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	30 101101
ademic Program Secretarial Studies	Department Business Education and Technology
Deletion of	C.A.S.T. (Complete A and C)
Addition of	(Complete B and C)
Change of BET 513. Business Machines	(Complete A, B and C)
hairperson's Signature Wiolet F. 1	Boggess Date 5/10/84
A To delete or change an existing course, attach a clear photocopy or the course description in the current catalog, and list the page number.	513. Business Machines. Introduction to flow charting and terminal operation; familiarization with the metric system and program development of instruction for memory-capacity calculators; manipulation and speed development on ten-key calculators and bookkeeping machines; operation of the spirit distinctor. One bound floature that the tent and the spirit distinctors.
Page 76	duplicator. One hour of lecture, two hours of laboratory. 2 q.h.
the course description precisely appliance it is to appear in the catalog. This	Business Machines. The study of the impact and ication of new technology upon the modern office. will include an introduction to the metric system; liarization with flow charting and work stations;
	practical implications of microcomputers and elec-
must be listed for a new course. Assurant and/or physical plant facilities are or w	
nology in business machines and to provious of payroll, accounts receivable and paya	r to upgrade the course to include the latest tech- ide background for later applications in the areas able, inventory, word processing, and other secre- e has evolved into a lecture course with all hands- burs it will be four hours lecture.
No additional facilities are necessary. Mr. William Vendemia, and Mrs. Patsy Bak	Qualified faculty include Dr. Violet Boggess, cos (limited service).
Check if course proposal adoption will Cross-list with	affect another academic program in the University.  (department and course number)
Signatures	Approval Disapproval Date
School/College Curr. Comm. Salbara C	ngelhant V 5/17/84
Dean VAII	chley ~ 5/19/59
University Curr. Div. Comm.	
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CDC - 1983	

#### INTER-OFFICE CORRESPONDENCE

TO_	CAST CURRICULUM COMMITTEE	DATE

FROM L. Harris, Coordinator-Respiratory Therapy

SUBJECT Course changes

The curriculum changes for RT 601, RT 604, and RT 606 involve only the separation of lecture and laboratory. This will allow for more effective student scheduling.

The reduction of the credit hours for RT 507 better reflects its current course material and will allow it to be included in the existing 2-year respiratory therapy curriculum. The change of the course and its inclusion into the curriculum is based on requests from students, the medical director of the program and the Respiratory Therapy Advisory Committee.

		UCD #85-11	Date Rec'd	84 IR Code	
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	urse Title <u>Introducti</u> airperson's Signature	ion to Pulmonary Disease		Add (Comp Delete (Comp	olete A, B, C, D, E) olete B, C, D, E) olete A, C, E)
	unperson's dignature	- HARRICA	Date /	- receptions	
Α	To delete or change an existing course, attach a clear photocopy of its description in the current Bulletin and list the page number.		507. Introduction study of diseases of tem commonly encoutherapy technician. Prereq.: RT 502, 505,	he cardiopulmonar ntered by the respi Three hours of le	y sys- ratory
B	To add or change a course, provide its description precisely as it is to appear in the Bulletin. Be succinct.	RT 507 Introduction to cardiopulmonary disord care practitioners. A treatment regimens uti Prereq: RT 502 or per	lers frequently en Also included will Llized_with these	countered by be discussi disorders.	respiratory
C	Yes Or No [v] t	his course is (to be) cross-lis	ted with		
	103 E	1113 000130 13 (10 00) 01033 113	(D	epartment & Cours	e Number)
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D	Justify the course proposal, using additional sheets if necessary. Qualified faculty must be listed for a new course. Assurances must be provided that library resources and/or physical plant facilities are or will be	The addition of this particle will allow for more estimated in the instruction later in the this course was also particle and physical states.	ffective utilization the curriculum. The curriculum of the curricu	on of physic The utilizatinbers of the	ian
	available.			op de la lance de la companya de la	
E		his proposal will affect another fyes, explain			
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	UCD #85-12	Date Rec'd/0ZZ-	84 IR Code	
School CAST		nt Allied Health		
	ratory Procedures II	⊠ C □ A □ D	hange (Complete A dd (Complete B elete (Complete A	, C, D, E) , C, E)
Chairperson's Signature	Homma	Date <u>9-37-</u> F	Telephone 33	26_
A To delete or change an existing course, attach a clear photocopy of its description in the current Bulletin and list the page number.  P.70	601. Respiratory Procedure the principles and practices of a ment, cardiopulmonary resu emergency procedures: manua airway, and other equipment r agement of patient airways. lecture, three hours of lab. Pr	airway manage- uscitation, and al resuscitators, needed in man- Three hours of rereq.: RT 503.		
course, provide its description precisely res	601. Respiratory Proceedings of airway managuscitators, and pulmored: RT 503. To be t	gement, CPR and e nary rehabilitati	mergency procedu on is included.	res, manual
C Yes □ or No ☒, this o	course is (to be) cross-listed	d with		
All cross-listed courses mus involved — Check B above.				er)
	e separation of lecture	e and lab will al	low for more eff.	ective
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Signatures School/College Curr. Comm Dean	Karhylynd Feld V.A. Bichl	Approv.	84	Date
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			UCD #85-13	Date Rec'd	10-22-84	IR Code	
Scl	nool CAST		Departi		d Health-Res	piratory T	nerapy
	urse Title RT 601L Re	espiratory	Procedures II	:		(Complete (Complete	
Ch	airperson's Signature	7. 4.5	mm	Date <u>/</u>	7-17-84T	<u>ک</u> elephone	526
Α	To delete or change an existing course, attach a clear photo- copy of its description in the current Bulletin and list the page number.						
B	To add or change a course, provide its description precisely as it is to appear in the Bulletin. Be succinct.	technique rehabilit	Respiratory es employed in tation is requ ntly with RT 6	airway man ired. Thre	agement, CPR e hours a we eq: RT 503.	, and pulmo	onary
$\overline{\mathbf{c}}$	Yes ☐ or No ☒,	this course	is (to be) cross-li	sted with		<del></del>	<b>&gt;</b>
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Schoo	olCAST		Departme	ent <u>Allied</u>	Health/R	espiratory I	Prog.
Cours	e Title <u>RT 604</u>	Respirator	y Procedures III		□ Add □ Delet	(Complete te (Complete	
Chairp	person's Signature	Man	un _	Date <u>/</u>	17-84	Telephone 3	(26
ar at co in ar	o delete or change n existing course, tach a clear photoppy of its description the current Bulletin d list the page umber.	using pr and em Three	Respiratory Proceduressure and volume versor and volume versor of lecture; three: RT 601.	ntilation. Mental piratory therapy.			
co de as th	o add or change a burse, provide its escription precisely is it is to appear in the Bulletin. Be succinct.	state of psycholo	Respiratory Prothe art mechanigical aspects of RT 503 with R	ical ventilat f long term m	ors. Al nechanica	lso included al ventilati	is the
ΑI	es Or No 🗓 , Il cross-listed course volved — Check B a	es must be id		. — — — —		ment & Course Nu ses	mber)
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School CAST	Department	Allied Healt	h	
Course Title RT 604L Respirator	ry Procedures III L	⊠ A □ D	dd (Complete elete (Complete	•
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A To delete or change an existing course, attach a clear photocopy of its description in the current Bulletin and list the page number.				
course, provide its trouble	Respiratory Proceshooting mechanical Shours per week 604.	ventilators in	a simulated pataken concurren	tient
C Yes □ or No ☒, this course	e is (to be) cross-listed v	with	partment & Course Nun	
All cross-listed courses must be i involved — Check B above.	dentified as such in the			iber)
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	sal will affect another De ain			
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		UCD #85-16 Date Rec'd 10-22-84 IR Code	
Sch	nool CAST	Department Allied Health	
	urse Title <u>RT 606 Pu</u>	Date 9-27-4y Telephone 33 4.	
A	To delete or change an existing course, attach a clear photocopy of its description in the current Bulletin and list the page number.		
B	To add or change a course, provide its description precisely as it is to appear in the Bulletin. Be succinct.	RT 606. Pulmonary Function and Blood Gas Analysis. Ventilatory respiratory insufficiency problems that can be diagnosed and eval by pulmonary function studies to include A-a 02 gradients and can monoxide diffusion studies. Evaluation of normal and abnormal act base balance through blood gas analysis is included. Prereq.: RT 502. Must be taken concurrently with RT 606L. 3 q.h	luated rbon cid-
С		this course is (to be) cross-listed with	
D	Justify the course proposal, using additional sheets if necessary. Qualified faculty must be listed for a new course. Assurances must be provided that library resources and/or physical plant facilities are or will be available.	The separation of lecture and lab will allow for more effective scheduling.	
E	Yes □ or No ☒,	this proposal will affect another Department in the University.  If yes, explain	
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Course T	itle RT 606L Pul Laboratory		nnction & Blood	_	□ Change 図 Add □ Delete	(Complete (Complete	A, C, E)
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