

Degree Description

The Certified Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP). Certification is obtained through the National Healthcareer Association as a Certified Clinical Medical Assistant (CCMA).

The Certified

Medical Assistant program curriculum leads to a two-year Associate of Applied Science degree. The program is designed to provide the student with skills and knowledge applicable to a wide range of medical assisting office and clinical settings. Career enhancements in addition to the A.A.S. degree include certificates in phlebotomy, certified nurse aide, certified medication aide, medical coding and insurance, medical transcription, and medical office assistant. The course work is intended to provide a foundation for further specialization in nursing or allied health professions.

A grade point average of at least 2.0 in each major course in the technical curriculum and a minimum grade average of C or better in all Certified Medical Assistant courses will qualify the student to receive the Associate of Applied Science degree. A minimum grade of C or better is required for other courses in the curriculum as prerequisites for Certified Medical Assistant courses.

Students in the Certified Medical Assistant program have five academic years to complete the technical curriculum after official enrollment in the first program course.

No more than one program course may be repeated, and that course may be repeated only once during the five-year time period. Failure of two program courses, or failure of one course twice, will cause the student to become ineligible to re-enroll in the Certified Medical Assistant program.

Marketable Skills:

Graduates from the Medical Assistant program will be able to:

1. Work under the direction and supervision of a Medical Doctor in an ethical, legal, safe and effective manner;
2. Implement a comprehensive plan of care developed by a Physician;
3. Communicate regularly and professionally with the supervising physician about the patient's progress and the potential need for modification of the plan of care by the physician according to changes in patient status;
4. Perform appropriate data collection techniques within the knowledge and limits of practice of the assistant to assist the supervising physician in monitoring and modifying the plan of care;
5. Interact with patients and families in a manner which provides the desired psychosocial support including the recognition of cultural and socioeconomic differences;
6. Participate in the teaching of other health care providers, patients and families;
7. Accurately and precisely document relevant aspects of patient treatment;
8. Participate in healthcare planning and follow-up care;
9. Demonstrate effective written, oral and nonverbal communication with patients and their families, colleagues, health care providers, and the public.
10. Work in a manner that reflects an understanding of the role and responsibilities of the CMA within the healthcare delivery system;
11. Integrate into practice the knowledge gained utilizing evidence based practice reviews of current professional and medical literature;
12. Participate in continuing development of knowledge and skills.

Program Prerequisites

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|---|---------|
| ENGL 1301 Composition I | 3 hours |
| BIOL 2404 Anatomy & Physiology (specialized) | 4 hours |
| HPRS 1206 Essentials of Medical Terminology | 2 hours |
| PHRA 1309 Pharmaceutical Mathematics I | 3 hours |
| POFT 1393 Special Topics: Introduction to Keyboarding | 3 hours |

Total prerequisite hours: 15 hours

| Semester I | Hours |
|--|-----------------|
| ENGL 1301 Composition I <i>or</i> POFT 1301 Business English ¹ | 3 hours |
| BIOL 2404 Anatomy & Physiology (specialized) | 4 hours |
| HPRS 1206 Essentials of Medical Terminology ¹ <i>or</i> HITT 1205 Medical Terminology I ¹ | 2 hours |
| PHRA 1309 Pharmaceutical Mathematics I | 3 hours |
| POFT 1393 Special Topics: Introduction to Keyboarding <i>or</i> POFT 2303 Speed and Accuracy Building | 3 hours |
| | 15 hours |

| Semester II | Hours |
|--|-----------------|
| MDCA 1417 Procedures in Clinical Setting | 4 hours |
| MDCA 1343 Medical Insurance | 3 hours |
| Speech elective | 3 hours |
| MDCA 1421 Administrative Procedures | 4 hours |
| | 14 hours |

| Summer Semester | Hours |
|---|----------------|
| MDCA 1160 Clinical - Medical/Clinical Assistant | 1 hours |
| | 1 hours |

| Semester III | Hours |
|--|-----------------|
| MDCA 1409 Anatomy & Physiology for Medical Assistants ¹ | 4 hours |
| MDCA 1448 Pharmacology/Administration Medications | 4 hours |
| MDCA 1305 Medical Law and Ethics | 3 hours |
| Language, Philosophy, & Culture elective <i>OR</i> Creative Arts elective | 3 hours |
| | 14 hours |

| Semester IV | Hours |
|---|-----------------|
| MDCA 1402 Human Disease/Pathophysiology | 4 hours |
| MDCA 1452 Medical Assistant Laboratory Procedures | 4 hours |
| COSC 1301 Introduction to Computing ¹ | 3 hours |
| PSYC 2301 General Psychology | 3 hours |
| | 14 hours |

| Summer Semester | Hours |
|---|----------------|
| MDCA 1161 Clinical - Medical/Clinical Assistant | 1 hours |
| MDCA 1154 Medical Asst Credential Exam Review | 1 hours |
| | 2 hours |

Total hours: 60 hours

¹ This course may be eligible for articulation through the statewide ATC program. Check with your high school counselor for more information.

Electives/General Education Courses

Creative Arts

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|---|---------|
| ARTS 1301 Art Appreciation | 3 hours |
| ARTS 1303 Art History I (Prehistoric to the 14th Century) | 3 hours |
| ARTS 1304 Art History II (14th Century to the Present) | 3 hours |
| DRAM 1310 Introduction to Theater | 3 hours |
| DRAM 2361 History of Theater I | 3 hours |
| DRAM 2362 History of Theater II | 3 hours |
| HUMA 1315 Fine Arts Appreciation | 3 hours |
| MUSI 1306 Music Appreciation | 3 hours |
| MUSI 1308 Music Literature I | 3 hours |
| MUSI 1309 Music Literature II | 3 hours |
| MUSI 1310 American Music | 3 hours |

Language, Philosophy, & Culture

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|--|---------|
| ENGL 2321 British Literature | 3 hours |
| ENGL 2322 British Literature I | 3 hours |
| ENGL 2323 British Literature II | 3 hours |
| ENGL 2326 American Literature | 3 hours |
| ENGL 2327 American Literature I: Up to the Civil War | 3 hours |
| ENGL 2328 American Literature II: Civil War to the Present | 3 hours |
| ENGL 2331 World Literature | 3 hours |
| ENGL 2332 World Literature I: Up to the 17th Century | 3 hours |
| ENGL 2333 World Literature II: 17th Century to the Present | 3 hours |
| ENGL 2341 Forms of Literature | 3 hours |
| FREN 2311 Intermediate French I | 3 hours |
| GERM 2311 Intermediate German I | 3 hours |
| HUMA 1301 Introduction to Humanities I | 3 hours |
| HUMA 1302 Introduction to Humanities II | 3 hours |
| PHIL 1301 Introduction to Philosophy | 3 hours |
| PHIL 1304 Introduction to World Religions | 3 hours |
| PHIL 2306 Introduction to Ethics | 3 hours |
| SPAN 2311 Intermediate Spanish I | 3 hours |
| SGNL 2301 Intermediate ASL I | 3 hours |

Speech

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|---|---------|
| COMM 1307 Introduction to Mass Communication | 3 hours |
| SPCH 1311 Introduction to Speech Communication | 3 hours |
| SPCH 1315 Public Speaking | 3 hours |
| SPCH 1318 Interpersonal Communication | 3 hours |
| SPCH 1321 Business & Professional Communication | 3 hours |

Course Descriptions

ENGL 1301 Composition I

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communication, and critical analysis. Prerequisite: TSI complete in Reading and Writing or the equivalent. Semester Hours 3 (3 lec)

BIOL 2404 Anatomy & Physiology (specialized)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Semester Hours 4 (3 lec/3 lab)

HPRS 1206 Essentials of Medical Terminology

A study of medical terminology, word origin, structure, and application. Semester Hours 2 (2 lec)

PHRA 1309 Pharmaceutical Mathematics I

Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Prerequisites: MATH 0307 or a passing score on the TSI Assessment. Semester Hours 3 (3lec)

POFT 1393 Special Topics: Introduction to Keyboarding

Address topics recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Develops skill in keyboarding techniques with emphasis on alphabet, number, and symbol keys by touch and the development of acceptable speed and accuracy. Skills can be applied to computers and other equipment with keyboards. Emphasizes proper keyboarding technique. Semester Hours 3 (3 lec)

ENGL 1301 Composition I

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communication, and critical analysis. Prerequisite: TSI complete in Reading and Writing or the equivalent. Semester Hours 3 (3 lec)

POFT 1301 Business English

Introduces the practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Students will apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills; and teaches how to write effective sentences and paragraphs for business applications. Semester Hours 3 (3 lec)

BIOL 2404 Anatomy & Physiology (specialized)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Semester Hours 4 (3 lec/3 lab)

HPRS 1206 Essentials of Medical Terminology

A study of medical terminology, word origin, structure, and application. Semester Hours 2 (2 lec)

HITT 1205 Medical Terminology I

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Semester Hours 2 (2 lec)

PHRA 1309 Pharmaceutical Mathematics I

Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Prerequisites: MATH 0307 or a passing score on the TSI Assessment. Semester Hours 3 (3lec)

POFT 1393 Special Topics: Introduction to Keyboarding

Address topics recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Develops skill in keyboarding techniques with emphasis on alphabet, number, and symbol keys by touch and the development of acceptable speed and accuracy. Skills can be applied to computers and other equipment with keyboards. Emphasizes proper keyboarding technique. Semester Hours 3 (3 lec)

POFT 2303 Speed and Accuracy Building

Review, correct, and improve keyboarding techniques for the purpose of increasing speed and improving accuracy. This course is designed to be repeated multiple times to improve student proficiency. Prerequisite: POFT 1393. Semester Hours 3 (3 lec)

MDCA 1417 Procedures in Clinical Setting

Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for the ambulatory care settings. Prerequisite: Successful completion of required pre-requisites with a grade of C or better. Semester Hours 4 (2 lec/4 lab)

MDCA 1343 Medical Insurance

Emphasizes medical office coding procedures for payment and reimbursement by patient or third party for ambulatory care settings. Prerequisite: Successful completion of required pre-requisites with a grade of C or better. Semester Hours 3 (3 lec)

MDCA 1421 Administrative Procedures

Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office. Prerequisite: Successful completion of required pre-requisites with a grade of C or better. Semester Hours 4 (2 lec/4 lab)

MDCA 1160 Clinical - Medical/Clinical Assistant

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Semester Hour 1 (5 clinical hours per week)

MDCA 1409 Anatomy & Physiology for Medical Assistants

Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology. Semester Hours 4 (3 lec/3 lab)

MDCA 1448 Pharmacology/Administration Medications

Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculations of drug problems, and medical-legal responsibilities of the medical assistant. Semester Hours 4 (2 lec/4 lab)

MDCA 1305 Medical Law and Ethics

Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. Semester Hours 3 (3 lec)

MDCA 1402 Human Disease/Pathophysiology

A study of anatomy and physiology with emphasis of human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems. Semester Hours 4 (3 lec/3 lab)

MDCA 1452 Medical Assistant Laboratory Procedures

Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance, and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA)-waived laboratory testing. Semester Hours 4 (2 lec/4 lab)

COSC 1301 Introduction to Computing

Provides an overview of computer systems-hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. Semester Hours 3 (2 lec/2 lab)

PSYC 2301 General Psychology

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. NOTE: Must have passed the reading portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 3 (3 lec)

MDCA 1161 Clinical - Medical/Clinical Assistant

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Semester Hour 1 (6 clinical hours per week)

MDCA 1154 Medical Asst Credential Exam Review

A preparation for one of the National Commission for Certifying Agencies (NCCA) recognized credentialing exams. Prerequisites: Successful completion of previous four semesters of MDCA courses with a grade of C or better. Semester Hours 1 (2 lec)

ARTS 1301 Art Appreciation

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts. Semester Hours 3 (3 lec)

ARTS 1303 Art History I (Prehistoric to the 14th Century)

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Semester Hours 3 (3 lec)

ARTS 1304 Art History II (14th Century to the Present)

A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. Semester Hours 3 (3 lec)

DRAM 1310 Introduction to Theater

Survey of all phases of theater including its history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Participation in major productions may be required. Applies as a required Humanities or Visual & Performing Arts course for all students. Semester Hours 3 (3 lec)

DRAM 2361 History of Theater I

Study of the history of the theater from primitive times through the Renaissance. Required of theatre majors; open to non-theatre majors. Semester Hours 3 (3 lec)

DRAM 2362 History of Theater II

Study of the history of the theater from the Renaissance through today. Required of theatre majors; open to non-theatre majors. Semester Hours 3 (3 lec)

HUMA 1315 Fine Arts Appreciation

This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, architecture, drama, and dance) and the ways in which they express the values of cultures and human experience. Semester Hours 3 (3 lec)

MUSI 1306 Music Appreciation

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.) Applies as a required humanities or fine arts course for all students. Semester Hours 3 (3 lec)

MUSI 1308 Music Literature I

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. Surveys music literature from Gregorian chant to the early classical period. Emphasis is on music materials and listening skills through recorded music and scores. Required for music majors and minors. Semester Hours 3 (3 lec)

MUSI 1309 Music Literature II

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. Surveys music literature from the classical period to the present. Emphasis is on music materials and listening skills through recorded music and scores. Required for music majors and minors. Semester Hours 3 (3 lec)

MUSI 1310 American Music

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music. Satisfies general humanities elective requirements. Semester Hours 3 (3 lec)

ENGL 2321 British Literature

A survey of the development of British literature from the Anglo-Saxon period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2322 British Literature I

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2323 British Literature II

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2326 American Literature

A survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2327 American Literature I: Up to the Civil War

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2328 American Literature II: Civil War to the Present

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2331 World Literature

A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2332 World Literature I: Up to the 17th Century

A survey of world literature from the ancient world through the 16th century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2333 World Literature II: 17th Century to the Present

A survey of world literature from the 17th century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2341 Forms of Literature

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

FREN 2311 Intermediate French I

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: FREN 1412, three years of high school French, or consent of instructor or division chair. Students with three years of high school French are encouraged to see a French instructor prior to enrolling. Semester Hours 3 (3 lec)

GERM 2311 Intermediate German I

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: GERM 1412, three years of high school German, or consent of instructor or division chair. Students with three years of high school German are encouraged to see a German instructor prior to enrolling. Semester Hours 3 (3 lec)

HUMA 1301 Introduction to Humanities I

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. Team taught by faculty from diverse departments as a colloquium (academic seminar led by a different lecturer and on a different topic at each session). Works may include studies, journals, novels, poems, treatises, graphic novels, films, plays, paintings, musical compositions, etc. Semester Hours 3 (3 lec)

HUMA 1302 Introduction to Humanities II

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. Team taught by faculty from diverse departments as a colloquium (academic seminar led by a different lecturer and on a different topic at each session). Works may include studies, journals, novels, poems, treatises, graphic novel films, plays, paintings, musical compositions, etc. Semester Hours 3 (3 lec)

PHIL 1301 Introduction to Philosophy

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. Semester Hours 3 (3 lec)

PHIL 1304 Introduction to World Religions

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam. Semester hours 3

PHIL 2306 Introduction to Ethics

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. Semester Hours 3 (3 lec)

SPAN 2311 Intermediate Spanish I

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis is on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 1412, three years of high school Spanish, or consent of instructor or division chair. Students with three years of high school Spanish are encouraged to see a Spanish instructor prior to enrolling. Semester Hours 3 (3 lec)

SGNL 2301 Intermediate ASL I

Review and application of conversational skills in American Sign Language and interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore. Prerequisite: SGNL 1402 with a grade of C or better or consent of the program director. Semester Hours 3 (3 lec)

COMM 1307 Introduction to Mass Communication

Survey of basic content and structural elements of mass media and their functions and influences on society. Semester Hours 3 (3 lec)

SPCH 1311 Introduction to Speech Communication

Introduces basic human communication principles and theories embedded in a variety of contexts, including interpersonal, small group, and public speaking. Semester Hours 3 (3 lec)

SPCH 1315 Public Speaking

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Semester Hours 3 (3 lec)

SPCH 1318 Interpersonal Communication

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts, including friendships, romantic partners, families, and relationships with co-workers and supervisors. Semester Hours 3 (3 lec)

SPCH 1321 Business & Professional Communication

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams, and technologically mediated formats. Semester Hours 3 (3 lec)
