

PC Technology

This course is designed to provide students with the knowledge and troubleshooting skills needed to provide capable hardware support of personal computers. Students will identify proper procedures for installing and configuring system components and devices; diagnose and troubleshoot system problems; identify safety procedures; identify motherboards, types of memory, bus architectures and CMOS; define the print process and identify procedures for servicing printers; identify the components of portable systems; define networks. This course aligns to one of two CompTIA A+ exams.

Medical Terminology

Students will be introduced to the foundation of medical terminology through a thorough study of the roots, prefixes, and suffixes which form medical language. Students will also learn the vocabulary used in various medical specialties. Spelling, definitions, and pronunciation are stressed.

Essentials of Public Speaking

Communication skills require good speech habits. Therefore, this course covers organization of thoughts, voice control, diction, and presentation of ideas to a variety of audiences. The art of listening is also studied. Emphasis will be placed on a series of oral presentations in order to acquire and reinforce these skills.

Principles of Marketing

This course surveys the general nature of marketing concepts, process, organization and buyer behavior. It also examines the basic decision areas of product, distribution, promotion, pricing and society's interaction with the dynamics of marketing.

Financial Accounting II

Students continuing onto Financial Accounting II will be focusing more on the topics in corporate accounting such as contributed capital, stock rights, convertible securities, retained earnings, and earnings per share. The course will also focus on procedures for a merchandising business, including accounts and notes receivable and interest, accounts and notes payable and interest, types of inventory systems, and inventory valuation, accounting for long-term assets and related depreciation methods. In addition, the course covers bond discounts and premiums, statements of cash flow, analyses of financial statements including comparative analysis and liquidity, profitability, and leverage measurement.

Publishing Design & Layout

This course concentrates on graphic design process, research and concept development. Typography, layout, design quality, and construction for the commercial market will be covered. Topics include page layout, fundamentals of type, importing, creating graphics, fonts, color, styles, generating and placing text, and object linking and embedding.



Healthcare Law & Ethics

This course will introduce for discussion a variety of ethical issues that healthcare professionals may encounter during the course of their careers. Emphasis will be placed on the importance of ethical and professional behavior in the healthcare workplace. In depth discussions, textbook assignments and role playing will provide guidance to students in how to successfully manage patient relationships, protect patient privacy in compliance with the Health Insurance Privacy and Accountability Act as well as understand the distinct job responsibilities of the myriad of employees who comprise the typical healthcare organization. Students must receive a minimum grade of a "C" (70%) to continue. Students may receive a grade of D (60-69%) but will be required to repeat the course.

