

Second Year

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|---|---|
| ART 218 Printing Technology ^{D,G} | 2 |
| ART 221 Graphic Design 1 ^{*,D,G} | 4 |
| ART 227 Graphic Design Production 1 ^{*,D,G} | 3 |
| ART 225 Graphic Design: Digital Illustration ^{*,D,G} | 3 |
| Math requirement ^R | 3 |

Total Credits 15

Winter

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|--|---|
| ART 222 Graphic Design 2 ^{*,D,G} | 4 |
| ART 228 Graphic Design Production 2 ^{*,D,G} | 4 |
| ART 280GD Co-op Ed: Graphic Design ^{*,D,G} | 3 |
| ART 289 Web Production ^{*,D,G} | 3 |

Total Credits 14

Spring

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|--|---|
| ART 223 Graphic Design 3 ^{*,D,G} | 4 |
| ART 229 Graphic Design Production 3 ^{*,D,G} | 4 |
| ART 280GD Co-op Ed: Graphic Design ^{*,D,G} | 3 |
| ART 290 Design Concepts for the Web ^{*,D,G} | 3 |

Total Credits 14

1 PE Activity requirement credits must be taken in at least two terms to satisfy degree requirement.

Approved Electives

- Any other Art Class
- Any Multimedia Class
- BT 253 Internet Marketing

Health Records Technology

Offered by the Family and Health Careers Division

One-Year Certificate of Completion

See the Health Records Technology webpages for additional information.

Purpose of program To prepare students to be proficient at producing and maintaining health records used by health care providers. Graduates may be employed as health information specialists, medical records clerks, and/or medical transcriptionists, by hospitals, clinics, health maintenance organizations, insurance companies, law firms, physician offices, mental health care facilities, nursing homes, consulting firms, health data organizations, and information systems vendors.

Learning Outcomes The graduate will:

- process, analyze, and distribute healthcare information.
- organize, analyze, and technically evaluate health record content for completeness and accuracy.
- prepare health data input for computer processing of reports.
- abstract health records and assign code numbers to diagnoses for indexing health data, and process claims for insurance reimbursement.
- answer legal, governmental, and insurance company inquiries and compile statistical data.
- consult with medical and administrative staffs to ensure the data is accurate, up-to-date, and secure.
- be involved in administration, reimbursement, quality assurance, utilization review, and risk management.

- use library resources for research and written assignments for a variety of classes.
- perform basic mathematics functions as necessary to prepare health data reports.

Employment Trends Employment projections from 2004-2014 are estimated to average 89 openings annually, statewide, and 14 openings annually in Lane County. Reasonable employment opportunities exist for trained workers.

Wages Statewide average wages in 2006 were \$14.36 hourly, or \$29,862 annually, usually with excellent benefits. Lane County average wages were \$13.74 hourly, or \$28,567 annually.

Costs in Addition to Tuition (estimates)*

Books \$926

* Subject to change without notice.

Prerequisite Skills or Placement Scores Required Successful completion (grade of “C-” or better) of Medical Terminology 1 HO 100 and competency using a 10-key. BT 120 MS Word for Business should also be completed prior to beginning this course of study or the student should be able to demonstrate competency to the program coordinator.

Number of New Students Admitted Annually No student who meets the application criteria will be denied entrance to the program. Rather, students will be placed on a prioritized list, according to date of entry into the program. Space in crowded classes will be allotted on the basis of that prioritized list.

Criteria Used for Admission Admission requirements include submission of transcripts of previous college or high school work, and completion of screening tests of basic skills in reading, writing and mathematics are also required.

Admission Information An application form is available at www.lanec.edu/phc. For further information regarding orientation sessions, contact counseling and advising at (541) 463-3200.

Cooperative Education (Co-op) Co-op offers students college credit and a grade for on-the-job work experience related to their educational and career goals. Through Co-op, students connect theory and practice, develop skills, expand career knowledge, and make contacts for the future. Work schedules and work sites vary. Contact Marty Pittman, Health Records Cooperative Education Coordinator, Bldg. 4, Rm. 259, (541) 463-3177.

Program Advisor Rosa Lopez, Bldg. 1, Rm. 107, (541) 463-5660

Program Counselor Jessica Alvarado, Bldg. 4, Rm. 262, (541) 463-5802

Standard footnotes:

- * Prerequisite required
- A Meets Arts/Letters requirement
- B Must be passed with grade of “B” or better to use as a prerequisite
- D Degree or certificate requirement; must be passed with grade of “C-” or better
- G Must be taken for a grade, not P/NP; major requirement

- H Meets Human Relations/Social Science requirement
- M Meets Mathematics requirement
- P Meets PE/Health requirement
- R Required for AAS degree—see page 48
- S Meets Science/Math/Computer Science requirement
- W Meets Written Communications or English Composition requirement

One-Year Certificate of Completion

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|--|---------------|
| | Fall |
| HIT 120 Introduction to Health Records ^{D,G} | 1 |
| HO 150 Human Body Systems 1 ^{*,D,G} | 3 |
| HO 190 Medical Formatting ^{D,G} | 3 |
| HO 195 Medical Transcription 1 ^{*,D,G} | 2 |
| HO 110 Medical Filing and Records Management ^{D,G} | 3 |
| WR 121 English Composition: Exposition and Introduction to Argument ^{*,D,W} | 4 |
| Total Credits | 16 |
| | Winter |
| CG 203 Human Relations at Work ^H | 3 |
| CS 120 Concepts of Computing | 4 |
| HIT 196 Medical Transcription 2 ^{*,D,G} | 2 |
| HO 152 Human Body Systems 2 ^{*,D,G} | 3 |
| HO 112 Medical Insurance Procedures ^{*,D,G} | 3 |
| MTH 025 Basic Mathematics Applications ^M | 3 |
| Total Credits | 18 |
| | Spring |
| HIT 154 Intro to Medical Science ^{*,D,G} | 3 |
| HIT 104 Clinical Terminology ^{D,G} | 3 |
| HIT 160 Medical Manager ^{*,1,D,G} | 3 |
| HO 114 Medical Coding Procedures ^{*,D,G} | 3 |
| Choice of: | 3 |
| PSY 201 General Psychology | |
| PSY 202 General Psychology | |
| PSY 203 General Psychology | |
| SOC 204 Introduction to Sociology | |
| SOC 205 Social Stratification and Social Systems | |
| SOC 206 Institutions and Social Change | |
| Total Credits | 15 |

1 Must be accepted into the program to register for this class.

- manage conferences, specials events, and trade shows.
- supervise housekeeping operations.
- manage property in hospitality operations and resorts.
- develop strong customer service skills and practices.
- demonstrate strong communications, problem-solving, and human relations skills.

Employment Trends Statewide, 194 annual openings for hotel, motel, and resort desk clerks are projected in Oregon, and 8 openings are projected annually in Lane County; statewide, 27 annual openings for tour guides and escorts are projected in Oregon, and 7 opening is projected annually in Lane County; statewide, 5 annual openings for concierges are projected in Oregon, and 1 opening is projected annually in Lane County; and statewide, 26 annual openings for lodging managers are projected in Oregon, and 1 opening is projected annually in Lane County; statewide, 17 annual openings for meeting and convention planners are projected in Oregon, and 1 opening is projected annually in Lane County.

Wages Hotel, motel, and resort desk clerks average \$8.21 to \$10.36 an hour with an average annual salary of \$19,620; tour guides and escorts average \$8.54 to \$12.31 an hour with an average annual salary of \$22,205; concierges average \$8.26 to \$12.43 an hour with an average annual salary of \$23,605; lodging managers average \$16.00 to \$25.91 an hour with an average annual salary of \$45,006; and meeting and convention planners average \$14.02 to \$20.82 an hour with an average annual salary of \$37,237.

Costs in Addition to Tuition (2-year program estimate)*

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|-------------------------------------|-------|
| Books and Fees..... | \$950 |
| * Subject to change without notice. | |

Licensing or Other Certification Exams Required Students completing certain classes that comply with the American Hotel and Motel Association (AHMA) and National Restaurant Association (NRA) will receive Certificates of Completion from these recognized organizations.

Prerequisites Must be a credit-level student. Students are strongly advised to enter fall term.

Admission Deadline Student applications are reviewed monthly. Steps to be completed for entry into the Hospitality Management program include the following:

- Complete an application for admission to Lane Community College, available in Enrollment Services or online at www.lanec.edu/es/admissions.html.
- Complete an application for admission to the Hospitality Management program, available from the Culinary and Hospitality office or online at www.lanec.edu/culinary.
- Submit Hospitality Management program application to the Culinary Arts and Hospitality Management office. Applications are reviewed monthly.

Criteria Used for Admission Students are selected based on application to the program.

Cooperative education (Co-op) Students may earn credit for on-the-job work experience related to their educational and career goals. Through Co-op, a student can develop and practice skills, expand career knowledge, and make contacts for future employment. For more information, contact Duane Partain, Hospitality Cooperative Education Coordinator, Bldg. 19, Rm. 206, (541) 463-3504.

Hospitality Management

Offered by Culinary Arts and Hospitality Management
Two-Year Associate of Applied Science Degree
One-Year Certificate of Completion

Purpose The Hospitality Management curriculum focuses on the management aspects of today’s exciting hospitality industry: lodging, meeting and convention management, food and beverage, travel and tourism, and recreation and leisure. Upon graduation, enter the hospitality industry working in such areas as hotel operations, innkeeping, convention and visitor associations, restaurant management, and travel and tourism organizations.

Learning Outcomes The graduate of the one-year Certificate program will:

- understand broad hospitality and food service concepts.
- be knowledgeable of the travel and tourism industry and the operation of hospitality services.
- become familiar with front desk operations including reservations, room assignments, management statistical reports, and handling financial operations.
- become acquainted with the hospitality industry through field trips to local motels, hotels, and convention centers.
- access library, computer, and communications services and obtain information and data from regional, national, and international networks.
- perform mathematical functions related to hospitality operations.

In addition to the above outcomes, the graduate of the two-year AAS will:

- operate equipment used in the industry—including point of sales systems, computers, and computer software.