

**Curriculum
Course
Descriptions**

The following section contains descriptions of courses offered by Vance-Granville Community College.

The following example explains each component of the course description.

<u>1</u>	<u>2</u>
ACC 120 Principles of Financial Accounting	3 2 0 4
<u>3</u>	Pre-requisites: Local, ENG 090, RED 090, MAT 060 Corequisites: None
<u>4</u>	This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>

1 -- Course prefix, course number, course title

2 -- Number of hours in class, lab, work experience/clinical each week and the number of hours the course is worth upon successful completion.

3 -- Prerequisites: Course or courses that must be successfully completed prior to registering for this course.

Corequisites: Course or courses that must be completed before or taken at the same time of this course.

4 -- Course description: What the course is about and what you can expect to learn from the course.

CAA: stands for Comprehensive Articulation Agreement

ICAA: stands for Independent Comprehensive Articulation Agreement

VLC: stands for Virtual Learning Community

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ACA 085	Improving Study Skills	0	2	0	1
Prerequisites: None					
Corequisites: None					
This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses . Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, personal improvement strategies, goal-setting, and learning resources. Upon completion, students should be able to apply techniques learned to improve performance in college-level classes					
ACA 090	Study Skills	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
ACA 111	College Student Success	1	0	0	1
Prerequisites: None					
Corequisites: None					
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
ACA 115	Success & Study Skills	0	2	0	1
Prerequisites: None					
Corequisites: None					
This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ACA 122	College Transfer Success	1	0	0	1
Prerequisites: None					
Corequisites: None					
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
ACC 120	Principles of Financial Accounting	3	2	0	4
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A, MAT 060					
Corequisites: None					
This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>					
ACC 121	Principles of Managerial Accounting	3	2	0	4
Prerequisites: State, ACC 120					
Corequisites: None					
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts, including product-costing systems. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>					
ACC 129	Individual Income Taxes	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ACC 130	Business Income Taxes	2	2	0	3
Prerequisites: Local, ACC 129					
Corequisites: None					
This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
ACC 140	Payroll Accounting	1	2	0	2
Prerequisites: State, ACC 120					
Corequisites: None					
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
ACC 150	Accounting Software Application	1	2	0	2
Prerequisites: State, ACC 120					
Corequisites: None					
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
ACC 220	Intermediate Accounting I	3	2	0	4
Prerequisites: State, ACC 120; Local, ACC 121					
Corequisites: None					
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
ACC 221	Intermediate Accounting II	3	2	0	4
Prerequisites: State, ACC 220					
Corequisites: None					
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.					

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ACC 225	Cost Accounting	3	0	0	3
Prerequisites: State, ACC 121					
Corequisites: None					
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
ACC 269	Audit & Assurance Services	3	0	0	3
Prerequisites: State, ACC 220					
Corequisites: None					
This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.					
AHR 110	Introduction to Refrigeration	2	6	0	5
Prerequisites: None					
Corequisites: None					
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.					
AHR 111	HVACR Electricity	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.					
AHR 112	Heating Technology	2	4	0	4
Prerequisites: None					
Corequisites: None					
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
AHR 113	Comfort Cooling	2	4	0	4
Prerequisites: None					
Corequisites: None					
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychrometrics, manufacturer specifications, and test instruments to determine proper system operation.					
AHR 114	Heat Pump Technology	2	4	0	4
Prerequisites: State, AHR 110 or AHR 113					
Corequisites: None					
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.					
AHR 115	Refrigeration Systems	1	3	0	2
Prerequisites: State, AHR 110					
Corequisites: None					
This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.					
AHR 130	HVAC Controls	2	2	0	3
Prerequisites: State, AHR 111					
Corequisites: None					
This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.					
AHR 133	HVAC Servicing	2	6	0	4
Prerequisites: None					
Corequisites: State, AHR 112 or AHR 113					
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.					

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
AHR 160	Refrigerant Certification	1	0	0	1
Prerequisites: None					
Corequisites: None					
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.					
AHR 180	HVACR Customer Relations	1	0	0	1
Prerequisites: None					
Corequisites: None					
This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.					
AHR 211	Residential System Design	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.					
ALT 120	Renewable Energy Tech	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydro-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment.					
ALT 220	Photovoltaic Sys Tech	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ANT 210	General Anthropology	3	0	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).</i>					
ANT 220	Cultural Anthropology	3	0	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.</i>					
ART 111	Art Appreciation	3	0	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).</i>					
ART 114	Art History Survey I	3	0	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).</i>					

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ART 115	Art History Survey II	3	0	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).</i>					
ART 131	Drawing I	0	6	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
ART 240	Painting I	0	6	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
ATR 280	Robotic Fundamentals	3	2	0	4
Prerequisites: None					
Corequisites: None					
This course covers application, programming, and maintenance fundamentals for robotic devices. Emphasis is placed on terminology, problem solving, robotic systems controls, and hands-on projects. Upon completion, students should be able to apply basic concepts in application, programming, and robotic control systems.					
AUT 110	Intro to Auto Technology	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course covers workplace safety, hazardous material and environmental regulations, use of hand tools, service information resources, basic concepts, systems, and terms of automotive technology. Topics include familiarization with vehicle systems along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe safety and environmental procedures, terms associated with automobiles, identify and use basic tools and shop equipment.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
AUT 114	Safety and Emissions	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.					
AUT 116	Engine Repair	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.					
AUT 116A	Engine Repair Lab	0	3	0	1
Prerequisites: None					
Corequisites: State, AUT 116					
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.					
AUT 123	Powertrain Diagn & Serv	1	3	0	2
Prerequisites: None					
Corequisites: None					
This course covers the diagnosis, repair and service of the vehicle powertrain and related systems. Topics include fundamental operating principles of engines and transmissions and use of proper service procedures for diagnosis, service and removal and replacement of major components. Upon completion, students should be able to perform basic service and diagnosis of the powertrain and related systems, and to perform in vehicle repairs and remove and replace components.					
AUT 141	Suspension & Steering Systems	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.					

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
AUT 141A	Suspension & Steering Lab	0	3	0	1
Prerequisites: None					
Corequisites: State, AUT 141					
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.					
AUT 151	Brake Systems	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.					
AUT 151A	Brakes Systems Lab	0	3	0	1
Prerequisites: None					
Corequisites: State, AUT 151					
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.					
AUT 161	Basic Auto Electricity	4	3	0	5
Prerequisites: None					
Corequisites: None					
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.					
AUT 163	Adv Auto Electricity	2	3	0	3
Prerequisites: State, AUT 161					
Corequisites: None					
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
AUT 163A	Adv Auto Electricity Lab	0	3	0	1
Prerequisites: None					
Corequisites: State, AUT 163					
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.					
AUT 171	Auto Climate Control	2	4	0	4
Prerequisites: None					
Corequisites: None					
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.					
AUT 181	Engine Performance 1	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.					
AUT 181A	Engine Performance 1 Lab	0	3	0	1
Prerequisites: None					
Corequisites: State, AUT 181					
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.					

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
AUT 183	Engine Performance 2	2	6	0	4
Prerequisites: State, AUT 181					
Corequisites: None					
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.					
AUT 221	Automatic Transm/Transaxles	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.					
AUT 221A	Auto Transm/Transax Lab	0	3	0	1
Prerequisites: None					
Corequisites: State, AUT 221					
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.					
AUT 231	Man Trans/Axles/Drtrains	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.					
AUT 231A	Man Trans/Ax/Drtrains Lab	0	3	0	1
Prerequisites: None					
Corequisites: State, AUT 231					
This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
AUT 281	Adv Engine Performance	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair.					
BIO 094	Concepts of Human Biology	3	2	0	4
Prerequisites: None					
Corequisites: State, ENG 095 or RED 090					
This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.					
BIO 106	Intro to Anatomy/Physiology/Microbiology	2	2	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease.					
BIO 110	Principles of Biology	3	3	0	4
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. <i>Under the CAA and ICAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.</i>					
BIO 111	General Biology I	3	3	0	4
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).</i>					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BIO 112	General Biology II	3	3	0	4
Prerequisites: State, BIO 111					
Corequisites: None					
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).</i>					
BIO 120	Introductory Botany	3	3	0	4
Prerequisites: State, BIO 110 or BIO 111					
Corequisites: None					
This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).</i>					
BIO 130	Introductory Zoology	3	3	0	4
Prerequisites: State, BIO 110 or BIO 111					
Corequisites: None					
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).</i>					
BIO 140	Environmental Biology	3	0	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BIO 140A	Environmental Biology Lab	0	3	0	1

Prerequisites: None

Corequisites: State, BIO 140

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

BIO 150	Genetics in Human Affairs	3	0	0	3
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Prerequisites: State, BIO 110 or BIO 111

Corequisites: None

This course describes the importance of genetics in everyday life. Topics include the role of genetics in human development, birth defects, cancer and chemical exposure, and current issues including genetic engineering and fertilization methods. Upon completion, students should be able to understand the relationship of genetics to society today and its possible influence on our future. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

BIO 155	Nutrition	3	0	0	3
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Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A

Corequisites: None

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion and the nutritional requirements of all age groups. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

BIO 163	Basic Anatomy & Physiology	4	2	0	5
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Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A

Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BIO 168	Anatomy and Physiology I	3	3	0	4
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
BIO 169	Anatomy and Physiology II	3	3	0	4
Prerequisites: State, BIO 168					
Corequisites: None					
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
BIO 175	General Microbiology	2	2	0	3
Prerequisites: State, Take One: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168; Local, Students taking BIO 168, must also take BIO 169					
Corequisites: None					
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>					
BIO 275	Microbiology	3	3	0	4
Prerequisites: State, Take One BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168; Local, Students taking BIO 168, must also take BIO 169					
Corequisites: None					
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BPM 110	Bioprocess Practices	3	4	0	5
Prerequisites: None					
Corequisites: None					
This course provides a study of plant operations including various plant utility systems and detailed study of the varied plant environments in a bioprocessing facility. Emphasis is placed on quality mindset and principles of validation through applications of monitoring procedures. Upon completion, students should be able to demonstrate the rigors of industry regulation and its necessity. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
BPM 111	Bioprocess Measurements	3	3	0	4
Prerequisites: State, BIO 110 and BPM 110					
Corequisites: None					
This course covers a variety of physical measurements. Emphasis is placed on pH, temperature, pressure and flow rates, as well as spectrophotometry, and biochemical and chemical analytical methods. Upon completion, students should be able to demonstrate and perform many aspects of process monitoring.					
BPM 112	Upstream Bioprocessing	3	4	0	5
Prerequisites: State, BPM 111					
Corequisites: None					
This course introduces techniques involved in cell growth and fractionation. Topics include fermentation theory and application, as well as cell harvesting, cell disruption, and fractionation methods. Upon completion, students should be able to grow cells as well as isolate and collect various fractions.					
BPM 113	Downstream Bioprocessing	3	3	0	4
Prerequisites: State, BPM 111, CHM 131 and CHM 131A					
Corequisites: None					
This course introduces a variety of techniques involved in separation procedures. Topics include extraction and precipitation, concentration and molecular filtration methods as well as different types of chromatography. Upon completion, students should be able to perform most separation procedures with an understanding of industrial scale proportions.					
BPR 111	Blueprint Reading	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part. <i>This course is also available through Virtual Learning Community (VLC).</i>					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BPR 130	Blueprint Reading/Construction	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.					
BUS 110	Introduction to Business	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>					
BUS 115	Business Law I	3	0	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>					
BUS 116	Business Law II	3	0	0	3
Prerequisites: State, BUS 115					
Corequisites: None					
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
BUS 121	Business Math	2	2	0	3
Prerequisites: Local, MAT 060					
Corequisites: None					
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BUS 137	Principles of Management	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>					
BUS 153	Human Resource Management	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
BUS 217	Employment Law and Regulations	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
BUS 225	Business Finance	2	2	0	3
Prerequisites: State, ACC 120					
Corequisites: None					
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
BUS 260	Business Communication	3	0	0	3
Prerequisites: State, ENG 111					
Corequisites: None					
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BUS 270	Professional Development	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.					
BUS 280	REAL Small Business	4	0	0	4
Prerequisites: None					
Corequisites: None					
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.					
CAR 110	Introduction to Carpentry	2	0	0	2
Prerequisites: None					
Corequisites: None					
This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.					
CAR 111	Carpentry I	3	15	0	8
Prerequisites: None					
Corequisites: None					
This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.					
CAR 112	Carpentry II	3	15	0	8
Prerequisites: State, CAR 111					
Corequisites: None					
This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CAR 113	Carpentry III	3	9	0	6
Prerequisites: State, CAR 111					
Corequisites: None					
This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.					
CAR 114	Residential Building Codes	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.					
CAR 115	Residential Planning/Estimating	3	0	0	3
Prerequisites: State, BPR 130					
Corequisites: None					
This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.					
CAT 210	CT Physics & Equipment	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the system operations and components, image processing and display, image quality, and artifacts in computed tomography. Emphasis is placed on the data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. Upon completion, students should be able to understand the physics and instrumentation used in computed tomography.					
CAT 211	CT Procedures	4	0	0	4
Prerequisites: None					
Corequisites: State, CAT 210					
This course is designed to cover specialized patient care, cross-sectional anatomy, contrast media, and scanning procedures in computed tomography. Emphasis is placed on patient assessment and monitoring, contrast agents' use, radiation safety, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of the imaging procedures in computed tomography.					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CAT 231	CT Clinical Practicum	0	0	33	11
Prerequisites: None					
Corequisites: None					
This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.					
CET 111	Computer Upgrade/Repair I	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.					
CET 150	Computer Forensics I	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course is an introduction to computer forensic concepts, with emphasis on computer forensic methods and best practices. Topics include computer system analysis, physical and logical storage methods for different types of media, tools to recover and analyze data from storage media, system security. Upon completion, students should be able to use diagnostic and investigative techniques to identify and retrieve data from various types of computer media.					
CET 211	Computer Upgrade/Repair II	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course covers concepts of repair, service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.					
CET 250	Computer Forensics II	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course is a study in computer forensic practices with emphasis placed on methods used for prevention, detection, and apprehension of perpetrators of cyber-criminal activity. Topics include the roles of Chief Security Officers in the securing of system breaches, vulnerabilities, network and server security issues, OS and application security risks. Upon completion students should be able to identify and collect evidence to prove unauthorized and inappropriate access on computer systems and networks.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CHM 090	Chemistry Concepts	4	0	0	4
Prerequisites: Local, MAT 070, ENG 085 or RED 080					
Corequisites: None					
This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.					
CHM 131	Introductory to Chemistry	3	0	0	3
Prerequisites: Local, ENG 090, MAT 070, RED 090, or ENG 095/095A, MAT 070					
Corequisites: Local, CHM-131A					
This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).</i>					
CHM 131A	Intro to Chemistry Lab	0	3	0	1
Prerequisites: Local, ENG 090, MAT 070, RED 090, or ENG 095/095A, MAT 070					
Corequisites: State, CHM 131					
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).</i>					
CHM 132	Organic and Biochemistry	3	3	0	4
Prerequisites: State, Take one set: Set 1: CHM-131 and CHM-131A Set 2: CHM-151					
Corequisites: None					
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).</i>					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CHM 151	General Chemistry I	3	3	0	4
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: Local, MAT 161 or MAT 171 or MAT 271					
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).</i>					
CHM 152	General Chemistry II	3	3	0	4
Prerequisites: State, CHM 151					
Corequisites: None					
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).</i>					
CHM 251	Organic Chemistry I	3	3	0	4
Prerequisites: State, CHM 152					
Corequisites: None					
This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>					
CHM 252	Organic Chemistry II	3	3	0	4
Prerequisites: State, CHM 251					
Corequisites: None					
This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CIS 110	Introduction to Computers	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This course is also available through the Virtual Learning Community (VLC).</i>					
CIS 111	Basic PC Literacy	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
CIS 115	Intro. to Prog. & Logic	2	3	0	3
Prerequisites: State, Take One Set: Set 1: MAT-060 and MAT-070 Set 2: MAT-060 and MAT-080 Set 3: MAT-060 and MAT-090 Set 4: MAT-121 Set 5: MAT-161 Set 6: MAT-171					
Corequisites: None					
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This course is also available through the Virtual Learning Community (VLC).</i>					
CIS 162	MM Presentation Software	2	2	0	3
Prerequisites: State, Take One: CIS-110 or CIS-111					
Corequisites: None					
This course is designed to integrate visual and audio resources using presentation software in a simple interactive multimedia project. Emphasis is placed upon design and audience considerations, general prototyping, and handling of media resources. Upon completion, students should be able to demonstrate an original interactive multimedia presentation implementing all of these resources in a professional manner.					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CJC 100	Basic Law Enforcement Training	9	30	0	19
Prerequisites: Local, Sponsorship from a Public Law Enforcement Agency					
Corequisites: None					
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. <i>This is a certificate-level course.</i>					
CJC 111	Introduction to Criminal Justice	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>					
CJC 112	Criminology	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
CJC 113	Juvenile Justice	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
CJC 121	Law Enforcement Operations	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CJC 122	Community Policing	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.					
CJC 131	Criminal Law	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
CJC 132	Court Procedure & Evidence	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
CJC 141	Corrections	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CJC 151	Introduction to Loss Prevention	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.					
CJC 160	Terrorism Underlying Issues	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.					
CJC 211	Counseling	3	0	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.					
CJC 212	Ethics & Community Relations	3	0	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
CJC 213	Substance Abuse	3	0	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CJC 214	Victimology	3	0	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course introduces the study of victims. Emphasis is placed on roles/ characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.					
CJC 215	Organization & Administration	3	0	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.					
CJC 221	Investigative Principles	3	2	0	4
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A (Effective Spring 2012)					
Corequisites: None					
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
CJC 223	Organized Crime	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.					
CJC 231	Constitutional Law	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CJC 241	Community-Based Corrections	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.					
COE 111	Cooperative Work Experience I	0	0	10	1
Prerequisites: None					
Corequisites: None					
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
COE 112	Cooperative Work Experience I	0	0	20	2
Prerequisites: None					
Corequisites: None					
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE 113	Cooperative Work Experience I	0	0	30	3
Prerequisites: None					
Corequisites: None					
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE 115	Work Experience Seminar I	1	0	0	1
Prerequisites: None					
Corequisites: State, Take One Course: COE-111, COE-112, COE-113, or COE-114					
This is a seminar course designed to enrich the student's cooperative education work experience.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
COE 121	Cooperative Work Experience II	0	0	10	1
Prerequisites: None					
Corequisites: None					
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE 122	Cooperative Work Experience II	0	0	20	2
Prerequisites: None					
Corequisites: None					
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE 123	Cooperative Work Experience II	0	0	30	3
Prerequisites: None					
Corequisites: None					
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COE 125	Work Experience Seminar II	1	0	0	1
Prerequisites: None					
Corequisites: State, Take One Course: COE-121, COE-122, or COE-123					
This is a seminar course designed to enrich the student's cooperative education work experience.					
COE 131	Cooperative Work Experience III	0	0	10	1
Prerequisites: None					
Corequisites: None					
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
COE 132	Co-op Work Experience III	0	0	20	2
Prerequisites: None					
Corequisites: None					
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.					
COM 110	Introduction to Communication	3	0	0	3
Prerequisites: Local, ENG 111					
Corequisites: None					
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts (Substitute). This course is also available through the Virtual Learning Community (VLC).</i>					
COM 120	Interpersonal Communication	3	0	0	3
Prerequisites: Local, ENG 111					
Corequisites: None					
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts (Substitute). This course is also available through the Virtual Learning Community (VLC).</i>					
COM 140	Intro Intercultural Com	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts (Substitute).</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
COM 150	Intro. to Mass Comm.	3	0	0	3
Prerequisites: State, ENG 111					
Corequisites: None					
This course introduces print and electronic media and the new information technologies in terms of communication theory and as economic, political, and social institutions. Emphasis is on the nature, history, functions, and responsibilities of mass communication industries in a global environment and their role and impact in American society. Upon completion, students should have an awareness of the pervasive nature of the mass media and how the media operate in an advanced post-industrial society. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
COM 231	Public Speaking	3	0	0	3
Prerequisites: Local, ENG 111					
Corequisites: None					
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts (Substitute). This course is also available through the Virtual Learning Community (VLC).</i>					
COS 111	Cosmetology Concepts I	4	0	0	4
Prerequisites: None					
Corequisites: State, COS 112					
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.					
COS 112	Salon I	0	24	0	8
Prerequisites: None					
Corequisites: State, COS 111					
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.					
COS 113	Cosmetology Concepts II	4	0	0	4
Prerequisites: None					
Corequisites: State, COS 114					
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
COS 114	Salon II	0	24	0	8
Prerequisites: None					
Corequisites: State, COS 113					
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.					
COS 115	Cosmetology Concepts III	4	0	0	4
Prerequisites: None					
Corequisites: State, COS 116					
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.					
COS 116	Salon III	0	12	0	4
Prerequisites: None					
Corequisites: State, COS 115					
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.					
COS 117	Cosmetology Concepts IV	2	0	0	2
Prerequisites: None					
Corequisites: State, COS 118					
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.					
COS 118	Salon IV	0	21	0	7
Prerequisites: None					
Corequisites: State, COS 117					
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
COS 121	Manicure/Nail Technology I	4	6	0	6
Prerequisites: None					
Corequisites: None					
This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.					
COS 222	Manicure/Nail Technology II	4	6	0	6
Prerequisites: State, COS-121					
Corequisites: None					
This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.					
COS 240	Contemporary Design	1	3	0	2
Prerequisites: State, COS 111 and COS 112					
Corequisites: None					
This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.					
COS-250	Computerized Salon Ops	1	0	0	1
Prerequisites: None					
Corequisites: None					
This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.					
COS 271	Instructor Concepts I	5	0	0	5
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A and a Cosmetology license with six months experience as a licensed cosmetologist					
Corequisites: State, COS 272					
This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
COS 272	Instructor Practicum I	0	21	0	7
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A and a Cosmetology License with six months experience as a licensed cosmetologist					
Corequisites: State, COS 271					
This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.					
COS 273	Instructor Concepts II	5	0	0	5
Prerequisites: State, COS 271 and COS 272					
Corequisites: State, COS 274					
This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.					
COS 274	Instructor Practicum II	0	21	0	7
Prerequisites: State, COS 271 and COS 272					
Corequisites: State, COS 273					
This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.					
CSC 133	C Programming	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course introduces computer programming using the C programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.					
CSC 134	C++ Programming	2	3	0	3
Prerequisites: Local, CIS 115					
Corequisites: None					
This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, and debug at a beginning level. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CSC 139	Visual BASIC Programming	2	3	0	3
Prerequisites: Local, CIS 115					
Corequisites: None					
This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>					
CSC 151	JAVA Programming	2	3	0	3
Prerequisites: Local, CIS 115					
Corequisites: None					
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>					
CTS 120	Hardware/Software Support	2	3	0	3
Prerequisites: State, Take One: CIS-110 or CIS-111					
Corequisites: None					
This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.					
CTS 130	Spreadsheet	2	2	0	3
Prerequisites: State, Take One: CIS-110, CIS-111, or OST-137					
Local, MAT 060					
Corequisites: None					
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
CTS 230	Advanced Spreadsheet	2	2	0	3
Prerequisites: State, CTS 130					
Corequisites: None					
This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CTS 285	Systems Analysis & Design	3	0	0	3
Prerequisites: State, CIS 115					
Corequisites: None					
This course introduces established and evolving methodologies for the analysis, design and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.					
CTS 289	System Support Project	1	4	0	3
Prerequisites: State, CTS 285; Local, CIS 162, CTS 130, DBA 110, NOS 110					
Corequisites: None					
This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.					
CUL 110	Sanitation & Safety	2	0	0	2
Prerequisites: None					
Corequisites: None					
This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.					
CUL 110A	Sanitation & Safety Lab	0	2	0	1
Prerequisites: None					
Corequisites: State, CUL 110					
This course provides a laboratory experience for enhancing student skills in the basic principles of sanitation and safety. Emphasis is placed on personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.					
CUL 112	Nutrition for Foodservice	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition is a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CUL 120	Purchasing	2	0	0	2
Prerequisites: None					
Corequisites: None					
This course covers purchasing for foodservice operations. Emphasis is placed on yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.					
CUL 130	Menu Design	2	0	0	2
Prerequisites: None					
Corequisites: None					
This course introduces menu design and its relationship to foodservice operations. Topics include layout, marketing, concept development, dietary concerns, product utilization, target consumers and trends. Upon completion, students should be able to design, create and produce menus for a variety of foodservice settings.					
CUL 135	Food & Beverage Service	2	0	0	2
Prerequisites: None					
Corequisites: None					
This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales, and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages.					
CUL 135A	Food & Beverage Service Lab	0	2	0	1
Prerequisites: None					
Corequisites: State, CUL 135					
This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages.					
CUL 140	Culinary Skills	2	6	0	5
Prerequisites: None					
Corequisites: State, CUL 110					
This course introduces the fundamental concepts, skills, and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CUL 160	Baking I	1	4	0	3
Prerequisites: None					
Corequisites: State, CUL 110					
This course covers basic ingredients, techniques, weights and measures, baking terminology, and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products.					
CUL 170	Garde Manger I	1	4	0	3
Prerequisites: None					
Corequisites: State, CUL 110					
This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology.					
CUL 170A	Garde Manger I Lab	0	3	0	1
Prerequisites: None					
Corequisites: State, Take All: CUL-110 and CUL-170					
This course provides a laboratory experience for enhancing student skills in basic cold food preparation techniques and pantry production. Emphasis is placed on the practical experiences that include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to demonstrate proficiency in the design of a cold food display.					
CUL 180	International & American Regional Cuisine	1	8	0	5
Prerequisites: State, CUL 140					
Corequisites: None					
This course provides practical experience in the planning, preparation, and service of representative foods from different countries and regions of America. Emphasis is placed on eating habits, indigenous foods and customs, nutritional concerns, and traditional equipment. Upon completion, students should be able to research and execute international and domestic menus.					
CUL 240	Culinary Skills II	1	8	0	5
Prerequisites: State, Take All: CUL-110 and CUL-140					
Corequisites: None					
This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CUL 250	Classical Cuisine	1	8	0	5
Prerequisites: State, Take All: CUL-110, CUL-140, and CUL-240					
Corequisites: None					
This course designed to reinforce the classical kitchen. Topics include the working Grand Brigade of the kitchen, signature dishes, and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting.					
CUL 260	Baking II	1	4	0	3
Prerequisites State, Take All: CUL-110 and CUL-160					
Corequisites None					
This course is designed to further students; knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, dessert buffet production skills.					
CUL 270	Garde Manger II	1	4	0	3
Prerequisites: State, Take All: CUL-110, CUL-140, and CUL-170					
Corequisites None					
This course is designed to further students' knowledge in basic cold food preparation techniques and pantry production. Topics include patés, terrines, galantines, decorative garnishing skills, carving, characuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering/event display to include a cold buffet with appropriate showpieces.					
CUL 270A	Garde Manger II Lab	0	3	0	1
Prerequisites: State, Take All: CUL-110, CUL-140, and CUL-170					
Corequisites: State, CUL 270					
This course provides a laboratory experience for enhancing students skills in basic food preparation techniques and pantry production. Emphasis is placed on practical experiences with patés, terrines, galantines, decorative garnishing skills, carving, characuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to demonstrate proficiency in the design/technical applications of advanced garde manger work including classical cold buffets incorporating appropriate showpieces.					
CUL 280	Pastry & Confections	1	4	0	3
Prerequisites: State, Take All: CUL-110, CUL-140, and CUL-160					
Corequisites: None					
This course includes confections and candy, chocolate techniques, transfer sheets, pulled and blown sugar, pastillage, marzipan, and custom silicon molding. Emphasis is placed on showpieces, pre-set molding, stencil cut-outs, pattern tracing and/or free-hand shaping. Upon completion, students should be able to design and produce centerpieces and showpieces.					
CUL 280A	Pastry and Confections Lab	0	3	0	1

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
Prerequisites: State, Take All: CUL-110, CUL-140, and CUL-160 Corequisites: State, CUL 280 This course provides a laboratory experience for enhancing student skills in confections/candy, chocolate techniques, transfer sheets, pulled/blown sugar, pastillage, marzipan and custom silicon molding. Emphasis is placed on the practical experiences with showpieces, pre-set molding, stencil cutouts, pattern tracing and/or free-hand shaping. Upon completion, students should be able to demonstrate proficiency in the execution of plated desserts, dessert platters and showpieces.					
DBA 110	Database Concepts	2	3	0	3
Prerequisites: Local, CIS 110 or CIS 111 Corequisites: None This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
DBA 115	Database Applications	2	2	0	3
Prerequisites: State, DBA 110 Corequisites: None This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
DRA 111	Theatre Appreciation	3	0	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A Corequisites: None This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
DRA 112	Literature of the Theatre	3	0	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A Corequisites: None This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
DRA 122	Oral Interpretation	3	0	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course introduces the dramatic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
ECM 210	Introduction to E-Commerce	2	2	0	3
Prerequisites: Local, ENG 080, RED 090, or ENG 095/095A					
Corequisites: None					
This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
ECO 151	Survey of Economics	3	0	0	3
Prerequisites: Local, ENG 080, RED 090 or ENG 095/095A, MAT 060					
Corequisites: None					
This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).</i>					
ECO 251	Principles of Microeconomics	3	0	0	3
Prerequisites: Local, ENG 080, RED 090 or ENG 095/095A, MAT 060					
Corequisites: None					
This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).</i>					
ECO 252	Principles of Macroeconomics	3	0	0	3
Prerequisites: Local, ENG 080, RED 090, or ENG 095/095A, MAT 060					
Corequisites: None					
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and					

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
	growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socio-economic goals. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).</i>				
EDU 114	Intro to Family Childcare	3	0	0	3
Prerequisites: State, Take one set Set 1: ENG 080, RED 080 and MAT 060 Set 2: ENG 085 and MAT 060					
Corequisites: None					
This course introduces the student to family child care home environments with emphasis on standards and developmentally effective approaches for supporting diverse children and families. Topics include standards for quality, curriculum for multiple age groups, authentic assessment methods, business practices, building positive family and community partnerships, and professionalism. Upon completion, students should be able to design a family child care handbook that reflects a healthy, respectful, supportive, and stimulating learning environment.					
EDU 119	Intro to Early Child Educ	4	0	0	4
Prerequisites: None					
Corequisites: None					
This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children. <i>This course is part of the NCCDA credential. This course is also available through the Virtual Learning Community (VLC).</i>					
EDU 125	Sign Lang. for Educators	3	0	0	3
Prerequisites: State, Take one set Set 1: ENG 080 and RED 080 Set 2: ENG 085					
Corequisites: None					
This course introduces students to the sign language systems commonly used in educational environments. Topics include fingerspelling, receptive and expressive sign language usage, a comparison of sign language systems, and forms of relevant technology. Upon completion, students should be able to communicate at an introductory level using various English-based sign language systems including Manually Coded English.					
EDU 131	Child, Family, & Commun	3	0	0	3
Prerequisites: State, Take one set Set 1: ENG 080 and RED 080 Set 2: ENG 085					
Corequisites: None					
This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community					

agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children. *This course is part of the NCCDA credential. This course is also available through the Virtual Learning Community (VLC).*

EDU 144	Child Development I	3	0	0	3
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Prerequisites: State, Take one set
Set 1: ENG 080 and RED 080
Set 2: ENG 085

Corequisites: None

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course is part of the NCCDA Infant credential. This course is also available through the Virtual Learning Community (VLC).*

EDU 145	Child Development II	3	0	0	3
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Prerequisites: State, Take one set
Set 1: ENG 080 and RED 080
Set 2: ENG 085

Corequisites: None

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course is part of the NCCDA Preschool credential. This course is also available through the Virtual Learning Community (VLC).*

EDU 146	Child Guidance	3	0	0	3
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Prerequisites: State, Take one set
Set 1: ENG 080 and RED 080
Set 2: ENG 085

Corequisites: None

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
	behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course is part of the NCCDA Preschool credential. This course is also available through the Virtual Learning Community (VLC).</i>				
EDU 151	Creative Activities	3	0	0	3
Prerequisites:	State, Take one set Set 1: ENG 080 and RED 080 Set 2: ENG 085				
Corequisites:	None				
	This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments. <i>This course is also available through the Virtual Learning Community (VLC).</i>				
EDU 152	Music, Movement, & Lang	3	0	0	3
Prerequisites:	State, Take one set Set 1: ENG 080 and RED 080 Set 2: ENG 085				
Corequisites:	None				
	This course introduces a historical perspective of music and movement and integrates the whole language concept with emphasis on diversity. Emphasis is placed on designing an environment that emphasizes language development through developmentally and culturally appropriate music and movement. Upon completion, students should be able to design an environment that develops language through a music and movement curriculum that emphasizes diversity.				
EDU 153	Health, Safety & Nutrit	3	0	0	3
Prerequisites:	State, Take one set Set 1: ENG 080 and RED 080 Set 2: ENG 085				
Corequisites:	None				
	This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments,				

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
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recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations. *This course is part of the NCCDA credential. This course is also available through the Virtual Learning Community (VLC).*

EDU 154	Social/Emotion/Behav Dev	3	0	0	3
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Prerequisites: State, Take one set
 Set 1: ENG 080, RED 080, EDU 144 and EDU 145
 Set 2: ENG 080, RED 080, PSY 244 and PSY 245
 Set 3: ENG 085, EDU 144 and EDU 145
 Set 4: ENG 085, PSY 244 and PSY 245

Corequisites: None

This course covers the emotional/social development of children and the causes, expressions, prevention and management of challenging behaviors in all children. Emphasis is placed on caregiver/family/child relationships, positive emotional/social environments, developmental concerns, risk factors, and intervention strategies. Upon completion, students should be able to identify factors influencing emotional/social development, utilizing screening measures, and designing positive behavioral supports.

EDU 158	Healthy Lifestyles - Youth	3	0	0	3
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Prerequisites: State, Take one set
 Set 1: ENG 080 and RED 080
 Set 2: ENG 085

Corequisites: None

This course introduces the topics of health, safety, nutrition, physical activities and environments for the school-age child/youth that promote development, fitness and healthy lifestyles. Topics include the use of physical and nutritional/cooking activities (indoor/outdoor, teacher-directed/youth-directed) appropriate for youth developing typically/atypically; safe/healthy menu planning; safe/healthy environmental design, assessment and supervision. Upon completion, students should be able to plan/facilitate safe/healthy physical and nutritional/cooking activities, discuss safety policies/regulations and identify health/safety/nutritional needs of youth.

EDU 162	Observe & Assess in ECE	3	0	0	3
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Prerequisites: State, Take one set
 Set 1: ENG 080 and RED 080
 Set 2: ENG 085

Corequisites: None

This course introduces the research, benefits, goals, and ethical considerations associated with observation and assessment in Early Childhood environments. Emphasis is placed on the implementation of

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
	multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and use assessments to enhance programming and collaboration for children and families.				
EDU 163	Classroom Mgt & Instruct	3	0	0	3
Prerequisites:	State, Take one set Set 1: ENG 080 and RED 080 Set 2: ENG 085				
Corequisites:	None				
	This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.				
EDU 173	Becoming a Prof'l in ECE	3	0	0	3
Prerequisites:	State, Take one set Set 1: ENG 080 and RED 080 Set 2: ENG 085				
Corequisites:	None				
	This course is an introduction to the early childhood profession. Emphasis is placed on the NAEYC Ethical Code, professional growth through involvement in professional organizations, and development of a professional portfolio. Upon completion, students should be able to identify professional resources and community partners in order to involve oneself in the early childhood field.				
EDU 184	Early Child Intro Pract	1	3	0	2
Prerequisites:	State, Take one set Set 1: ENG 080, RED 080 and EDU 119 Set 2: ENG 085 and EDU 119				
Corequisites:	None				
	This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits. <i>This course is part of the NCCDA credential.</i>				
EDU 216	Foundations of Education	4	0	0	4
Prerequisites:	Take one set Set 1: ENG 090, RED 090 Set 2: ENG 095				
Corequisites:	None				
	This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial				

issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement at select institutions. This course is also available through the Virtual Learning Community (VLC).*

EDU 220	Prog Poli in Early Interv	3	0	0	3
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Prerequisites: State, Take one set

Set 1: ENG 090, RED 090 and EDU 144

Set 2: ENG 090, RED 090 and EDU 234

Set 3: ENG 090, RED 090 and PSY 244

Set 4: ENG 095 and EDU 144

Set 5: ENG 095 and EDU 234

Set 6: ENG 095 and PSY 244

Corequisites: None

This course covers program policies, issues, legislation, and service delivery models included in early intervention. Emphasis is placed on trends and policies in early intervention relating to programs for infants and young children with disabilities, family roles, and research outcomes. Upon completion, students should be able to identify roles and responsibilities, describe the referral and placement options and explain the different service delivery models.

EDU 221	Children with Exceptional	3	0	0	3
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Prerequisites: State, Take one set

Set 1: ENG 090, RED 090, EDU 144 and EDU 145

Set 2: ENG 090, RED 090, PSY 244 and PSY 245

Set 3: ENG 095, EDU 144 and EDU 145

Set 4: ENG 095, PSY 244 and PSY 245

Corequisites: None

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement at select institutions.*

EDU 223	Specific Learning Disab	3	0	0	3
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Prerequisites: State, Take one set

Set 1: ENG 090, RED 090, EDU 144 and EDU 145

Set 2: ENG 090, RED 090, PSY 244 and PSY 245

Set 3: ENG 095, EDU 144 and EDU 145

Set 4: ENG 095, PSY 244 and PSY 245

Corequisites: None

This course provides a comprehensive study of characteristics, alternative assessments, teaching strategies, placement options, inclusion, and family intervention for children with specific learning disabilities. Topics include causes, assessment instruments, learning strategies, and collaborative/inclusion methods for children with specific learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with specific learning

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
	disabilities and their families. <i>This course is also available through the Virtual Learning Community (VLC).</i>				
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
Prerequisites:	State, Take one set Set 1: ENG 090, RED 090 and EDU 119 Set 2: ENG 095 and EDU 119				
Corequisites:	None				
	This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families. <i>This course is part of the NCCDA Infant credential.</i>				
EDU 235	School-Age Dev & Program	3	0	0	3
Prerequisites:	State, Take one set Set 1: ENG 090 and RED 090 Set 2: ENG 095				
Corequisites:	None				
	This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities. <i>This course is also available through the Virtual Learning Community (VLC).</i>				
EDU 243	Learning Theory	3	0	0	3
Prerequisites:	State, Take one set Set 1: ENG 090 and RED 090 Set 2: ENG 095				
Corequisites:	None				
	This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the eight types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.				
EDU 244	Human Growth/Development	3	0	0	3
Prerequisites:	State, Take one set Set 1: ENG 090 and RED 090 Set 2: ENG 095				
Corequisites:	None				
	This course introduces lateral entry teachers to theories and ages and stages related to human growth and development from birth through adolescence. Emphasis is placed on development through the stages of a child's life in the areas of physical, emotional, social, intellectual, and moral				

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
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development. Upon completion, students should be able to identify and describe milestones of each stage in all areas of development and discuss factors that influence growth.

EDU 245	Policies and Procedures	3	0	0	3
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Prerequisites: State, Take one set
Set 1: ENG 090 and RED 090
Set 2: ENG 095

Corequisites: None

This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency situation procedures, acceptable discipline, chain of command, role of mentors, evaluation procedures, employment requirements, dress codes, and other policies and procedures. Upon completion, students should be able to explain the policies and procedures to students, parents, or others and discuss the purpose of each policy category.

EDU 247	Sensory & Physical Disab	3	0	0	3
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Prerequisites: State, Take one set
Set 1: ENG 090, RED 090, EDU 144 and EDU 145
Set 2: ENG 090, RED 090, PSY 244 and PSY 245
Set 3: ENG 095, EDU 144 and EDU 145
Set 4: ENG 095, PSY 244 and PSY 245

Corequisites: None

This course covers characteristics, intervention strategies, assistive technologies, and inclusive practices for children with sensory and physical disabilities. Topics include inclusive placement options, utilization of support services, other health impairments and family involvement for children with sensory and physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies and service delivery options for those specific disabilities. *This course is also available through the Virtual Learning Community (VLC).*

EDU 248	Developmental Delays	3	0	0	3
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Prerequisites: State, Take one set
Set 1: ENG 090, RED 090, EDU 144 and EDU 145
Set 2: ENG 090, RED 090, PSY 244 and PSY 245
Set 3: ENG 095, EDU 144 and EDU 145
Set 4: ENG 095, PSY 244 and PSY 245

Corequisites: None

This course covers the causes and assessment of developmental delays and individualized instruction and curriculum for children with developmental delays. Emphasis is placed on definition, characteristics, assessment, educational strategies, inclusion, family involvement, and services for children with developmental delays. Upon completion, students should

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
	be able to identify, assess, and plan educational intervention strategies for children with developmental delays and their families. <i>This course is also available through the Virtual Learning Community (VLC).</i>				
EDU 251	Exploration Activities	3	0	0	3
Prerequisites:	State, Take one set Set 1: ENG 090 and RED 090 Set 2: ENG 095				
Corequisites:	None				
	This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.				
EDU 256	Inst Strat/Social Studies	2	2	0	3
Prerequisites:	State, Take one set Set 1: ENG 090 and RED 090 Set 2: ENG 095				
Corequisites:	None				
	This course covers objectives, content, materials, and instructional approaches to social studies. Topics include the integration of history, geography, economics, and government materials; research/study techniques; and critical thinking. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate experiences as it relates to the NC Standard Course of Study.				
EDU 257	Inst Strat/Math	2	2	0	3
Prerequisites:	State, Take one set Set 1: ENG 090, RED 090 and MAT 060 Set 2: ENG 095 and MAT 060				
Corequisites:	None				
	This course covers concepts, activities, methods, and materials for teaching mathematics in elementary through middle school grades. Topics include individual instruction, developmental skill building, manipulatives, problem solving, critical thinking and numerical concepts. Upon completion, students should be able to assess, plan, implement and evaluate developmentally appropriate math experiences relating to the NC Standard Course of Study.				
EDU 258	Inst Strategies/Science	2	2	0	3
Prerequisites:	State, Take one set Set 1: ENG 090 and RED 090 Set 2: ENG 095				
Corequisites:	None				
	This course covers objectives, content, materials, and instructional approaches to natural sciences for elementary through middle grades. Topics include classroom and laboratory science experiences, research/study techniques, and critical thinking. Upon completion, students should				

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
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be able to assess/plan/implement/evaluate developmentally appropriate learning experiences in science as related to the North Carolina Standard Course of Study.

EDU 259	Curriculum Planning	3	0	0	3
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Prerequisites: State, Take one set
Set 1: ENG 090, RED 090 and EDU 119
Set 2: ENG 095 and EDU 119

Corequisites: None

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

EDU 261	Early Childhood Admin I	3	0	0	3
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Prerequisites: State, Take one set
Set 1: ENG 090 and RED 090
Set 2: ENG 095

Corequisites: State, EDU 119

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards. *This course is also available through the Virtual Learning Community (VLC).*

EDU 262	Early Childhood Admin II	3	0	0	3
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Prerequisites: State, Take one set
Set 1: ENG 090, RED 090 and EDU 261
Set 2: ENG 095 and EDU 261

Corequisites: State, EDU 119

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. *This course is also available through the Virtual Learning Community (VLC).*

EDU 263	School-Age Program Admin	2	0	0	2
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Prerequisites: State, Take one set
Set 1: ENG 090 and RED 090
Set 2: ENG 095

Corequisites: None

This course introduces the methods and procedures for development and administration of school-age programs in the public or proprietary setting.

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
	Emphasis is placed on the construction and organization of the physical environment. Upon completion, students should be able to plan, develop and administer a quality school-age program.				
EDU 271	Educational Technology	2	2	0	3
Prerequisites:	State, Take one set Set 1: ENG 090 and RED 090 Set 2: ENG 095				
Corequisites:	None				
	This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments. <i>This course is also available through the Virtual Learning Community (VLC).</i>				
EDU 280	Language & Literacy Exp	3	0	0	3
Prerequisites:	State, Take one set Set 1: ENG 090 and RED 090 Set 2: ENG 095				
Corequisites:	None				
	This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences. <i>This course is also available through the Virtual Learning Community (VLC).</i>				
EDU 281	Instruc Strat/Read & Writ	2	2	0	3
Prerequisites:	State, Take one set Set 1: ENG 090 and RED 090 Set 2: ENG 095				
Corequisites:	None				
	This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon				

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
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completion, students should be able to assess, plan, implement and evaluate school-age literacy experiences as related to the North Carolina Standard Course of Study.

EDU 282	Early Childhood Lit	3	0	0	3
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Prerequisites: State, Take one set
Set 1: ENG 090 and RED 090
Set 2: ENG 095

Corequisites: None

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

EDU 284	Early Child Capstone Prac	1	9	0	4
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Prerequisites: State, Take one set
Set 1: ENG 090, RED 090, EDU 119, EDU 144, EDU 145, EDU 146, EDU 151
Set 2: ENG 090, RED 090, EDU 119, PSY 244, PSY 245, EDU 146, EDU 151
Set 3: ENG 090, RED 090, EDU 119, PSY 245, EDU 144, EDU 146, EDU 151
Set 4: ENG 090, RED 090, EDU 119, PSY 244, EDU 145, EDU 146, EDU 151
Set 5: ENG 095, EDU 119, EDU 144, EDU 145, EDU 146, EDU 151
Set 6: ENG 095, EDU 119, PSY 244, PSY 245, EDU 146, EDU 151
Set 7: ENG 095, EDU 119, EDU 144, PSY 245, EDU 146, EDU 151
Set 8: ENG 095, EDU 119, EDU 145, PSY 244, EDU 146, EDU 151

Corequisites: None

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
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demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 285	Internship Exp-School Age	1	9	0	4
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Prerequisites: State, Take one set
 Set 1: ENG 090, RED 090, EDU 144, EDU 145, EDU 118, EDU 163
 Set 2: ENG 090, RED 090, PSY 244, PSY 245, EDU 118, EDU 163
 Set 3: ENG 090, RED 090, PSY 244, EDU 145, EDU 118, EDU 163
 Set 4: ENG 090, RED 090, EDU 144, PSY 245, EDU 118, EDU 163
 Set 5: ENG 090, RED 090, PSY 244, PSY 245, EDU 216, EDU 163
 Set 6: ENG 090, RED 090, EDU 144, EDU 145, EDU 216, EDU 163
 Set 7: ENG 090, RED 090, EDU 144, PSY 245, EDU 216, EDU 163
 Set 8: ENG 090, RED 090, PSY 244, EDU 216, EDU 163
 Set 9: ENG 095, PSY 244, PSY 245, EDU 118, EDU 163
 Set 10: ENG 095, EDU 144, EDU 145, EDU 118, EDU 163
 Set 11: ENG 095, EDU 144, PSY 245, EDU 118, EDU 163
 Set 12: ENG 095, PSY 244, EDU 145, EDU 118, EDU 163
 Set 13: ENG 095, PSY 244, PSY 245, EDU 216, EDU 163
 Set 14: ENG 095, EDU 144, EDU 145, EDU 216, EDU 163
 Set 15: ENG 095, EDU 144, PSY 245, EDU 216, EDU 163
 Set 16: ENG 095, PSY 244, EDU 145, EDU 216, EDU 163

Corequisites: None

This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and onsite faculty visits. *This course is also available through the Virtual Learning Community (VLC).*

EDU 287	Leadership/Early Child Ed	3	0	0	3
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Prerequisites: State, Take one set
 Set 1: ENG 090, RED 090, EDU 119, EDU 131, EDU 144, EDU 145
 Set 2: ENG 090, RED 090, EDU 119, EDU 131, PSY 244, PSY 245
 Set 3: ENG 095, EDU 119, EDU 131, EDU 144, EDU 145
 Set 4: ENG 095, EDU 119, EDU 131, PSY 244, PSY 245

Corequisites: None

This course is designed to facilitate and guide the development of early childhood professionals preparing for leadership roles in improving community early childhood services. Topics include principles of social change, characteristics of effective leaders, techniques of action research, childcare funding mechanisms, quality initiatives, and key issues in early

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
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care. Upon completion, students should be able to identify key issues; develop strategic plans; establish relationships with community leaders; and identify opportunities and barriers for advocacy.

EDU 289	Adv Issues/School Age	2	0	0	2
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Prerequisites: State, Take one set
Set 1: ENG 090 and RED 090
Set 2: ENG 095

Corequisites: None

This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations.

EGR 131	Introduction To Electronics Technology	1	2	0	2
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Prerequisites: None

Corequisites: None

This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

ELC 112	DC/AC Electricity	3	6	0	5
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Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, troubleshoot, and repair DC/AC circuits.

ELC 113	Basic Wiring I	2	6	0	4
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Prerequisites: None

Corequisites: None

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 114	Basic Wiring II	2	6	0	4
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Prerequisites: Local, ELC 113

Corequisites: None

This course provides instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
	panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.				
ELC 115	Industrial Wiring	2	6	0	4
	Prerequisites: None Corequisites: None				
	This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.				
ELC 117	Motors and Controls	2	6	0	4
	Prerequisites: None Corequisites: None				
	This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.				
ELC 118	National Electrical Code	1	2	0	2
	Prerequisites: None Corequisites: None				
	This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.				
ELC 119	NEC Calculations	1	2	0	2
	Prerequisites: None Corequisites: None				
	This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.				
ELC 125	Diagrams and Schematics	1	2	0	2
	Prerequisites: None Corequisites: None				
	This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.				
ELC 127	Software for Technicians	1	3	0	2
	Prerequisites: Local, ELN 131 Corequisites: None				
	This course introduces computer software which can be used to solve				

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
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electrical/electronics problems. Topics include electrical/electronics calculations and applications. Upon completion, students should be able to utilize a personal computer for electrical/electronics-related applications.

ELC 128	Introduction to PLC	2	3	0	3
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Prerequisites: None

Corequisites: None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs. *This course is also available through the Virtual Learning Community (VLC).*

ELC 131	DC/AC Circuit Analysis	4	3	0	5
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Prerequisites: None

Corequisites: Local, MAT 121

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 215	Electrical Maintenance	2	3	0	3
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Prerequisites: None

Corequisites: None

This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

ELC 228	PLC Applications	2	6	0	4
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Prerequisites: Local, ELC 128

Corequisites: None

This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.

ELN 131	Semiconductor Applications	3	3	0	4
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Prerequisites: None

Corequisites: None

This course introduces the characteristics and applications of semiconduc-

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
	tor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.				
ELN 132	Linear IC Applications	3	3	0	4
	Prerequisites: Local, ELN 131				
	Corequisites: None				
	This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.				
ELN 133	Digital Electronics	3	3	0	4
	Prerequisites: None				
	Corequisites: None				
	This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. <i>This course is also available through the Virtual Learning Community (VLC).</i>				
ELN 150	CAD for Electronics	1	3	0	2
	Prerequisites: Local, CIS 110, CIS 111, or ELC 127				
	Corequisites: None				
	This course introduces computer-aided drafting (CAD) with an emphasis on applications in the electronics field. Topics include electronics industry standards (symbols, schematic diagrams, layouts); drawing electronic circuit diagrams; and specialized electronic drafting practices and components such as resistors, capacitors, and ICs. Upon completion, students should be able to prepare electronic drawings with CAD software.				
ELN 229	Industrial Electronics	3	3	0	4
	Prerequisites: Local, ELC 112				
	Corequisites: None				
	This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.				
ELN 232	Introduction to Microprocessors	3	3	0	4
	Prerequisites: None				
	Corequisites: None				
	This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students				

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
	should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.				
ELN 234	Communication Systems	3	3	0	4
	Prerequisites: Local, ELN 132				
	Corequisites: None				
	This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.				
ENG 080	Writing Foundations	3	2	0	4
	Prerequisites: None				
	Corequisites: None				
	This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. <i>This course is also available through the Virtual Learning Community (VLC). This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.</i>				
ENG 085	Reading & Writing Found	5	0	0	5
	Prerequisites: None				
	Corequisites: Local, ENG 085A				
	This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. <i>This course integrates ENG 080 and RED 080. This course does not satisfy the developmental reading and writing prerequisites for ENG 111 and ENG 111A.</i>				
ENG 085A	Reading & Writing Found Lab	0	2	0	1
	Prerequisites: None				
	Corequisites: State, ENG 085				
	This laboratory provides the opportunity to practice the skills introduced in ENG 085. Emphasis is placed on practical skills for applying analytical and critical reading skills to a variety of texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective paragraphs.				
ENG 090	Composition Strategies	3	0	0	3
	Prerequisites: State, ENG 080 or ENG 085				
	Corequisites: Local, ENG 090A				
	This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose				

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
	a variety of paragraphs and a unified, coherent essay. <i>This course satisfies the developmental writing requirement for ENG 111 and ENG 111A.</i>				
ENG 090A	Composition Strategies Lab	0	2	0	1
	Prerequisites: State, ENG 080 or ENG 085				
	Corequisites: State, ENG 090				
	This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.				
ENG 095	Reading & Comp Strategies	5	0	0	5
	Prerequisites: State, ENG 080 and RED 080; or ENG 085/085A				
	Corequisites: Local ENG 095A				
	This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing. <i>This course integrates ENG 090 and RED 090. This course satisfies the developmental reading and writing prerequisites for ENG 111 and ENG 111A.</i>				
ENG 095A	Reading & Comp Strat Lab	0	2	0	1
	Prerequisites: State, ENG 080 and RED 080; or ENG 085/085A				
	Corequisites: State, ENG 095				
	This laboratory provides the opportunity to practice the skills introduced in ENG 095. Emphasis is placed on practical skills for applying critical reading skills to narrative and expository texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective essays in preparation for college writing.				
ENG 102	Applied Communications II	3	0	0	3
	Prerequisites: Local, ENG 085 or RED 080				
	Corequisites: None				
	This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. <i>This is a diploma-level course.</i>				
ENG 110	Freshman Composition	3	0	0	3
	Prerequisites: State, Take All: ENG-090 and RED-080; Local, RED 090 or ENG 095				
	Corequisites: None				
	This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able				

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
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to produce clear, concise, well-organized short papers.

ENG 111 Expository Writing 3 0 0 3

Prerequisites: State, ENG 090 and RED 090 or ENG 095

Corequisites: None

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This course is also available through the Virtual Learning Community (VLC).*

ENG 112 Argument-Based Research 3 0 0 3

Prerequisites: State, ENG 111

Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This course is also available through the Virtual Learning Community (VLC).*

ENG 114 Professional Research & Reporting 3 0 0 3

Prerequisites: State, ENG 111

Corequisites: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This course is also available through the Virtual Learning Community (VLC).*

ENG 116 Technical Report Writing 3 0 0 3

Prerequisites: State, ENG 110 or ENG 111

Corequisites: None

This course, the second in a series of two, introduces layout and design of technical reports used in business and industry. Emphasis is placed on audience analysis, data collection and analysis, technical writing style and organization, oral presentation of technical data, and the appropriate use of graphics in written and oral presentations. Upon completion, students should be able to produce written and oral reports using a variety of

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
	technical communication models.				
ENG 125	Creative Writing I	3	0	0	3
	Prerequisites: State, ENG 111				
	Corequisites: None				
	This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>				
ENG 131	Introduction to Literature	3	0	0	3
	Prerequisites: State, ENG 111				
	Corequisites: State, ENG 112 or ENG 114				
	This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).</i>				
ENG 231	American Literature I	3	0	0	3
	Prerequisites: State, ENG 112 or ENG 114				
	Corequisites: None				
	This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).</i>				
ENG 232	American Literature II	3	0	0	3
	Prerequisites: State, ENG 112 or ENG 114				
	Corequisites: None				
	This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).</i>				
ENG 233	Major American Writers	3	0	0	3
	Prerequisites: State, ENG 112 or ENG 114				
	Corequisites: None				
	This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/</i>				

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
<i>Fine Arts. This course is also available through the Virtual Learning Community (VLC).</i>					
ENG 241	British Literature I	3	0	0	3
Prerequisites: State, ENG 112 or ENG 114					
Corequisites: None					
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).</i>					
ENG 242	British Literature II	3	0	0	3
Prerequisites: State, ENG 112 or ENG 114					
Corequisites: None					
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).</i>					
ENG 261	World Literature I	3	0	0	3
Prerequisites: State, ENG 112 or ENG 114					
Corequisites: None					
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).</i>					
ETR 210	Intro to Entrepreneurship	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course provides a survey of the starting and operating of an entrepreneurial venture. Topics include new venture creation, the business plan, economics of the business, determining resource needs and acquiring resources, marketing, technology, leadership skills, and business ethics. Upon completion, students should be able to demonstrate an understanding of entrepreneurship concepts and how to use the					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
	entrepreneurial mindset to succeed in their careers.				
ETR 220	Innovation and Creativity	3	0	0	3
	Prerequisites: None Corequisites: None				
	This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.				
ETR 230	Entrepreneur Marketing	3	0	0	3
	Prerequisites: None Corequisites: None				
	This course covers the techniques to correctly research and define the target market to increase sales for start up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources.				
ETR 240	Funding for Entrepreneurs	3	0	0	3
	Prerequisites: State, ACC 120 Corequisites: None				
	This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.				
ETR 270	Entrepreneurship Issues	3	0	0	3
	Prerequisites: None Corequisites: None				
	This course introduces current and emerging entrepreneurship issues and opportunities. Topics include franchising, import/export, small business taxes, legal structures, negotiations, contract management, and time management. Upon completion, students should be able to apply a variety of analytical and decision-making requirements to start a new business.				
FRE 111	Elementary French I	3	0	0	3
	Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A Corequisites: None				
	This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. <i>This course has been approved for transfer under the CAA and ICAA as a general</i>				

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
<i>education course in Humanities/Fine Arts.</i>					
FRE 112	Elementary French II	3	0	0	3
Prerequisites: State, FRE 111					
Corequisites: None					
This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
FRE 211	Intermediate French I	3	0	0	3
Prerequisites: State, FRE 112					
Corequisites: None					
This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
FRE 212	Intermediate French II	3	0	0	3
Prerequisites: State, FRE 211					
Corequisites: None					
This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
GEL 111	Introductory Geology	3	2	0	4
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.</i>					
GEO 111	World Regional Geography	3	0	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A					
Corequisites: None					
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>					

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
GEO 112	Cultural Geography	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.</i>					
HEA 110	Personal Health/Wellness	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).</i>					
HEA 112	First Aid & CPR	1	2	0	2
Prerequisites: Local, ENG 080, RED 090 or ENG 095/095A					
Corequisites: None					
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
HIS 121	Western Civilization I	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).</i>					
HIS 122	Western Civilization II	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/ENG095A					
Corequisites: None					
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
HIS 131	American History I	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).</i>					
HIS 132	American History II	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).</i>					
HIS 221	African-American History	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
HRM 110	Intro to Hosp & Tourism	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the growth and progress of the hospitality industry. Topics include tourism, lodging, resorts, gaming, restaurants, foodservice and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist within the hospitality industry.					
HRM 245	Human Resource Mgmt - Hosp	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry.					

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
HSE 110	Introduction to Human Services	2	2	0	3
Prerequisites: Local, RED 080					
Corequisites: None					
This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
HSE 112	Group Process I	1	2	0	2
Prerequisites: Local, Enrollment in the HSE program					
Corequisites: None					
This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.					
HSE 123	Interviewing Techniques	2	2	0	3
Prerequisites: Local, RED 080					
Corequisites: None					
This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.					
HSE 125	Counseling	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.					
HSE 127	Conflict Resolution	2	2	0	3
Prerequisites: Local, RED 080					
Corequisites: None					
This course introduces conflict resolution and mediation theory and practice. Emphasis is placed on achieving compromise and a win/win perception. Upon completion, students should be able to demonstrate competence in identifying seemingly dissimilar positions and facilitating agreement.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
HSE 145	Child Abuse & Neglect	3	0	0	3
Prerequisites: Local, RED 080					
Corequisites: None					
This course explores the abused and neglected child, including the nature and dimension of the problem. Emphasis is placed on various types of abuse and neglect, their causes, proper treatment, and reporting laws and procedures. Upon completion, students should be able to identify family intervention and counseling techniques to help parents effectively cope in parent-child conflicts.					
HSE 210	Human Services Issues	2	0	0	2
Prerequisites: Local, RED 080					
Corequisites: None					
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
HSE 225	Crisis Intervention	3	0	0	3
Prerequisites: Local, RED 080					
Corequisites: None					
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.					
HSE 226	Mental Retardation	3	0	0	3
Prerequisites: State, PSY 150					
Corequisites: None					
This course covers mental retardation and related issues. Emphasis is placed on the theoretical perspectives, causes, prevention, and treatment of mental retardation. Upon completion, students should be able to demonstrate a general knowledge of the mentally retarded individual.					
HSE 240	Issues in Client Services	3	0	0	3
Prerequisites: Local, RED 080					
Corequisites: None					
This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
HSE 245	Stress Management	2	2	0	3
Prerequisites: Local, RED 080					
Corequisites: None					
This course covers stressors and techniques for stress management. Topics include anger, assertiveness, breathing, change, coping skills, family, time management, meditation, guided imagery, and journaling. Upon completion, students should be able to identify areas of stress and the skills and management techniques for dealing with stressors.					
HSE 250	Financial Services	2	0	0	2
Prerequisites: Local, RED 080					
Corequisites: None					
This course introduces those agencies that provide income maintenance casework services. Emphasis is placed on qualifying applicants for a variety of economic assistant programs offered by human services agencies. Upon completion, students should be able to make a factual and objective assessment of a client's economic situation to qualify them for economic assistance.					
HSE 251	Activities Therapy	2	2	0	3
Prerequisites: Local, RED 080					
Corequisites: None					
This course introduces skills and techniques used in recreation and leisure activities to enhance the lives of special populations. Emphasis is placed on music, art, and recreational therapy. Upon completion, students should be able to define, plan, and adapt recreational activities for selected groups and individuals.					
HSE 255	Health Problems & Prevention	2	2	0	3
Prerequisites: Local, RED 080					
Corequisites: None					
This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse, and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies.					
HUM 115	Critical Thinking	3	0	0	3
Prerequisites: State, Take One Set: Set 1: ENG-095 Set 2: ENG-090 and RED-090					
Corequisites: None					
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
HUM 121	The Nature of America	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095					
Corequisites: None					
This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
HUM 122	Southern Culture	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095					
Corequisites: None					
This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).</i>					
HUM 150	American Women's Studies	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095					
Corequisites: None					
This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).</i>					
HUM 160	Introduction to Film	2	2	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095					
Corequisites: None					
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).</i>					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
INT 110	International Business	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
ISC 110	Workplace Safety	1	0	0	1
Prerequisites: None					
Corequisites: None					
This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
ISC 121	Environmental Health & Safety	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers workplace environmental health and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.					
ISC 131	Quality Management	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.					
ISC 221	Statistical Quality Control	3	0	0	3
Prerequisites: State, Completion of Curriculum Mathematics Requirement					
Corequisites: None					
This course covers the principles and techniques of statistical process control for the improvement of productivity. Emphasis is placed on basic statistics for quality control, organization and procedures for efficient quality control including inspections, process control, and tests of significance. Upon completion, students should be able to apply statistical principles and techniques to enhance production.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ITA 111	Elementary Italian I	3	0	0	3
Prerequisites: Local, ENG 090 and RED 090 or ENG 095/095A					
Corequisites: None					
This course introduces the fundamental elements of the Italian language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Italian and demonstrate cultural awareness. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
ITA 112	Elementary Italian II	3	0	0	3
Prerequisites: State, ITA 111					
Corequisites: None					
This course is a continuation of ITA 111 focusing on the fundamental elements of the Italian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Italian and demonstrate further cultural awareness. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
LOG 110	Introduction to Logistics	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
LOG 125	Transportation Logistics	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the role and importance of the transportation industry. This is an overview of transportation emphasizing its environmental and sociological aspects, economic impact, services, regulatory guidelines, policies, and its future. Upon completion, students should be able to identify modes of transportation, interpret governing regulations, and describe the principles and terminology used in the transportation industry.					

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
LOG 211	Distribution Management	2	2	0	3
Prerequisites: State, LOG 110					
Corequisites: None					
This course covers the functions, techniques, and tools utilized in warehousing and distribution centers and their role in business and logistics. Emphasis is placed on warehouse and distribution center management, operations, productivity, software systems, picking, automation, cross docking, safety, security, material handling, benchmarking, and cost. Upon completion, students should be able to describe the role of warehouses and distribution centers, apply industry principles and terminology, and understand distribution productivity measures.					
LOG 215	Supply Chain Management	3	0	0	3
Prerequisites: State, LOG 110					
Corequisites: None					
This course covers all activities involved in the flow of products and information between the suppliers, customers, producers, and service providers. Topics include acquiring, purchasing, manufacturing, assembling, and distributing goods and services throughout the supply chain organizations. Upon completion, students should be able to identify the supply chain units, describe the materials management processes, and prepare for the APICS CPIM examination.					
LOG 225	Logistics Systems	3	2	0	4
Prerequisites: State, LOG 215					
Corequisites: None					
This course covers the design, implementation, and application of logistics software systems utilized by businesses to improve accountability, and capabilities of their logistics processes. Emphasis is placed on an in-depth understanding of logistical software applications, optimization models, automated data collection, electronic data interchange, and other logistics software tools. Upon completion, students should be able to identify the various logistics software applications and explain how they are utilized to improve business and logistics processes.					
LOG 235	Import/Export Management	3	0	0	3
Prerequisites: State, LOG 125					
Corequisites: None					
This course introduces the elements of import and export operations, from transportation to documentation, finance, and security and the effects on the global supply chain. Emphasis is placed on existing import/export regulations, customs documentation, intermodal transportation, foreign freight forwarders, global technology, and homeland security initiatives. Upon completion, students should be able to perform import/export operations, channels of distribution, implemented technologies, and associate with operating a secure supply chain.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
LOG 240	Purchasing Logistics	3	0	0	3
Prerequisites: State, LOG 110					
Corequisites: None					
This course introduces the various aspects of purchasing, and their impact on materials management, supply chain, transportation, and global logistics processes. Emphasis is placed on the different methods of electronic sourcing, negotiating and pricing principles, and on the internal and external considerations associated with international logistics. Upon completion, students should be able to describe and apply the principles and terminology used in procurement including electronic data interchange services, purchasing and logistics systems.					
LOG 245	Logistics Security	3	0	0	3
Prerequisites: State, LOG 110					
Corequisites: None					
This course covers the role and importance of securing the domestic and global transportation and supply chain networks. Emphasis is placed on Customs and Border Protection, Department of Homeland Security, the Transportation Security Agency and how they affect businesses, logistics and transportation processes. Upon completion, students should be able to apply the principles and terminologies used in securing the logistics and transportation networks and identify potential threats.					
LOG 250	Advanced Global Logistics	3	2	0	4
Prerequisites: State, LOG 125					
Corequisites: None					
This course covers the advanced application of global operations and logistics strategies, planning, technology, risk, and management necessary to cope with the global business environment. Emphasis is placed on an in-depth understanding of global sourcing, shipping, tracking, and e-logistics systems necessary to operate inbound/outbound logistics in a global market. Upon completion, students should be able to identify the different global markets and logistics technology available to process international inbound/outbound logistics transactions.					
MAS 140	Introduction to Masonry	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 060	Essential Mathematics	3	2	0	4
Prerequisites: None					
Corequisites: None					
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
MAT 070	Introductory Algebra	3	2	0	4
Prerequisites: State, MAT 060					
Corequisites: State, Take One: RED-080 or ENG-085					
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
MAT 080	Intermediate Algebra	3	2	0	4
Prerequisites: State, Take All: MAT-060 and MAT-070					
Corequisites: State, Take One: RED-080 or ENG-085					
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.					
MAT 101	Applied Mathematics I	2	2	0	3
Prerequisites: State, Take One: MAT-060, MAT-070, MAT-080					
Corequisites: None					
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. <i>This course is intended for diploma programs.</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 115	Mathematical Models	2	2	0	3

Prerequisites: State, Take One Set:
 Set 1: MAT-060 and MAT-070
 Set 2: MAT-060 and MAT-080
 Set 3: MAT-060 and MAT-090
 Set 4: MAT-121
 Set 5: MAT-161
 Set 6: MAT-171

Corequisites: None

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, function notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently. *This course is also available through the Virtual Learning Community (VLC).*

MAT 121	Algebra/Trigonometry I	2	2	0	3
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Prerequisites: State, Take One Set:
 Set 1: MAT-060 and MAT-070
 Set 2: MAT-060 and MAT-080
 Set 3: MAT-060 and MAT-090
 Local, RED-090 and ENG-090; **or** ENG-095/ENG-095A

Corequisites: None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic, and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122	Algebra/Trigonometry II	2	2	0	3
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Prerequisites: State, Take One: MAT-121, MAT-161, MAT-171

Corequisites: None

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 140	Survey of Mathematics	3	0	0	3
Prerequisites:	State, Take One Set: Set 1: MAT-060 and MAT-070 Set 2: MAT-060 and MAT-080 Set 3: MAT-121 Set 4: MAT-161 Set 5: MAT-171 Local, RED-090 and ENG-090; or ENG-095/ENG-095A				
Corequisites:	None				
	This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. <i>Under the CAA and ICAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree. This course is also available through the Virtual Learning Community (VLC).</i>				
MAT 151	Statistics I	3	0	0	3
Prerequisites:	State, Take One Set: Set 1: MAT-060 and MAT-080 Set 2: MAT-121 Set 3: MAT-140 Set 4: MAT-161 Set 5: MAT-171 Set 6: MAT-175 Local, RED-090 and ENG-090; or ENG-095/ENG-095A				
Corequisites:	Local, MAT 151A				
	This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative).</i>				
MAT 151A	Statistics I Lab	0	2	0	1
Prerequisites:	State, Take One Set: Set 1: MAT-060 and MAT-080 Set 2: MAT-121 Set 3: MAT-140 Set 4: MAT-161 Set 5: MAT-171 Local, RED-090 and ENG-090; or ENG-095/ENG-095A				
Corequisites:	State, MAT 151				
	This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>				

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 161	College Algebra	3	0	0	3
Prerequisites: State, Take One Set: Set 1: MAT-060 and MAT-080 Local, RED-090 and ENG-090; or ENG-095/ENG-095A					
Corequisites: None					
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. <i>Under the CAA and ICAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree. This course is also available through the Virtual Learning Community (VLC).</i>					
MAT 161A	College Algebra Lab	0	2	0	1
Prerequisites: State, Take One Set: Set 1: MAT-060 and MAT-080 Local, RED-090 and ENG-090; or ENG-095/ENG-095A					
Corequisites: State, MAT 161					
This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
MAT 165	Finite Mathematics	3	0	0	3
Prerequisites: State, Take One: MAT-161 or MAT-171					
Corequisites: None					
This course provides topics used to formulate models and to solve and interpret solutions using an algorithmic approach. Topics include linear algebra, linear programming, simplex method, sets and counting, probability, mathematics of finance, and logic. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts of finite mathematics and the ability to solve related problems. <i>Under the CAA and ICAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.</i>					
MAT 171	Precalculus Algebra	3	0	0	3
Prerequisites: State, Take One Set: Set 1: MAT-060 and MAT-080 Set 2: MAT-161 Local, RED-090 and ENG-090; or ENG-095/ENG-095A					
Corequisites: Local, MAT 171A					
This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.</i>					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 171A	Precalculus Algebra Lab	0	2	0	1
Prerequisites:	State, Take One Set: Set 1: MAT-060 and MAT-080 Set 2: MAT-161 Local, RED-090 and ENG-090; or ENG-095/ENG-095A				
Corequisites:	State, MAT 171				
	This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>				
MAT 172	Precalculus Trigonometry	3	0	0	3
Prerequisites:	State, Take MAT 171 Local, RED-090 and ENG-090; or ENG-095/ENG-095A				
Corequisites:	Local, MAT 172A				
	This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.</i>				
MAT 172A	Precalculus Trigonometry Lab	0	2	0	1
Prerequisites:	State, MAT 171 Local, RED-090 and ENG-090; or ENG-095/ENG-095A				
Corequisites:	State, MAT 172				
	This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>				
MAT 263	Brief Calculus	3	0	0	3
Prerequisites:	State, Take One: MAT-161, MAT-171 Local, RED-090 and ENG-090; or ENG-095/ENG-095A				
Corequisites:	None				
	This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.</i>				

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 271	Calculus I	3	2	0	4
Prerequisites: State, MAT 172 Local, RED-090 and ENG-090; or ENG-095/ENG-095A					
Corequisites: None					
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This course is also available through the Virtual Learning Community (VLC).</i>					
MAT 272	Calculus II	3	2	0	4
Prerequisites: State, MAT 271					
Corequisites: None					
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This course is also available through the Virtual Learning Community (VLC).</i>					
MAT 273	Calculus III	3	2	0	4
Prerequisites: State, MAT 272					
Corequisites: None					
This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This course is also available through the Virtual Learning Community (VLC).</i>					
MED 110	Orientation to Medical Assisting	1	0	0	1
Prerequisites: Local, ENG 090, RED 090					
Corequisites: None					
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MED 118	Medical Law and Ethics	2	0	0	2
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
MED 121	Medical Terminology I	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
MED 122	Medical Terminology II	3	0	0	3
Prerequisites: State, MED 121					
Corequisites: None					
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
MED 130	Administrative Office Procedures I	1	2	0	2
Prerequisites: Local, Enrollment in the Medical Assisting Program					
Corequisites: None					
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.					
MED 131	Administrative Office Procedures II	1	2	0	2
Prerequisites: Local, MED 130					
Corequisites: None					
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MED 134	Medical Transcription	2	2	0	3
Prerequisites: State, MED 121; Local, OST 131					
Corequisites: Local, MED 122					
This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.					
MED 140	Exam Room Procedures I	3	4	0	5
Prerequisites: Local, BIO 163, Enrollment in the Medical Assisting Program					
Corequisites: None					
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.					
MED 150	Laboratory Procedures I	3	4	0	5
Prerequisites: Local, Enrollment in the Medical Assisting Program					
Corequisites: None					
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.					
MED 232	Medical Insurance Coding	1	3	0	2
Prerequisites: Local, BIO 163, MED 122					
Corequisites: None					
This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.					
MED 260	MED Clinical Practicum	0	0	15	5
Prerequisites: Local, MED 110, MED 118, MED 121, MED 122, MED 130, MED 131, MED 140, MED 150, and MED 272					
Corequisites: None					
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MED 262	Clinical Perspectives	1	0	0	1
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: Local, MED 260					
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.					
MED 264	MED Assisting Overview	2	0	0	2
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.					
MED 270	Symptomatology	2	2	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.					
MED 272	Drug Therapy	3	0	0	3
Prerequisites: Enrollment in the Medical Assisting Program					
Corequisites: None					
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.					
MHA 150	Mental Health Systems	3	0	0	3
Prerequisites: State, HSE 110					
Corequisites: None					
This course introduces the treatment and services available at both public and private mental health facilities. Topics include intake procedures, admission criteria, history, and structure of mental health facilities. Upon completion, students should be able to demonstrate competence in articulating both the theory and practice of mental health services delivery.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MHA 155	Psychological Assessment	3	0	0	3
Prerequisites: State, PSY 150					
Corequisites: None					
This course covers psychological assessment. Emphasis is placed on different types of psychological tests. Upon completion, students should be able to recognize and understand the purpose of various psychological tests.					
MHA 240	Advocacy	2	0	0	2
Prerequisites: State, HSE 110					
Corequisites: None					
This course covers the roles and duties of the client advocate. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from contact initiation to termination.					
MKT 120	Principles of Marketing	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
MNT 110	Introduction to Maintenance Procedures	1	3	0	2
Prerequisites: None					
Corequisites: None					
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.					
MNT 165	Mechanical Industrial Systems	1	3	0	2
Prerequisites: None					
Corequisites: None					
This course covers mechanical components used in industrial machine operation. Emphasis is placed on mechanical drives, belts, gears, couplings, electrical drives, and other related topics. Upon completion, students should be able to demonstrate an understanding of industrial machines and be able to maintain this equipment.					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MRI 210	MRI Physics and Equipment	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the physical principles of image formation, data acquisition, and image processing in magnetic resonance imaging. Emphasis is placed on instrumentation, fundamentals, pulse sequences, data manipulation, imaging parameters, options, and their effects on image quality. Upon completion, students should be able to understand the principles behind image formation, data acquisition, and image processing in magnetic resonance imaging.					
MRI 211	MRI Procedures	4	0	0	4
Prerequisites: None					
Corequisites: None					
This course covers patient care, magnetic field safety, cross-sectional anatomy, contrast media, and scanning procedures in magnetic resonance imaging. Emphasis is placed on patient assessment and monitoring, safety precautions, contrast agents' use, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of imaging procedures in magnetic resonance imaging.					
MRI 231	MRI Clinical Practicum	0	0	33	11
Prerequisites: None					
Corequisites: None					
This course provides experience in the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.					
MUS 110	Music Appreciation	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).</i>					
MUS 111	Fundamentals of Music	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MUS 113	American Music	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
MUS 121	Music Theory I	3	2	0	4
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
MUS 131	Chorus I	0	2	0	1
Prerequisites: None					
Corequisites: None					
This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
MUS 132	Chorus II	0	2	0	1
Prerequisites: State, MUS 131					
Corequisites: None					
This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
MUS 133	Band I	0	2	0	1
Prerequisites: None					
Corequisites: None					
This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MUS 134	Band II	0	2	0	1
Prerequisites: State, MUS 133					
Corequisites: None					
This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
MUS 135	Jazz Ensemble I	0	2	0	1
Prerequisites: None					
Corequisites: None					
This course provides an opportunity for those who play an appropriate instrument to gain experience playing in a jazz ensemble. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
MUS 136	Jazz Ensemble II	0	2	0	1
Prerequisites: State, MUS 135					
Corequisites: None					
This course is a continuation of MUS 135. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
MUS 141	Ensemble I	0	2	0	1
Prerequisites: None					
Corequisites: None					
This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
MUS 142	Ensemble II	0	2	0	1
Prerequisites: State, MUS 141					
Corequisites: None					
This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MUS 210	History of Rock Music	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
MUS 211	History of Country Music	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course introduces the varied origins of country music and the commercialization of this art form. Emphasis is placed on historical, sociocultural, and stylistic factors related to country music and musicians. Upon completion, students should be able to identify specific styles and explain the influence of pop culture on the development of country music. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
MUS 212	American Musical Theatre	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course covers the origins and development of the musical from Show Boat to the present. Emphasis is placed on the investigation of the structure of the musical and its components through listening and analysis. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
NET 125	Networking Basics	1	4	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.					
NET 126	Routing Basics	1	4	0	3
Prerequisites: State, NET 125					
Corequisites: None					
This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
NET 175	Wireless Technology	2	2	0	3
Prerequisites: State, NET 110 or NET 125					
Corequisites: None					
This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up language (WML), link manager, service discovery protocol., transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.					
NET 225	Routing & Switching I	1	4	0	3
Prerequisites: State, NET 126					
Corequisites: None					
This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches., Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in prerequisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.					
NET 226	Routing & Switching II	1	4	0	3
Prerequisites: State, NET 225					
Corequisites: None					
This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.					
NET 289	Networking Project	1	4	0	3
Prerequisites: None					
Corequisites: State, NET 226					
This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.					
NOS 110	Operating System Concepts	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
NOS 120	Linux/UNIX Single User	2	2	0	3
Prerequisites: State, NOS 110 (fall 2011) State, NOS 110 or CET 211 (effective spring 2012)					
Corequisites: None					
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.					
NOS 130	Windows Single User	2	2	0	3
Prerequisites: State, NOS 110 (fall 2011) State, NOS 110 or CET 211 (effective spring 2012)					
Corequisites: None					
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/ optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.					
NOS 220	Linux/UNIX Admin 1	2	2	0	3
Prerequisites: State, NOS 120					
Corequisites: None					
This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X. Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.					
NOS 230	Windows Admin I	2	2	0	3
Prerequisites: State, NOS 130					
Corequisites: None					
This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
NUR 101	Practical Nursing I	7	6	6	11
Prerequisites: None					
Corequisites: None					
This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. <i>This is a diploma-level course.</i>					

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
NUR 102	Practical Nursing II	8	0	12	12
Prerequisites: None					
Corequisites: None					
This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. <i>This is a diploma-level course.</i>					
NUR 103	Practical Nursing III	6	0	12	10
Prerequisites: None					
Corequisites: None					
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. <i>This is a diploma-level course.</i>					
NUR 111	Intro to Health Concepts	4	6	6	8
Prerequisites: None					
Corequisites: None					
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.					
NUR 112	Health-Illness Concepts	3	0	6	5
Prerequisites: State, NUR 111					
Corequisites: None					
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
NUR 113	Family Health Concepts	3	0	6	5
Prerequisites: State, NUR 111					
Corequisites: None					
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.					
NUR 114	Holistic Health Concepts	3	0	6	5
Prerequisites: State, NUR 111					
Corequisites: None					
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.					
NUR 117	Pharmacology	1	3	0	2
Prerequisites: None					
Corequisites: None					
This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications, and side effects. Upon completion, students should be able to compute dosages and administer medication safely.					
NUR 211	Health Care Concepts	3	0	6	5
Prerequisites: State, NUR 111					
Corequisites: None					
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.					
NUR 212	Health System Concepts	3	0	6	5
Prerequisites: State, NUR 111					
Corequisites: None					
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.					

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
NUR 212AB	Health System Concepts Part A	1.5	0	3	2.5
Prerequisites: State, NUR 111					
Corequisites: None					
This course is designed to further develop the concepts within the three domains of the individual and nursing, and healthcare. Emphasis is placed on the concepts of grief/loss, mood, affect, violence, managing care, caring interventions, and ethics.					
NUR 212BB	Health System Concepts Part B	1.5	0	3	2.5
Prerequisites: State, NUR 111					
Corequisites: None					
This course is designed to further develop the concepts within the three domains of the individual and nursing, and healthcare. Emphasis is placed on the concepts of accountability, advocacy, collaboration, ethics, evidence-based practice, health care systems, health policy, legal issues, safety, managing care, caring interventions, and health, wellness and illness.					
NUR 213	Complex Health Concepts	4	3	15	10
Prerequisites: State, Take NUR 111					
Corequisites: State, Take All: NUR 112,NUR 113,NUR 114, NUR 211, and NUR 212					
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.					
NUR 214	Nsg Transition Concepts	3	0	3	4
Prerequisites: None					
Corequisites: None					
This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.					
NUR 221	LPN to ADN Concepts I	6	0	9	9
Prerequisites: None					
Corequisites: None					
This course is designed for the LPN to ADN student to explore the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of safety, perfusion, inflammation, oxygenation, mood/affect, behavior, development, family, health-wellness-illness, sensory perception, stress/coping, cognition, self, violence, and professional behaviors. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
NUR 223	LPN to ADN Concepts II	6	0	9	9
Prerequisites: State, NUR 221					
Corequisites: None					
This course is designed for the LPN to ADN student to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, thermoregulation, oxygenation, tissue integrity, infection, perfusion, mobility, reproduction, sexuality, health-wellness-illness, professional behaviors, accountability, advocacy, and collaboration. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care.					
NUT 110	Nutrition	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well-being. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
OST 131	Keyboarding	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.					
OST 132	Keyboard Skill Building	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.					
OST 134	Text Entry & Formatting	2	2	0	3
Prerequisites: Local, OST 131 or Equivalent					
Corequisites: None					
This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
OST 135	Advanced Text Entry & Formatting	3	2	0	4
Prerequisites: State, OST 134					
Corequisites: None					
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.					
OST 136	Word Processing	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
OST 137	Office Software Applications	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
OST 138	Advanced Software Applications	2	2	0	3
Prerequisites: State, Take One: OST-137, CIS-110, or CIS-111					
Corequisites: None					
This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
OST 141	Medical Terms I-Medical Office	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
OST 142	Medical Terms II-Medical Office	3	0	0	3
Prerequisites: State, OST 141					
Corequisites: None					
This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.					
OST 148	Medical Coding Billing & Insurance	3	0	0	3
Prerequisites: Local, OST 141					
Corequisites: None					
This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
OST 149	Medical Legal Issues	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
OST 153	Office Finance Solutions	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.					
OST 155	Legal Terminology	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and accurately use legal terms. <i>This course is a unique requirement of the Legal concentration in the Office Administration program.</i>					

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
OST 156	Legal Office Procedures	2	2	0	3
Prerequisites: State, OST 134					
Corequisites: None					
This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties. <i>This course is a unique requirement of the Legal Office Systems concentration in the Office Systems Technology program.</i>					
OST 159	Legal Office Ethics	2	0	0	2
Prerequisites: Local, OST 136 or Equivalent					
Corequisites: None					
This course introduces the complex legal and ethical issues involved in the role of administrative support personnel in a variety of law-related offices. Topics include conduct compatible with the professional obligations of the employer, legally protected relationships, and the professional responsibilities of the employee. Upon completion, students should be able to conduct themselves in an ethical manner appropriate to a variety of law-related workplaces.					
OST 162	Executive Terminology	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course is designed to increase and improve proficiency in word usage. Topics include root words, prefixes, suffixes, homonyms, synonyms, and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace.					
OST 164	Text Editing Applications	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
OST 181	Intro to Office Systems	2	2	0	3
Prerequisites: Local, OST 136					
Corequisites: None					
This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
OST 184	Records Management	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
OST 223	Admin Office Transcript I	2	2	0	3
Prerequisites: State, Take One Set: Set 1: OST-134 and OST-164 Set 2: OST-136 and OST-164					
Corequisites: None					
This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.					
OST 224	Admin. Ofc Transcript II	1	2	0	2
Prerequisites: State, OST 223					
Corequisites: None					
This course provides instruction and practice in advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents.					
OST 233	Office Publications Design	2	2	0	3
Prerequisites: State, OST 136					
Corequisites: None					
This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.					
OST 236	Adv Word/Information Processing	2	2	0	3
Prerequisites: State, OST 136					
Corequisites: None					
This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
OST 241	Medical Office Transcription I	1	2	0	2
Prerequisites: State, Take One: MED-121 or OST-141 Local, OST 136					
Corequisites: None					
This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.					
OST 242	Medical Office Transcription II	1	2	0	2
Prerequisites: State, OST 241					
Corequisites: None					
This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing, efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents.					
OST 243	Medical Office Simulation	2	2	0	3
Prerequisites: State, OST 148					
Corequisites: None					
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.					
OST 252	Legal Transcription I	2	2	0	3
Prerequisites: State, Take One Set: Set 1: OST-155 and OST-134 Set 2: OST-155 and OST-136					
Corequisites: None					
This course provides experience in transcribing legal correspondence, forms, and documents. Emphasis is placed on developing listening skills to transcribe documents. Upon completion, students should be able to transcribe documents with accuracy. <i>This course is a unique concentration requirement in the Legal Office Systems Technology concentration in the Office Systems Technology program.</i>					
OST 284	Emerging Technologies	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
OST 286	Professional Development	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
PED 110	Fit and Well for Life	1	2	0	2
Prerequisites: Local, RED 080					
Corequisites: None					
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
PED 115	Step Aerobics I	0	3	0	1
Prerequisites: None					
Corequisites: None					
This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
PED 117	Weight Training I	0	3	0	1
Prerequisites: None					
Corequisites: None					
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
PED 119	Circuit Training	0	3	0	1
Prerequisites: None					
Corequisites: None					
This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning times stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					

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Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PED 120	Walking for Fitness	0	3	0	1
Prerequisites: None					
Corequisites: None					
This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
PED 121	Walk, Jog, Run	0	3	0	1
Prerequisites: None					
Corequisites: None					
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
PED 124	Run, Swim, Cycle	0	3	0	1
Prerequisites: Local, YMCA membership fee of \$120.00, per semester. (Proof of Membership)					
Corequisites: None					
This course introduces the sport of the triathlon. Topics include the rules, equipment, and skills necessary for the triathlon. Upon completion, students should be able to participate in a triathlon competition. Students must pay a reduced membership fee of \$120.00 in order to utilize the YMCA facilities during the semester, in which they are enrolled in the course. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
PED 125	Self-Defense-Beginning	0	2	0	1
Prerequisites: None					
Corequisites: None					
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
PED 128	Golf-Beginning	0	2	0	1
Prerequisites: None					
Corequisites: None					
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PED 129	Golf-Intermediate	0	2	0	1
Prerequisites: State, PED 128					
Corequisites: None					
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
PED 130	Tennis-Beginning	0	2	0	1
Prerequisites: None					
Corequisites: None					
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
PED 139	Bowling-Beginning	0	2	0	1
Prerequisites: Local, (A fee charge is required, per game)					
Corequisites: None					
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. Students will be required to pay a reduced bowling fee per game, in order to use the local bowling facility. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
PED 142	Lifetime Sports	0	2	0	1
Prerequisites: None					
Corequisites: None					
This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
PED 143	Volleyball-Beginning	0	2	0	1
Prerequisites: None					
Corequisites: None					
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PED 144	Volleyball-Intermediate	0	2	0	1
Prerequisites: State, PED 143					
Corequisites: None					
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
PED 145	Basketball-Beginning	0	2	0	1
Prerequisites: None					
Corequisites: None					
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
PED 146	Basketball-Intermediate	0	2	0	1
Prerequisites: State, PED 145					
Corequisites: None					
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
PED 148	Softball	0	2	0	1
Prerequisites: None					
Corequisites: None					
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
PED 152	Swimming-Beginning	0	2	0	1
Prerequisites: None					
Corequisites: None					
This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PHI 210	History of Philosophy	3	0	0	3
Prerequisites: State, ENG 111					
Corequisites: None					
This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).</i>					
PHI 230	Introduction to Logic	3	0	0	3
Prerequisites: State, ENG 111					
Corequisites: None					
This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
PHM 110	Introduction to Pharmacy	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A, MAT 070					
Corequisites: None					
This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.					
PHM 111	Pharmacy Practice I	3	3	0	4
Prerequisites: Local, Enrollment in the Program					
Corequisites: State, Take All: PHM-110 and PHM-115					
This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PHM 115	Pharmacy Calculations	3	0	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A, MAT 070					
Corequisites: None					
This course provides an introduction to the metric, avoiddupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.					
PHM 115A	Pharmacy Calculations Lab	0	2	0	1
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A, MAT 070					
Corequisites: Local, PHM 115					
This course provides an opportunity to practice and perform calculations encountered in pharmacy practice. Emphasis is placed on ratio and proportion, dosage calculations, percentage, reduction/enlargement formulas, aliquots, flow rates, and specific gravity/density. Upon completion, students should be able to perform the calculations required to properly prepare a medication order.					
PHM 118	Sterile Products	3	3	0	4
Prerequisites: State, Take PHM-110 and PHM-111					
Corequisites: None					
This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy.					
PHM 120	Pharmacology I	3	0	0	3
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A, MAT 070					
Corequisites: None					
This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.					
PHM 125	Pharmacology II	3	0	0	3
Prerequisites: State, PHM 120					
Corequisites: None					
This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PHM 133	Pharmacy Clinical	0	0	9	3
Prerequisites: Local, Enrollment in the Program					
Corequisites: None					
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.					
PHM 135	Pharmacy Clinical	0	0	15	5
Prerequisites: Local, Enrollment in the Program					
Corequisites: None					
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.					
PHM 138	Pharmacy Clinical	0	0	24	8
Prerequisites: Local, Enrollment in the Program					
Corequisites: None					
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.					
PHM 140	Trends in Pharmacy	2	0	0	2
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A, MAT 070					
Corequisites: None					
This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed.					
PHM 165	Pharmacy Prof Practice	2	0	0	2
Prerequisites: Local, ENG 090, RED 090, or ENG 095/095A, MAT 070					
Corequisites: None					
This course provides a general overview of all aspects of pharmacy technician practice. Emphasis is placed on pharmacy law, calculations, compounding, pharmacology, and pharmacy operations. Upon completion, students should be able to demonstrate competence in the areas required for the Pharmacy Technician Certification Examination.					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PHY 101	Fundamentals of Physics I	3	2	0	4
Prerequisites: None					
Corequisites: None					
This course introduces fundamental physical concepts with emphasis on applications. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied to their specific programs. <i>This course is intended for diploma programs.</i>					
PHY 110	Conceptual Physics	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: Local PHY 110A					
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).</i>					
PHY 110A	Conceptual Physics Lab	0	2	0	1
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: State, PHY 110					
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.</i>					
PHY 131	Physics-Mechanics	3	2	0	4
Prerequisites: State, Take One: MAT-121, MAT-161, MAT-171					
Corequisites: None					
This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.					
PHY 151	College Physics I	3	2	0	4
Prerequisites: State, Take One: MAT-161, MAT-171 Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PHY 152	College Physics II	3	2	0	4

Prerequisites: State, PHY 151

Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

PHY 251	General Physics I	3	3	0	4
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Prerequisites: State, MAT 271;

Local, ENG 090, RED 090 or ENG 095/095A

Corequisites: State, MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

PHY 252	General Physics II	3	3	0	4
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Prerequisites: State, MAT 272 and PHY 251

Corequisites: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This course is also available through the Virtual Learning Community (VLC).*

POL 120	American Government	3	0	0	3
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Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A

Corequisites: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
POL 210	Comparative Government	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.</i>					
POL 220	International Relations	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course provides a study of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.</i>					
PSY 101	Applied Psychology	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. <i>This course is intended for diploma programs.</i>					
PSY 110	Life Span Development	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.					
PSY 118	Interpersonal Psychology	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PSY 150	General Psychology	3	0	0	3

Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A

Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

PSY 237	Social Psychology	3	0	0	3
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Prerequisites: State, Take One PSY 150 or SOC 210

Corequisites: None

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

PSY 239	Psychology of Personality	3	0	0	3
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Prerequisites: State, PSY 150

Corequisites: None

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

PSY 241	Developmental Psychology	3	0	0	3
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Prerequisites: State, PSY 150

Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PSY 265	Behavioral Modification	3	0	0	3
Prerequisites: State, PSY 150					
Corequisites: None					
This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.					
PSY 281	Abnormal Psychology	3	0	0	3
Prerequisites: State, PSY 150					
Corequisites: None					
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).</i>					
PTC 110	Industrial Environment	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course provides the pharmaceutical industry, including a broad overview of work in this field. Emphasis is placed on good manufacturing practices (GMP), work conduct, company organization, job expectations, personal safety, hygiene, and company rules and regulations. Upon completion, students should be able to follow good manufacturing practice regulations and inspect a pharmaceutical manufacturing facility for compliance with GMP. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
RAD 110	Radiography Introduction & Patient Care	2	3	0	3
Prerequisites: Local, Enrollment in the Radiography Program					
Corequisites: State, Take All: RAD-111 and RAD-151					
This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.					
RAD 111	RAD Procedures I	3	3	0	4
Prerequisites: Local, Enrollment in the Radiography Program					
Corequisites: State, Take All: RAD-110 and RAD-151					
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
RAD 112	RAD Procedures II	3	3	0	4
Prerequisites:	State, Take All: RAD-110, RAD-111, and RAD-151 Local, BIO-163				
Corequisites:	Local, RAD 121 and RAD 161				
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.					
RAD 121	Radiographic Imaging I	2	3	0	3
Prerequisites:	State, Take All: RAD-110, RAD-111, and RAD-151				
Corequisites:	Local, RAD 112 and RAD 161				
This course provides the principles of conventional film-screen radiography. Emphasis is placed on the factors that impact density, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of conventional film-screen radiographic imaging.					
RAD 122	Radiographic Imaging II	1	3	0	2
Prerequisites:	State, Take All: RAD-112, RAD-121, and RAD-161 Local, BIO 163				
Corequisites:	State, Take All: RAD-131, and RAD-171				
This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging.					
RAD 131	Radiographic Physics I	1	3	0	2
Prerequisites:	None				
Corequisites:	None				
This course introduces the principles of radiation characteristics and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production.					
RAD 151	RAD Clinical Ed I	0	0	6	2
Prerequisites:	Local, Enrollment in the Radiography Program				
Corequisites:	State, Take All: RAD-110 and RAD-111				
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					
RAD 161	RAD Clinical Ed II	0	0	15	5
Prerequisites:	State, Take All: RAD-110, RAD-111, and RAD-151				
Corequisites:	State, Take All: RAD-112 and RAD-121				
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
RAD 171	RAD Clinical Ed III	0	0	12	4
Prerequisites: State, Take All: RAD-112, RAD-121, and RAD-161					
Corequisites: State, Take All: RAD-122 and RAD-131; Local, RAD 241					
This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					
RAD 211	RAD Procedures III	2	3	0	3
Prerequisites: State, RAD 122					
Corequisites: State, Take All: RAD-231, RAD-241, and RAD-251					
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy, and advanced imaging. Upon completion, students should be able to demonstrate an understanding of these areas.					
RAD 231	Radiographic Physics II	1	3	0	2
Prerequisites: State, Take One: RAD-131 or RAD-171					
Corequisites: Local, RAD 211, RAD 241 RAD 251					
This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production.					
RAD 241	Radiobiology/Protection	2	0	0	2
Prerequisites: State, Take All: RAD-122, RAD-131, and RAD-171					
Corequisites: State, Take All: RAD-211, RAD-231, and RAD-251					
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.					
RAD 245	Image Analysis	1	3	0	2
Prerequisites: State, Take All: RAD-211, RAD-231, RAD-241, and RAD-251					
Corequisites: State, RAD 261					
This course provides an overview of image analysis and introduces methods of quality management. Topics include image evaluation, pathology, quality control, and quality assurance. Upon completion, students should be able to demonstrate a basic knowledge of image analysis and quality management.					
RAD 251	RAD Clinical Ed IV	0	0	21	7
Prerequisites: State, Take All: RAD-122, RAD-131, and RAD-171					
Corequisites: State, Take All: RAD-211, RAD-231, and RAD-241					
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
RAD 261	RAD Clinical Ed V	0	0	21	7
Prerequisites: State, RAD 251					
Corequisites: State, RAD 245					
This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.					
RAD 271	Radiography Capstone	0	3	0	1
Prerequisites: State, Take All: RAD-211, RAD-231, RAD-241, and RAD-251					
Corequisites: State, Take All: RAD-245, and RAD-261					
This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.					
RED 080	Introduction to College Reading	3	2	0	4
Prerequisites: None					
Corequisites: None					
This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. <i>This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.</i>					
RED 090	Improved College Reading	3	2	0	4
Prerequisites: State, RED 080 or ENG 085					
Corequisites: None					
This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. <i>This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A.</i>					
REL 110	World Religions	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/ Fine Arts. This course is also available through the Virtual Learning Community (VLC).</i>					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
REL 211	Introduction to Old Testament	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
REL 212	Introduction to New Testament	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
SAB 110	Substance Abuse Overview	3	0	0	3
Prerequisites: Local, ENG 080, RED 080 or ENG 085/085A					
Corequisites: None					
This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.					
SAB 120	Intake and Assessment	3	0	0	3
Prerequisites: Local, ENG 080, RED 080 or ENG 085/085A					
Corequisites: None					
This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process. <i>This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.</i>					
SAB 125	SAB Case Management	2	2	0	3
Prerequisites: State, SAB 120					
Corequisites: None					
This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking. <i>This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SAB 135	Addictive Process	3	0	0	3

Prerequisites: Local, ENG 080, RED 080 or ENG 085/085A

Corequisites: None

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

SAB 210	Substance Abuse Counseling	2	2	0	3
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Prerequisites: Local, ENG 080, RED 080 or ENG 085/085A

Corequisites: None

This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.

SAB 240	SAB Issues in Client Services	3	0	0	3
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Prerequisites: Local, ENG 080, RED 080 or ENG 085/085A

Corequisites: None

This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

SEC 110	Security Concepts	3	0	0	3
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Prerequisites: None

Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy. *This course is also available through the Virtual Learning Community (VLC).*

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SEC 150	Security Communications	2	2	0	3
Prerequisites:	State, Take One Set: Set 1: SEC-110 and NET-110 Set 2: SEC-110 and NET-125				
Corequisites:	None				
	This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IP-Sec. Upon completion, students should be able to implement secure data transmission technologies. <i>This course is also available through the Virtual Learning Community (VLC).</i>				
SEC 160	Secure Admin I	2	2	0	3
Prerequisites:	State, Take One Set: Set 1: SEC-110 and NET-110 Set 2: SEC-110 and NET-125				
Corequisites:	None				
	This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses. <i>This course is also available through the Virtual Learning Community (VLC).</i>				
SEC 210	Intrusion Detection	2	2	0	3
Prerequisites:	State, SEC 160				
Corequisites:	None				
	This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host-based systems.				
SEC 220	Defense-In-Depth	2	2	0	3
Prerequisites:	None				
Corequisites:	State, SEC 160				
	This course introduces students to the concepts of defense-in-depth, a security industry best practice. Topics include firewalls, backup systems, redundant systems, disaster recovery, and incident handling. Upon completion, students should be able to plan effective information security defenses, backup systems, and disaster recovery procedures.				
SEC 240	Wireless Security	2	2	0	3
Prerequisites:	State, Take All: SEC-110 and NET-175				
Corequisites:	None				
	This course introduces security principles and topics related to the wireless networking environment. Topics include network topologies, network protocols, security issues, and best practices for wireless environments. Upon completion, students should be able to design, setup, manage, and secure a wireless network.				

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SEC 289	Security Capstone Project	1	4	0	3

Prerequisites: State, SEC 220

Corequisites: None

This course provides the student the opportunity to put into practice all the skills learned to this point. Emphasis is placed on security policy, process planning, procedure definition, business continuity, and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation.

SOC 210	Introduction to Sociology	3	0	0	3
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Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A

Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

SOC 213	Sociology of the Family	3	0	0	3
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Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A

Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

SOC 220	Social Problems	3	0	0	3
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Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A

Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).*

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SOC 225	Social Diversity	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. This course is also available through the Virtual Learning Community (VLC).</i>					
SOC 242	Sociology of Deviance	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>					
SPA 111	Elementary Spanish I	3	0	0	3
Prerequisites: Local, ENG 090, RED 090 or ENG 095/095A					
Corequisites: None					
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This course is also available through the Virtual Learning Community (VLC).</i>					
SPA 112	Elementary Spanish II	3	0	0	3
Prerequisites: State, SPA 111					
Corequisites: None					
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SPA 211	Intermediate Spanish I	3	0	0	3
Prerequisites: State, SPA 112					
Corequisites: None					
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
SPA 212	Intermediate Spanish II	3	0	0	3
Prerequisites: State, SPA 211					
Corequisites: None					
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.</i>					
SST 110	Intro to Sustainability	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts.					
SST 120	Energy Use Analysis	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption.					
SWK 113	Working with Diversity	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
WEB 110	Internet/Web Fundamentals	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
WEB 111	Intro to Web Graphics	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the creation of web graphics, and addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, optimization, RGB color, web typography, elementary special effects, transparency, animation, slicing, basic photo manipulation, and other related topics. Upon completion, students should be able to create graphics, such as animated banners, buttons, backgrounds, logos, and manipulate photographic images for Web delivery.					
WEB 115	Web Markup and Scripting	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
WEB 120	Intro Internet Multimedia	2	2	0	3
Prerequisites: Local, WEB 110					
Corequisites: None					
This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.					
WEB 140	Web Development Tools	2	2	0	3
Prerequisites: Local, WEB 110					
Corequisites: None					
This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire websites and supporting applets. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
WEB 180	Active Server Pages	2	2	0	3
Prerequisites: State, CIS 115; Local, WEB 115					
Corequisites: None					
This course introduces active server programming. Topics include HTML forms processing and other issues related to developing active web applications. Upon completion, students should be able to create and maintain a dynamic website.					
WEB 182	PHP Programming	2	2	0	3
Prerequisites: State, CIS 115; Local, WEB 115					
Corequisites: None					
This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language.					
WEB 185	ColdFusion Programming	2	2	0	3
Prerequisites: State, CIS 115; Local, WEB 115					
Corequisites: None					
This course introduces ColdFusion Programming. Topics include installing a ColdFusion development environment, using CFQUERY tags to send and receive database information, creating and displaying a form, and other related topics. Upon completion, students should be able to design, code, test, and debug using a ColdFusion environment.					
WEB 186	XML Technology	2	2	0	3
Prerequisites: State, CIS 115; Local, WEB 115					
Corequisites: None					
This course is designed to introduce students to XML and related internet technologies. Topics include extendible style language (XSL,) document object model (DOM), extendible style sheet language transformation (XSLT), and simple object access protocol (SOAP). Upon completion, students should be able to create a complex XML document.					
WEB 210	Web Design	2	2	0	3
Prerequisites: Local, WEB 115					
Corequisites: None					
This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites. <i>This course is also available through the Virtual Learning Community (VLC).</i>					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
WEB 211	Advanced Web Graphics	2	2	0	3
Prerequisites: State, WEB 111					
Corequisites: None					
This course covers the advanced concepts related to the creation and manipulation of graphic images for web delivery. Topics include graphics acquisition, use of masks and channels, advanced special effects, advanced photo manipulation, and other related topics. Upon completion, students should be able to create, manipulate, and optimize web graphics with advanced techniques and maintain an online coursework portfolio.					
WEB 220	Advanced Multimedia	2	2	0	3
Prerequisites: State, WEB 120					
Corequisites: None					
This is the second of two courses covering Internet multimedia. Topics include use of advanced Internet multimedia applications. Upon completion, students should be able to create interactive Internet multimedia presentations.					
WEB 230	Implementing Web Services	2	2	0	3
Prerequisites: State, NET 110 or NET 125					
Corequisites: None					
This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards. <i>This course is also available through the Virtual Learning Community (VLC).</i>					
WEB 250	Database Driven Websites	2	2	0	3
Prerequisites: State, DBA 110; Local, WEB 115					
Corequisites: None					
This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.					
WEB 289	Internet Technologies Project	1	4	0	3
Prerequisites: State, Take All: WEB-230 and WEB-250					
Corequisites: None					
This course provides an opportunity to complete a significant Web technologies project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete an Internet project from the definition phase through implementation.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
WLD 110	Cutting Processes	1	3	0	2
Prerequisites: None					
Corequisites: None					
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.					
WLD 112	Basic Welding Processes	1	3	0	2
Prerequisites: None					
Corequisites: None					
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.					
WLD 115	SMAW (Stick) Plate	2	9	0	5
Prerequisites: None					
Corequisites: None					
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.					
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
Prerequisites: State, WLD 115					
Corequisites: None					
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.					
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
Prerequisites: None					
Corequisites: None					
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.					
WLD 131	GTAW (TIG) Plate	2	6	0	4
Prerequisites: None					
Corequisites: None					
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.					

CURRICULUM COURSES

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
WLD 141	Symbols & Specifications	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.					
WLD 151	Fabrication I	2	6	0	4
Prerequisites: None					
Corequisites: None					
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.					
WLD 212	Inert Gas Welding	1	3	0	2
Prerequisites: None					
Corequisites: None					
This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions.					
WLD 261	Certification Practices	1	3	0	2
Prerequisites: State, Take All: WLD-115, WLD-121, and WLD-131					
Corequisites: None					
This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.					