a flowing sequence of soothing & stimulating strokes combined to bring a harmonious state of relaxation and invigoration, followed by a foot massage, which aims to free blockages in vital energy pathways.

**TMT-106..... Ayurvedic Massage.....45 clock hours**

An ayurvedic massage is one part of the traditional detoxification and rejuvenation program of India called panchakarma, in which the entire body is vigorously massaged with large amounts of warm oil and herbs to remove toxins from the system. With the client's permission, oil is also poured into the ears, between the eyebrows, and at specific chakras, or energy points, during techniques known respectively as karna purana, shirodhara, and marma chikitsa. These treatments are powerful in their effects on the mind and nervous system—calming, balancing, and bringing both a heightened sense of awareness and deep inner peace

**TMT-107..... Baby Massage.....45 clock hours**

This course in Massage for the Baby has become very popular in recent years, after the research indicating the great benefits of it, with better physical and mental development of the babies. Students will learn the special knowledge, skills & techniques used for development of a happy, healthy & more alert baby. This massage is of great benefit to babies with low birth weight, drug-addicted babies & babies with neurological or physical problems. Practice of infant massage is also known to improve and create a stronger bond between parent and infant.

**TMT-108..... Chinese Massage.....45 clock hours**

Tui na is an ancient Chinese system of manual therapeutics with a wide range of techniques and indications. While traditional Chinese medical precepts form its theoretical basis, clinical experience governs its application. Tui na techniques range from those that are light and soothing to those that are strong and invigorating. Refined over the centuries, tui na facilitates healing by regulating the circulation of blood and qi (vital energy), which controls body function and enhances resistance to disease. The term tui na (pronounced t-weigh na) combines the names of two of the hand techniques, tui meaning to push and na meaning to lift and squeeze, which are used to represent the system. Practitioners of tui na claim there are more than 365 hand techniques, although they can be generally placed in the category of pressing, rubbing, waving, shaking, percussion, or manipulating. The term "tui na" first appeared in the Ming Dynasty text Pediatric Tui Na Classic in 1601.

**TMT-109.....Facelift Massage.....45 clock hours**

A series of massage techniques using acupressure points, lymphatic drainage strokes, and facial massage strokes, the Facelift Massage is designed to firm sagging skin, stimulate blood and oxygen, release toxins, and soften lines. The treatment also consists of cleansing, exfoliating, hot towel wraps, and a honey-lift massage treatment.

- TMT-110..... Geriatrics Massage.....45 clock hours**  
 Designed for the elderly, and based on the knowledge of physical, neurological and cognitive deficiencies often experienced by elderly, this programs teaches the skills requiredto increase muscle tone, blood circulation, improve posture, gait and provide better control of their body to elderly or impaired clients.
- TMT-115..... Hot Stone Massage.....45 clock hours**  
 Student in this course will learn about the increasing popular techniques of Hot Stone Massage therapy. The special stones or rocks are heated and then placed at specific points on the back, in the palms of the hand or between the toes. The heat warms & relaxes the muscles for more effective deep tissue massage. The hot stones also improve circulation and calm the nervous system.
- TMT-120..... Jamu Massage.....45 clock hours**  
 Jamu massage is a Balinese-inspired modality based on Indian, Chinese, and European techniques involving acupressure, rolling motions, long strokes, and percussion-like drumming. Beginning slowly and building to a staccato pace, Jamu massage is designed to energize and increase blood circulation.
- TMT-123.....Lomi Lomi Hawaiian Massage.....45 clock hours**  
 Lomi-lomi--Hawaiian for rub rub is a system of massage which utilizes very large, broad movements. Two-handed, forearm, and elbow application of strokes, which cover a broad area, is characteristic of lomi-lomi. Similar to Swedish massage in many aspects, this system uses prayer and the acknowledgment of the existence of a higher power as an integral part of the technique.
- TMT-125..... Lymphatic Massage.....45 clock hours**  
 The student will learn to apply the system of light, rhythmic strokes for the manual lymph drainage which could relieve edema, inflammation, and or other conditions related to poor lymph drainage. This massage is also great for chronic infections, excess scar tissue, poor circulation or edema caused by surgery, trauma, chronic pain, or stress.
- TMT-127..... Maya Abdominal Massage for Women.....45 clock hours**  
 Maya Abdominal Massage is a noninvasive, external, massage technique. It guides internal abdominal organs into their proper position for optimum health and well-being. Maya massage improves organ function by releasing physical and emotional congestion from the abdomen. The ancient Maya healing techniques address common female complaints such as painful or irregular periods, varicose veins, lower backache, infertility, and more.
- TMT-128..... Maya Abdominal Massage for Men.....45 clock hours**  
 Maya Abdominal Massage techniques for men helps male complaints such as prostrate swelling and inflammation, frequent urination, and impotency. The technique works by relieving congestion and blockages to improve the flow of chi and fluids of the circulatory, lymphatic, and nervous systems to prevent the progression of chronic disease.
- TMT-130..... Medical Massage .....45 clock hours**  
 Student in this course learn to provide appropriate massage for the medical health condition of the client, including Fibromyalgia, Pre-Menstrual Syndrome (PMS), Menopause. Chronic Headache, etc. With the knowledge about various health conditions and skills, student learn to provide specific treatments appropriate to the disease, pain, and recovery from injury.
- TMT-132..... Myofascial Massage.....45 clock hours**  
 This massage technique manipulates the connective tissue and fascia that surround the muscles for pain relief and structural integration of the entire body. Myofascial massage may incorporate light strokes or deep massage, depending upon the muscles involved.
- TMT-135..... Myotherapy.....45 clock hours**  
 Similar to neuromuscular therapy (NMT), this program involves stimulation of trigger points. The goal of this therapy is to eliminate pain and re-educate the muscles into healthy, pain-free patterns of movement. Student will learn the use of knuckles, fingers, and elbows to press the trigger points, including stretching & exercises to unlearn painful habit.
- TMT-138..... Neuromuscular Massage.....45 clock hours**  
 This comprehensive program of soft-tissue manipulation balances the body's central nervous system with the musculoskeletal system. Based on neurological laws that explain how the central nervous system initiates and maintains pain, the goal is to help relieve the pain and dysfunction by understanding and alleviating the underlying cause. Neuromuscular therapy can help individuals who experience distortion and biomechanical dysfunction, which is often a symptom of a deeper problem. It is also used to locate and release spasms and hypercontraction in the

tissue, eliminate trigger points that cause referred pain, rebuild the strength of injured tissues, assist venous and lymphatic flow, and restore postural alignment, proper biomechanics, and flexibility to the tissues.

**TMT-140..... On-Site Massage.....45 clock hours**  
Student in this course learn to use a specially designed chair to give employees a 15 to 20 minute head, shoulder, and arm massage at the workplace, without disrobing or using oils.

**TMT-150..... Orthobionomy Massage.....45 clock hours**  
This course will teach the student techniques of orthobionomy with its gentle movements and comfortable positions, in harmony with the body's own preferred posture to relieve muscle tension and discomfort.

**TMT-160..... Oriental Massage – Amma.....45 clock hours**  
Originated in China, Amma is the traditional Japanese massage, focused on energy meridians and points called tsubos. The student will learn the techniques of using thumbs for pressure, kneading, tapping and rubbing.

**TMT-180..... Pregnancy (Prenatal) Massage .....45 clock hours**  
Massage during pregnancy can help relieve fluid retention, improve muscle tone, and relieve the sore back, neck, and muscles that are often part of pregnancy.

**TMT-185..... Sports Massage .....45 clock hours**  
The goal of this program is to teach the student techniques and massages which could relax an athlete before an event and to help speed recovery afterwards. Sports massage focuses on the stresses, injuries, or sore muscles cause by exercise or vigorous athletic performances.

**TMT-190..... Swedish Massage.....45 clock hours**  
Students in this course will learn the five basic techniques for the Swedish massage which are used to promote relaxation, improve circulation, range-of-motion, and relieve muscle tension.

**TMT-198..... Thai Massage.....45 clock hours**  
Also called nuad bo rarn, Thai massage is based on the theory that the body is made up of seventy-two thousand sen, or energy lines, of which ten hold top priority. Thai massage also involves peripheral stimulating, meaning it acts as an external stimulant to produce specific internal effects. This point serves as the main division between Thai and Western massage. Thai massage is practiced on a firm mat on the floor instead of on a table, instrumental in the effective use of the practitioner's body weight. Except for the feet, the client remains fully clothed, so draping is not necessary.

**TMT-200..... Oncology Massage.....45 clock hours**  
Oncology massage refers to massage tailored to the needs of individuals with cancer. This specialized practice requires therapists to be fully educated in and pay close attention to the physical, emotional, and psychological needs of clients in all stages of cancer: diagnosis, treatment, recovery, survivor, or terminal. Training in oncology massage covers appropriate bodywork modalities for cancer clients, includes precautions for radiation, chemotherapy, and surgery, and covers physiology and pathology.

**TMT-210..... Orthopedic Massage.....45 clock hours**  
Combining some elements of sports and medical massage, orthopedic massage integrates ten modalities to treat soft-tissue pain and injury. Emphasis is placed on understanding both the injury and its rehabilitation criteria. Three basic elements adhered to, despite the technical diversity in treatment, are assessment, matching the treatment to the injury, and adaptability of treatment.

**TMT-250.....Independent Study inTherapeutic Massage.....45 clock hours**  
Students need to suggest a program of their personal interest to conduct an independent study within the field of Massage Therapy, and seek approval and guidance from the school, before embarking on this program.

**TMT-290.....Research in Massage Therapy.....45 clock hours**  
Research is considered to be the professional development journey of Massage Therapy profession. This course begins by building background knowledge of important concepts, theories & principles. The observation, examination & collection of data is then used to develop new theories, activities and/or modalities to help improve health care. The course includes the analytical and critical thinking, scientific methods, ethical concerns and search techniques necessary for the research process.