

- OTAS 2420 Fieldwork Experience Level II B** (0-40-3)  
Full-time fieldwork experience following the completion of all didactic course work. The fieldwork program involves students in experiences with clients, patients, therapists, and others in the health care community. Participation in Level II fieldwork placements allows application of classroom theory and academic knowledge base. The fieldwork will be available in various settings providing opportunities for experience with diverse patient/client populations. The student fieldwork intern will experience various service delivery models reflective of current practice in the profession. Fieldwork internships are carried out in accordance with contractual agreements with health care facilities. Level II fieldwork internships are an integral part of the educational process and must be successfully completed within 18 months of the end of the didactic course work.  
Prerequisite: Completion of all didactic course work.  
Offered: Fall.
- PARA 1110 Introduction to the Paralegal Profession** (3-0-3)  
This course introduces the paralegal profession and the structure, function, and procedures of the legal system. Courtroom procedures, preparation of documents, case analysis, legal reasoning, career opportunities, certification, and professional affiliations will be explored with an emphasis on issues of ethics and confidentiality.  
Corequisite: Minimum COMPASS reading score of 74 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: Fall.
- PARA 1120 The Understanding of Law** (3-0-3)  
This course provides an introduction to the substantive areas of law, including contracts, property, torts, estates and probate, and criminal law, with an emphasis on developing practical paralegal skills. Students will analyze complex factual scenarios and will develop basic legal research and writing skills.  
Corequisite: Minimum COMPASS reading score of 74 or enrollment in READ 0099.  
Prerequisite: None.  
Offered: Fall semester, odd years.
- PARA 1130 Legal Research and Writing** (3-0-3)  
This course provides an introduction to legal research techniques using primary and secondary authorities and writing various legal documents. Students will develop legal research skills through the use of traditional resources and computerized legal research software. Preparation and writing legal briefs and other documents relating to legal research will be emphasized.  
Corequisite: Minimum COMPASS reading score of 74 or enrollment in READ 0099.  
Prerequisite: PARA 1110 or permission of program director.  
Offered: Spring.

- PARA 1140 Litigation and Trial Practice** (3-0-3)  
This course presents fundamental concepts and procedures of civil litigation including the rules of civil procedure, rules of evidence, and common law principles with an emphasis on the role of the paralegal. Students will explore all phases of litigation, including discovery, trial preparation, alternative dispute resolution, and post-trial issues while focusing on their role and ethical obligations as members of a litigation team.  
Corequisite: Minimum COMPASS reading score of 74 or enrollment in READ 0099.  
Prerequisite: PARA 1110 or permission of program director.  
Offered: Spring Semester, even years.
- PARA 1150 Real Estate Law** (3-0-3)  
This course provides an overview of the substantive law of real property and offers an examination of the procedural and practical aspects of property law with an emphasis on the role of the paralegal and the preparation of forms common to real estate transactions. A comprehensive overview of recording statutes, title abstracting, title insurance, surveys, mortgages, leases, deeds of trust, and closings are provided.  
Corequisite: Minimum COMPASS reading score of 74 or enrollment in READ 0099.  
Prerequisite: PARA 1110 or permission of program director.  
Offered: Spring Semester, odd years.
- PARA 1160 Wills, Trusts, and Estates** (3-0-3)  
This course presents fundamental concepts of the law of wills, trusts, and estate administration with an emphasis on the role of the paralegal. Students will examine the procedures, techniques, and the substantive law and will be exposed to legal documents commonly used in the administration of wills, trusts, and estates.  
Corequisite: Minimum COMPASS reading score of 74 or enrollment in READ 0099.  
Prerequisite: PARA 1110 or permission of program director.  
Offered: Fall Semester, even years
- PARA 2110 Family Law** (3-0-3)  
This course introduces principles, trends, and laws governing domestic relations, including the topics of marriage, annulment, divorce, alimony, child custody, property division, adoption, and other related topics, with an emphasis on the paralegal's role. Students will develop legal skills through mock exercises and case documentation and will examine court proceedings and ethical issues relevant to family law.  
Corequisite: Minimum COMPASS reading score of 74 or enrollment in READ 0099.  
Prerequisite: PARA 1110, or permission of program director.  
Offered: Fall semester, every other odd year.

- PARA 2120 Contract Law** (3-0-3)  
This course provides an introduction to the fundamental concepts of contract law with an emphasis on the paralegal's role. Topics will include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code, breaches of contracts, and available remedies. There will be an examination of specific contracts and draft documents that are the subject of frequent litigation. Students will develop legal skills through case documentation and will examine court proceedings and ethical issues relevant to contract law.  
Corequisite: Minimum COMPASS score of 74 or enrollment in READ 0099.  
Prerequisite: PARA 1110, or permission of program director.  
Offered: Spring semester, every other even year.
- PARA 2130 Bankruptcy Law** (3-0-3)  
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors with an emphasis on the paralegal's role. Topics will include relevant common law and statutory laws, bankruptcy, and reorganization from both a creditor and debtor perspective. Students will develop legal skills through case documentation and will examine court proceedings and ethical issues relevant to bankruptcy law.  
Corequisite: Minimum COMPASS score of 74 or enrollment in READ 0099.  
Prerequisite: PARA 1110, or permission of program director.  
Offered: Fall semester, every other even year.
- PARA 2140 Employment Law** (3-0-3)  
This course provides an overview of employment and labor law with an emphasis on the paralegal's role. Topics will include contract negotiations, contracts of employment, governmental regulations, discrimination issues, and worker's compensation. Students will develop legal skills through case documentation and will examine court proceedings and ethical issues relevant to employment and labor law. Minimum COMPASS reading score of 74 or enrollment in READ 0099.  
Prerequisite: PARA 1110 or permission of program director.  
Offered: Spring semester, every other odd year.
- PARA 2150 Paralegal Certification Review** (1-0-1)  
This one-hour course provides a comprehensive review of relevant material for the paralegal student who will pursue national certification by examination. Students will be provided with tips for studying and will utilize sample tests and other tools to prepare for the national certification examination.  
Prerequisite: Completion of at least six PARA courses or permission of program director.  
Offered: On demand.

- PARA 2160 Special Topics in Paralegal Studies** (3-0-3)  
 This course provides students with an opportunity to study selected advanced topics or current issues in the law relevant to paralegal students. Students may repeat this course as long as different topics are offered and as long as they do not exceed the maximum number of hours permitted. A maximum of six credit hours in special topics may be applied toward program graduation requirements in the associate of Applied Science Degree. A maximum of three credit hours in special topics may be applied toward the certificate.  
 Prerequisite: PARA 1110 or permission of program director.  
 Offered: Summer semester, or as needed.
- PARA 2164 Criminal Law and Procedure** (3-0-3)  
 This course provides an overview of criminal law and the criminal trial process with an emphasis on the paralegal's role. Students will explore the history and structure of the American legal system, relevant common law and statutory laws, Constitutional protections, the identification and basic elements of crimes, and the criminal trial process. Students will become well-informed about the resources available to paralegals and where to access those resources to serve clients effectively.  
 Prerequisite: PARA 1110 or permission of the program director.  
 Offered: Fall semester, every even year.
- PHED 0085 Lifeguard Management – Institutional Credit Only** (2-0-2)  
 As an American Red Cross course, the purpose of the Lifeguard Management course is to provide participants who have administrative or supervisory responsibilities for the performance of lifeguards with the skills and knowledge to effectively manage lifeguards and to create an environment that keeps patrons, lifeguards and the aquatic facility safe.  
 Will not count as an area G requirement.  
 DOES NOT SATISFY ANY CORE REQUIREMENTS. WILL NOT TRANSFER.  
 Prerequisites: None.  
 Offered: On demand.
- PHED 0086 Certified Pool Manager – Institutional Credit Only** (2-0-2)  
 This course covers the Managerial, as well as the Operational aspects of the Aquatics Director. It is designed to provide an individual, after successful completion, a thorough understanding of the managerial and pool operation aspects required to ensure that a varied aquatics program is found in a safely-run pool staffed by competent individuals.  
 Will not count as an area G requirement.  
 DOES NOT SATISFY ANY CORE REQUIREMENTS. WILL NOT TRANSFER.  
 Prerequisites: None.  
 Offered: On demand.
- PHED 1105 Strength Training** (1-2-2)  
 Involves strength training through a circuit of isotonic exercises using barbells, dumbbells, and a selection of fixed/variable resistance machines. Covers muscles of the body, types of muscular contractions, and principles of strength training. Includes orientation to Darton College Fitness Center.  
 Prerequisite: None.  
 Offered: On demand.

- PHED 1106 Walk, Jog, or Run for Fitness** (1-2-2)  
 Involves cardiovascular training through endurance walking, jogging, or running. Includes information on why such training is needed, how it is accomplished, and what results can be expected.  
 Prerequisite: None.  
 Offered: Fall, Spring.
- PHED 1110 Deep Water Exercise** (1-3-2)  
 Involves cardiovascular and muscular endurance training through water resistance exercises. Includes information on why such training is needed, how it is accomplished, and what results can be expected. All exercises are done with flotation equipment. Includes orientation to Darton College Fitness Center.  
 Prerequisite: None.  
 Offered: Spring.
- PHED 1112 Hip Hop** (0-2-1)  
 Hip Hop is a dance style, mainly street dance styles, danced to hip hop music, or that have evolved as a part of the hip hop culture. The first and original dance associated with hip hop is breakdance.  
 Prerequisite: None.  
 Corequisite: None.  
 Offered: Every semester.
- PHED 1115 Step Aerobics I** (1-2-2)  
 Emphasis is on cardiovascular endurance, muscle conditioning, and flexibility development. Continuous exercise is combined with music. Includes orientation to Darton College Fitness Center.  
 Prerequisite: None.  
 Offered: Fall, Spring.
- PHED 1116 Step Aerobics II** (0-3-1)  
 Emphasis is on cardiovascular endurance, muscle conditioning, and flexibility development. Designed to improve upon the skills and fitness knowledge of Aerobics I.  
 Prerequisite: PHED 1115.  
 Offered: Fall, Spring.
- PHED 1120 Baseball Techniques and Strategy** (0-2-1)  
 Practical experience in fundamental skills and techniques, team play & strategy.  
 Prerequisites: None.  
 Offered: On demand.
- PHED 1121 Softball** (0-2-1)  
 An introduction to the fundamental skills and knowledge necessary to play softball. Includes instruction in batting, fielding, throwing, basic strategies, and rules.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1122 Basketball** (0-2-1)  
 An introduction to the fundamental skills & knowledge necessary to play basketball. Includes instruction in passing, dribbling, shooting, basic strategies, & rules.  
 Prerequisite: None.  
 Offered: On demand.

- PHED 1123 Aerobic Pump** (1-2-2)  
 This course is designed to work the entire body using barbells with adjustable weights to music. Beginning with a general warm up, participants are led through a series of exercises including squats, presses, lifts and curls. The focus is on correct lifting techniques using light to moderate weights and high repetitions.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1124 Soccer** (0-2-1)  
 An introduction to the fundamental skills and knowledge necessary to play soccer. Includes instruction in kicking, heading, passing, dribbling, basic strategies, and rules.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1125 Badminton** (0-2-1)  
 Introduction to techniques such as serve, clear, drop, smash, and drives with an emphasis on strategy and rules.  
 Prerequisite: None.  
 Offered: Spring.
- PHED 1126 Tennis I** (0-2-1)  
 An introduction to the fundamental skills and knowledge necessary to play tennis. Includes instruction on the forehand, backhand, serve, basic strategies, and rules.  
 Prerequisite: None.  
 Offered: Fall, Spring.
- PHED 1127 Tennis II** (0-2-1)  
 Designed to improve upon and add to the skills and knowledge developed in Tennis I. Includes a review of forehand, backhand, and serve. Introduces the lob, smash, volley, and more advanced game strategies.  
 Prerequisite: PHED 1126 or permission of instructor.  
 Offered: On demand.
- PHED 1130 Swimming I** (0-2-1)  
 An introduction to the basic swimming skills necessary for water survival, safety, and recreation. Covers crawl stroke, elementary backstroke, sidestroke, breaststroke, floats, entries, and non-swimming rescues.  
 Prerequisite: None.  
 Offered: Fall.
- PHED 1131 Swimming II** (0-2-1)  
 Designed to improve upon and add to the skills and knowledge developed in Swimming I. The emphasis is on correct performance of the crawl, elementary backstroke, sidestroke, breaststroke, and back crawl.  
 Prerequisite: PHED 1130 or permission of instructor. Must be able to pass swim test.  
 Offered: On demand.

- PHED 1132 Lifeguard Training** (1-2-2)  
 Designed to teach fundamental skills and knowledge necessary to save one's own life or the life of another in the event of an aquatics emergency. Student can qualify for Red Cross certification through this course.  
 Prerequisite: Swim Test.  
 Offered: On demand.
- PHED 1133 Scuba** (0-2-1)  
 This course will provide the student with knowledge and skills to safely enter a confined water diving environment. Certification dives are not included.  
 Prerequisite: Pass swim test (200 yard swim and 10 minute float/tread water).  
 Offered: Fall, Spring.
- PHED 1134 Advanced Scuba** (1-1-1)  
 As a continuation of Scuba 1, this course will expand the students knowledge and skills of entering a confined aquatics environment and extend into advanced scuba diving techniques.  
 Prerequisite: Open Water Diver Certificate.  
 Offered: On demand.
- PHED 1137 Sailing** (0-2-1)  
 Includes the principles of sailing, rigging, the basic sailing maneuver of tacking, coming about, jibing, mooring, & docking. Students are required to sign the University System Release, Waiver of Liability form before participation in the course.  
 Prerequisite: Swim test.  
 Offered: On demand.
- PHED 1139 Fitness Swimming** (1-2-2)  
 Involves cardiovascular training through endurance swimming. Includes information on why such training is needed, how it is accomplished, and what results can be expected. Red Cross Swim & Stay Fit Certification is available for those who swim 10, 20, 30, 40, & 50 miles. Includes orientation to Darton College Fitness Center.  
 Prerequisite: Swim test.  
 Offered: On demand.
- PHED 1141 Folk and Square Dance** (0-2-1)  
 Introduction to the basic steps and figures of square dancing as well as the various steps and music to folk dancing and line dancing.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1142 Swing Dancing** (0-2-1)  
 Introduction to the basic steps and figures of swing dancing. Covers dances such as the shag, swing, hustle, lindy, jitterbug and other variations.  
 Prerequisite: None.  
 Offered: Fall, Spring.
- PHED 1143 Beginning Snow Skiing** (0-2-1)  
 This course is designed to introduce the student to the basic skills of snow skiing. Basic instruction will be given at the college with practical experience taking place at a designated ski area. On slope skiing at a designated off-campus site is required for successful completion of the course.  
 Prerequisite: None. Offered: On demand.

- PHED 1145 Self Defense I** (0-2-1)  
 An introduction to self defense including striking skills and Jiujutsu. An emphasis is on avoidance, defensive strategies, and basic escape maneuvers for self protection.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1146 Self Defense II** (0-2-1)  
 A continuation of self-defense I with an emphasis on ground fighting and weapons defense.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1147 Cardio-Kickboxing** (0-2-1)  
 This course combines low impact aerobic conditioning with controlled boxing and kicking movements.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1151 Golf I** (0-2-1)  
 Introduction to techniques such as putting, chipping, pitching, sand play, full swing irons, and woods with an emphasis on the rules and etiquette of golf.  
 Prerequisite: None.  
 Offered: Fall, Spring.
- PHED 1152 Golf II** (0-2-1)  
 This course provides individual basic instruction in putting, chipping, pitching, sand play, and full swing. Students will be instructed on rules and etiquette as well as knowledge necessary for play on a golf course.  
 Prerequisite: PHED 1151 or permission of instructor.  
 Offered: Fall, Spring.
- PHED 1154 Challenge Course Facilitator Training I** (0-2-1)  
 This course is the first of a two course sequence designed to teach students the skills and knowledge required for becoming a challenge course facilitator. Topics include set-up, belay systems, climbing techniques, safety procedures, initiatives and debriefing. Completion of the course does not guarantee certification.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1156 Volleyball I** (0-2-1)  
 An introduction to the fundamental skills and knowledge necessary to play volleyball. Includes instruction in the serve, forearm pass, overhead pass, dig, spike, block, basic strategies, and rules.  
 Prerequisite: None.  
 Offered: Fall.
- PHED 1157 Volleyball II** (0-2-1)  
 Designed to improve upon and add to the skills and knowledge developed in Volleyball I. Includes a review of underhand serve, bump pass, and set pass. Introduces the overhand serve, spike, block, and advanced game strategies.  
 Prerequisite: PHED 1156 or permission of instructor.  
 Offered: On demand.

- PHED 1161 Fitness I** (1-2-2)  
 Discussion of the four major components of fitness: cardiovascular endurance, muscular strength and endurance, flexibility, and body composition. Designed for students who want to implement these principles by using the Darton College Fitness Facility.  
 Prerequisite: None.  
 Offered: Fall, Spring, Summer.
- PHED 1162 Fitness II** (1-2-2)  
 Reviews the four basic components of fitness: cardiovascular endurance, muscular strength and endurance, flexibility, and body composition. Students will be required to research assigned fitness topics and submit written reports.  
 Prerequisite: PHED 1161 or permission of instructor.  
 Offered: Fall, Spring.
- PHED 1166 Racquetball I** (0-2-1)  
 An introduction to the fundamental skills and knowledge necessary to play racquetball. Includes instruction on forehands, backhands, serves, basic strategies, and rules.  
 Prerequisite: None.  
 Offered: Fall.
- PHED 1167 Racquetball II** (0-2-1)  
 Designed to improve upon and add to the skills and knowledge developed in Racquetball I. Instruction includes a review of drive serves, drops, and passes as well as new skills such as serves, kills, and game strategy.  
 Prerequisite: PHED 1166 or permission of instructor.  
 Offered: On demand.
- PHED 1168 Survival Skills** (0-2-1)  
 This course is designed to teach and apply the basic concepts needed to prevent a survival scenario or survive one, including: water sources and purification, shelter building, fire building, map and compass use, emergency action principles, wild edibles, animal observation, outdoor equipment, minimum impact camping, and wilderness ethics.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1171 Bowling I** (0-2-1)  
 An introduction to the fundamental skills and knowledge necessary to bowl. Includes instruction in basic mechanics (stance, approach, and delivery), spot bowling, spare bowling, score keeping, and rules.  
 Prerequisite: None.  
 Offered: Summer.
- PHED 1172 Bowling II** (0-2-1)  
 Designed to improve upon and add to the skills and knowledge developed in Bowling I. Includes a review of the basics and then emphasizes skill analysis, spot bowling, and spare bowling.  
 Prerequisite: PHED 1171 or permission of instructor.  
 Offered: On demand.

- PHED 1173 Tai Chi** (0-2-1)  
 Tai Chi is one of the most effective exercises for physical and mental well-being. It is one of the best-known martial arts from ancient China, and is based on Qigong and martial art techniques from thousands of years ago. Students will also learn its history, philosophy, and how to build a personal practice.  
 Prerequisite: None.  
 Corequisite: None.  
 Offered: On demand.
- PHED 1175 DC Fit** (2-0-2)  
 A wellness program that challenges the student to become more physically active, eat better, and jump-start a healthier life-style. This course will include a mini health fair, fun physical activities and online modules. DC Fit staff will perform an entry and exit assessment.  
 Prerequisites: None.  
 Corequisites: None.  
 Offered: On demand.
- PHED 1177 Tango Dancing** (0-2-1)  
 This course is designed to introduce the student to the fundamental of the tango dance technique. Emphasizes and develops correct body alignment, coordination, strength, flexibility, rhythm, and movement awareness. Includes tango dance vocabulary and various types of tango dance.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1178 Jazz I** (0-2-1)  
 This course is designed to introduce the student to the fundamental of jazz dance technique. Emphasizes and develops correct body alignment, coordination, strength, flexibility, rhythm, and movement awareness. Includes jazz dance vocabulary and simple jazz dance combinations.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1179 Jazz II** (0-2-1)  
 This course is designed to continue development of jazz dance techniques at the advanced beginning/intermediate level. Emphasizes increased stamina, strength, control, vocabulary and musicality.  
 Prerequisite: PHED 1178.  
 Offered: On demand.
- PHED 1181 Cycling I** (0-2-1)  
 Topics include safety, equipment, maintenance, skills such as cornering, ascending, descending and rules of the road. Students will learn the proper techniques for cycling and use these techniques on short road trips. A bicycle is required.  
 Prerequisite: None.  
 Offered: Fall.
- PHED 1182 Personal Conditioning** (1-2-2)  
 Cross training using different activities to improve fitness. Examples of activities include step aerobics, hi-low aerobics, resistance exercise, sport activities, etc. Includes orientation to Darton College Fitness Center.  
 Prerequisite: None.  
 Offered: Spring.

- PHED 1183 Walking I** (0-2-1)  
 Walking will include aerobic activity as well as a review of fitness principles associated with a safe, enjoyable, and effective walking program. The course will also cover the relationship between physical activity and calorie burning in the food-energy balance.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1184 Walking II** (0-2-1)  
 A continuation of Walking I which includes aerobic activity as well as a review of fitness principles associated with a safe, enjoyable, & effective walking program.  
 Prerequisite: PHED 1183 or permission of the instructor.  
 Offered: On demand.
- PHED 1185 In Line Skating** (0-2-1)  
 Instruction in the basic techniques of in line skating. Emphasis is on safety and proper equipment.  
 Prerequisite: None.  
 Offered: Fall, Spring.
- PHED 1187 Yoga** (0-2-1)  
 A course designed to teach the student the various styles & techniques involved of yoga.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1191 Challenge Course** (1-2-2)  
 This course familiarizes the student with concepts of adventure based programming which relies on activities such as cooperative games, group initiative and problem-solving elements, trust activities, and low and high ropes course elements which help individuals and groups learn about concepts such as decision-making and problem-solving, leadership, and how to be a team player. The course will also introduce the student to the technical methods and skills required to conduct challenge course activities.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1192 Varsity Athletics** (0-4-2)  
 Full-time students who are participating in the Darton College intercollegiate program may register for this course and receive two hours of physical education credit. This can only be taken one time.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1193 Social Dance** (0-2-1)  
 The student will be introduced to various social dance steps and will learn to use and sequence these basic steps in various dance situations.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1194 Latin Dancing I** (0-2-1)  
 Introduction to the basic steps and figures of Latin dance styles. Cover dances such as Cha Cha, Samba, Merengue and others.  
 Prerequisite: None. Offered: On demand.

- PHED 1195 Latin Dancing II** (0-2-1)  
Continuation of the basic steps and figures of Latin dance styles. Cover dances such as Cha Cha, Samba, Merengue and others.  
Prerequisite: Latin Dancing I  
Offered: On demand.
- PHED 1196 Social Dance II** (0-2-1)  
A continuation of the various social dance steps and the basic/intermediate steps in various dance situations.  
Prerequisite: Social Dance I.  
Offered: On demand.
- PHED 1197 Ballet I** (0-2-1)  
This course is designed to strengthen technical skill at the beginning level. It explores ballet as an art form and as a means of expression through both the development of movement skills and creative work.  
Prerequisite: None.  
Offered: On demand.
- PHED 1198 Aerobic Dancing** (1-2-2)  
This course is a unique low impact fitness class that blends movements from various forms of dance. Geared towards individuals desiring fitness activities through creative expression.  
Prerequisite: None.  
Offered: On demand.
- PHED 1199 Snow Skiing II** (0-2-1)  
Continuation of the basic techniques of snow skiing. On slope skiing at a designated off-campus site is required for successful completion of the course.  
Prerequisite: PHED 1143 or permission of the instructor.  
Offered: Fall.
- PHED 1200 Ballet II** (0-2-1)  
Continues development of knowledge and skills in ballet techniques at the intermediate level. Designed to develop control, balance, strength, quality of movement and ballet vocabulary.  
Prerequisite: PHED 1197.  
Offered: On demand.
- PHED 1204 Tap I** (0-2-1)  
Introduces fundamentals of tap dance technique. Develops a sense of rhythm, timing, musicality and awareness of dancing in a group. Learn basic traditional tap steps, rhythm tap combinations and complete dances.  
Prerequisite: None.  
Offered: On demand.
- PHED 1212 Karate I** (0-2-1)  
This course is designed to introduce the student to the fundamental skills of karate. The student will have the opportunity to experience the various techniques without contact.  
Prerequisite: None.  
Offered: On demand.

- PHED 1214 Beginning Rock Climbing** (0-2-1)  
 This course is designed to introduce the student to the fundamental skills involved in rock climbing. The student will have the opportunity to experience top belayed climbs of various difficulties. The Carolina Climbing Wall will be used for teaching & a field trip to a designated climbing area will be part of the course requirements.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1215 Basic Kayaking and Safety** (2-0-2)  
 This course is designed to introduce the student to the fundamental skills involved in flatwater and whitewater canoeing. The student will be permitted to progress consistent with his or her paddling ability. A field trip is required to complete the course.  
 Prerequisite: Pass basic swim test.  
 Offered: On demand.
- PHED 1216 Beginning Paddling** (0-2-1)  
 This course is designed to introduce the student to the fundamental skills involved in canoeing. The student will have the opportunity to experience paddling strokes of various difficulties in a variety of fixed and moving water. This course will be taught in cooperation with the Flint River Outpost. This course will focus on the technical aspects of canoe paddling, reading hydraulic features, canoeing nomenclatures, and will address other issues such as environmental care, individual and group leadership, and team building.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1218 Hunter Safety** (1-0-1)  
 This course is designed to prepare students to be knowledgeable, responsible hunters who understand the importance of complying with hunting laws and behaving ethically and safely.  
 Prerequisites: None.  
 Corequisites: None.  
 Offered: On demand
- PHED 1219 Introduction to Fly Fishing** (1-2-2)  
 This course is designed to introduce the student to the fundamental skills of fly fishing. In class, students will learn about specialized equipment, safety, basic entomology, casting, fish habitat, locating fish, local fish and regulations, catch and release practices and Leave No Trace land ethics. During lab sessions, students will put into practice class lectures, and have the opportunity to catch fish. Although catching fish is not a requirement of the class, students will keep a log of their catches. This is a highly focused course, requiring full attention during the class meetings, and concentrated activities during the off site labs. Outside activities will be necessary for success in this class. Moderate physical activity is required.  
 Prerequisites: None.  
 Corequisites: None.  
 Offered: On demand.

- PHED 1220 Aquatic Circuit Training** (1-2-2)  
 Introduces students to water resistance exercise through shallow water routines and circuit training in the pool. Workouts will involve muscular endurance training as well as cardiovascular training in the aquatic environment.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1225 Aqua-jogging** (1-2-2)  
 Aqua-jogging will include a review of the basic fitness principles necessary for participation in a safe and effective aqua-jogging routine as well as the aerobic activity that accompanies it. Furthermore, students will be introduced to the resistive properties of water and how to effectively manipulate it into a strengthening and conditioning force.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1231 Springboard Diving I** (0-2-1)  
 Designed to introduce basic fundamental dive directions, positions and entry techniques. Includes instruction in flexibility.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1232 Springboard Diving II** (1-1-1)  
 Designed to introduce competitive springboard diving, NCAA rules, event procedures and dive selection. Includes instruction in flexibility and strength training for competitive springboard diving.  
 Prerequisite: Springboard Diving I.  
 Offered: On demand.
- PHED 1233 Orienteering** (0-2-1)  
 Introduction of off-trail navigation with emphasis in the use of top compasses, and route finding for wilderness travel; and the sport of orienteering.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1236 Pilates I** (0-2-1)  
 Pilates, developed by Joseph Pilates in the 1920;s, is a series of controlled movements engaging one's body and mind which focuses on improving flexibility and strength for the total body without building bulk. Emphasis is placed on strengthening the "core" or "powerhouse" of the body which includes the abdominal muscles, the back, and the buttocks. This course focuses on a progression of exercisees from beginner to intermediate and assumes that the student has no prior knowledge of pilates exercises.  
 Prerequisite: None.  
 Offered: On demand.
- PHED 1241 Body Core Activities** (0-2-1)  
 This class merges three tested exercise programs – Tai Chi, Yoga, and Pilates. Students will experience strength training exercises, stretching, and balance while focusing on core activities.  
 Prerequisite: None.  
 Offered: On demand.

- PHED 1242 Water Polo** (0-2-1)  
 The intent of this course is to develop fundamental water polo skills, knowledge and interest. This course will prepare students for competition in the sport of water polo. This course includes instruction in specific skills, performance techniques and strategies, as well as consistent practice, development of physical fitness, and overall safe game play.  
 Prerequisite: Must be able to pass a swim test.  
 Corequisite: None.  
 Offered: On demand.
- PHED 1243 Zumba Dance** (0-2-1)  
 A course designed to introduce the student to the skills involved with Zumba dancing. This course will offer a survey of the technique of basic Latin dance moves as well as choreography of Zumba dance.  
 Prerequisite: None.  
 Corequisite: None.  
 Offered: On demand.
- PHED 1244 Yoga II** (0-2-1)  
 A continuation of yoga I where students will build upon the basic skills and information learned about the practice of Yoga. This course will focus on a more rigorous physical practice and will challenge students to work towards more demanding physical postures and breathing exercises.  
 Prerequisite: Yoga I.  
 Corequisite: None.  
 Offered: On demand.
- PHED 2201 Introduction to Physical Education, Fitness and Sport** (1-0-1)  
 Introduction and orientation to the history, philosophy, aims, and career opportunities in physical education, fitness and sports.  
 This class is restricted to PE Majors only.  
 Corequisite: READ 0099.  
 Offered: Spring.
- PHED 2210 Sport Injury Prevention & Care** (2-0-2)  
 A study of the identification, prevention, treatment and care for common sports injuries. (Meets only Area B requirements, will not count as an area G requirement.)  
 Prerequisite: None.  
 Offered: Fall.
- PHED 2226 Athletic Training Practicum** (2-4-4)  
 Designed to provide as a student athletic trainer the knowledge, understanding and experience in the areas of injury management, prevention, treatment, rehabilitation and training room protocol. Will not count as an area G requirement.  
 Corequisite: None.  
 Prerequisite: None.  
 Offered: On demand.

- PHIL 1101 Critical Thinking** (2-0-2)  
 This course is designed to introduce students to the thinking processes used in analyzing, evaluating, and creating information. The purpose of the course is to promote intellectual inquiry and exchange through the application of critical thinking in personal, professional, and sociopolitical contexts.  
 Corequisite: Minimum COMPASS reading score of 74 or enrollment in READ 0099.  
 Prerequisite: None.  
 Offered: On demand.
- PHIL 2205 Introduction to Philosophy** (3-0-3)  
 A survey of the major sub-fields of philosophy including epistemology, ontology, logic, ethics, social and political philosophy, aesthetics and philosophy of religion. Key problems that concern contemporary philosophers are explored and the dominant positions explained.  
 Prerequisite: ENGL 1101 or permission of instructor.  
 Offered: On demand.
- PHIL 2210 Ethics** (3-0-3)  
 A general introduction to ethical theories and their application to moral issues as well as an exposure to dominant meta-ethical approaches. Emphasis is placed on the student developing a decision-making scheme to apply to moral dilemmas. Credit may not be received for both PHIL 2210 and ETHI 1101.  
 Prerequisite: PHIL 2205 or permission of instructor.  
 Offered: On demand.
- PHLE 1101 Phlebotomy I** (2-1-2)  
 Introduction to Phlebotomy: liability, safety, equipment and techniques for blood sample collection.  
 Prerequisites: None.  
 Offered: Fall (A term)
- PHLE 1102 Clinical Phlebotomy II** (0-32-4)  
 Clinical practice in an affiliate clinical laboratory. The clinical experience enables the student to practice skills and develop competence under the supervision of the laboratory staff.  
 Prerequisite: PHLE 1101.  
 Offered: Fall (B term).
- PHSC 1011K Introduction Physical Science I** (3-2-4)  
 This course is for students not majoring in mathematics or science and is a brief survey of the important aspects of physics and astronomy and will not count toward graduation if a physics course is presented for graduation. Laboratory exercises supplement the lecture material. Cannot be used with PHYS 1111 to satisfy Area D.  
 Prerequisite: Satisfactory score on mathematics placement test or completion of MATH 0099. Offered: All semesters.

- PHSC 1012K Introduction Physical Science II** (3-2-4)  
 This course is for students not majoring in mathematics or science and is a brief survey of the important aspects of chemistry and geology and will not count toward graduation if chemistry is presented for graduation. Laboratory exercises supplement the lecture material. Cannot be used with CHEM 1100 or CHEM 1211 to satisfy Area D.  
 Prerequisite: Satisfactory score on mathematics placement test or completion of MATH 0099.  
 Offered: All semesters.
- PHSC 1135 Physical Science for Teachers- In-service teachers 3-5** (3-0-3)  
 The course addresses fundamentals of Physical Science for teachers, grades 3-5. This course covers basic principles and teacher misconceptions from the fields of Chemistry and Physics and the Characteristics of Science. The course content is aligned to the Georgia Performance Standards for grades 3-5. Restricted to in-service teachers grades 3-5.  
 Prerequisites: None.  
 Corequisites: None.  
 Offered: On demand.
- PHSC 2005 Physical Science for Middle Grade Teachers** (2-2-3)  
 This course is designed for middle grade teachers. It is a brief survey of the important aspects of chemistry and physics. Classroom applications will be explored. Laboratory exercises supplement the lecture material. This course does not satisfy any core curriculum requirement.  
 Restricted to Middle Grade Teachers.  
 Offered: On demand.
- PHSC 2025 Physical Science for Special Education Teachers** (3-0-3)  
 This course is restricted to in-service special education teachers. It is a brief summary of the important aspects of chemistry and physics. Classroom applications will be explored. Laboratory exercises supplement the lecture material. This course does not satisfy any core curriculum requirement.  
 Prerequisite: Restricted to in-service special education teachers.  
 Offered: As required.
- PHYS 1111K Introductory Physics I** (3-3-4)  
 This is an introductory course which will include material from mechanics, thermodynamics, and waves. Elementary algebra and trigonometry will be used. Laboratory exercises supplement the lecture material. Students receiving credit for PHYS 1111K cannot receive credit for PHYS 2211K. Cannot be used with PHSC 1011 to satisfy Area D.  
 Prerequisite: MATH 1112 or MATH 1113.  
 Offered: Fall.
- PHYS 1112K Introductory Physics II** (3-3-4)  
 This is an introductory course which will include material from electromagnetism, optics, and modern physics. Elementary algebra and trigonometry will be used. Laboratory exercises supplement the lecture material. Students receiving credit for PHYS 1112K cannot receive credit for PHYS 2212K.  
 Prerequisite: PHYS 1111K.  
 Offered: Spring.

- PHYS 2211K Principles of Physics I** (3-3-4)  
 This is an introductory course which will include material from mechanics, thermodynamics, and waves. Calculus will be used. Laboratory exercises supplement the lecture material. Students receiving credit for PHYS 2211K cannot receive credit for PHYS 1111K. Cannot be used with PHSC 1011 to satisfy Area D.  
 Prerequisite: MATH 1151.  
 Offered: Fall.
- PHYS 2212K Principles of Physics II** (3-3-4)  
 This is an introductory course which will include material from electromagnetism, optics, and modern physics. Calculus will be used. Laboratory exercises supplement the lecture material. Students receiving credit for PHYS 2212K cannot receive credit for PHYS 1112K.  
 Prerequisite: PHYS 2211K .  
 Offered: Spring.
- POLS 1101 American Government in World Perspective** (3-0-3)  
 Survey of the American political system, focusing on the structures and on the processes of policy making. Instruction concentrates on American national and Georgia state governments and politics. Instruction also highlights the American political system in comparative and world perspective. (Satisfies the legislative requirement for the study of the U.S. and Georgia Constitutions.)  
 Corequisite: Minimum COMPASS reading score of 74 or enrollment in READ 0099.  
 Prerequisite: None.  
 Offered: All semesters.
- POLS 1105 Current World Problems** (2-0-2)  
 An introduction to the political issues that transcend national boundaries such as the environment, population, immigration, nuclear proliferation, terrorism, religion, natural resources, etc.  
 Corequisite: Minimum COMPASS reading score of 74 or enrollment in READ 0099.  
 Prerequisite: None.  
 Offered: On demand.
- POLS 2201 American State & Local Government** (3-0-3)  
 Organization, structure, and operation of American state and local governments, with Georgia used as a basis for study.  
 Corequisite: Minimum COMPASS reading score of 74 or enrollment in READ 0099.  
 Prerequisite: None.  
 Offered: On demand.
- POLS 2301 Introduction to Comparative Politics** (3-0-3)  
 A comparative survey of the politics and structure of government in major nation-states.  
 Corequisite: Minimum COMPASS reading score of 74 or enrollment in READ 0099.  
 Prerequisite: POLS 1101 with a grade of "C" or better.  
 Offered: On demand.

- POLS 2401 Introduction to Global Issues** (3-0-3)  
 An overview of the structure and processes of the international political-economic system, including topics such as economic and social interdependence, international trade, war and power, oil politics, green politics, and the problems associated with developing countries.  
 Corequisite: Minimum COMPASS reading score of 74 or enrollment in READ 0099.  
 Prerequisite: None.  
 Offered: On demand.
- PSYC 1101 General Psychology** (3-0-3)  
 A broad survey of the major topics in psychology such as research methodology, biological and social factors influencing behavior, development, learning, memory, personality, and abnormal.  
 Corequisite: None  
 Prerequisite: READ 0099 or a minimum reading CPE score of 74 and MATH 0097.  
 Offered: All semesters.
- PSYC 2215 Human Growth & Development** (3-0-3)  
 An introductory, non-laboratory based examination of human development across the lifespan with an emphasis on normal patterns of physical, cognitive, and social development.  
 Prerequisite: PSYC 1101.  
 Offered: All semesters.
- PSYC 2225 Introduction to Abnormal Psychology** (3-0-3)  
 A survey of the symptoms, causes, and treatments of the various categories of mental disorders listed by the American Psychiatric Association in the current edition of the Diagnostic and Statistical Manual (DSM).  
 Prerequisite: PSYC 1101.  
 Offered: Fall.
- PSYC 2226 Introduction to Social Psychology** (3-0-3)  
 This course is designed to introduce students to the basic concepts of social psychology. It will include topics such as: Social judgments, the formation of attitudes, gender and diversity, the perception of other people, conformity and obedience, group influence, prejudice, aggression, and conflict and peacemaking.  
 Prerequisite: PSYC 1101.  
 Offered: Spring.
- PTAS 1100 Introduction to Physical Therapy** (3-0-3)  
 Explanation of the philosophy and history of the physical therapy profession and its relationship to other health care agencies and providers. Topics include: introduction to the structure and function of the American Physical Therapy Association, the development of the Physical Therapy Association, medical-legal aspects and professional ethics, critical thinking/problem solving, and an introduction to documentation.  
 Prerequisite: Admission to PTA program.  
 Corequisite: PTAS 1110, PTAS 1115, PTAS 1125.  
 Offered: Fall.

- PTAS 1105 Orientation to Patient Care Skills** (2-3-3)  
Orientation of basic concepts and procedures of patient care in physical therapy. Topics include documentation and chart review, basic administrative skills, teaching and learning principles, patient positioning and draping, body mechanics, vital sign monitoring, transfers, assistive devices and gait training, infection control, aseptic techniques, architectural barriers and accessibility, special patient care equipment and environment and basic soft tissue techniques.  
Corequisites: PTAS 1121, PTAS 1130, PTAS 2010.  
Prerequisites: PTAS 1100, PTAS 1110, PTAS 1115, PTAS 1125.  
Offered: Spring.
- PTAS 1110 Functional Anatomy & Kinesiology** (2-6-4)  
Understanding of human movement and its impact on function through the integration of biomechanics, kinesiology, and applied anatomy. Principles will be reinforced through a problem-solving approach. Goniometric measurements, manual muscle testing, and palpation skills of the upper extremity, lower extremity, trunk, and head will be included.  
Corequisites: PTAS 1100, PTAS 1115, PTAS 1125.  
Prerequisite: Admission to PTA Program.  
Offered: Fall.
- PTAS 1115 Clinical Pathology** (2-0-2)  
The pathophysiology of selected disorders commonly encountered in physical therapy. Etiology, signs and symptoms, diagnostics, treatment, and prognosis of disease and injury will be included. This is an on-line course.  
Corequisites: PTAS 1100, PTAS 1110, PTAS 1125.  
Prerequisite: Admission to PTA Program.  
Offered: Fall.
- PTAS 1121 Therapeutic Exercise I** (2-6-4)  
Emphasizes demonstration and practice of common therapeutic exercise utilized in physical therapy that include active, active assistive, and passive range of motion. Data collection and performance of manual muscle testing and special tests will be explored along with treatment interventions for common musculoskeletal disease, dysfunction, and injury for treatment of neck, shoulder, arm, hand, postural abnormalities, and body mechanics with an emphasis on ergonomics. Principles of patient care will be developed utilizing critical thinking and problem-solving skills in the selection and application of treatment interventions based on the plan of care.  
Corequisites: PTAS 1105, PTAS 1130, PTAS 2010.  
Prerequisite: PTAS 1100, PTAS 1110, PTAS 1115, PTAS 1125.  
Offered: Spring.
- PTAS 1122 Therapeutic Exercise for Special Populations** (2-6-4)  
Advanced therapeutic exercise techniques used in specialty areas of physical therapy, including, but not limited to: arthritis, wound care, burns, cardiopulmonary, peripheral vascular disease, geriatrics, amputation, women's health, cancer, and chronic pain.  
Corequisites: PTAS 2100, PTAS 1135, PTAS 2050.  
Prerequisites: PTAS 1100, PTAS 1105, PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1130, PTAS 2010, PTAS 1125.  
Offered: Summer.

- PTAS 1125 Physical Agents** (3-3-4)  
Therapeutic properties and application of physical agents used in the delivery of physical therapy services. Electromyography will be included. Emphasis is on problem-solving skills necessary to provide an integrated approach to patient care. Students must demonstrate basic skill acquisition in using equipment and the ability to choose appropriate physical agents based on the physical therapist's plan of care. This course is web-enhanced.  
Corequisites: PTAS 1100, PTAS 1110, PTAS 1115.  
Prerequisite: Admission to PTA Program.  
Offered: Fall.
- PTAS 1130 Applied Neurology & Gait Analysis** (2-3-3)  
Basic neurophysiological concepts used as a foundation for understanding normal and abnormal function. Theory and application of fundamental neuro-anatomy and physical data collection techniques will be introduced. Normal and abnormal gait concepts are covered. Part-time clinical experience will be included. Corequisites: PTAS 1105, PTAS 2010, PTAS 1121.  
Prerequisite: PTAS 1100, PTAS 1110, PTAS 1115, PTAS 1125.  
Offered: Spring.
- PTAS 1135 Seminar for Physical Therapist Assistant I** (2-0-2)  
Adaptation of psychosocial principles in the development of self-understanding and communication with patients, families, the public, and other health care teams. Develops basic administrative skills in scheduling patients, patient charges, explanation of reimbursement, important of incidence report, risk management and continuous quality improvement. The Rulse and Laws of the Georgia State Board of Physical Therapy will be explored. Clinical professionalism is also emphasized along with time management and professional development.  
Corequisites: PTAS 1122, PTAS 2100, PTAS 2050.  
Prerequisites: PTAS 1100, PTAS 1105, PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1130, PTAS 1125, PTAS 2010.  
Offered: Summer.
- PTAS 2010 Clinical Practicum I** (0-40-2)  
First full-time clinical experience in which students integrate component clinical skills and prerequisite knowledge into a patient management framework. Emphasis is on the development of critical thinking abilities, professional and ethical behaviors, responsibility, and effective management of time and resources. This practicum is 40 hours per week for 3 weeks.  
Corequisites: PTAS 1105, PTAS 1121, PTAS 1130.  
Prerequisite: PTAS 1100, PTAS 1110, PTAS 1115, PTAS 1125.  
Offered: Spring.

- PTAS 2020 Clinical Practicum II** (0-40-3)  
Second full-time clinical rotation in which the student gains additional experience in a health care facility observing and practicing skills under the supervision of a clinical instructor. The student will implement patient care utilizing knowledge from all didactic coursework for critical thinking and problem-solving in the selection and application of treatment interventions based on the physical therapist's plan of care. This practicum is 40 hours per week for 6 weeks.  
Corequisite: PTAS 2025, PTAS 2200.  
Prerequisite: PTAS 1100, PTAS 1105, PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1122, PTAS 1125, PTAS 1130, PTAS 1135, PTAS 2010, PTAS 2050, PTAS 2100.  
Offered: Fall.
- PTAS 2025 Clinical Practicum III** (0-40-3)  
Final clinical experience in which students achieve refinement of all competencies from Clinical Practicums I & II, as well as expansion into other areas of physical therapy care while under the supervision of a clinical instructor. Upon successful completion, the student will demonstrate entry-level competency as a physical therapist assistant. The student will demonstrate strong cognitive, motor, and organizational skills. He/she will handle the responsibilities and possess the sound judgment required of a physical therapist assistant. The practicum is 40 hours per week for 6 weeks.  
Corequisites: PTAS 2020, PTAS 2200.  
Prerequisites: PTAS 1100, PTAS 1105, PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1122, PTAS 1125, PTAS 1130, PTAS 1135, PTAS 2010, PTAS 2050, PTAS 2100.  
Offered: Fall.
- PTAS 2050 Therapeutic Exercise II** (2-3-3)  
Continues education from Therapeutic Exercise I for data collection and performance of manual muscle testing and special tests along with treatment interventions for common musculoskeletal disease, dysfunction, and injury for treatment of the spine, hip, knee, ankle, foot, and gait abnormalities. Principles of patient care will continue to be utilized, along with critical thinking and problem-solving skills in the selection and application of treatment interventions based on the plan of care.  
Corequisites: PTAS 1122, PTAS 2100, PTAS 1135.  
Prerequisites: PTAS 1100, PTAS 1105, PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1130, PTAS 1125, PTAS 2010.  
Offered: Summer.
- PTAS 2100 Neurological Rehabilitation** (2-3-3)  
Principles of patient management of adults and children with central nervous system disorders utilizing neurophysiological data collection methods and treatment interventions. General topics will include cerebrovascular accidents, pediatrics, spinal cord injury, head injury, and other selected disorders commonly referred for physical therapy. This class meets 7.5 hours per week for 10 weeks.  
Corequisites: PTAS 1122, PTAS 1135, PTAS 2050.  
Prerequisites: PTAS 1100, PTAS 1105, PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1125, PTAS 1130.  
Offered: Summer.

- PTAS 2200 Seminar for Physical Therapist Assistants II** (2-0-2)  
 An exploration of the clinical experience through the presentation of a case study (both written and orally.) Topics will include interview skills, resume skills, and preparation/review for state board examinations.  
 Corequisites: PTAS 2020, PTAS 2025.  
 Prerequisites: PTAS 1100, PTAS 1105, PTAS 1110, PTAS 1115, PTAS 1121, PTAS 1122, PTAS 1125, PTAS 1130, PTAS 1135, PTAS 2010, PTAS 2050, PTAS 2100.  
 Offered: Fall.
- PTEC 1101 Introduction to Psychiatric Technology** (3-0-3)  
 This course examines Psychiatric Technology as a profession. Explores the position of the psychiatric technician in various mental health settings. Looks at the role of the psychiatric technician as a member of the health care team. Places emphasis on ethical and legal practice parameters with particular attention given to issues of confidentiality and the setting of appropriate boundaries. Stresses the development of effective verbal skills and written communication skills with patients and other health care providers.  
 Prerequisites: All learning support classes must be completed.  
 Offered: Fall or as needed.
- PTEC 1102 Group Theory and Dynamics** (3-0-3)  
 This course introduces concepts relevant to group work in the institutional setting. Explores theoretical and interactional components of group therapy. Defines the role of the psychiatric technician as a group leader and examines the various types of group therapy. Allows students to develop basic group leadership skills by planning groups and by leading simulated group therapy sessions.  
 Prerequisites: All learning support classes must be completed.  
 Offered: Spring or as needed.
- PTEC 1103 Crisis Management** (3-0-3)  
 This course examines theory and application of crisis management as it relates to the psychiatric technician. Explores the crucial role of the psychiatric technician in the initial phase of crisis, particularly in institutional settings. Helps student identify strategies to de-escalate aggressive and out of control patients. Emphasizes the development of empathic skills necessary to assist patient with crisis resolution.  
 Prerequisites: All learning support classes must be completed.  
 Offered: Summer.
- PTEC 2101 Care of the Aged Psychiatric Patient** (3-9-6)  
 This course defines the normal aging process. Both the physiological and psychological aspects of aging are studied, with emphasis on the student developing an empathic understanding of this patient population. Deviations from the normal aging process are explored with focus on psychological response to illness, sensory loss and cognitive changes. Students will learn to evaluate, assess, plan, and implement skills to provide care to the elderly patient. The student will spend 9 hours per week in a supervised field placement setting to enhance skills related to the care of the aged patient.  
 Prerequisite: PTEC 1101.  
 Offered: Summer or as needed.

- PTEC 2102 Care of the Developmentally Disabled** (4-12-8)  
 This course examines developmental milestones & identifies deviations from them. Developmental delays will be assessed. Methods of psychiatric interventions with developmentally disabled patients will be explored, implemented & evaluated. Emphasis will be placed on the student developing empathy & understanding of the developmentally disabled. The student will spend 12 hours per week in a supervised field placement setting related to the care of the developmentally disabled patient presenting with need of psychiatric care.  
 Prerequisite: PTEC 1101.  
 Offered: Fall or as needed.
- PTEC 2103 Care of the Mentally Ill** (4-15-9)  
 This course identifies specific mental illnesses as categorized in the DSM IV. The etiology, incidence, pathology, and treatment of these conditions are examined. Care of the patient experiencing mental illness is explored with emphasis on the psychiatric technician's role as part of the treatment team. Prevention of mental illness is also discussed. The student will spend 15 hours per week in a supervised field placement setting to develop enhanced skills related to care of the mentally ill.  
 Prerequisite: PTEC 1101.  
 Offered: Spring or as needed.
- PUAD 2601 Introduction to Public Administration** (3-0-3)  
 Fundamental principles of administration, application to governmental operations, administrative organization, budgeting, planning, administrative law, personnel management, career service, conditions of public employment, & labor relations.  
 Prerequisite: POLS 1101.  
 Offered: On demand.
- READ 0097 Learning Support Reading & Study Skills I** (4-0-4)  
 READ 0097 is a preparatory course designed to improve reading techniques, vocabulary skills, and reading comprehension. The course also introduces the student to problem solving and critical thinking skills as they apply to reading, listening, writing, and speaking. To complete READ 0097, a student must have at least a C average, demonstrate reading proficiency at the 12<sup>th</sup> grade level or higher.  
 Placement: A score of 64 or below on the COMPASS Reading Skills Test.  
 Offered: Every semester.
- READ 0099 Learning Support Reading & Study Skills II** (4-0-4)  
 READ 0099 is a preparatory course designed to improve reading techniques, vocabulary skills, and reading comprehension. The course also strengthens problem solving and critical thinking skills as they apply to reading, listening, writing, and speaking. Exit requirements: at least a C average, demonstration of reading proficiency at the college level and a satisfactory score on the CCOMPASS.  
 Placement: A score of 65 - 73 or below on the COMPASS reading skills test or successful completion of READ 0097.  
 Offered: All semesters.