

Pittsfield, MA Campus Spring I 2007 Module

Continuing and Professional Education

Registration, Course Schedules, and Course Descriptions

Questions? Office of Admissions (413) 442-0333

Welcome!

Mildred Elley is a private coeducational certificate-granting institution of higher education, fully accredited by the Accrediting Council of Independent Colleges and Schools (ACICS). The Continuing and Professional Education Division at Mildred Elley offers credit-bearing and clock hour courses during days and evenings. Mildred Elley's Pittsfield, MA Campus is conveniently located at St. Luke's Square, at 505 East Street, Pittsfield, MA 01201. CPE inquiries may be directed to Admissions at (413) 442-0333.

Who Can Take CPE Courses?

Many people can benefit from taking CPE courses at Mildred Elley. Are you a business owner looking to improve your knowledge of Accounting, Payroll, Organizational Behavior, Business Law, or Database Management? Have you been out of school for a while and need to update your skills to become more marketable, whether for the purpose of advancing in your current job or getting a better one? Perhaps you are exploring the possibility of entering a new career field and you'd like to "try out" the educational opportunities open to you? Or maybe you'd like to learn something new as a part of a life-long commitment to personal improvement? You could be a student at another institution who'd like to earn some transfer credits (please check with your school in advance about their credit transfer policies).

The students taking these courses come from diverse backgrounds: some are in the labor force, some are retired, and some are high school students taking coursework as a foundation for college. Notwithstanding (and perhaps thanks to) many individual differences, many friendships are formed, as group work is an integral part of education at Mildred Elley. Many of our students rave about their "amazing experiences" at Mildred Elley.

What Are the Tuition Charges?

Our tuition is \$295 per credit hour, and \$7.25 per clock hour course. The CPE application fee is \$25. Some other fees may apply.



Academic Calendar

Fall II 2006 Days/Evenings

First Day of Classes:	Tuesday, January 16, 2007
Last Day of Classes:	Friday, March 9, 2007
Holiday(s):	Monday, February 19, 2007

Registration Procedures

You can register by mail, fax, or by telephone. Please fill in the form at the end of this booklet or have this information ready. If you need some help selecting the courses that you'd like to take, please call the Admission's Office at (413) 442-0333, or e-mail your question to cpe@mildred-elley.edu.

You can pay the tuition charges by personal or company check or by credit card (Visa/MasterCard accepted). Payments in cash can be made at Mildred Elley offices.

Are You Interested in Pursuing a Certificate Program at Mildred Elley?

Mildred Elley offers a number of Certificates in many of today's hottest career fields. Financial aid is available for qualifying students.

To discuss enrolling in a Mildred Elley degree or certificate program, please call our Admissions Department at (413) 442-0333.

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CPE Course Schedules and Descriptions

**Spring I, 2007 (01/16/07-03/09/07) Continuing and Professional Education
Day and Evening Courses – Mildred Elley – Pittsfield, MA Campus**

Schedule Updated 12/28/06

Course Code	Section	Course Name	Credit Hours	Course Meets	
				Days	Time
Business Management Courses					
BM 110	01	Accounting I	3	MTWR	8:30AM-10:20AM
BM 118	21	Computerized Accounting	3	TR	5:30PM-9:20PM
BM 120	01	Word Processing with MS Word	3	MTWR	10:30AM-12:20PM
BM 120	21	Word Processing with MS Word	3	MW	5:30PM-9:20PM
BM 210	21	Accounting II	3	MW	5:30PM-9:20PM
Medical Studies Courses					
BIO 110	21	Anatomy and Physiology I	4	MW R	5:30PM-9:20PM 5:30PM-7:20PM
BIO 210	01	Anatomy and Physiology II	4	MT W	12:40PM-4:30PM 12:40PM-2:30PM
BIO 210	21	Anatomy and Physiology II	4	MW R	5:30PM-9:20PM 5:00PM-6:50PM
MA 112	01	Medical Terminology	3	M W	12:40PM-4:30PM 12:40PM-2:30PM
MA 116	01	Medical Office Practice & Transcription	3	TR	12:40PM-4:30PM
MA 120	21	Clinical Lab I	3	T R	5:00PM-9:50PM 7:00PM-9:50PM
MA 120	01	Clinical Lab II	3	MTWR	10:30AM-12:20PM
MA 211	01	Pharmacology	3	MTW	8:30AM-10:20AM
Office Technologies Courses					
OT 112	01	Legal/Medical Office Practice	3	MW	12:40PM-4:30PM
OT 114	01	Legal/Medical Transcription	3	TR	12:40PM-4:30PM
OT 115	01	Windows Operating Systems	1	T	12:40PM-2:30PM
OT 115	21	Windows Operating Systems	1	R	7:30PM-9:20PM
OT 140A	01	Document Processing I	3	MW	12:40PM-4:30PM
OT 140A	21	Document Processing I	3	MW	5:30PM-9:20PM
OT 220	01	Office Information & Management Systems	3	TR	12:40PM-4:30PM
General Studies Courses					
ENG 102	01	English Composition	3	MTW	10:30AM-12:20PM
ENG 102	21	English Composition	3	M W	5:30PM-9:20PM 5:30PM-7:20PM
GS 101	21	Freshman Seminar	2	T	5:30PM-9:20PM
GS 251A	01	Career Counseling Seminar	1	T	12:40PM-2:30PM
GS 251A	21	Career Counseling Seminar	1	T	5:30PM-7:20PM
Massage Therapy Courses					
JOB 103	01	Skills for a Successful Career	30	R	8:30AM-12:20PM
MAS 100	01	Principles of Massage	15	T	8:30AM-10:20AM
MAS 102	21	Trigger Point Upper	30	M	5:30PM-9:20PM
MAS 103	21	Swedish I	45	M R	5:30PM-9:20PM 5:30PM-7:20PM
MAS 105	01	Swedish II	45	M R	8:30AM-10:20AM 8:30AM-12:20PM
MAS 106	01	Spa Modalities	15	T	8:30AM-10:20AM
MAS 106	21	Spa Modalities	15	W	7:30PM-9:20PM
MAS 107	01	Allied Modalities	90	W R	8:30AM-10:20AM 12:40PM-4:30PM
MAS 111	01	Sports Massage	45	M T	12:40PM-4:30PM 12:40PM-2:30PM

Course Code	Section	Course Name	Clock Hours	Course Meets	
MED 104	01	Fundamentals of Neurology	50	MTW	10:30AM-12:20PM
MED 105	01	Anatomy and Physiology II	60	MT W	12:40PM-4:30PM 12:40PM-2:30PM
SEC 100	01	Massage Office	30	T W	5:30PM-9:20PM 5:30PM-7:20PM
Graphic Design Technology Courses					
GDP 111	01	Communications and Design Composition	60	TR	8:30AM-12:20PM
GDP 113	01	Web Page Design	60	MW	8:30AM-12:20PM

Note: Course descriptions follow on page 4!

Course Descriptions

Business Management Courses

BM 110 Principles of Accounting I 3 semester credits

The student receives an introduction to basic financial accounting concepts and principles. Topics covered include the complete accounting cycle for service and merchandising businesses, financial statements, inventory, special ledgers and journals, current and long term assets and liabilities, internal controls on cash, and partnerships.

BM 118 Computerized Accounting Applications 3 semester credits

Students are prepared to implement traditional accounting and business knowledge in the modern computer environment as it relates to entrepreneurship and the small business. Students review fundamental accounting, interpret and analyze financial data, and investigate source documents while working with the QuickBooks software application. Specific topics include theory and practice in debit and credit journals, ledgers, inventories, taxes, depreciation, amortization, and financial statements. *Prerequisite(s): BM 110, Principles of Accounting I, or permission of the Division Chair.*

BM 120 Word Processing with MS Word 3 semester credits

In this comprehensive course, students receive instruction in computer concepts and the use of Windows and Word 2000. Students prepare memos, letters, tables and charts, reports, labels, and envelopes. Students also prepare mail merges and learn the basics of templates, WordArt, and graphics. *Prerequisite(s): OT 140A, Document Processing I.*

BM 210 Principles of Accounting II 3 semester credits

In this course, students continue the application of Principles of Accounting I with the study of corporations, financial statement analysis, cost accounting, budget and standard cost systems, and differential analysis. *Prerequisite(s): BM 110, Principles of Accounting I.*

Medical Studies Courses

BIO 110 Anatomy & Physiology I 4 semester credits

This course presents basic bio-organization and six of the body systems. The gross and microscopic structures and functions of the integumentary, skeletal, muscular, nervous, endocrine, and sensory systems are explored. Basic laboratory techniques and microscopy are taught to further enhance lecture material. *Prerequisite(s): MA 112, Medical Terminology.*

BIO 210 Anatomy & Physiology II 4 semester credits

This course is a continuation of Anatomy & Physiology I. The gross and microscopic structures and functions of the remaining body systems are studied. The following systems will be explored: cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive. Basic laboratory techniques and microscopy are taught to further enhance lecture material. *Prerequisite(s): BIO 110, Anatomy & Physiology I.*

MA 112 Medical Terminology 3 semester credits

Students learn how to “translate” medical terms by discovering that most of these terms are composed of interchangeable parts used again in different combinations. An understanding of these word parts and the rules for using them enable the student to recognize and write thousands of medical terms.

MA 116 Medical Office Practice & Transcription 3 semester credits

Students learn to relate their medical terminology skills and anatomy and physiology knowledge to medical office documents that are dictated to them in the formats of letters, progress notes, history and physical examinations and diagnostic procedures and reports. Students learn to transcribe medical dictation from a wide variety of medical specialties, develop transcribing speed and accuracy, and gain skills in proofreading and correcting documents.

MA 120 Clinical Lab I 3 semester credits

The student is instructed in medical asepsis, vital signs, patient exam, CPR, First Aid, sterilization and disinfection, microbiology, minor office surgery, and charting. OSHA guidelines and universal precautions are stressed. The student is expected to maintain professionalism and confidentiality at all times.

MA 220 Clinical Lab II 3 semester credits
The student is instructed in specialty examinations and procedure, pharmacology, dosage calculation and medication administration, specimen collection, electrocardiography, lab examinations, diagnostic tests, and venipuncture. These clinical skills are fine-tuned through a comprehensive hands-on approach. The student is expected to maintain professionalism and confidentiality at all times. *Prerequisite(s): MA 120, Clinical Lab I.*

MA 211 Pharmacology 3 semester credits
This course introduces the student to the essentials of pharmaceuticals. Drug calculations, drug classifications, mechanisms of action, therapeutic effects, and adverse reactions of drugs commonly used in the medical office today, are the focus of instruction.

Office Technologies Courses

OT 112 Legal/Medical Office Practice 3 semester credits
In this course, students simulate the experience of actual employment in a legal and medical office. Decision-making, working under time constraints, and coordination of activities are emphasized. *Prerequisite(s): OT 110, Legal/Medical Terminology; OT 140A, Document Processing I.*

OT 114 Legal/Medical Transcription 3 semester credits
In this course, students simulate the experience of actual employment in a legal and medical office by transcribing legal and medical correspondence with the use of transcription machines. Legal and medical terminology, grammar, and punctuation skills are reinforced. Word processing skills are expanded and refined. *Prerequisite(s): OT 110, Legal/Medical Terminology; OT 140A, Document Processing I.*

OT 115 Windows Operating Systems 1 semester credit
The course serves as an introduction to the Windows Operating System, the most widely used small business computing platform, for students in all majors. It is designed to provide students with the basic PC skills to both function in the work place and take more advanced PC-based courses.

OT 140A Document Processing I 3 semester credits
While using interactive software to develop the skill of touch typing, students learn to create standard office documents with Microsoft Word. Proper formatting of letters, reports, tables, memos, and other types of personal and business communications are studied. The development of keyboarding speed and accuracy and the review of language arts are major components of this course.

OT 220 Office Information and Management Systems 3 semester credits
This course reflects current management thinking in office systems, information management, technology, communications, and administrative procedures. Beginning with traditional management practices and theory, this course develops into virtual office assistance and management, concentrating on the Internet as a useful research and administrative tool, and e-mail and MS Outlook as electronic communication devices. Special emphasis is placed on MS Outlook proficiency for the office professional.

General Studies Courses

ENG 102 English Composition 3 semester credits
This course introduces students to the elements of written communication: methods, forms, and styles of composition. The focus is on improving writing ability through concentration on the writing processes: prewriting, writing, and revision. Other concerns of the writer, particularly form, structure, and organization of the essay, as well as audience, diction and correctness are addressed. Idea development and support and research paper techniques are included.

GS 101 Freshman Seminar 2 semester credits
Students learn what is expected of them at Mildred Elley. This course is designed to help students be successful in both their college programs and in their future careers. Students learn specific techniques, as well as general guidelines, to help them meet the challenges of academic life.

GS 251A Career Counseling Seminar**1 semester credit**

This course is designed to help students successfully transition from classes to career. The course focuses on building a career and discovering specific job opportunities. The refinement of “soft” skills and development of job search skills (resume writing, correspondence, interviewing, and networking) are stressed. The Career Placement Specialist obtains and presents up-to-date material regarding job search strategies and opportunities. The student is better prepared to enter the job market and achieve his/her career goals.

Massage Therapy Courses**JOB 103 Skills for a Successful Career****30 hrs.**

Students analyze their learning styles and personality traits. They develop the skills necessary to achieve their educational objectives and meet the soft skills employers seek. Topics include ethics, job-seeking skills, time planning, test taking, study techniques, communication skills, listening skills, library and Internet use skills.

MAS 100 Principles of Massage**15 hrs.**

Students are provided with instruction and assignments to introduce the history and professionalism of massage and therapy, as well as an introduction to experiential exercises in palpation techniques and the sensitivity skills and body mechanics used in therapy sessions.

MAS 102 Trigger Point Upper**30 hrs.**

Students are provided with instruction and assignments to broaden their understanding of how to evaluate and treat chronic myofascial pain and dysfunction through deactivation of painful trigger points and the utilizing of the Travel and Simons, *Trigger Point Manuals, Volume I and II*. Students should have a basic understanding of how to evaluate and treat the upper body.

MAS 103 Swedish I**45 hrs.**

Students are provided with instruction through lecture, demonstration, and practical application to acquaint themselves with the five basic techniques needed for all methods of massage therapy.

MAS 105 Swedish II**45 hrs.**

Students are provided with extensive lecture, demonstration, and practical application in the continuation of the techniques needed for all methods of Swedish therapy. Topics during this course continue to include draping, hygiene, and basic contraindications of massage, self-care, and basic body techniques. *Prerequisite(s): MAS 103, Swedish I.*

MAS 106 Spa Modalities**15 hrs.**

Students are provided with instruction to learn basic mud and seaweed treatments, to perform exfoliation through a dry brush, salt glow and body policy technique, and body tanning. This course will teach basic spa modalities which may be incorporated into any practice whether or not a shower facility is available.

MAS 107 Allied Modalities**90 hrs.**

Students are introduced to various energy and meridian therapies. The class provides theory and basic introductory techniques and is designed to broaden the student's ability to integrate a wide range of complimentary therapies into the clients' overall treatment program. The student is also introduced to a variety of allied therapeutic techniques that can be developed and incorporated into a holistic practice.

MAS 109 Client Evaluation and Communication**45 hrs.**

Students are provided with instruction and assignments to evaluate a client through history, body, structural analysis; they gain a general understanding of skills needed to evaluate a client, to maintain integrity, and to practice ethical behavior.

MAS 111 Sports Massage 45 hrs.

Students become familiarized with common sports related injuries; occupational and repetitive motion injuries, as well as factors and soft tissue dysfunctions that affect everyday human performance. Included is information applicable to working with both professional athletes and non-professional active individuals with specific sports massage techniques, and techniques designed to assist and speed injury rehabilitation and repair. Pre- and post-event massage is addressed, and information pertinent to working in athletic environments.

MED 103 Anatomy and Physiology II 60 hrs.

Students continue to learn the study of the human body in regards to its structure and function. It includes study of the nervous, respiratory, digestive, endocrine, and reproductive systems. *Prerequisite(s): MED 100, Anatomy and Physiology I.*

MED 104 Fundamentals of Neurology 50 hrs.

Students will learn the management of neurology as it relates to pain treatment for Massage therapy clients. They will learn the benefit of the latest research on how massage decreases chronic pain and increases the blood flow.

MED 105 Medical Terminology 30 hrs.

Students are provided with instruction and assignments to learn to pronounce, interpret, build, and spell medical words; utilize terminology related to anatomy and physiology, disease, diagnosis, and therapeutics. Students also see and hear medical language used in the workplace and learn to process information quickly and accurately.

SEC 100 Introduction to Massage Office 45 hrs.

Students are provided with instruction and assignments to learn or improve proper keyboarding techniques; learn the importance of efficient document processing; prepare properly formatted letters, envelopes, memorandums, reports, and tables. Students learn the functions and capabilities, terminology and abilities of Massage Office.

Graphic Design Technology Courses

GDP 111 Communications and Design Composition 60 hrs.

This course introduces students to the process of creating and editing line-based drawings for use in animation, web publishing, and desktop publishing using digital illustration software, and emphasizes integration of digital illustration, digital image manipulation, and digital publishing in production of visually appealing projects. Some of the topics covered include: using shape tools, filling and stroking, editing curves and objects, transforming objects, blending, using palettes and styles, layers, masking, using color, and graphics for the web.

Prerequisite(s): GDP109, Graphic Applications; GDP 103, QuarkXPress, or GDP 107, Adobe PageMaker; or permission of the Division Chair or the lead program instructor.

GDP 113 Web Page Design 60 hrs.

In this course, students learn to develop and maintain Web documents, create hyperlinks, insert and format graphics, create tables, forms, and frames. The student will also learn to add dynamic elements and user interactivity to Web documents through the use of scripting languages