

PHYSICAL THERAPIST ASSISTANT

ACCREDITATION

The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314; 703-706-3245; accreditation@apta.org.

ASSOCIATE DEGREE PROGRAM

Physical therapist assistants (PTAs) are licensed health care providers who work with patients and administer physical therapy interventions under the direction and supervision of licensed physical therapists. The duties of PTAs include assisting physical therapists in implementing the plan of care and performing interventions using heat, cold, electricity, ultrasound, water, massage, therapeutic exercise, gait training, balance and coordination, and functional activities.

Physical therapist assistants maintain constant communication with physical therapists regarding patient progress and response to treatment and record this information in the patients' medical records. PTAs help patients learn or improve their ability to perform functional activities. They may also instruct patients on how to use prosthetics, braces, crutches, walkers, or wheelchairs.

This program prepares students to become part of the health care profession as entry-level physical therapist assistants. The program combines general education, health core curriculum, and specific occupational courses and clinical experience over seven quarters of continuous study. Graduates receive the associate of applied science degree.

Upon completion of degree requirements, graduates of this program are eligible to sit for a state-administered national examination. Georgia requires licensure to be eligible for employment as a physical therapist assistant.

ESSENTIAL FUNCTIONS

For students to be successful in the Physical Therapist Assistant program, they must be able to perform the following essential functions:

- Students must possess sufficient strength, coordination, mobility, and manual dexterity to perform the following procedures accurately, safely, and efficiently:
 - Transport, move, lift, or transfer patients in wheelchairs, beds, or treatment tables
 - Assist with gait training activities
 - Move, reach, manipulate, and operate equipment and controls
 - Access supply and storage areas
 - Maneuver in elevators, stairwells, and confined spaces within treatment areas
 - Move between treatment areas or from one physical location to another

- Spend prolonged periods of time walking, standing, sitting, bending, as well as crawling, reaching, pushing, and pulling
- Students must be able to demonstrate the following abilities:
 - Ability to observe patients, confirm patient's identity, perform physical therapy procedures, and assess change in patient status
 - Ability to gather information from medical records, request forms, computer screens, instrument panels, product information guidelines, and expiration dates
 - Ability to receive information from instrument signals and alarms, emergency signals, telephone conversations, and voices while in protective garb
 - Ability to detect the presence of fire, gas, or toxic reagents for maintaining clinical and patient safety
- Student must possess the following skills:
 - Critical thinking and problem solving skills to assess patient reactions and responses to treatment, schedule patients efficiently, and perform multiple tasks simultaneously
 - Interpersonal skills sufficient to interact appropriately with patients, families, and coworkers from a variety of social, emotional, cultural, and intellectual backgrounds
 - Communication skills, both verbal and written, in order to explain physical therapy procedures, answer questions from patients and coworkers, maintain accurate logs, and document in the medical records
 - Initiative to work independently yet recognize self-limitations
 - Ability to accept guidance and supervision from superiors
 - Skills in handling stressful situations related to dealing with patient response to pain, injury, or death and dying

CAREER OPPORTUNITIES

Physical therapist assistants work in a variety of health care settings, including acute care hospitals, skilled nursing facilities, rehabilitation centers, pediatric centers, outpatient clinics, community health centers, school systems, and home health agencies.

PROGRAM EXPENSES

The recent reauthorization of the Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses:

- Quarterly tuition (\$45 per credit hour)
- Quarterly student activity fees (\$16)
- Quarterly registration fee (\$26)
- Quarterly accident insurance fee (\$4)
- Quarterly instructional and technology supply fee (\$35)
- APTA membership (\$87 per year)
- Background check and drug screen (Approximately \$95 per required check)
- Immunizations (From approximately \$40 to \$400)
- Jurisprudence examination (\$90.60)
- Licensure application fee (\$75)
- Licensure examination (\$425.60)
- Malpractice insurance (\$11 per year)
- Physical examination (Approximately \$200)
- Supplies (Approximately \$75)
- Textbooks (Approximately \$1,200 for entire program)
- Uniforms and name tag (Approximately \$100)

The expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

ADMISSION REQUIREMENTS

The Physical Therapist Assistant program utilizes a competitive admission process to select students. Program faculty designed the process to ensure maximum opportunity for student success. The Physical Therapist Assistant program admits students once per year at the beginning of Fall Quarter. Prospective students may gain admission to the college initially as Health Science program students/applicants to Physical Therapist Assistant in order to complete any learning support classes and required general core and health core courses.

Applicants must submit all required documentation to the Admissions Office by May 1 to receive consideration in the selection process. Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission. Applicants not selected for the program may reapply during subsequent admission intake periods. There is no waiting list between intake periods; applicants must complete the application process for each attempt for entry into the program. Applicants must complete the following steps by the May 1 application deadline:

- a. Attend a PTA information session in the year for which admissions is sought in order to be eligible for the competitive selection process (dates for the PTA information sessions are available from the Admissions Office or in the college calendar on the Athens Technical College home page (www.athenstech.edu))
- a. Submit completed and signed application for admission and a \$20 nonrefundable application fee;
- b. Submit official transcripts showing that they earned a minimum grade point average of 2.0 on a 4.0 scale in high school and on all college work attempted (applicants transferring from other colleges will not be required to submit high school transcripts if they

- completed a minimum of 30 semester or 45 quarter credit hours of study at one or more colleges);
- c. Submit completed and signed Intent form (blank forms are available in the Admissions Office and online at www.athenstech.edu—Select *Prospective Students* and then *Competitive Health Pgms*);
- d. Gain an awareness of the job requirements of a physical therapist assistant by completion of a minimum of 24 hours of observation in a physical therapy setting or through employment as a physical therapy aide. A second observation experience of a minimum of 24 hours is recommended in a different area of physical therapy practice. Volunteer forms to document completion of each experience are available in the Admissions Office.
- e. Submit scores from a HOBET V which will be used as part of the competitive selection process; and
- f. Submit a signed document acknowledging that commission of a felony before or during their enrollment in this program may prevent graduates from taking the licensure exam to become physical therapist assistants and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see *Drug Testing/Background Checks*) (blank documents are available from the Admissions Office and online at www.athenstech.edu—Select *Prospective Students* and then *Competitive Health Pgms*).

The selection process will be weighted towards students who have completed college algebra (MAT 1101 or MAT 1111), anatomy and physiology I and II (BIO 2113 and BIO 2114), college English (ENG 1101), introductory psychology (PSY 1101) or equivalent courses, and other core classes with grades of C or better by May 1 of the academic year for which they are seeking admission to the program. Transcripts will be accepted from students taking coursework in the spring semester at colleges on the semester system as long as the other requirements are submitted before the May 1 deadline. Coursework from colleges on the quarter system must be completed by the end of Winter Quarter to be considered in the selection process. Applicants transferring to Athens Technical College from other colleges must confirm the transferability of credit for coursework with the college's director of registration and records by the May 1 application deadline.

The Admissions Selection Committee will invite a group of the highest-ranking applicants (based on the admissions criteria) to participate in a formal interview process to determine aptitude, intent, and suitability for employment as a physical therapist assistant. The points from the interview process will be added to the applicant file score to determine final selection to the Physical Therapist Assistant program.

PHYSICAL THERAPIST ASSISTANT CURRICULUM OUTLINE
Associate of Applied Science Degree Program (Major Code: PTO3)
Credit Required for Graduation: 127 quarter credit hours

			Credits
General Education			25
* ENG	1101	Composition and Rhetoric	5
* ENG	1102	Literature and Composition	
		OR	5
* HUM	1101	Introduction to Humanities	
* MAT	1101	Mathematical Modeling	
		OR	5
* MAT	1111	College Algebra	
* PSY	1101	Introduction to Psychology	5
* SPC	1101	Public Speaking	
		OR	5
* ENG	1105	Technical Communications	
Health Core			29
* AHS	104	Introduction to Health Care	3
* AHS	109	Medical Terminology for Allied Health Science	3
* BIO	2113	Human Anatomy and Physiology I	5
* BIO	2114	Human Anatomy and Physiology II	5
* PHY	1110	Introductory Physics	5
* PSY	2103	Human Development	5
* SCT	100	Introduction to Microcomputers	3
Physical Therapist Assistant Major			73
* PTA	101	Introduction to Physical Therapy	3
* PTA	102	Orientation to Physical Therapy and Patient Care Techniques	3
* PTA	103	Functional Anatomy and Kinesiology I	5
* PTA	104	Physical Therapist Assistant Procedures I	4
* PTA	201	Pathology I	5
* PTA	202	Therapeutic Exercise I	4
* PTA	203	Physical Therapist Assistant Procedures II	4
* PTA	204	Clinical Practicum I	5
* PTA	205	Pathology II	5
* PTA	206	Therapeutic Exercise II	4
* PTA	207	Physical Therapist Assistant Procedures III	4
* PTA	209	Kinesiology II	5
* PTA	210	Therapeutic Exercise III	4
* PTA	211	Clinical Practicum II	6
* PTA	212	Clinical Practicum III	10
* PTA	213	Seminar for Physical Therapist Assistants	2

**Students must pass courses with grades of C or better.*

ALLIED HEALTH SCIENCE

Department Code: AHS

AHS 104

Introduction to Health Care (2-3-3)

Banner Title: Intro to Health Care

Instructors introduce a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include basic life support and cardiopulmonary resuscitation (CPR); basic emergency care, first aid, and triage; vital signs; infection control; and blood and airborne pathogens. Students must pay a \$30 supply fee when registering for this course.

Prerequisite: ENG 097 with a grade of C or better and RDG 097 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

AHS 109

Medical Terminology for Allied Health Science (3-0-3)

Banner Title: Medical Terminology for AHS

This course introduces the elements of medical terminology. Instructors place emphasis on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, terminology related to the human anatomy, reading medical orders and reports, and terminology specific to the students' programs of study.

Prerequisite: ENG 097 with a grade of C or better and RDG 097 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

BIOLOGY

Department Code: BIO

BIO 2113

Human Anatomy and Physiology I (4-3-5)

Banner Title: Anatomy/Physiology I

This course introduces the anatomy and physiology of the human body. Instructors place emphasis on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, chemistry, cell structure and functions, tissue classifications, the integumentary system, the skeletal system, the muscular system, and the nervous and sensory systems. Laboratory experiences support classroom learning.

Students must pay a \$20 supply fee when registering for this course.

Prerequisite: ENG 099 with a grade of C or better and RDG 098 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

BIO 2114

Human Anatomy and Physiology II (4-3-5)

Banner Title: Anatomy/Physiology II

This course continues the study of the anatomy and physiology of the human body and builds upon the concepts of chemistry, cytology, and histology. Topics include the endocrine system, the cardiovascular system, the blood and lymphatic system, the immune system, the respiratory system, the digestive system, the urinary system, and the reproductive system. Topics also include fluid dynamics and metabolism. Laboratory experiences support classroom learning. Students must pay a \$20 supply fee when registering for this course.

Prerequisite: BIO 2113 with a grade of C or better

Offered quarterly

ENGLISH

Department Code: ENG

ENG 1101

Composition and Rhetoric (5-0-5)

Banner Title: Composition and Rhetoric
Students practice various modes of writing ranging from exposition to argumentation and persuasion. The course also explores the analysis of literature and articles about issues in the humanities and in society. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics covered in the course include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

Prerequisites: ENG 099 with a grade of C or better and RDG 098 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

ENG 1102

Literature and Composition (5-0-5)

Banner Title: Literature and Composition

This course emphasizes the ability of stu-

dents to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research, and writing about literature.

Prerequisite: ENG 1101 with a grade of C or better

Offered quarterly

ENG 1105

Technical Communications (5-0-5)

Banner Title: Technical Communications

This course emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and oral technical report presentation.

Prerequisite: ENG 1101 with a grade of C or better

Offered quarterly

HUMANITIES

Department Code: HUM

HUM 1101

Introduction to Humanities (5-0-5)

Banner Title: Introduction to Humanities

This course explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. Instructors present the humanities as a source of subjective insights for the understanding of people and society. Topics include historical and cultural developments and contributions of the humanities. Students will complete a research project as part of this course.

Prerequisite: ENG 1101 with a grade of C or better

Offered Fall, Winter, and Spring terms

MATHEMATICS

Department Code: MAT

MAT 1101

Mathematical Modeling (5-0-5)

Banner Title: Mathematical Modeling

This course is an alternative to *College Algebra* for those who will not take trigonometry, pre-calculus, or calculus. It is an applications-driven course that introduces functions using real-world phenomena as models. Topics include fundamental algebra concepts; functions and graphs; linear, quadratic, polynomial,

exponential, and logarithmic functions and models of real-world phenomena; systems of equations; and additional topics in algebra.

Prerequisite: MAT 097 with a grade of C* or better and/or MAT 099 with a grade of C* or better or placement by diagnostic testing

Offered quarterly

MAT 1111
College Algebra (5-0-5)

Banner Title: College Algebra

This course emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, systems of equations, analytic geometry, and optional topics, including sequences, series, and probability.

Prerequisite: MAT 097 with a grade of C* or better and/or MAT 099 with a grade of C* or better or placement by diagnostic testing

Offered Quarterly

PHYSICS

Department Code: PHY

PHY 1110
Introductory Physics (4-3-5)

Banner Title: Introductory Physics

This course introduces students to the basic laws of physics. Topics include systems of units and conversion of units; vector algebra; Newtonian mechanics; fluids and thermodynamics; heat; light and optics; mechanical waves; sound; electricity and magnetism; and modern physics. Laboratory experience supports classroom learning. Computer use is an integral part of class and laboratory assignments.

Prerequisite: MAT 1100 or MAT 1101 or MAT 1111

Offered Fall, Winter, and Spring terms

PSYCHOLOGY

Department Code: PSY

PSY 1101
Introduction to Psychology (5-0-5)

Banner Title: Introduction to Psychology

This course emphasizes the basics of psychology. Topics include the science of psychology; social environments; life stages; physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence.

Prerequisites: ENG 099 with a grade of C* or better and RDG 098 with a grade of C* or better or placement by diagnostic testing

Offered quarterly

PSY 2103
Human Growth and Development (5-0-5)

Banner Title: Human Growth and Development

This course surveys the changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death. Instructors emphasize the scientific knowledge base of human growth and development and the interactive forces of nature and nurture. Topics include theories; research methods; physical development; prenatal, birth, infancy, childhood, adolescence, adulthood, aging, and death; cognitive development; learning, perception, and language development; and temperament, emotions, personality, attachment, parenting, and family relationships.

Prerequisites: PSY 1101

Offered quarterly

PHYSICAL THERAPIST ASSISTANT

Department Code: PTA

PTA 101
Introduction to Physical Therapy (2-3-3)

Banner Title: Intro to Physical Therapy

This course familiarizes students with the purpose, philosophy, and history of the physical therapy profession and its relationship to other health care agencies and providers. Topics include introduction to the structure, function, and development of the American Physical Therapy Association; medicolegal issues and professional ethics, including levels of authority and responsibility; and communication skills.

Prerequisite: Program admission

Offered Fall term

PTA 102
Orientation to Physical Therapy and Patient Care Techniques(2-3-3)

Banner Title: PT Orientation/Patient Care

This course studies the adaptation of psychosocial principles in the development of self-understanding and communication with patients, families, the public, and other health care teams. Students develop skills in telephone etiquette, scheduling patients, patient charges, explanation of methods of reimbursement, importance of the incident report, draping patients, body mechanics, transfers, and vital signs. Topics include documentation, basic administrative skills, time management and planning, teaching and learning principles, and basic patient care skills.

Prerequisite: Program admission

Offered Fall term

PTA 103
Functional Anatomy and Kinesiology I (3-5-5)

Banner Title: Anatomy/Kinesiology I

This course introduces the basic concepts of human motion. Topics include survey of the skeletal, articular, muscular, and nervous systems; muscle origins, insertions, functions, and innervations; and instruction in goniometric measurements.

Prerequisites: BIO 2113, BIO 2114, PHY 1110, PTA 100 with a grade of C or better, PTA 102 with a grade of C or better

Corequisite: PTA 104

Offered Winter term

PTA 104
Physical Therapist Assistant Procedures I (2-6-4)

Banner Title: PTA Procedures I

PTA 104 introduces the basic principles and applications of various physical agents and treatment techniques. Topics include bandaging, medical asepsis, hydrotherapy, thermal agents, and massage.

Prerequisite: PTA 101 with a grade of C or better, PTA 102 with a grade of C or better

Corequisite: PTA 103

Offered Winter term

PTA 201
Pathology I (2-7-5)

Banner Title: Pathology I

Pathology I surveys injuries and diseases commonly treated by physical therapist assistants. The course places emphasis on recognizing and responding to acute changes in a patient's physiological status in orthopedic and medical conditions.

Prerequisites: PTA 103 with a grade of C or better, PTA 104 with a grade of C or better

Corequisites: PTA 202, PTA 203

Offered Spring term

PTA 202
Therapeutic Exercise I (1-7-4)

Banner Title: Therapeutic Exercise I

Program faculty provide instruction in the physiological effects of exercise. This course includes demonstration and practice of common therapeutic exercises for neck, shoulder, arm, hand, back, hip, knee, ankle, and foot. Instructors introduce traditional therapeutic exercises, including active, active assistive, and passive range of motion. Course content introduces activities of daily living training and basic gait training skills and techniques.

Prerequisites: PTA 103 with a grade of C or better, PTA 104 with a grade of C or better

Corequisites: PTA 201, PTA 203

Offered Spring term

PTA 203
Physical Therapist Assistant
Procedures II (1-7-4)

Banner Title: PTA Procedures II

This course covers principles and applications of various physical agents, including cervical and lumbar traction, shortwave diathermy, ultraviolet, infrared, and ultrasound. Students receive instruction on basic splinting and splint fabrication.

Prerequisites: PTA 103 with a grade of C or better, PTA 104 with a grade of C or better

Corequisites: PTA 201, PTA 202

Offered Spring term

PTA 204
Clinical Practicum I (0-16-5)

Banner Title: Clinical Practicum I

This course provides students with clinical experiences under the supervision of licensed physical therapists and/or physical therapist assistants in local health care facilities to observe and practice skills learned in classroom and laboratory sessions. Topics include preparation of patients, treatment areas, and equipment; goniometric measurements; vital signs; transfers/body mechanics; therapeutic heat and cold; sterile techniques; interpersonal communication skills; note writing; and treatment modification.

Prerequisites: PTA 201 with a grade of C or better, PTA 202 with a grade of C or better, PTA 203 with a grade of C or better

Offered Spring term

PTA 205
Pathology II (2-7-5)

Banner Title: Pathology II

This course surveys a variety of diseases commonly treated by physical therapist assistants with emphasis on neurological conditions. Students study the adjustments to physical and psychosocial aspects of illness and injury. Topics include review of neurology, neurological disorders and diseases, traumatic head injuries, spinal cord injuries and peripheral nerve injuries, tumors, respiratory system disorders, circulatory system disorders, and endocrine disorders.

Prerequisites: PTA 201 with a grade of C or better, PTA 202 with a grade of C or better, PTA 203 with a grade of C or better, PTA 204 with a grade of C or better

Corequisites: PTA 206, PTA 209

Offered Fall term

PTA 206
Therapeutic Exercise II (1-7-4)

Banner Title: Therapeutic Exercise II

This course places emphasis on rehabilitation techniques and neurophysiological

approaches to treatment. Topics include neurological rehabilitation, spinal rehabilitation, amputees, prosthetics, and orthotics. Students will identify architectural barriers and suggest appropriate changes. This course introduces advanced gait training skills and techniques.

Prerequisites: PTA 201 with a grade of C or better, PTA 202 with a grade of C or better, PTA 203 with a grade of C or better, PTA 204 with a grade of C or better

Corequisites: PTA 205, PTA 209

Offered Fall term

PTA 207
Physical Therapist Assistant
Procedures III (1-7-4)

Banner Title: PTA Procedures III

This course provides detailed discussion and practice in electrotherapeutic physical agents and TENS. Topics include hyperbaric oxygen, continuous passive motion machine, and peripheral vascular compression apparatus and garments.

Prerequisites: PTA 205 with a grade of C or better, PTA 206 with a grade of C or better, PTA 209 with a grade of C or better

Corequisites: PTA 210, PTA 211

Offered Winter and Summer term

PTA 209
Kinesiology II (3-5-5)

Banner Title: Kinesiology II

This course continues the study of the phenomenon of human motion. Topics include a review of muscle origins, insertions, actions, and innervations; specific manual muscle testing techniques; posture and equilibrium; and normal and abnormal gait.

Prerequisites: PTA 201 with a grade of C or better, PTA 202 with a grade of C or better, PTA 203 with a grade of C or better, PTA 204 with a grade of C or better

Corequisites: PTA 205, PTA 206

Offered Fall term

PTA 210
Therapeutic Exercise III (1-8-4)

Banner Title: Therapeutic Exercise III

This course presents therapeutic exercise as it relates to the pediatric population, including developmental sequences and primitive reflexes. Instructors introduce students to cardiac rehabilitation and chest therapy techniques.

Prerequisites: PTA 205 with a grade of C or better, PTA 206 with a grade of C or better, PTA 209 with a grade of C or better

Corequisites: PTA 207, PTA 211

Offered Winter term

PTA 211
Clinical Practicum II (0-16-6)

Banner Title: Clinical Practicum II

This course provides students with further clinical experience under the supervision of licensed physical therapists and/or physical therapist assistants in local health care facilities to observe and practice skills learned in classroom and laboratory sessions. Topics include therapeutic exercises, stroke rehabilitation, NDT techniques, PNF techniques, spinal cord injury rehabilitation techniques, amputee rehabilitation, identifying architectural barriers, electrotherapeutic physical agents, performance of gross and specific manual muscle testing, gait analysis, and postural analysis.

Prerequisites: PTA 205 with a grade of C or better, PTA 206 with a grade of C or better, PTA 209 with a grade of C or better

Corequisites: PTA 207, PTA 210

Offered Winter term

PTA 212
Clinical Practicum III (0-32-10)

Banner Title: Clinical Practicum III

This course provides students with further clinical experience under the supervision of licensed physical therapists and/or physical therapist assistants in local health care facilities to observe and practice skills learned in classroom and laboratory sessions. Topics include peripheral vascular compression, electrotherapeutic physical agents, cardiac rehabilitation techniques, pulmonary techniques, pediatric NDT, and various adaptive devices for children. Students improve their note writing and scheduling skills.

Prerequisites: PTA 207 with a grade of C or better, PTA 210 with a grade of C or better, PTA 211 with a grade of C or better

Corequisite: PTA 213

Offered Spring term

PTA 213
Seminar for Physical
Therapist Assistants (1-2-2)

Banner Title: PTA Seminar

This seminar class provides preparation and review for the state board examination, presentation of a case study, and instruction in job-hunting and resume-writing skills.

Prerequisites: PTA 207 with a grade of C or better, PTA 210 with a grade of C or better, PTA 211 with a grade of C or better

Corequisite: PTA 212

Offered Spring term

SCIENCE AND TECHNOLOGY

Department Code: SCT

SCT 100

Introduction to

Microcomputers (1-4-3)

Banner Title: Intro to Microcomputers

This course introduces the fundamental concepts and operations necessary to use microcomputers. Course content emphasizes basic functions and familiarity with computer use. Topics include computer terminology and an introduction to the Windows environment, networking, word processing, spreadsheets, presentation graphics, and databases.

Prerequisite: Provisional admission

Offered quarterly

SPEECH

Department Code: SPC

SPC 1101

Public Speaking

(5-0-5)

Banner Title: Public Speaking

This course introduces the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, and analysis of ideas presented by others, and professionalism.

Prerequisites: ENG 099 with a grade of

C or better and RDG 098 with a
grade of C* or better or placement
by diagnostic testing*

Offered quarterly