



**2021-2022**

**COURSE CATALOG**

**(Subject to Change)**

Carteret Community College is accredited by the Southern Association of Colleges and School Commission on Colleges to award the associate degree. The Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Carteret Community College.

An Equal Opportunity Educational Institution Serving the Community without regard to Race, Creed, Sex, National Origin or Disability.

**NOTE:** *Most courses listed in this manual are be taught in this academic year. However, some courses are only “approved” for Carteret Community College to offer and may not be offered in this academic year.*

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## ACADEMIC RELATED (ACA)

### Course Offering - All Semesters

ACA-122 College Transfer Success

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	2	0	0	1

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and 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.

### Competencies

Develop a strategic plan for completing community college academic goals, including certificates, diplomas, and/or associate degrees.

Develop a strategic plan for transferring to a university and preparing for a new career.

Identify the rights and responsibilities of transfer students under the Comprehensive Articulation Agreement (CAA), including Universal General Education Transfer Component (UGETC) designated courses, the Transfer Assured Admissions Policy (TAAP), the CAA appeals process.

Evaluate learning strategies, including note-taking, test-taking, information processing, time management, and memorization techniques, and identify strategies for improvement.

Identify essential college resources, including financial aid, advising, registration, tutoring, library services, computer labs, and counseling services and recognize the importance of these resources on student success.

Identify essential college policies and procedures, including academic integrity such as avoiding plagiarism; calculating a GPA, and maintaining satisfactory academic progress for financial aid eligibility and/or good academic standing.

## ACCOUNTING (ACC)

### Course Offering – Fall and Spring

ACC-120 Principles of Financial Accounting

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	2	0	0	4

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces business decision-making using 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.

### Course Offering – Spring

ACC-132 NC Business Taxes

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	3	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the relevant laws governing North Carolina taxes as they apply to business. Topics include sales taxes, income taxes for business entities, payroll taxes, unemployment taxes, and other taxes pertaining to the State of North Carolina. Upon completion, students should be able to maintain a company's records to comply with the laws governing North Carolina business taxes.

**Course Offering – Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
ACC-140 Payroll Accounting	1	3	0	0	2

State Prerequisites: Take ACC-115 or ACC-120;

Local Corequisites: None

**Description:** 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.

**Course Offering – Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
ACC-150 Accounting Software Applications	1	3	0	0	2

State Prerequisites: Take ACC-115 or ACC-120;

Local Corequisites: None

**Description:** 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 accurately solve accounting problems.

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
ACC-152 Advanced Software Appl	1	3	0	0	2

State Prerequisites: Take ACC-150;

Local Corequisites: None

**Description:** This course provides continued exposure to commercial accounting software and the opportunity to refine accounting software skills. Emphasis is placed on advanced applications of software packages. Upon completion, students should be able to use commercial software to complete complex accounting tasks.

**Course Offering – Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
ACC-180 Practices in Bookkeeping	3	0	0	0	3

State Prerequisites: Take ACC-120;

Local Corequisites: None

**Description:** This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses.

**AQUACULTURE (AQU)****Course Offering – Fall and Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
AQU-111 Aquaculture I	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the basic principles of fish and shellfish production. Topics include site selection; water quality; nutrition and feeding; management of diseases and parasites; genetics and breeding; and harvest, transport and marketing. Upon completion, students should be able to describe the natural conditions and management practices necessary to produce a crop of fish or shellfish.



**Course Offering – Fall and Spring**

AQU-112 Aquaculture II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the specific culture techniques used in the production of a variety of aquatic species. Emphasis is placed on species of economic importance in North Carolina, especially channel catfish, hybrid striped bass, rainbow trout, crawfish, clams, and oysters. Upon completion, students should be able to describe the various culture methods and prepare a production plan for each of the species covered.

**Course Offering - Fall**

AQU-120 Aquabusiness

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides a basic background in aquacultural economics, business management, and marketing. Emphasis is placed on the management of farms for profitable production and the sale of fish and shellfish products. Upon completion, students should be able to prepare a good quality farm/business plan for potential lenders and investors.

**Course Offering – Fall and Spring**

AQU-161 Aquaculture Practicum I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	3	0	0	1

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides students with practical hands-on experience in fish/shellfish farming. Emphasis is placed on introductory concepts involved in daily management. Upon completion, students should be able to perform routine duties associated with the daily management of a fish/shellfish production facility.

**Course Offering – Fall and Spring**

AQU-162 Aquaculture Practicum II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	3	0	0	1

Local Prerequisites: None

Local Corequisites: None

**Description:** This course is designed to provide students with basic hands-on experience in fish/shellfish production. Emphasis is placed on the specialized culture techniques used to produce a variety of species of fish/shellfish. Upon completion, students should be able to complete the various tasks associated with the production of various species of fish/shellfish.

**Course Offering - Summer**

AQU-163 Aquaculture Practicum III

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	3	0	0	1

Local Prerequisites: None

Local Corequisites: None

**Description:** This course is designed to provide students with basic hands-on experience in fish/shellfish production. Emphasis is placed on the special problems associated with fish/shellfish production during the critical warm summer season. Upon completion, students should be able to address the various problems associated with warm season fish/shellfish production.

**Course Offering - Fall**

AQU-164 Aquaculture Practicum IV

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	3	0	0	1

Local Prerequisites: None

Local Corequisites: None

**Description:** This course is designed to provide students with advanced hands-on experience in fish/shellfish production. Emphasis is placed on advanced topics in aquaculture, including nutrition, diseases, and genetics and breeding. Upon completion, students should be able to recognize nutritional and pathogenic diseases and should be proficient at selecting brood organisms.

**Course Offering - Spring**

AQU-165 Aquaculture Practicum V

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	3	0	0	1

Local Prerequisites: None

Local Corequisites: None

**Description:** This course is designed to provide students with advanced hands-on experience in fish/shellfish production. Emphasis is placed on facility design, construction and maintenance. Upon completion, students should be able to design, construct and maintain a variety of aquaculture production facilities.

**Course Offering - Spring**

AQU-166 Aquaculture Practicum VI

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	3	0	0	1

Local Prerequisites: None

Local Corequisites: None

**Description:** This course is designed to provide students with advanced hands-on experience in fish/shellfish production. Emphasis is placed on water quality management in aquaculture. Upon completion, students should be proficient in the management of water quality in a variety of aquaculture production facilities.

**Course Offering - Summer**

AQU-220 Aquaculture Facilities

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the design of facilities used in the production of fish and shellfish. Topics include pond construction, open-channel and pipe flows, motors and pumps, water wells, cage and raft constructions and flow-through and recirculating system design. Upon completion, students should be able to design a variety of aquaculture production systems.

**Course Offering - Spring**

AQU-230 Fish Genetics and Breeding

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

State Prerequisites: Take BIO-111;

Local Corequisites: None

**Description:** This course covers the principles of qualitative and quantitative genetics and breeding of fish and shellfish. Emphasis is placed on quantitative genetic traits that affect various production parameters, with numerous examples using commonly cultured species. Upon completion, student should be able to discuss the basic principles of genetics and design appropriate breeding programs for a variety of commonly cultured species.

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
AQU-240 Fish Nutrition and Diseases	3	0	0	0	3
State Prerequisites: Take BIO-111;					
Local Corequisites: None					

**Description:** This course introduces the principles of fish and shellfish nutrition and provides a background in the management of diseases and parasitic infestations. Topics include nutritional requirements of fish and shellfish, feed formulation, feeding practices, viral diseases, bacterial diseases, parasites, and medication and disease prevention. Upon completion, students should be able to discuss the principles of nutrition and identify and control microbial and parasitic disease of fish and shellfish.

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
AQU-251 Hatchery Management I	3	0	0	0	3
State Prerequisites: Take OneSet:					
(Set 1: BIO-111 and CHM-151, Set 2: BIO-111, CHM-131, and CHM-131A)					
Local Corequisites: None					

**Description:** This course introduces the basic principles of fish and shellfish hatchery management. Topics include the basic chemical, physical, and biological requirements for the propagation of a variety of commonly cultured fish, crustaceans, and mollusks. Upon completion, students should be able to describe the environment tolerances and preferences for reproduction of a variety of cultured species.

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
AQU-252 Hatchery Management II	3	0	0	0	3
State Prerequisites: Take AQU-251;					
Local Corequisites: None					

**Description:** This course covers the specific techniques used in the artificial propagation of a variety of commonly cultured species of fish and shellfish. Topics include facility requirements, hatchery production planning, and propagation techniques for several species, including clams, shrimp, catfish, hybrid striped bass, rainbow trout, and others. Upon completion, students should be able to develop a plan for the successful operation of a fish or shellfish hatchery facility.

<b>Course Offering - Summer</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
AQU-280 Aquaculture Project	0	6	0	0	3
State Prerequisites: Take AQU-112;					
Local Corequisites: None					

**Description:** This course provides the student with an opportunity to complete an individualized project in the study of aquaculture, designed by the instructor. Emphasis is placed on the application of aquaculture principles to a topic of interest to the student. Upon completion, students should be able to demonstrate specialized knowledge of an advanced topic in aquaculture.

## **ART (ART)**

<b>Course Offering - All Semesters</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
ART-111 Art Appreciation	3	0	0	0	3
Local Prerequisites: None					
Local Corequisites: None					

**Description:** 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.

**Course Offering - Fall**

ART-114 Art History Survey I

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

**Course Offering - Spring**

ART-115 Art History Survey II

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

**Course Offering - Fall**

ART-121 Two-Dimensional Design

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	6	0	0	3

**Course Offering - Spring**

ART-122 Three-Dimensional Design

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	6	0	0	3

**Course Offering - Fall**

ART-131 Drawing I

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	6	0	0	3

**Course Offering - Spring**

ART-135 Figure Drawing I

State Prerequisites: Take ART-131;

Local Corequisites: None

**Description:** This course introduces rendering the human with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	6	0	0	3

**Course Offering - Fall and Spring**

ART-171 Digital Design I

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literary and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images.

<u>Class</u>	<u>Lab C</u>	<u>linical</u>	<u>Work Exp</u>	<u>Credit</u>
0	6	0	0	3

**Course Offering - Fall and Spring**

ART-214 Portfolio and Resume

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers resume writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resume writing, and interview techniques. Upon completion, students should be able to photograph and present a digital portfolio and write an effective resume.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	2	0	0	1

**Course Offering - Spring**

ART-231 Printmaking I

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces printmaking; its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	6	0	0	3

**Course Offering - Fall**

ART-240 Painting I

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	6	0	0	3

**Course Offering - Fall and Spring**

ART-283 Ceramics I

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique and creative expressions.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	6	0	0	3

**Course Offering – Fall and Spring**

ART-284 Ceramics II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	6	0	0	3

State Prerequisites: Take ART-283;

Local Corequisites: None

**Description:** This course covers the advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness.

**Course Offering - Spring**

ART-288 Studio

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	6	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques.

**AUTOMOTIVE (AUT)****Course Offering - Spring**

AUT-113 Automotive Servicing I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	6	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

**Course Offering - Spring**

AUT-116 Engine Repair

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Spring**

AUT-116A Engine Repair Lab

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	3	0	0	1

Local Prerequisites: Take AUT-116

Local Corequisites: None

**Description:** 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.

**Course Offering - Fall**

AUT-141 Suspension &amp; Steering Sys

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Fall**

AUT-151 Brake Systems

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Spring**

AUT-163 Adv Auto Electricity

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

Local Prerequisites: Take TRN-120

Local Corequisites: None

**Description:** 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 Offering - Spring**

AUT-181 Engine Performance 1

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Fall**

AUT-183 Engine Performance 2

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	6	0	0	4

Local Prerequisites: Take AUT-181

Local Corequisites: None

**Description:** 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.

**Course Offering - Summer**

AUT-212 Auto Shop Management

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the principles of management essential to decision-making, communication, authority, and leadership. Topics include shop supervision, shop organization, customer relations, cost effectiveness and work place ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.

**Course Offering - Fall**

AUT-221 Auto Transm/Transaxles

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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, diagnose and repair automatic drive trains.

**Course Offering - Fall**

AUT-221A Auto Transm/Transaxles Lab

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	3	0	0	1

Local Prerequisites: Take AUT-221

Local Corequisites: None

**Description:** 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. 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.

**Course Offering - Fall**

AUT-231 Man Trans/Axles/Drtrains

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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 servicing 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.

**Course Offering - Fall**

AUT-231A Man Trans/Ax/Drtrains Lab

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	3	0	0	1

Local Prerequisites: Take AUT-231

Local Corequisites: None

**Description:** 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.



<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
AUT-281 Adv Engine Performance	2	2	0	0	3
Local Prerequisites: None					
Local Corequisites: None					

**Description:** 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.

## **BAKING & PASTRY ARTS (BPA)**

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
BPA-120 Petit Fours and Pastries	1	4	0	0	3
State Prerequisites: Take All: CUL-110, CUL-160;					
Local Corequisites: None					

**Description:** This course introduces the basic principles of the preparation and plating of a variety of petit fours and individual dessert pastries. Emphasis is placed on traditional and contemporary petit fours and pastries utilizing updated production methods. Upon completion, students should be able to produce individual pastries and petit fours for buffet and special event settings.

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
BPA-130 European Cakes and Tortes	1	4	0	0	3
State Prerequisites: Take All: CUL-110, CUL-160;					
Local Corequisites: None					

**Description:** This course introduces the production of a wide variety of classical and modern cakes suitable for restaurants, retail shops and large-scale production. Emphasis is placed on classic cakes using the methods of mixing, filling, glazing and icing. Upon completion, students should be able to prepare, assemble, and decorate gelatin-based and layered tortes and cakes such as Bavarian, Dobos, and Sacher.

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
BPA-150 Artisan and Specialty Bread	1	6	0	0	4
State Prerequisites: Take All: CUL-110, CUL-160;					
Local Corequisites: None					

**Description:** This course provides an advanced study in the art and craft of bread making. Topics include pertinent formulas and techniques associated with naturally leavened loaves, hearth breads, focaccia, flat breads, and other breads utilizing a variety of grains. Upon completion, students should be able to prepare artisan and specialty breads that meet or exceed the expectations of restaurant and retail publics.

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
BPA-210 Cake Design and Decorating	1	4	0	0	3
State Prerequisites: Take All: CUL-110, CUL-160;					
Local Corequisites: None					

**Description:** This course covers advanced concepts in the design and decoration of wedding cakes and other specialty cakes. Topics include baking, filling, and assembling cakes; cake design; finishing techniques utilizing gum paste, fondant, and royal icing; and advanced piping skills. Upon completion, students should be able to design, create, finish and evaluate the quality of wedding and specialty cakes.

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
BPA-230 Chocolate Artistry	1	4	0	0	3

State Prerequisites: Take All: CUL-110, CUL-160;

Local Corequisites: None

**Description:** This course provides a study in the art and craft of chocolate. Topics include chocolate tempering, piping, and molding; decorative work associated with cakes and centerpieces; and the candy production techniques of filling, enrobing and dipping. Upon completion, students should be able to properly evaluate tempered chocolate and produce a variety of chocolate candies and decorative elements for garnishing desserts.

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
BPA-250 Dessert and Bread Production	1	8	0	0	5

State Prerequisites: Take BPA-150;

Local Corequisites: None

**Description:** This course is designed to merge artistry and innovation with the practical baking and pastry techniques utilized in a production setting. Emphasis is placed on quantity bread and roll-in production, plated and platter presentations, season/theme product utilization and cost effectiveness. Upon completion, students should be able to plan, prepare and evaluate breads and desserts within a commercial environment and determine production costs and selling prices.

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
BPA-260 Pastry and Baking Marketing	2	2	0	0	3

State Prerequisites: Take BPA-150, BPA-210;

State Corequisites: Take BPA-250;

**Description:** This course is designed to cover the marketing concepts and merchandising trends utilized in bakery and pastry operations. Emphasis is placed on menu planning, pricing products/strategies, resale and wholesale distribution methods, legal implications, and advertising techniques. Upon completion, students should be able to create a marketing plan that will serve as a basis for a capstone experience.

## BIOLOGY (BIO)

<b>Course Offering – All Semesters</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
BIO-110 Principles of Biology	3	3	0	0	4

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, 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.

<b>Course Offering – Fall and Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
BIO-111 General Biology I	3	3	0	0	4

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.

**Course Offering - Spring**

BIO-112 General Biology II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	3	0	0	4

State Prerequisites: Take BIO-111;

Local Corequisites: None

**Description:** This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, 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.

**Course Offering - Fall**

BIO-140 Environmental Biology

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: Take BIO-140A;

**Description:** 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.

**Course Offering - Fall**

BIO-140A Environmental Biology Lab

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	3	0	0	1

Local Prerequisites: None

State Corequisites: Take BIO-140;

**Description:** 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.

**Course Offering - Fall**

BIO-155 Nutrition

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering – All Semesters**

BIO-168 Anatomy and Physiology I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	3	0	0	4

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering – All Semesters**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
BIO-169 Anatomy and Physiology II	3	3	0	0	4

State Prerequisites: Take BIO-168;

Local Corequisites: None

**Description:** 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.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
BIO-243 Marine Biology	3	3	0	0	4

State Prerequisites: Take BIO-110 or BIO-111;

Local Corequisites: None

**Description:** This course covers the physical and biological components of the marine environment. Topics include major habitats, the diversity of organisms, their biology and ecology, marine productivity, and the use of marine resources by humans. Upon completion, students should be able to identify various marine habitats and organisms and to demonstrate a knowledge of their biology and ecology.

**Course Offering – Fall and Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
BIO-275 Microbiology	3	3	0	0	4

State Prerequisites: Take OneSet:

(Set 1: BIO-110; Set 2: BIO-111; Set 3: BIO-163; Set 4: BIO-165; Set 5: BIO-168.)

Local Corequisites: None

**Description:** 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.

**BLUEPRINT READING (BPR)****Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
BPR-111 Print Reading	1	2	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or systems.

**Competencies**

Student Learning Outcomes

Interpret symbols, abbreviations, and line types.

Identify and describe types of projection and use of views.

Draw freehand sketches.

Calculate measurements of features.

Identify and interpret dimensioning and tolerancing.

## BOAT BUILDING (BTB)

### Course Offering - Spring

BTB-106 Engine Install / Systems

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	9	0	0	5

Local Prerequisites: None

Local Corequisites: None

**Description:** This course familiarizes students with marine engines and related systems, installation, troubleshooting and minor repairs. Topics covered are drivetrains and cooling, fuel, exhaust, and electrical systems for a typical inboard engine. Upon completion, students should be able to install, troubleshoot, and perform minor repairs on marine engines and related systems.

### Course Offering - Fall

BTB-107 Boat Electrical Systems

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	9	0	0	5

Local Prerequisites: None

Local Corequisites: None

**Description:** This course teaches students the skills necessary to wire 12-volt direct current and 120-volt alternating current electrical systems found on modern boats. Topics covered are electrical system and wiring sizing, batteries, wire harnesses, distribution panels, electronic component installation and electrical system troubleshooting. Upon completion, students should be able to install a complete electrical system on a mock-up yacht.

### Course Offering - Summer

BTB-108 Boat Plumbing Systems

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	12	0	0	6

Local Prerequisites: None

State Corequisites: Take BTB-107;

**Description:** This course is an introduction to the plumbing systems used on modern yachts. Topics will include pressurized hot water systems, water closets, sanitation systems, thru hulls, and sea cocks. Upon completion, students should be able to install heads, showers, and drains found on yachts.

**This course is restricted to diploma and certificate programs.**

## BOAT MANUFACTURE / SERVICE (BMS)

### Course Offering - Fall

BMS-110 Introduction to Marine Woodwork

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	4	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces woodworking techniques common to boat manufacturers and repair yards including setting up and adjustment of tools and equipment. Emphasis is placed on safety, understanding functions and limitations of equipment, project planning, and working accurately and efficiently with sharp tools. Upon completion, students should be able to fabricate basic marine wood components safely and efficiently.

### Course Offering - Fall

BMS-111 Marine Joinery

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	4	0	0	3

Local Prerequisites: None

State Corequisites: Take BMS-110;

**Description:** This course builds on Marine Woodworking and introduces constructing advanced joinery projects utilizing modern boat shop tools and equipment. Emphasis is placed on designing and building very accurate production jigs and fixtures for increased efficiency and part consistency. Upon completion, students should be able to fabricate high quality cabinets and moldings typically found in yachts.

**Course Offering - Spring**

BMS-112 Marine Blueprints / Lofting

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	4	0	0	4

Local Prerequisites: None

State Corequisites: Take BMS-111;

**Description:** This course introduces boat plans and blueprints used in the construction or renovation of a boat. Emphasis is placed on the importance of understanding the Lines Plan which describes the shape of the hull. Upon completion, students should be able to prepare full size drawings (lofting) of a boat, plug, or boat component.

**Course Offering - Spring**

BMS-113 Hull and Deck Construction

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	6	0	0	5

Local Prerequisites: None

State Corequisites: Take BMS-112;

**Description:** This course provides hands-on instruction on how to build custom hulls and decks. Emphasis is placed on acquiring the skills necessary to build composite fiberglass hulls, plugs, molds, and cold molded wooden vessels. Upon completion, students should be able to construct a hull or deck to boat industry standards.

**Course Offering - Fall**

BMS-114 Introduction to Composites

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	4	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the fundamental techniques utilized in working with resins, fabrics, and adhesives, with special emphasis on composite material safety. Topics include component resin mixing and application of cores and fabrics, using product data sheets while emphasizing quality control of raw materials and finished product. Upon completion, students should be able to follow a lamination schedule, mix resins within strict parameters, and execute gel coat, solid, and cored panel repairs.

**Course Offering - Fall**

BMS-115 Tooling/Mold Construction

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	6	0	0	5

Local Prerequisites: None

State Corequisites: Take BMS-114;

**Description:** This course covers the composite tooling process, including new mold designs for closed molding and infusion manufacturing techniques. Emphasis is placed on modern mold designs and construction techniques. Upon completion, students should be able to design and build composite molds for the boat manufacturing industry.

**Course Offering - Fall**

BMS-116 Composite Production

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	6	0	0	5

Local Prerequisites: None

State Corequisites: Take BMS-115;

**Description:** This course introduces composite equipment and manufacturing techniques utilized in industry for mass producing composite parts from composite molds. Emphasis is placed on using production molds to produce fiberglass components. Upon completion, students should be able to build a quality composite part to design standards using hand lay, spray, or infusion techniques.

**Course Offering - Spring**

BMS-117 Marine Spray Finishing

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	2	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the fundamental techniques used in the preparation and application of marine finishes, using modern coatings and spray equipment common to the marine manufacturing and service industry. Emphasis is placed on safety, product data sheets, mixing ratios, proper spray technique, troubleshooting finishes and equipment. Upon completion, students should be able to correctly operate tools to efficiently prepare surfaces, apply fairing compounds, primers and finish coats to industry standards.

**BUSINESS (BUS)****Course Offering – Fall and Spring**

BUS-110 Introduction to Business

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering – Spring**

BUS-115 Business Law I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Spring**

BUS-137 Principles of Management

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Summer**

BUS-139 Entrepreneurship I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

**Course Offering - Spring**

BUS-153 Human Resource Management

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Fall**

BUS-260 Business Communication

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

State Prerequisites: Take ENG-110 or ENG-111;

Local Corequisites: None

**Description:** 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.

**CHEMISTRY (CHM)****Course Offering – All Semesters**

CHM-131 Introduction to Chemistry

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: Take CHM-131A;

**Description:** 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

**Course Offering – All Semesters**

CHM-131A Introduction to Chemistry Lab

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	3	0	0	1

Local Prerequisites: None

State Corequisites: Take CHM-131;

**Description:** 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.

**Course Offering – Fall and Spring**

CHM-151 General Chemistry I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	3	0	0	4

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.



**Course Offering - Spring**

CHM-152 General Chemistry II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	3	0	0	4

State Prerequisites: Take CHM-151;

Local Corequisites: None

**Description:** 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.

**COMMUNICATION (COM)****Course Offering – All Semesters**

COM-120 Intro Interpersonal Communication

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering – Fall and Spring**

COM-231 Public Speaking

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**COMPUTER INFORMATION TECHNOLOGY (CTS)****Course Offering – Fall and Summer**

CTS-115 Information Systems Business Concepts

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision-making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems.

**Competencies**

Identify the relationship between the business objectives and the IT requirements of an enterprise.

Identify attributes that make up a "hybrid business manager."

Assess the role of technology options for managing business processes.

**Course Offering – Fall and Spring**

CTS-120 Hardware/Software Support

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Competencies**

Identify appropriate computer equipment and software based on organizational needs.

Demonstrate ability to upgrade/maintain existing equipment and software.

Repair non-functioning personal computers.

**Course Offering – Fall and Summer**

CTS-130 Spreadsheet

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Fall**

CTS-240 Project Management

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.

**Course Offering - Spring**

CTS-289 System Support Project

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	4	0	0	3

State Prerequisites: Take All: CTI-110, CTI-120, and CTS-115;

Local Corequisites: None

**Description:** 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.

**COMPUTER SCIENCE (CSC)****Course Offering - Fall**

CSC-151 JAVA Programming

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

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**Course Offering - Spring**

CSC-153 C# Programming

Local Prerequisites: None

Local Corequisites: None

**Description:** 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, debug, and implement objects using the appropriate environment at the beginning level.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

**COMPUTER TECH / INTEGRATION (CTI)****Course Offering - Fall**

CTI-110 Web, Pgm, &amp; Db Foundation

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

**Competencies**

Apply basic principles of programming logic.

Create a simple website with mark-up tools.

Create a simple database table.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

**Course Offering - Fall**

CTI-120 Network &amp; Sec Foundation

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

**Competencies**

Perform basic calculations necessary for network operations.

Identify the components of local and wide area networks.

Identify security risks to a networked information system.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

**Course Offering - Spring**

CTI-140 Virtualization Concepts

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	4	0	0	3

## COSMETOLOGY (COS)

### Course Offering – Fall and Spring

COS-111 Cosmetology Concepts I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
4	0	0	0	4

Local Prerequisites: None

State Corequisites: Take COS-112;

**Description:** 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 salonSetting.

### Course Offering – Fall and Spring

COS-112 Salon I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	24	0	0	8

Local Prerequisites: None

State Corequisites: Take COS-111;

**Description:** 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.

### Course Offering – Fall and Spring

COS-113 Cosmetology Concepts II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
4	0	0	0	4

State Prerequisites: Take All: COS-111 and COS-112;

State Corequisites: None

Local Corequisite: Take COS-114;

**Description:** 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 salonSetting.

### Course Offering – Fall and Spring

COS-114 Salon II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	24	0	0	8

State Prerequisites: Take All: COS-111 and COS-112;

Local Corequisites: Take COS-113;

**Description:** This course provides experience in a simulated salonSetting. 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.

### Course Offering - Summer

COS-115 Cosmetology Concepts III

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
4	0	0	0	4

State Prerequisites: Take All: COS-111 and COS-112;

Local Prerequisites: Take COS-116;

State Corequisites: None

**Description:** 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 salonSetting.

**Course Offering - Summer**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
COS-116 Salon III	0	12	0	0	4

State Prerequisites: Take All: COS-111 and COS-112;

Local Corequisites: Take COS-115;

**Description:** This course provides comprehensive experience in a simulated salonSetting. 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.

**Course Offering – Fall and Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
COS-117 Cosmetology Concepts IV	2	0	0	0	2

State Prerequisites: Take All: COS-111 and COS-112;

Local Prerequisties: Take All: COS-113 COS-114, COS-115, COS-116;

State Corequisites: None

Local Corequisites: Take COS-118;

**Description:** 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.

**Course Offering – Fall and Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
COS-118 Salon IV	0	21	0	0	7

State Prerequisites: Take COS-111; COS-112;

State Corequisites: None

Local Prerequisties: Take COS-113, COS-114, COS-115, COS-116;

Local Corequisites: Take COS-117;

**Description:** This course provides advanced experience in a simulated salonSetting. 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 Offering – Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
COS-119 Esthetics Concepts I	2	0	0	0	2

Local Prerequisites: None

Local Corequisites: Take COS-120;

**Description:** This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
COS-120 Esthetics Salon I	0	18	0	0	6

Local Prerequisites: None

Local Corequisites: Take COS-119;

**Description:** This course covers the techniques of esthetics in a comprehensive experience in a simulated salonSetting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salonSetting.

**Course Offering – Fall and Spring**

COS-121 Manicure / Nail Technology I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
4	6	0	0	6

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salonSetting.

**Course Offering - Spring**

COS-125 Esthetics Concepts II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	0	0	0	2

Local Prerequisites: Take COS-119;

Local Corequisites: Take COS-126;

**Description:** This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, makeup, and color analysis. Upon completion, students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

**Course Offering - Spring**

COS-126 Esthetics Salon II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	18	0	0	6

Local Prerequisites: Take COS-120;

Local Corequisites: Take COS-125;

**Description:** This course provides experience in a simulated estheticsSetting. Topics include machine facials, aromatherapy, surface manipulation in relation to skin care, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

**Course Offering – Fall and Spring**

COS-222 Manicure/Nail Tech. II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
4	6	0	0	6

State Prerequisites: Take COS-121;

Local Corequisites: None

**Description:** This course covers advanced techniques of nail technology and hand and arm surface manipulation. 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.

**Course Offering - Fall**

COS-253 Esthetics Instructor Concepts I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
6	15	0	0	11

State Prerequisites: None

State Corequisites: None

**Description:** This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, student assessment in a laboratorySetting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroomSetting.

**Course Offering - Spring**

COS-254 Esthetic Instructor Concepts II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
6	15	0	0	11

State Prerequisites: None

State Corequisites: None

**Description:** This course covers advanced esthetic instructional concepts and skills. 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 demonstrate **Competencies** in the areas covered by the Esthetics Instructor Licensing Examination and meet program requirements.

**Course Offering - Fall**

COS-271 Instructor Concepts I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
5	0	0	0	5

Local Prerequisites: None

State Corequisites: Take COS-272;

**Description:** 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 classroomSetting.

**Local Description: Cosmetology Licenses and Six Months Experience as a Licensed Cosmetologist.**

**Course Offering - Fall**

COS-272 Instructor Practicum I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	21	0	0	7

Local Prerequisites: None

State Corequisites: Take COS-271;

**Description:** This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratorySetting. 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.

**Local Description: Cosmetology Licenses and Six Months Experience as a Licensed Cosmetologist.**

**Course Offering – Spring**

COS-273 Instructor Concepts II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
5	0	0	0	5

State Prerequisites: Take COS-271, COS-272;

State Corequisites: Take COS-274;

**Description:** This course covers the 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 classroomSetting, and keep accurate records.

**Course Offering – Spring**

COS-274 Instructor Practicum II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	21	0	0	7

State Prerequisites: Take COS-271, COS-272;

State Corequisites: Take COS-273;

**Description:** This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratorySetting. 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.

## CRIMINAL JUSTICE (CJC)

### Course Offering – Fall and Spring

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
CJC-110 Basic Law Enforcement Training	10	30	0	0	20

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the State comprehensive certification examination.

### Course Offering – Fall and Spring

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
CJC-111 Introduction to Criminal Justice	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

### Course Offering - Fall

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
CJC-112 Criminology	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

### Course Offering - Spring

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
CJC-113 Juvenile Justice	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

### Course Offering - Spring

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
CJC-120 Interviews/Interrogations	1	2	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.



**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
CJC-121 Law Enforcement Operations	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Summer**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
CJC-122 Community Policing	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
CJC-131 Criminal Law	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
CJC-132 Court Procedures and Evidence	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
CJC-141 Corrections	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Spring**

CJC-212 Ethics and Community Relations

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Summer**

CJC-221 Investigative Principles

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	2	0	0	4

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Fall**

CJC-222 Criminalistics

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

**Course Offering - Fall**

CJC-231 Constitutional Law

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This 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.

**Course Offering - Spring**

CJC-232 Civil Liability

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
CJC-241 Community-Based Corrections	3	0	0	0	3
Local Prerequisites: None					
Local Corequisites: None					

**Description:** 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, student should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

## **CULINARY (CUL)**

<b>Course Offering – Fall and Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
CUL-110 Sanitation and Safety	2	0	0	0	2
Local Prerequisites: None					
Local Corequisites: None					

**Description:** 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.

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
CUL-120 Purchasing	2	0	0	0	22
Local Prerequisites: None					
Local Corequisites: None					

**Description:** This course covers purchasing for foodservice operations. Emphasis is placed on yield tests, procurement, negotiation, 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.

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
CUL-130 Menu Design	2	0	0	0	2
Local Prerequisites: None					
Local Corequisites: None					

**Description:** 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.

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
CUL-135 Food and Beverage Service	2	0	0	0	2
Local Prerequisites: None					
Local Corequisites: Take CUL-135A					

**Description:** 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.

**Course Offering – Spring**

CUL-135A Food and Beverage Service Lab

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	2	0	0	1

Local Prerequisites: None

State Corequisites: Take CUL-135;

**Description:** 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.

**Course Offering - Fall**

CUL-140 Culinary Skills I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	6	0	0	5

Local Prerequisites: None

State Corequisites: Take CUL-110;

**Description:** 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 foodservice industry.

**Course Offering - Fall**

CUL-160 Baking I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	4	0	0	3

Local Prerequisites: None

State Corequisites: Take CUL-110;

**Description:** 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.

**Course Offering - Fall**

CUL-170 Garde Manger I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	4	0	0	3

Local Prerequisites: None

State Corequisites: Take CUL-110;

**Description:** 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.

**Course Offering - Fall**

CUL-230 Global Cuisines

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	8	0	0	5

State Prerequisites: Take CUL-110, CUL-140;

Local Corequisites: None

**Description:** This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus.

**Course Offering – Spring**

CUL-240 Culinary Skills II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	8	0	0	5

State Prerequisites: Take OneSet;

(Set 1: CUL-110 and CUL-140; Set 2: CUL-110, CUL-142, and CUL-170)

Local Corequisites: None

**Description:** 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 Offering - Spring**

CUL-250 Classical Cuisine

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	8	0	0	5

State Prerequisites: Take CUL-110, CUL-140, CUL-240;

Local Corequisites: None

**Description:** This course is designed to reinforce the classical culinary 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.

**Course Offering - Spring**

CUL-260 Baking II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	4	0	0	3

State Prerequisites: Take CUL-110 and CUL-160;

Local Corequisites: None

**Description:** 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, and dessert buffet production skills.

**Course Offering - Spring**

CUL-270 Garde Manger II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	4	0	0	3

State Prerequisites: Take CUL-110, CUL-140, CUL-170;

Local Corequisites: None

**Description:** This course is designed to further students' knowledge in basic cold food preparation techniques and pantry production. Topics include pâtés, terrines, galantines, decorative garnishing skills, carving, charcuterie, 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.

**DATABASE MANAGEMENT TECHNOLOGY (DBA)****Course Offering - Spring**

DBA-110 Database Concepts

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
DBA-120 Database Programming I	2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.

**DRAFTING (DFT)****Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
DFT-170 Engineering Graphics	2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices.

**ECONOMICS (ECO)****Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
ECO-251 Principles of Microeconomics	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
ECO-252 Principles of Macroeconomics	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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 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 socioeconomic goals.

## EDUCATION (EDU)

### Course Offering – Fall and Spring

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EDU-119 Introd. to Early Childhood Education	4	0	0	0	4

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentionally developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, State regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans.

**Local Description: Observation / participation is required.**

### Course Offering - Spring

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EDU-131 Child, Family, and Community	3	0	0	0	3

Local Prerequisites: None

State Corequisites: Take DRE-097;

**Description:** This course covers the development of partnerships between culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. 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 reflective of the NAEYC Code of Ethical Conduct. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.

**Local Description: Observation / participation is required.**

### Course Offering - Fall

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EDU-144 Child Development I	3	0	0	0	3

Local Prerequisites: None

State Corequisites: Take DRE-097;

**Description:** This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

**Local Description: Observation / participation is required.**

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EDU-145 Child Development II	3	0	0	0	3

Local Prerequisites: Take EDU-144;

State Corequisites: Take DRE-097;

**Description:** This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

**Local Description: Observation / participation is required.**

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EDU-146 Child Guidance	3	0	0	0	3

Local Prerequisites: None

State Corequisites: Take DRE-097;

**Description:** This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.

**Local Description: Observation / participation is required.**

**Course Offering - Summer**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EDU-151 Creative Activities	3	0	0	0	3

Local Prerequisites: None

State Corequisites: Take DRE-097;

**Description:** This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EDU-153 Health, Safety and Nutrition	3	0	0	0	3

Local Prerequisites: None

State Corequisites: Take DRE-097;

**Description:** This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and State regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.

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**Course Offering - Spring**

EDU-162 Observ &amp; Assess in ECE

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

State Corequisites: Take DRE-097;

**Description:** This course introduces the research, benefits, goals, and ethical considerations associated with observation and formative assessment in early childhood education. Emphasis is placed on the implementation of 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 effectively use tools to assess the child, teacher practices and indoor and outdoor environments to enhance programming; and explain the importance of assessment partnerships with families and other professionals.

**Course Offering – Fall and Spring**

EDU-187 Teaching and Learning for All

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	3	0	0	4

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards.

**Course Offering - Spring**

EDU-216 Foundations of Education

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

State Corequisites: Take DRE-098;

**Description:** This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, State and local level.

**Course Offering - Fall**

EDU-221 Children with Exceptionalities

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

State Prerequisites: Take OneSet:

(Set 1: Take EDU-144, EDU-145; Set 2: Take PSY-244, PSY-245)

State Corequisites: Take DRE-098;

**Description:** This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development.

**Local Description: Observation / participation is required.**

**Course Offering - Fall**

EDU-234 Infants, Toddlers, and Twos

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

State Prerequisites: Take EDU-119;

State Corequisites: Take DRE-098;

**Description:** This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

**Local Description: Observation / participation is required.**

**Course Offering - Fall**

EDU-234A Infants / Toddlers / Twos Lab

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	2	0	0	1

State Prerequisites: None

State Corequisites: Take DRE-098 and EDU-234;

**Description:** This course focuses on practical applications that support the healthy development of children birth to 36 months by applying principles of quality, individualized, responsive/engaging relationships and experiences. Emphasis is placed on typical and atypical child development, positive early learning experiences, supporting and engaging diverse families, providing safe, warm and nurturing interactions, and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate the ability to engage in respectful, responsive care to support a foundation for healthy development and growth of children birth to 36 months culturally, linguistically, and ability diverse through responsive planning and positive exposure to a variety of experiences/materials.

**Local Description: Observation / participation is required.**

**Course Offering - Spring**

EDU-250 Teacher Licensure Preparation

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

State Prerequisites: None

State Corequisites: Take OneSet:

(Set 1: ENG-111 and MAT-143; Set 2: ENG-111 and MAT-152; Set 3: ENG-111 and MAT-171)

**Description:** This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EDU-259 Curriculum Planning	3	0	0	0	3

State Prerequisites: Take EDU-119;

State Corequisites: Take DRE-098;

**Description:** This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EDU-261 Early Childhood Administration I	3	0	0	0	3

Local Prerequisites: None

State Corequisites: Take EDU-119, DRE-098;

**Description:** This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current State licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EDU-262 Early Childhood Administration II	3	0	0	0	3

State Prerequisites: Take All: DRE-098, EDU-119 and EDU-261;

State Corequisites: None

**Description:** 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.

**Course Offering - Summer**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EDU-271 Educational Technology	2	2	0	0	3

Local Prerequisites: None

State Corequisites: Take DRE-098;

**Description:** This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology.

**Local Description: Observation / participation is required.**

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EDU-279 Literacy Develop and Instruct	3	3	0	0	4

State Prerequisites: None;

State Corequisites: None

**Description:** This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EDU-280 Language and Literacy Experiences	3	0	0	0	3

Local Prerequisites: None

State Corequisites: Take DRE-098;

**Description:** This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EDU-284 Early Childhood Capstone Practicum	1	9	0	0	4

State Prerequisites: Take 1Set:

(Set 1: Take EDU-119, EDU-144, EDU-145, EDU-146, EDU-151; Set 2: Take EDU-119, EDU-146, EDU-151, PSY-244, PSY-245; Set 3: Take EDU-119, EDU-144, EDU-146, EDU-151, PSY-245; Set 4: Take EDU-119, EDU-145, EDU-146, EDU-151, PSY-244)

State Corequisites: Take DRE-098;

**Description:** This course is designed to allow students to demonstrate acquired 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/engaging families; and modeling reflective and professional practices based on national and State guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.

## **EMERGENCY MEDICAL SCIENCE (EMS)**

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
EMS-110 EMT	6	6	3	0	9

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

**Course Restriction: Must be enrolled in the Emergency Medical Science Program.**

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
EMS-122 EMS Clinical Practicum I	0	0	3	0	1

State Prerequisites: Take EMS-110

State Corequisites: None

**Description:** This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competency with fundamental paramedic level skills.

**Course Restriction: Must be enrolled in the Emergency Medical Science Program.**

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
EMS-130 Pharmacology	3	3	0	0	4

State Prerequisites: Take EMS-110;

State Corequisites: None

**Description:** This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

**Course Restriction: Must be enrolled in the Emergency Medical Science Program.**

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
EMS-131 Advanced Airway Management	1	2	0	0	2

State Prerequisites: Take EMS-110;

Local Corequisites: None

**Description:** This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

**Course Restriction: Must be enrolled in the Emergency Medical Science Program.**

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
EMS-160 Cardiology I	2	3	0	0	3

State Prerequisites: Take EMS-110;

Local Corequisites: None

**Description:** This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms.

**Course Restriction: Must be enrolled in the Emergency Medical Science Program.**

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<b>Course Offering - Summer</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
EMS-220 Cardiology II	2	3	0	0	3

State Prerequisites: Take EMS-122, EMS-130, EMS-160;

Local Corequisites: None

**Description:** This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient.

**Course Restriction: Must be enrolled in the Emergency Medical Science Program.**

<b>Course Offering - Summer</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
EMS-221 EMS Clinical Practicum II	0	0	6	0	2

State Prerequisites: Take One: EMS-121 or EMS-122;

Local Corequisites: None

**Description:** This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

**Course Restriction: Must be enrolled in the Emergency Medical Science Program.**

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
EMS-231 EMS Clinical Practicum III	0	0	9	0	3

State Prerequisites: Take EMS-221

Local Corequisites: None

**Description:** This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

**Course Restriction: Must be enrolled in the Emergency Medical Science Program.**

<b>Course Offering - Fall and Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
EMS-235 EMS Management	2	0	9	0	2

State Prerequisites: None

Local Corequisites: None

**Description:** This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

**Course Restriction: Must be enrolled in the Emergency Medical Science Program.**

**Course Offering - Summer**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EMS-240 Patients with Special Challenges	1	2	0	0	2

State Prerequisites: Take All: EMS-122, EMS-130;

Local Corequisites: None

**Description:** This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

**Course Restriction: Must be enrolled in the Emergency Medical Science Program.**

**Course Offering – Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EMS-241 EMS Clinical Practicum IV	0	0	12	0	4

State Prerequisites: Take EMS-231

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/**Competencies** required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

**Course Restriction: Must be enrolled in the Emergency Medical Science Program.**

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EMS-250 Medical Emergencies	3	3	0	0	4

State Prerequisites: Take All: EMS-122, EMS-130;

Local Corequisites: None

**Description:** This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions / treatments for disorders / diseases / injuries affecting the following systems: respiratory, neurological, abdominal / gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious disease and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

**Course Restriction: Must be enrolled in the Emergency Medical Science Program.**

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EMS-260 Trauma Emergencies	1	3	0	0	2

State Prerequisites: Take All: EMS-122, EMS-130;

Local Corequisites: None

**Description:** This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

**Course Restriction: Must be enrolled in the Emergency Medical Science Program.**

**Course Offering – Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EMS-270 Life Span Emergencies	3	3	0	0	4

State Prerequisites: Take All: EMS-122, EMS-130;

Local Corequisites: None

**Description:** This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

**Course Restriction: Must be enrolled in the Emergency Medical Science Program.**

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EMS-285 EMS Capstone	1	3	0	0	2

State Prerequisites: Take EMS-220, EMS-250, EMS-260;

Local Corequisites: None

**Description:** This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

**Course Restriction: Must be enrolled in the Emergency Medical Science Program.**

## ENGINEERING (EGR)

**Course Offering – Fall and Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
EGR-150 Intro to Engineering	1	2	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals.

## ENGLISH (ENG)

**Course Offering – All Semesters**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp C</u>	<u>redit</u>
ENG-002 Transition English	0	6	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.



**Course Offering – All Semesters**

ENG-011 Writing and Inquiry Support

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	2	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.

**Course Offering – All Semesters**

ENG-111 Writing and Inquiry

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

State Prerequisites: Take OneSet:

(Set 1: Take DRE-098; Set 2: Take ENG-090, RED-090; Set 3: Take ENG-095)

Local Corequisites: None

**Description:** This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

**Course Offering – All Semesters**

ENG-112 Writing &amp; Research in the Disciplines

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

State Prerequisites: Take ENG-111;

Local Corequisites: None

**Description:** This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources documentation appropriate to various disciplines.

**Course Offering – Fall and Spring**

ENG-114 Professional Research and Reporting

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

State Prerequisites: Take ENG-111;

Local Corequisites: None

**Description:** 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.

**Course Offering - Fall**

ENG-125 Creative Writing I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

State Prerequisites: Take ENG-111;

Local Corequisites: None

**Description:** 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.

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
ENG-232 American Literature II	3	0	0	0	3

State Prerequisites: Take One: ENG-112, ENG-113 or ENG-114;

Local Corequisites: None

**Description:** 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 analyze and interpret literary works in their historical and cultural contexts.

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
ENG-242 British Literature II	3	0	0	0	3

State Prerequisites: Take One: ENG-112, ENG-113 or ENG-114;

Local Corequisites: None

**Description:** 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.

## **FOOD SERVICE (FST)**

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
FST-100 Introduction to Foodservice	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course is designed to develop an understanding of the foodservice industry, its terminology, mathematics, and measurements. Emphasis is placed on employability skills, vocabulary, and culinary math including fractions, ratio and proportion, and percents. Upon completion, students should be able to identify career paths, convert recipes, and differentiate standard measurements.

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
FST-101 Quantity Baking I	1	4	0	0	3

Local Prerequisites: None

State Corequisites: Take CUL-110, FST-103

**Description:** This course introduces fundamental concepts, skills, and techniques in quantity baking. Topics include yeast and quick breads, cookies, cakes, and other baked goods. Upon completion, students should be able to prepare and evaluate baked products.

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
FST-102 Foodservice Skills I	4	8	0	0	8

Local Prerequisites: None

State Corequisites: Take CUL-110, FST 103

**Description:** This course introduces the concepts, skills, and techniques for volume food production in an institutional or commercial setting. Emphasis is placed on knife skills, tool and equipment handling, and applying principles of basic hot and cold food preparation. Upon completion, students should be able to demonstrate entry-level skills for foodservice operations.

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
FST-103 Foodservice Sanitation	2	0	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides practical experience with the basic principles of safety and sanitation in the foodservice industry. Emphasis placed on personal hygiene habits, safety regulations, and food handling practices (H.A.C.C.P.) that protect the health of the consumer. Upon completion, students should be able to demonstrate appropriate safety and sanitation practices required in the foodservice industry.

**GEOLOGY (GEL)****Course Offering – Fall and Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
GEL-111 Geology	3	2	0	0	4

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduce 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.

**HEALTH (HEA)****Course Offering – Fall and Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
HEA-110 Personal Health / Wellness	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**HEAVY EQUIPMENT MAINTENANCE (HET)****Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
HET-114 Power Trains	3	6	0	0	5

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces power transmission devices. Topics include function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Upon completion, students should be able to identify, research specifications, repair, and adjust power train components.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
HET-125 Preventive Maintenance	1	3	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces preventive maintenance practices used on medium and heavy-duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and road ability. Upon completion, students should be able to Set up and follow a preventive maintenance schedule as directed by manufacturers.

**Course Offering - Spring**

HET-134 Diesel Fuel &amp; Power Sys

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the principles of fuel injection and other power systems used in the heavy equipment industry including newer and cleaner technology. Emphasis is placed on test equipment, component functions, safety, and theories of older conventional and newer and cleaner Tier III and Tier IV fuel systems. Upon completion, students should be able to diagnose and service fuel systems and explain proper safety procedures on alternative fuel systems used in heavy equipment industry.

**Course Offering - Spring**

HET-231 Med/Hvy. Duty Brake System

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	3	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the theory and repair of braking systems used in medium and heavy-duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy-duty vehicles.

**HISTORY (HIS)****Course Offering - Fall**

HIS-111 World Civilizations I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations.

**Course Offering - Spring**

HIS-112 World Civilizations II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations.

**Course Offering - Fall**

HIS-131 American History I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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, cultural developments in early American history.

**Course Offering - Spring**

HIS-132 American History II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Spring**

HIS-221 African-American History

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**HORTICULTURE (HOR)****Course Offering - Fall**

HOR-112 Landscape Design I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices.

**Course Offering – Summer**

HOR-114 Landscape Construction

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

**Course Offering - Fall**

HOR-116 Landscape Management I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.

**Course Offering -**

HOR-124 Nursery Operations

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers nursery site and crop selection, cultural practices, and production and marketing methods. Topics include site considerations, water availability, equipment, irrigation, fertilization, containers, media, and pest control. Upon completion, students should be able to design and implement a nursery operation and grow and harvest nursery crops.

**Course Offering - Fall**

HOR-134 Greenhouse Operations

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

**Course Offering - Spring**

HOR-142 Fruit &amp; Vegetable Prod

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	2	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate an understanding of the principles related to the production of selected fruits and vegetables.

**Course Offering - Fall**

HOR-160 Plant Materials I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

**Competencies**

Student Learning Outcomes

Identify landscape plants, including natives by both botanical and common name using morphological characteristics.

Explain the cultural practices used for growing each plant in the landscape.

Select plant materials for specific horticultural applications.

Discuss plant growth characteristics, site requirements, and sustainable landscape uses.

**Course Offering - Spring**

HOR-161 Plant Materials II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides a supplementary opportunity to cover identification, culture, characteristics, and use of plants in a sustainable landscape, giving students a broader knowledge of available landscape plants for utilization in landscapes and plant production. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, landscape applications and expansion of the plant palette. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

**Competencies**

Student Learning Outcomes

Identify landscape plants, including natives, by both botanical and common name using morphological characteristics.

Explain the cultural practices used for growing each plant in the landscape.

Select plant materials for specific horticultural applications.

Discuss plant growth characteristics, site requirements, and sustainable landscape uses.

**Course Offering - Fall**

HOR-162 Applied Plant Science

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

**Course Offering - Spring**

HOR-164 Host Pest Management

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the identification and management of plant pests including insects, diseases, and weeds. Topics include pest identification and beneficial organisms, pesticide application safety and use of least toxic methods of management. Upon completion, students should be able to manage common landscape pests using least toxic methods of control and be prepared to sit for North Carolina Commercial Pesticide Ground Applicators license.

**Competencies**

Student Learning Outcomes

Demonstrate pest identification and management using sustainable methods.

Identify major horticultural pests, such as insects, pathogen and weeds and create an integrated pest management plan.

Prepare for the North Carolina Pesticide Applicator's exam.

**Course Offering - Fall**

HOR-166 Soils &amp; Fertilizers

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation; classification; physical, chemical, and biological properties (including microorganisms); testing; and fertilizer application. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

**Competencies**

Student Learning Outcomes

Identify the physical, chemical and biological properties of soils.

Collect soil sample and interpret the results.

Select and apply fertilizers according to sustainable practices.

**Course Offering - Spring**

HOR-168 Plant Propagation

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

**Course Offering - Summer**

HOR-215 Landscape Irrigation

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces basic irrigation design, layout, and installation. Topics include site analysis, components of irrigation systems, safety, types of irrigation systems, and installation techniques. Upon completion, students should be able to design and install basic landscape irrigation systems

**Course Offering - Spring**

HOR-217 Landscape Management II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	3	0	0	2

Local Prerequisites: Take One: HOR-110 or HOR-116

Local Corequisites: None

**Description:** This course provides additional opportunities to design plans, write contracts, and present proposals. Emphasis is placed on the development, pricing, and presentation of proposals and additional exploration of cultural applications. Upon completion, students should be able to analyze a property, develop a management plan, and price and present that plan.

**Course Offering - Spring**

HOR-225 Nursery Production

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers all aspects of nursery crop production. Emphasis is placed on field production and covers soils, nutrition, irrigation, pest control, and harvesting. Upon completion, students should be able to produce a marketable nursery crop.



**Course Offering - Spring**

HOR-235 Greenhouse Production

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops.

**Course Offering - Summer**

HOR-245 Hor Specialty Crops

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the techniques and requirements for the production of horticultural crops of special or local interest. Topics include development of a local market, proper varietal selection, cultural practices, site selection, and harvesting and marketing practices. Upon completion, students should be able to choose, grow, and market a horticultural crop of special or local interest.

**Course Offering - Fall**

HOR-253 Horticulture Turfgrass

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers information and skill development necessary to establish and manage landscape turfgrasses. Topics include grass identification, establishment, cultural requirements, application of control products, fertilization, and overseeding techniques. Upon completion, students should be able to analyze a landscape site and determine those cultural and physical activities needed to establish or manage a quality turf.

**Course Offering - Spring**

HOR-273 Hor Mgmt &amp; Marketing

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	3	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the steps involved in starting or managing a horticultural business. Topics include financing, regulations, market analysis, employer/employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business.

**HOSPITALITY MANAGEMENT (HRM)****Course Offering – Fall and Spring**

HRM-110 Intro. to Hospitality and Tourism

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Spring**

HRM-115 Housekeeping

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the scope, responsibilities, communications, terminology, materials, and concerns specific to hotel housekeeping. Topics include management and supervision of housekeeping staff, proper cleaning and sanitation of rooms and public areas, budgeting, purchasing, security, and inventory control. Upon completion, students should be able to understand and apply the principles of organization and management of a housekeeping department.

**Course Offering - Spring**

HRM-120 Front Office Procedures

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces a systematic approach to lodging front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and revenue management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic understanding of current front office operating systems, including efficient and courteous guest services.

**Course Offering - Spring**

HRM-124 Guest Service Management

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course is designed to provide an introduction to the culture of dining room service management. Emphasis is placed on the dignity and psychology of service work, dining room organization/infrastructure, service delivery, and modeling management roles in a dining room environment. Upon completion, students should be able to demonstrate an understanding of the guest/server dynamic and apply these principles in a dining room setting.

**Course Offering - Spring**

HRM-135 Facilities Management

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the basic elements of planning and designing hospitality facilities including environmental impacts, maintenance, and upkeep. Topics include equipment and plant preventive maintenance, engineering, interior design, space utilization, remodeling and expansion, and traffic and work flow patterns. Upon completion, students should be able to demonstrate an understanding of the planning, design, national certification, and maintenance of hospitality physical plants and equipment.

**Course Offering - Fall**

HRM-140 Legal Issues – Hospitality

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, relevant torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system and the concepts necessary to prevent or minimize organizational liability.

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
HRM-215 Restaurant Management	3	0	0	0	3

State Prerequisites: Take CUL-135 or HRM-124

Local Corequisites: None

**Description:** This course provides an overview of the responsibilities and activities encountered in managing a good and beverage operation. Topics include planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant.

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
HRM-220 Cost Control – Food and Beverage	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food, beverage, and labor cost control systems for operational troubleshooting and problem solving.

**Course Offering - Summer**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
HRM-230 Club & Resort Management	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces specific principles of managing a hospitality operation in a resort or club setting. Topics include operational efficiencies, resort and club marketing, recreational and sport activity management, and retail management. Upon completion, students should be able to demonstrate an understanding of the specialized skills involved in resort and club management.

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
HRM-235 Quality Management - Hospitality	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the various schools of thought in achievement and implementation of quality standards for the hospitality industry. Emphasis is placed on developing and maintaining quality in the delivery of the tangible and intangible aspects of the service product. Upon completion, students should be able to demonstrate an understanding of quality service principles and apply them within a hospitality / service environment.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
HRM-240 Marketing for Hospitality	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers planning, organizing, directing, and analyzing the results of marketing programs for the hospitality industry. Emphasis is placed on target marketing, marketing mix, analysis, product and image development, use of current media, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to apply the marketing process as it relates to the hospitality industry.

**Course Offering - Summer**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
HRM-245 Human Resource Management – Hospitality	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
HRM-280 Management Problems - Hospitality	3	0	0	0	3

State Prerequisites: Take HRM-110

Local Corequisites: None

**Description:** This course is designed to introduce students to timely issues within the hospitality industry and is intended to move students into a managerial mindset. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to demonstrate knowledge of how hospitality management principles may be applied to real challenges facing industry managers.

## HUMAN SERVICES (HSE)

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
HSE-110 Intro to Human Services	2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Restriction:** Enrollment in the Human Services Technology program is required.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
HSE-112 Group Process I	1	2	0	0	2

Local Prerequisites: Take HSE-110;

Local Corequisites: None

**Description:** 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.

**Course Restriction:** Enrollment in the Human Services Technology program is required.

**Course Offering - Spring**

HSE-123 Interviewing Techniques  
 Local Prerequisites: Take HSE-110;  
 Local Corequisites: None

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

**Description:** 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.

**Course Restriction: Enrollment in the Human Services Technology program is required.**

**Course Offering - Spring**

HSE-125 Counseling  
 Local Prerequisites: Take HSE-110;  
 Local Corequisites: None

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

**Description:** 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.

**Course Restriction: Enrollment in the Human Services Technology program is required.**

**Course Offering – Fall and Spring**

HSE-155 Community Resources Mgt  
 Local Prerequisites: None  
 Local Corequisites: None

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	0	0	0	2

**Description:** This course focuses on the working relationships between human services agencies and the community. Emphasis is placed on identification and observation of community resources which contribute to the achievement of the human services mission. Upon completion, students should be able to demonstrate knowledge about mobilizing of community resources, marshaling public support, and determining appropriate sources of funding.

**Course Restriction: Enrollment in the Human Services Technology program is required.**

**Course Offering - Fall**

HSE-160 HSE Clinical Supervis I  
 Local Prerequisites: None  
 Local Corequisites: Take One: HSE-161, HSE-162, HSE-163, or HSE-164;

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	0	0	0	1

**Description:** This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

**Course Restriction: Enrollment in the Human Services Technology program is required.**

**Course Offering - Fall**

HSE-163 HSE Clinical Exp I  
 Local Prerequisites: None  
 Local Corequisites: Take HSE-160;

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	0	9	0	3

**Description:** This course provides supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

**Course Restriction: Enrollment in the Human Services Technology program is required.**

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<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
HSE-210 Human Services Issues	2	0	0	0	2
Local Prerequisites: None					
Local Corequisites: None					

**Description:** 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.

**Course Restriction:** Enrollment in the Human Services Technology program is required.

<b>Course Offering – Summer</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
HSE-220 Case Management	2	2	0	0	3
Local Prerequisites: None					
Local Corequisites: Take HSE-110;					

**Description:** This course covers the variety of tasks associated with professional case management. 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 initial contact through termination of services.

**Course Restriction:** Enrollment in the Human Services Technology program is required.

<b>Course Offering – Spring and Summer</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
HSE-225 Crisis Intervention	3	0	0	0	3
Local Prerequisites: None					
Local Corequisites: None					

**Description:** 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.

**Course Restriction:** Enrollment in the Human Services Technology program is required.

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
HSE-240 Issues in Client Services	3	0	0	0	3
Local Prerequisites: None					
Local Corequisites: None					

**Description:** 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.

**Course Restriction:** Enrollment in the Human Services Technology program is required.

<b>Course Offering – Fall and Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
HSE-250 Counseling	2	2	0	0	3
Local Prerequisites: None					
Local Corequisites: None					

**Description:** 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.

**Course Restriction:** Enrollment in the Human Services Technology program is required.

**Course Offering - Spring**

HSE-260 HSE Clinical Supervis II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	0	0	0	1

Local Prerequisites: None

Local Corequisites: Take One: HSE-261, HSE-262, HSE-263, or HSE-264;

**Description:** This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

**Course Restriction:** Enrollment in the Human Services Technology program is required.

**Course Offering - Spring**

HSE-264 HSE Clinical Exp II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	0	12	0	4

Local Prerequisites: None

Local Corequisites: Take HSE-260;

**Description:** This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

**Course Restriction:** Enrollment in the Human Services Technology program is required.

## HUMANITIES (HUM)

**Course Offering - Spring**

HUM-110 Technology and Society

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Prerequisites: None

Local Corequisites: None

**Description:** This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology.

**Course Offering – All Semesters**

HUM-115 Critical Thinking

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

State Prerequisites: Take OneSet

Set 1: Take DRE-098;

Set 2: Take ENG-095;

Set 3: Take RED-090, ENG-090;

Local Corequisites: None

**Description:** 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.

## HYDRAULICS (HYD)

### Course Offering - Spring

HYD-112 Hydraulics-Med/Heavy Duty

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	2	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals.

## INFORMATION SYSTEMS (CIS)

### Course Offering – All Semesters

CIS-110 Introduction to Computers

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

### Course Offering - Spring

CIS-115 Intro to Prog and Logic

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

State Prerequisites: Take OneSet:

(Set 1: DMA-010, DMA-020, DMA-030, and DMA-040; Set 2: DMA-050 and DMA-040; Set 3: MAT-121; Set 4: MAT-171, Set 5: MAT-003; Set 6: BSP-4003)

Local Prerequisites: None

Local Corequisites: None

**Description:** 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 use top-down algorithm design and implement algorithmic solutions in a programming language.

### Competencies

Apply control structures

Apply top-down algorithmic design.

Implement algorithmic solutions in a programming language.

## INFORMATION SYSTEMS SECURITY (SEC)

### Course Offering - Fall

SEC-110 Security Concepts

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.



## LEGAL EDUCATION (LEX)

### Course Offering - Fall

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
LEX-110 Intro to Paralegal Study	2	0	0	0	2

Local Prerequisites: Take One Set:

(Set 1: Take DRE-098; Set 2: Take ENG-090, RED-090; Set 3: Take ENG-095, ENG095A)

Local Corequisites: None

**Description:** This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, students should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.

### Course Offering - Fall

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
LEX-120 Legal Research / Writing	2	2	0	0	3

Local Prerequisites: Take One Set:

(Set 1: Take DRE-098; Set 2: Take ENG-090, RED-090; Set 3: Take ENG-095, ENG095A)

Local Corequisites: None

**Description:** This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, student should be able to perform legal research and writing assignments using techniques covered in the course.

### Course Offering - Spring

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
LEX-130 Civil Injuries	3	0	0	0	3

Local Prerequisites: Take OneSet:

(Set 1: Take DRE-098; Set 2: Take ENG-090, RED-090; Set 3: Take ENG-095, ENG095A)

Local Corequisites: None

**Description:** This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

### Course Offering - Fall

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
LEX-140 Civil Litigation I	3	0	0	0	3

Local Prerequisites: Take OneSet:

(Set 1: Take DRE-098; Set 2: Take ENG-090, RED-090; Set 3: Take ENG-095, ENG095A)

Local Corequisites: None

**Description:** This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdictionState and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
LEX-141 Civil Litigation II	2	2	0	0	3

State Prerequisite: LEX-140

Local Prerequisites: Take One Set

(Set 1: Take DRE-098; Set 2: Take ENG-090, RED-090; Set 3: Take ENG-095, ENG095A)

Local Corequisites: None

**Description:** This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, Settlement and post-trial practice.

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
LEX-150 Commercial Law I	2	2	0	0	3

Local Prerequisites: Take OneSet:

(Set 1: Take DRE-098; Set 2: Take ENG-090, RED-090, Set 3: Take ENG-095, ENG095A)

Local Corequisites: None

**Description:** This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
LEX-210 Real Property I	3	0	0	0	3

Local Prerequisites: Take OneSet:

(Set 1: Take DRE-098; Set 2: Take ENG-090, RED-090; Set 3: Take ENG-095, ENG095A)

Local Corequisites: None

**Description:** This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
LEX-211 Real Property II 1 4 0 0 3					

State Prerequisite: LEX-210

Local Prerequisites: Take One Set:

(Set 1: Take DRE-098, ENG-090, RED-090; Set 2: Take DRE-098, ENG-095, ENG-095A)

Local Corequisites: None LEX-210

**Description:** This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot / draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
LEX-240 Family Law	3	0	0	0	3

Local Prerequisites: Take One Set:

(Set 1: Take DRE-098; Set 2: Take ENG-090, RED-090; Set 3: Take ENG-095, ENG095A)

Local Corequisites: None

**Description:** This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
LEX-250 Wills, Estates, and Trusts	2	2	0	0	3

Local Prerequisites: Take One Set:

(Set 1: Take DRE-098; Set 2: Take ENG-090, RED-090; Set 3: Take ENG-095, ENG095A)

Local Corequisites: None

**Description:** This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and Settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

<b>Course Offering - Summer</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
LEX-270 Law Office Management / Technology	1	2	0	0	2

Local Prerequisites: Take One Set:

(Set 1: Take DRE-098; Set 2: Take ENG-090, RED-090; Set 3: Take ENG-095, ENG095A)

Local Corequisites: None

**Description:** This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing / time keeping, computer systems, calendar systems, library administration, case management, office / personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
LEX-271 Law Office Writing	1	2	0	0	2

Local Prerequisites: Take One Set:

(Set 1: Take DRE-098; Set 2: Take ENG-090, RED-090; Set 3: Take ENG-095, ENG095A)

Local Corequisites: None

**Description:** This course covers the basics of writing for the law office including the drafting of general correspondence, the briefing of cases, and the preparation of Settlement brochures. Emphasis is placed on legal vocabulary in the context of letter writing, briefing judicial opinions, and the preparation of the Settlement brochure. Upon completion, students should be able to draft letters to clients, opposing counsel, government entities, and insurance companies and prepare the Settlement brochure.

**Course Offering - Summer**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
LEX-280 Ethics and Professionalism	2	0	0	0	2

Local Prerequisites: Take One Set:

(Set 1: Take DRE-098; Set 2: Take ENG-090, RED-090; Set 3: Take ENG-095, ENG-095A)

Local Corequisites: None

**Description:** This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

**MARINE (MRN)****Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
MRN-121 Marine Engines	2	6	0	0	4

State Prerequisites: None

Local Corequisites: None

**Description:** This course covers two and four cycle diesel engines that are used for marine vessel propulsion. Emphasis is placed on construction, design, cooling systems, lubrication systems, and air-intake systems. Upon completion, students should be able to test, troubleshoot, diagnose and repair marine engine systems.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
MRN-147 Marine Power Trains	2	6	0	0	4

State Prerequisites: None

Local Corequisites: None

**Description:** This course covers the principles and function of marine power trains. Emphasis is placed on marine gears, drive lines, gear reduction, and installation aboard vessels. Upon completion, students should be able to test, service, and trouble shoot marine power trains.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
MRN-150 Adv Marine Electrical Sys	2	9	0	0	5

State Prerequisites: Take TRN-120;

Local Corequisites: None

**Description:** This course covers the skills necessary to wire 12-volt direct current and 120-volt alternating current electrical systems found on modern boats and marine applications. Topics include wirer sizing, batteries, wire harnesses, distribution panels, electronic component installation, and electrical system troubleshooting, including generators operation and disassembly. Upon completion students should be able to diagnose, test, and repair advanced electrical systems in marine applications and boats.

**MARINE PROPULSION SYSTEMS (MPS)****Course Offering – Fall and Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
MPS-101 Introduction to Outboards	3	6	0	0	5

State Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the principles of outboard engine construction, operation, and internal combustion component parts. Topics include outboard models and makes; electrical ignition, charge, warning, and starting components; fuel tank, lines, and pumps; oil blend systems; and carburetor systems. Upon completion, students should be able to identify, troubleshoot, and repair various outboard fuel/electrical systems, use service manuals, and follow environmental safety practices/procedures.

**Course Offering – Fall and Spring**

MPS-102 Outboard Powerhead Systems

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	6	0	0	5

State Prerequisites: None

Local Corequisites: None

**Description:** This course introduces basic powerhead designs and functions on a variety of outboard makes and models. Topics include identifying the complete outboard powerhead cylinder block, crank shaft, bearings, pistons, and connecting rod assembly system and techniques to test/troubleshoot powerhead components. Upon completion, students should be able to troubleshoot, test, and rebuild powerhead systems with specific attention to parts identification, tolerance inspection, assembly, and installation.

**Course Offering – Fall and Spring**

MPS-103 Outboard Lower Unit System

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	6	0	0	5

State Prerequisites: None

Local Corequisites: None

**Description:** This course covers the principles of gear cases, power trim/tilt systems, propellers, and gear shifting systems on a variety of outboard engines. Topics include identifying gear case models (forward/reverse, clutch, bearings, drive, prop shafts, and water pumps) and power trim/tilt systems (hydraulics/pump motors/senders/design). Upon completion, students should be able to troubleshoot, service, and rebuild outboard engine gear cases and power trim and tilt systems.

**MARKETING AND RETAILING (MKT)****Course Offering - Summer**

MKT-120 Principles of Marketing

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

State Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Competencies**

Student Learning Outcomes

Define the role of marketing in business.

Explain the role of selling, customer relations and product management in marketing.

Describe marketing.

Define pricing and channel management strategies.

**MATHEMATICS (MAT)****Course Offering - All Semesters**

MAT-003 Transition Math

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	6	0	0	3

State Prerequisites: None

State Corequisites: None

**Description:** This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

**Course Offering - Spring**

MAT-010 Math Measurement &amp; Literacy Su

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	2	0	0	1

State Prerequisites: None

Local Corequisites: None

**Description:** This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

**Course Offering – All Semesters**

MAT-043 Quantitative Literacy Support

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	2	0	0	2

State Prerequisites: None

Local Corequisites: None

**Description:** This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

**Course Offering - Spring**

MAT-052 Statistical Methods I Support

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	2	0	0	2

State Prerequisites: None

Local Corequisites: None

**Description:** This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

**Course Offering - Fall and Spring**

MAT-071 Precalculus Algebra Support

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	4	0	0	2

State Prerequisites: None

Local Corequisites: None

**Description:** This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

**Course Offering – All Semesters**

MAT-110 Math Measurement &amp; Literacy

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

State Prerequisites: Take One Set:

(Set 1: DMA-010, DMA-020, and DMA-030 Set 2: DMA-025; Set 3: MAT-003 Set 4: BSP-4002)

State Corequisites: Take MAT-010

**Description:** This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

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## Competencies

### Student Learning Outcomes

Demonstrate estimation skills and justify results., Use dimensional analysis to convert units of measurement. Employ fractions, percentages and proportions to solve contextual problems. ,Compute geometric measurements of perimeter, area, volume and angles. ,Use technology to analyze and interpret elements of personal finance.

Compare and contrast measures of center and measures of dispersion., Interpret tables, charts, and graphs and communicate results.

### Course Offering – All Semesters

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
MAT-143 Quantitative Literacy	2	2	0	0	3

State Prerequisites: Take OneSet:

(Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DRE-098 ,Set 2: DMA-010, DMA-020, DMA-030, and ENG 002 , Set 3: DMA-010, DMA-020, DMA-030, and BSP-4002 ,Set 4: DMA-025 and DRE-098 ,Set 5: DMA-025 and ENG-002, Set 6: DMA-025 and BSP-4002, Set 7: MAT-003 and DRE-098, Set 8: MAT-003 and ENG-002, Set 9: MAT-003 and BSP-4002, Set 10: BSP-4003 and DRE-098; Set 11: BSP-4003 and ENG-002, Set 12: BSP-4003 and BSP-4002)

State Corequisites: Take MAT-043

**Description:** This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life.

## Competencies

### Student Learning Outcomes

Judge the reasonableness of results using estimation, logical processes, and a proper understanding of quantity

Utilize proportional reasoning to solve contextual problems and make conversions involving various units of measurement

Identify, interpret, and compare linear and exponential rates of growth to make predictions and informed decisions based on data and graphs

Differentiate between simple and compound interest and analyze the long-term effects of saving, investing, and borrowing

Describe, analyze, and interpret statistical information such as graphs, tables, and summarized data to draw appropriate conclusions when presented with actual statistical studies

Determine probabilities and expected values and use them to assess risk and make informed decisions

Analyze civic and/or societal issues and critique decisions using relevant mathematics

**Course Offering – Fall and Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
MAT-152 Statistical Methods I	3	2	0	0	4

State Prerequisites: Take OneSet:

(Set 1: DMA-010, DMA-020, DMA-030, and DRE-098, Set 2: DMA-010, DMA-020, DMA-030, and ENG-002, Set 3: DMA-010, DMA-020, DMA-030, and BSP-4002, Set 4: DMA-025 and DRE-098, Set 5: DMA-025 and ENG-002, Set 6: DMA-025 and BSP-4002 Set 7: MAT-003 and DRE-098 Set 8: MAT-003 and ENG-002 Set 9: MAT-003 and BSP-4002 Set 10: BSP-4003 and DRE-098 Set 11: BSP-4003 and ENG-002 Set 12: BSP-4003 and BSP-4002)

State Corequisites: Take MAT-052

**Description:** This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results.

**Competencies**

Student Learning Outcomes

Organize, display, calculate, and interpret descriptive statistics

Apply basic rules of probability

Identify and apply appropriate probability distributions

Perform regression analysis

Analyze sample data to draw inferences about a population parameter

Communicate results through a variety of media

**Course Offering – Fall and Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
MAT-171 Precalculus Algebra	3	2	0	0	4

State Prerequisites: Take OneSet:

(Set 1: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050, Set 2: DMA-010, DMA-020, DMA-030, DMA-045, Set 3: DMA-025, DMA-045, Set 4: DMA-025, DMA-040, DMA-050 Set 5: MAT-121; Set 6: MAT-003; Set 7: BSP-4003)

State Corequisites: Take MAT-071

**Description:** This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology.

**Competencies**

Student Learning Outcomes

Use analytical, graphical, and numerical representations to solve absolute value, radical, polynomial, rational, exponential, and logarithmic equations with both real and complex solutions.

Use analytical, graphical, and numerical representations to solve absolute value, polynomial and rational inequalities with real solutions.

Use analytical, graphical, and numerical representations to analyze absolute value, radical, polynomial, rational, exponential and logarithmic functions with both real and complex zeros.

Use multiple methods to solve problems involving systems of equations and apply to decomposing partial fractions.

Construct the composition and inverse of functions.

Use polynomial, exponential and logarithmic functions to model various real world situations in order to analyze, draw conclusions, and make predictions.



**Course Offering – Fall and Spring**

MAT-172 Precalculus Trigonometry

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	2	0	0	4

State Prerequisites: Take MAT-171

Local Corequisites: None

**Description:** This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology.

**Competencies**

Student Learning Outcomes

Use the unit circle and right triangle definitions to evaluate and graph trigonometric functions and their inverses, to derive trigonometric identities, and to simplify trigonometric expressions.

Use multiple methods to solve problems involving trigonometric equations, right triangles, and oblique triangles.

Demonstrate knowledge of vector definitions and perform vector operations.

Convert equations and graphs between rectangular and polar coordinate systems, and apply to complex numbers.

Use multiple representations to define, construct and analyze conic sections.

Create, graph, and analyze parametric equations.

**Course Offering -Fall and Spring**

MAT-271 Calculus I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	2	0	0	4

State Prerequisites: Take MAT-172

Local Corequisites: None

**Description:** This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology.

**Competencies**

Student Learning Outcomes

Apply the definition of limit to evaluate limits by multiple methods and use it to derive the definition and rules for differentiation and integration.

Use derivatives to analyze and graph algebraic and transcendental functions.

Select and apply appropriate models and differentiation techniques to solve problems involving algebraic and transcendental functions; these problems will include but are not limited to applications involving optimization and related rates.

Apply the definition of indefinite integral to solve basic differential equations.

Apply the definition of definite integral to evaluate basic integrals.

Use the fundamental theorem of calculus to evaluate integrals involving algebraic and transcendental functions.

**Course Offering – Fall and Spring**

MAT-272 Calculus II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	2	0	0	4

State Prerequisites: Take MAT-271;

Local Corequisites: None

**Description:** This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the 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 select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology.

**Competencies**

Student Learning Outcomes

Select and apply appropriate models and integration techniques to solve problems involving algebraic and transcendental functions; these problems will include but are not limited to applications involving volume, arc length, surface area, centroids, force and work.

Evaluate proper and improper integrals using various integration techniques.

Analyze the convergence and divergence of infinite sequences and series and find the Taylor and McLaurin representations for transcendental functions.

Use differentiation and integration to analyze the graphs of polar form equations and parametric form equations.

Solve separable and first-order linear differential equations.

Analyze and graph conic sections using calculus techniques.

**Course Offering – Spring**

MAT-273 Calculus III

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	2	0	0	4

State Prerequisites: Take MAT-272;

Local Corequisites: None

**Description:** This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology.

**Competencies**

Student Learning Outcomes

Perform operations with vectors in two and three dimensional space and apply to analytic geometry.

Differentiate and integrate vector-valued functions and apply calculus to motion problems in two and three dimensional space.

Determine the limits, derivatives, gradients, and integrals of multivariate functions.

Solve problems in multiple integration using rectangular, cylindrical, and spherical coordinate systems.

Select and apply appropriate models and techniques to define and evaluate line and surface integrals; these techniques will include but are not limited to Green's, Divergence, and Stoke's theorems.

Demonstrate proficiency in using CAS technology to analyze, solve and interpret the various applications.

## MECHANICAL (MEC)

### Course Offering - Summer

MEC-172 Intro to Metallurgy

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

## MEDICAL ASSISTING (MED)

### Course Offering - Fall

MED-110 Orientation to Medical Assisting

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Restriction:** Enrollment in the Medical Assisting program is required.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	0	0	0	1

### Course Offering - Spring

MED-112 Orientation to Clinical Setting I

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides an early opportunity to observe and/or perform in the medical setting. Emphasis is placed on medical assisting procedures including appointment scheduling, filing, greeting patients, telephone techniques, billing, collections, medical records, and related medical procedures. Upon completion, students should be able to identify administrative and clinical procedures in the medical environment.

**Course Restriction:** Enrollment in the Medical Assisting program is required.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	0	3	0	1

### Course Offering - Fall

MED-116 Introduction to Anatomy & Physiology

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

**Course Restriction:** Enrollment in the Medical Assisting or Medical Office Administration program required

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	2	0	0	4

<b>Course Offering – Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
MED-118 Medical Law and Ethics	2	0	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** 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 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.

**Course Restriction: Enrollment in the Medical Assisting program is required.**

<b>Course Offering – All Semesters</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
MED-120 Survey of Medical Terminology	2	0	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

<b>Course Offering – All Semesters</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
MED-121 Medical Terminology I	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

<b>Course Offering – All Semesters</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
MED-122 Medical Terminology II	3	0	0	0	3

State Prerequisites: Take MED-121;

Local Corequisites: None

**Description:** 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.

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
MED-130 Administrative Office Procedures I	1	2	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Restriction: Enrollment in the Medical Assisting program is required.**

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
MED-131 Administrative Office Procedures II	1	2	0	0	2

State Prerequisites: None

State Corequisites: None

Local Prerequisites: None

Local Corequisites: MED-130;

**Description:** 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 Restriction: Enrollment in the Medical Assisting program is required.**

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
MED-140 Examining Room Procedures I	3	4	0	0	5

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Restriction: Enrollment in the Medical Assisting program is required.**

**Course Offering – Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
MED-150 Laboratory Procedures I	3	4	0	0	5

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Restriction: Enrollment in the Medical Assisting program is required.**

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
MED-230 Administrative Office Procedures III	1	2	0	0	2

State Prerequisites: Take MED-131;

Local Corequisites: None

**Description:** This course provides advanced medical office administrative procedures. Emphasis is placed on management skills including personnel supervision, practice management, public relations, and insurance coding. Upon completion, students should be able to exhibit advanced managerial medical assisting skills.

**Course Restriction: Enrollment in the Medical Assisting program is required.**

**Course Offering – Spring**

MED-232 Medical Insurance Coding

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	3	0	0	2

State Prerequisites: None

State Corequisites: None

Local Prerequisites: None

Local Corequisites: Take MED-131

**Description:** This course is designed to build upon the coding skills introduced in MED 131. 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.

**Course Restriction: Enrollment in the Medical Assisting program is required.**

**Course Offering - Spring**

MED-240 Exam Room Procedures II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	4	0	0	5

Local Prerequisites: Take MED-140;

Local Corequisites: None

**Description:** This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

**Course Restriction: Enrollment in the Medical Assisting program is required.**

**Course Offering - Summer**

MED-260 MED Clinical Practicum

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	0	15	0	5

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Restriction: Enrollment in the Medical Assisting program is required**

**Course Offering - Summer**

MED-264 Medical Assisting Overview

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	0	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Restriction: Enrollment in the Medical Assisting program is required.**

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
MED-270 Symptomatology	2	2	0	0	3

Local Prerequisites: Take MED-122, MED-140, MED-150;

Local Corequisites: Take BIO-163 or MED-116;

**Description:** 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.

**Course Restriction: Enrollment in the Medical Assisting program is required.**

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
MED-274 Diet Therapy / Nutrition	3	0	0	0	3

Local Prerequisites: Take One Set:

Set 1: Take MED-116;

Set 2: Take BIO-163, MED-122;

Local Corequisites: None

**Description:** This course introduces the basic principles of nutrition as they relate to health and disease. Topics include basic nutrients, physiology, dietary deficiencies, weight management, and therapeutic nutrition in wellness and disease. Upon completion, students should be able to interpret clinical and dietary data and provide patient counseling and education.

**Course Restriction: Enrollment in the Medical Assisting program is required.**

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
MED-276 Patient Education	1	2	0	0	2

State Prerequisites: None

State Corequisites: None

Local Prerequisites: Take MED-114, MED-122;

Local Corequisites: None

**Description:** This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, student should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

**Course Restriction: Enrollment in the Medical Assisting program is required.**

## **MUSIC (MUS)**

<b>Course Offering – All Semesters</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
MUS-110 Music Appreciation	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering – Fall and Spring**

MUS-112 Introduction to Jazz

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music.

**NETWORKING OPERATING SYSTEMS (NOS)****Course Offering - Spring**

NOS-110 Operating Systems Concepts

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Competencies**

Identify steps to install various operating systems.

Analyze maintenance needs.

Identify features and purposes of various operating systems.

**Course Offering - Fall**

NOS-130 Windows Single User

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces operating system concepts for single-user systems. Topics include hardware 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.

**Course Offering – Spring**

NOS-230 Windows Administration I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.



## NETWORKING TECHNOLOGY (NET)

### Course Offering - Spring

NET-125 Introduction to Networks

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	4	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

### Course Offering - Fall

NET-126 Routing Basics

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	4	0	0	3

State Prerequisites: None

Local Corequisites: None

**Description:** 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.

## NURSING (NUR)

### Course Offering - Fall

NUR-111 Introduction to Health Concepts

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
4	6	6	0	8

Local Prerequisites: None

Local Corequisites: Take BIO-168, NUR-117, PSY-150;

**Description:** 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, student should be able to provide safe nursing care incorporating the concepts identified in this course.

**Course Restriction: Enrollment in the Associate Degree Program is required.**

### Course Offering - Spring

NUR-112 Health – Illness Concepts

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	6	0	5

State Prerequisites: Take NUR-111;

State Corequisites: None

Local Prerequisites: Take NUR-117;

Local Corequisites: Take BIO-169, PSY-241;

**Description:** 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 Restriction: Enrollment in the Associate Degree Program is required.**

**Course Offering - Summer**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
NUR-113 Family Health Concepts	3	0	6	0	5

State Prerequisites: Take NUR-111;

Local Prerequisites: Take NUR-112, NUR-114, NUR-117;

Local Corequisites: Take ENG-111;

**Description:** 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.

**Course Restriction: Enrollment in the Associate Degree Program is required.**

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
NUR-114 Holistic Health Concepts	3	0	6	0	5

State Prerequisites: Take NUR-111;

Local Prerequisites: Take NUR-112, NUR-117;

Local Corequisites: Take BIO-169, PSY-241;

**Description:** 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.

**Course Restriction: Enrollment in the Associate Degree Program is required.**

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
NUR-117 Pharmacology	1	3	0	0	2

Local Prerequisites: None

Local Corequisites: Take NUR-111;

**Description:** 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.

**Course Restriction: Enrollment in the Associate Degree Program is required.**

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
NUR-211 Health Care Concepts	3	0	6	0	5

State Prerequisites: Take NUR-111;

Local Prerequisites: Take NUR-112, NUR-113, NUR-114, NUR-117;

Local Corequisites: Take ENG-114;

**Description:** 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.

**Course Restriction: Enrollment in the Associate Degree Program is required.**

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
NUR-212 Health System Concepts	3	0	6	0	5

State Prerequisites: Take NUR-111;

Local Prerequisites: Take NUR-112, NUR-113, NUR-114, NUR-117, NUR-211;

Local Corequisites: Take ENG-114;

**Description:** 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.

**Course Restriction: Enrollment in the Associate Degree Program is required.**

<b>Course Offering – Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
NUR-213 Complex Health Concepts	4	3	15	0	10

State Prerequisites: Take NUR-111;

Local Prerequisites: Take NUR-117;

State Corequisites: Take NUR-112, NUR-113, NUR-114, NUR-211, NUR-212;

**Description:** 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.

**Course Restriction: Enrollment in the Associate Degree Program is required.**

## **NURSING ASSISTANT (NAS)**

<b>Course Offering – All Semesters</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
NAS-101 Nurse Aide I	3	4	3	0	6

Local Prerequisites: None

Local Corequisites: None

**Description:** This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

<b>Course Offering – All Semesters</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
NAS-102 Nurse Aide II	3	2	6	0	6

State Prerequisites: Take NAS-101;

Local Corequisites: None

**Description:** This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

## OFFICE ADMINISTRATION (OST)

### Course Offering – Summer

OST-136 Word Processing

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

### Course Offering – Spring

OST-138 Advanced Software Application

State Prerequisites: Take One: CIS-110 or CIS-111, OST-137;

Local Corequisites: None

**Description:** 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.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

### Course Offering – Fall

OST-148 Med Insurance and Billing

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces fundamentals of medical insurance and billing. 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.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

### Course Offering – Fall

OST-149 Medical Legal Issues

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

### Course Offering – Fall

OST-164 Office Editing

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

**Course Offering – Spring**

OST-184 Records Management

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Spring**

OST-243 Med Office Simulation

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

State Prerequisites: Take OST-248;

Local Corequisites: None

**Description:** 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, student should be able to use the computer accurately to schedule, bill, update, and make corrections.

**Course Offering - Fall**

OST-247 Procedure Coding

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

State Prerequisites: Take MED 121 or OST-141;

Local Corequisites: None

**Description:** This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

**Course Offering - Spring**

OST-248 Diagnostic Coding

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

State Prerequisites: Take MED-121 or OST-141;

Local Corequisites: None

**Description:** This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

**Course Offering – Spring**

OST-286 Professional Development

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
OST-289 Office Admin Capstone	2	2	0	0	3
State Prerequisites: Take 1Set: (Set 1: Take OST-134 and OST-164; Set 2: Take OST-136 and OST-164)					
Local Corequisites: None					

**Description:** This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.

## PHILOSOPHY (PHI)

<b>Course Offering – Fall and Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
PHI-215 Philosophical Issues	3	0	0	0	3
State Prerequisites: Take ENG-111;					
Local Corequisites: None					

**Description:** This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue.

<b>Course Offering – All Semesters</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
PHI-240 Introduction to Ethics	3	0	0	0	3
State Prerequisites: Take ENG-111;					
Local Corequisites: None					

**Description:** This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies.

## PHOTOGRAPHY (PHO)

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
PHO-110 Fundamentals of Photography	3	6	0	0	5
Local Prerequisites: None					
Local Corequisites: None					

**Description:** This course covers the basic technical aspects of photography, including camera controls, light and optics, flash, exposure, and processing. Emphasis is placed on principles of camera design and the relationship between subject and photographic image, with hands-on experience. Upon completion, students should be able to consistently produce technically excellent images.

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
PHO-115 Basic Studio Lighting	2	6	0	0	4
State Prerequisites: Take PHO-110;					
Local Corequisites: None					

**Description:** This course covers the basic principles of studio lighting. Topics include basic lighting techniques and application of lighting ratios to product illustration / portraiture using tungsten / electronic strobe sources, with emphasis on equipment maintenance and safety. Upon completion, students should be able to select and set up the best lights and lighting applications for a wide variety of photographic subjects.

**Course Offering - Spring**

PHO-120 Intermediate Photography

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	4	0	0	4

State Prerequisites: Take PHO-110;

Local Corequisites: None

**Description:** This course expands the coverage of photographic materials and provides an opportunity to experiment. Emphasis is placed on additional techniques and processes, including solarization, multiple-imaging, infrared toning, and other non-traditional uses of photography. Upon completion, students should be able to demonstrate how the choice of technique enhances the photographic subject and influences content.

**Course Offering - Fall**

PHO-139 Intro to Digital Imaging

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	4	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces digital images by exploring the effect hardware and software have on the reproduction process. Topics include basic imaging tools and vocabulary, calibration, density, contrast, and color. Upon completion, students should be able to demonstrate a basic understanding of the digital imaging process and be able to capture and output images.

**Course Offering - Spring**

PHO-140 Digital Photo Imaging I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	4	0	0	4

State Prerequisites: Take PHO-110;

Local Corequisites: None

**Description:** This course introduces digital photo imaging exploring the use of hardware / software, image capture, input / output devices, ethics, and imaging aesthetics. Emphasis is placed on basic imaging tools and vocabulary of current digital imaging software, including selection tools, color correction, cloning, copy / paste, and filters. Upon completion, student should be able to capture images with a digital camera or scanner, manipulate and retouch the image, and select final image output.

**Course Offering - Summer**

PHO-150 Portfolio Development I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	3	0	0	4

State Prerequisites: Take PHO-120 or PHO-130;

Local Corequisites: None

**Description:** This course provides an opportunity to develop a thematically related portfolio of photographic images that are consistent in print quality. Emphasis is placed on subject/content development, choice of materials, and archival processing controls; organizing and sequencing images; editing; print finishing; and portfolio presentation. Upon completion, students should be able to edit and exhibit a consistent body of photographic prints in a portfolio presentation.

**Course Offering - Fall**

PHO-217 Photojournalism I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	6	0	0	4

State Prerequisites: Take PHO-110;

Local Corequisites: None

**Description:** This course covers logistics and techniques used in current professional newspaper photography. Topics include detailed study of spot and general news, sports, and feature photography along with basic newspaper layout, advanced photographic techniques, and legal issues. Upon completion, students should be able to demonstrate an understanding of basic aspects of news, sports, and feature photography.

**Course Offering - Summer**

PHO-220 Business of Photography

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

State Prerequisites: None

Local Corequisites: None

**Description:** This course covers the business practices of photography with emphasis on freelance photography. Topics include copyright, payment fees, client relations, licenses, insurance, assignments, stock sales, and usage rates. Upon completion, students should be able to demonstrate an understanding of the photographic business, including billing, clients, copyright protection, and obtaining assignments.

**Course Offering - Spring**

PHO-224 Multimedia Production

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

State Prerequisites: None

Local Corequisites: None

**Description:** This course covers various aspects of computer based multimedia production. Topics include sound recording and editing techniques and software, multimedia software, control of image and continuity and pacing, script writing, copyright laws and ethics. Upon completion, students should be able to use computer hardware and software for multimedia production.

**Course Offering - Fall**

PHO-226 Portraiture

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	3	0	0	4

State Prerequisites: Take PHO-115;

Local Corequisites: None

**Description:** This course covers the techniques of contemporary studio and location portraiture. Topics include lighting techniques, lighting ratios, available light to multiple light setups, posing techniques, and styles of glamour, fashion, corporate, and public relations portraiture. Upon completion, students should be able to choose the appropriate lighting, accessories, and posing style to produce a successful portrait.

**Course Offering - Fall**

PHO-235 Commercial Photography

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	4	0	0	4

State Prerequisites: Take PHO-115;

Local Corequisites: None

**Description:** This course covers the techniques of advertising photography used in the print media. Emphasis is placed on the conception, lighting, and creation of photographic illustration used for food, fashion, and product photography. Upon completion, students should be able to produce advertising photographs for professional photographic illustration.

**Course Offering - Spring**

PHO-250 Portfolio Development II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	4	0	0	4

State Prerequisites: Take PHO-217, PHO-226, PHO-235;

Local Corequisites: None

**Description:** This course provides an opportunity to develop a diversified professional portfolio of photographs. Emphasis is placed on the development of a portfolio exhibiting technical excellence, consistency of vision, and professional presentation. Upon completion, students should be able to present a diversified portfolio of professional quality photographs to potential employers.



## PHYSICAL EDUCATION (PED)

### Course Offering – Fall and Spring

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
PED-110 Fit and Well for Life	1	2	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

### Course Offering - Fall

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
PED-120 Walking for Fitness	0	3	0	0	1

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

## PHYSICS (PHY)

### Course Offering – Fall and Spring

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
PHY-110 Conceptual Physics	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: Take PHY-110A;

**Description:** 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.

### Course Offering – Fall and Spring

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
PHY-110A Conceptual Physics Lab	0	2	0	0	1

Local Prerequisites: None

State Corequisites: Take PHY-110;

**Description:** 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.

### Course Offering – Fall

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
PHY-151 College Physics I	3	2	0	0	4

State Prerequisites: Take One: MAT-171 or MAT-271;

Local Corequisites: None

**Description:** 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.

**Course Offering - Spring**

PHY-152 College Physics II

State Prerequisites: Take PHY-151;

Local Corequisites: None

**Description:** 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.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	2	0	0	4

**Course Offering - Spring**

PHY-251 General Physics I

State Prerequisites: Take MAT-271;

State Corequisites: Take MAT-272;

**Description:** 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.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	3	0	0	4

**Course Offering – Summer and Fall**

PHY-252 General Physics II

State Prerequisites: Take MAT-172, PHY-251;

Local Corequisites: None

**Description:** 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.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	3	0	0	4

**POLITICAL SCIENCE (POL)****Course Offering – Fall and Spring**

POL-120 American Government

Local Prerequisites: None

Local Corequisites: None

**Description:** This course is a study of the origins, development, structure, and functions of American 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 process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

## PSYCHOLOGY (PSY)

### Course Offering - Spring

PSY-118 Interpersonal Psychology

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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 Offering – All Semesters

PSY-150 General Psychology

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

### Course Offering - Fall

PSY-211 Psychology of Adjustment

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

State Prerequisites: Take PSY-150;

Local Corequisites: None

**Description:** This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment.

### Course Offering – All Semesters

PSY-241 Developmental Psychology

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

State Prerequisites: Take PSY-150;

Local Corequisites: None

**Description:** 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.

### Course Offering - Spring

PSY-281 Abnormal Psychology

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

State Prerequisites: Take PSY-150;

Local Corequisites: None

**Description:** 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.

## RADIOGRAPHY (RAD)

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
RAD-110 RAD Intro and Patient Care	2	3	0	0	3

Local Prerequisites: None

State Corequisites: Take RAD-111 and RAD-151;

**Description:** 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.

**Course Restriction: Enrollment in the Radiography Degree Program is required.**

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
RAD-111 RAD Procedures I	3	3	0	0	4

Local Prerequisites: None

State Corequisites: None;

Local Corequisites: None

**Description:** This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, bony thorax and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

**Course Restriction: Enrollment in the Radiography Degree Program is required.**

<b>Course Offering – Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
RAD-112 RAD Procedures II	3	3	0	0	4

State Prerequisites: Take RAD-110, RAD-111, RAD-151;

Local Corequisites: None

**Description:** This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, spine, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

**Course Restriction: Enrollment in the Radiography Degree Program is required.**

<b>Course Offering – Fall and Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
RAD-113 RAD Lab Elective	0	3	0	0	1

State Prerequisites: None

State Corequisites: None

**Description:** This course provides additional laboratory opportunities in radiologic technology. Emphasis is placed on radiographic procedures and manipulation of equipment. Upon completion, students should be able to demonstrate competence in radiographic procedures through laboratory evaluations.

**Course Restriction: Enrollment in the Radiography Degree Program is required.**

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
RAD-121 Image Production I	2	3	0	0	3

State Prerequisites: Take All: RAD-110, RAD-111, RAD-151;

State Corequisites: None

**Description:** This course provides the basic principles of radiographic image production. Emphasis is placed on image production, x-ray equipment, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production.

**Course Restriction: Enrollment in the Radiography Degree Program is required.**

<b>Course Offering - Summer</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
RAD-122 Image Production II	1	3	0	0	2

State Prerequisites: Take All: RAD-112, RAD-121, RAD-161;

State Corequisites: None

**Description:** This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on advanced digital principles and production. Upon completion, students should be able to demonstrate an understanding of advanced principles of digital imaging production.

**Course Restriction: Enrollment in the Radiography Degree Program is required.**

<b>Course Offering - Summer</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
RAD-141 Radiation Safety	2	0	0	0	2

State Prerequisites: Take All: RAD-112, RAD-121, RAD-161;

State Corequisites: None

**Description:** 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.

**Course Restriction: Enrollment in the Radiography Degree Program is required.**

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
RAD-151 RAD Clinical Ed I	0	0	6	0	2

Local Prerequisites: None

State Corequisites: Take RAD 110, RAD-111;

**Description:** 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.

**Course Restriction: Enrollment in the Radiography Degree Program is required.**

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
RAD-161 RAD Clinical ED II	0	0	15	0	5

State Prerequisites: Take All: RAD-110, RAD-111, RAD-151;

State Corequisites: Take RAD 112, RAD-121;

**Description:** 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.

**Course Restriction: Enrollment in the Radiography Degree Program is required.**

<b>Course Offering - Summer</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
RAD-171 RAD Clinical Ed III	0	0	9	0	3

State Prerequisites: Take All: RAD-112, RAD-121, RAD-161;

State Corequisites: None

**Description:** This course provides experience in patient management specific to advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and transitioning to mastering positioning of advanced studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**Course Restriction: Enrollment in the Radiography Degree Program is required.**

**Course Offering - Fall**

RAD-181 RAD Clinical Elective

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	0	3	0	1

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.

**Course Restriction:** Enrollment in the Radiography Degree Program is required.

**Course Offering - Fall**

RAD-211 RAD Procedures III

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

State Prerequisites: Take All: RAD-122, RAD-141, RAD-171;

State Corequisites: None

**Description:** This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, advanced imaging, radiographic pathology and image analysis. Upon completion, students should be able to demonstrate an understanding of these areas.

**Course Restriction:** Enrollment in the Radiography Degree Program is required.

**Course Offering - Fall**

RAD-231 Image Production III

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	3	0	0	2

State Prerequisites: Take All: RAD-122, RAD-141 and RAD-171;

State Corequisites: None

**Description:** This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs.

**Course Restriction:** Enrollment in the Radiography Degree Program is required.

**Course Offering - Fall**

RAD-251 RAD Clinical Ed IV

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	0	21	0	7

State Prerequisites: Take All: RAD-122 and RAD-171;

State Corequisites: Take All: RAD-211 and RAD-231;

**Description:** 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 Restriction:** Enrollment in the Radiography Degree Program is required.

**Course Offering - Spring**

RAD-261 RAD Clinical Ed V

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	0	21	0	7

State Prerequisites: Take RAD-251;

State Corequisites: Take RAD-271;

**Description:** 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.

**Course Restriction:** Enrollment in the Radiography Degree Program is required.

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<b>Course Offering – Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
RAD-271 Radiography Capstone	2	3	0	0	3

State Prerequisites: Take All: RAD-211, RAD-231, RAD-251;

State Corequisites: None

**Description:** 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 an entry-level radiographer.

**Course Restriction:** Enrollment in the Radiography Degree Program is required.

<b>Course Offering - Summer</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
RAD-281 RAD Clinical Elective	0	0	3	0	1

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.

**Course Restriction:** Enrollment in the Radiography Degree Program is required.

### **RELIGION (REL)**

<b>Course Offering – Fall and Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
REL-110 World Religions	3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

### **RESPIRATORY THERAPY (RCP)**

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
RCP-110 Intro to Respiratory Care	3	3	0	0	4

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the role of the respiratory care practitioner within interprofessional teams and interacting with diverse populations. Topics include medical gas administration, basic patient assessment, infection control, and medical terminology using proper written and oral communication methods to prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations.

**Course Restriction:** Enrollment in the Respiratory Therapy Degree Program is required.

**Course Offering - Spring**

RCP-111 Therapeutics / Diagnostics

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
4	3	0	0	5

Local Prerequisites: Take RCP-110;

Local Corequisites: None

**Description:** This course provides emphasis on therapeutic and diagnostic procedures. Topics include applying problem solving strategies in the patient care setting, applying ethical principles in decision making, and practicing professional responsibilities, which will prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations.

**Course Restriction: Enrollment in the Respiratory Therapy Degree Program is required.**

**Course Offering - Summer**

RCP-112 Patient Management

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	3	0	0	4

State Prerequisites: Take RCP-111;

State Corequisites: None

Local Prerequisites: Take BIO 168 and BIO-169

**Description:** This course provides entry-level skills in respiratory care procedures in acute and non-acute care settings. Emphasis is placed on therapeutic modalities and physiological effects, monitoring mechanical ventilation, and problem-solving strategies based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations.

**Course Restriction: Enrollment in the Respiratory Therapy Degree Program is required.**

**Course Offering - Fall**

RCP-113 RCP Pharmacology

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	0	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence through written evaluations.

**Course Restriction: Enrollment in the Respiratory Therapy Degree Program is required.**

**Course Offering - Fall**

RCP-114 C-P Anatomy and Physiology

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.

**Course Restriction: Enrollment in the Respiratory Therapy Degree Program is required.**



**Course Offering - Spring**

RCP-115 C-P Pathophysiology

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	0	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the etiology, pathophysiology, clinical signs and symptoms, diagnoses, prognoses, complications, and management of cardiopulmonary diseases. Emphasis is placed on developing, evaluating, and modifying respiratory care plans based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in cardio-pulmonary disease concepts through written evaluations.

**Course Restriction:** Enrollment in the Respiratory Therapy Degree Program is required.

**Course Offering - Spring**

RCP-122 Special Practice Lab

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	2	0	0	1

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

**Course Restriction:** Enrollment in the Respiratory Therapy Degree Program is required.

**Course Offering - Spring**

RCP-123 Special Practice Lab

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	3	0	0	1

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

**Course Restriction:** Enrollment in the Respiratory Therapy Degree Program is required.

**Course Offering – Fall**

RCP-132 RCP Clinical Practice I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	0	6	0	2

State Prerequisites: None

State Corequisites: Take RCP-110;

**Description:** This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

**Course Restriction:** Enrollment in the Respiratory Therapy Degree Program is required.

**Course Offering - Spring**

RCP-144 RCP Clinical Practice II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	0	12	0	4

State Prerequisites: Take RCP-110;

State Corequisites: Take RCP-111;

**Description:** This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

**Course Restriction:** Enrollment in the Respiratory Therapy Degree Program is required.

**Course Offering - Summer**

RCP-153 RCP Clinical Practice III

State Prerequisites: Take RCP-111;

Local Corequisites: None

**Description:** This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

**Course Restriction:** Enrollment in the Respiratory Therapy Degree Program is required.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	0	9	0	3

**Course Offering – Fall**

RCP-210 Critical Care Concepts

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the application and management of mechanical ventilation, assessment underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written, laboratory and/or clinical simulation evaluations.

**Course Restriction:** Enrollment in the Respiratory Therapy Degree Program is required.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	3	0	0	4

**Course Offering - Spring**

RCP-211 Adv Monitoring / Procedures

State Prerequisites: Take RCP-210;

Local Corequisites: None

**Description:** This course includes advanced information gathering and decision making for the respiratory care professional using evidence-based respiratory care protocols. Topics include advanced cardiac monitoring, special procedures, respiratory care protocols, and disease management. Upon completion, students should be able to assess, recommend, and independently modify respiratory care protocols through written, laboratory and/or clinical simulation evaluations.

**Course Restriction:** Enrollment in the Respiratory Therapy Degree Program is required.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	3	0	0	4

**Course Offering - Fall**

RCP-214 Neonatal/Peds RC

State Prerequisites: Take RCP-111;

Local Corequisites: None

**Description:** This course provides comprehensive coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on pathophysiology, patient assessment and special therapeutic needs of neonates and children based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in the neonatal and pediatric respiratory care concepts through written, laboratory and/or clinical simulation evaluations.

**Course Restriction:** Enrollment in the Respiratory Therapy Degree Program is required.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	3	0	0	2

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
RCP-215 Career Preparation	0	3	0	0	1
Local Prerequisites: None					
Local Corequisites: None					

**Description:** This course provides an overview of respiratory therapy concepts in preparation for credentialing exam. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of respiratory therapy and be prepared for successful completion of the credentialing process.

**Course Restriction:** Enrollment in the Respiratory Therapy Degree Program is required.

<b>Course Offering - Fall</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
RCP-235 RCP Clinical Practice IV	0	0	15	0	5
State Prerequisites: Take RCP-111;					
State Corequisites: Take RCP-210;					

**Description:** This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

**Course Restriction:** Enrollment in the Respiratory Therapy Degree Program is required.

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
RCP-246 RCP Clinical Practice V	0	0	18	0	6
State Prerequisites: Take RCP-210;					
State Corequisites: Take RCP-211;					

**Description:** This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

**Course Restriction:** Enrollment in the Respiratory Therapy Degree Program is required.

## SOCIOLOGY (SOC)

<b>Course Offering - All Semesters</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
SOC-210 Introduction to Sociology	3	0	0	0	3
Local Prerequisites: None					
Local Corequisites: None					

**Description:** 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.

<b>Course Offering - Spring</b>	<b><u>Class</u></b>	<b><u>Lab</u></b>	<b><u>Clinical</u></b>	<b><u>Work Exp</u></b>	<b><u>Credit</u></b>
SOC-213 Sociology of the Family	3	0	0	0	3
Local Prerequisites: None					
Local Corequisites: None					

**Description:** 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.

**Course Offering - Fall**

SOC-220 Social Problems

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Fall**

SOC-225 Social Diversity

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Spring**

SOC-244 Sociology of Death and Dying

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course presents sociological perspectives on death and dying. Emphasis is placed on analyzing the different death rates among various groups, races, and societies, as well as various types of death. Upon completion, students should be able to discuss the rituals of death, both cultural and religious, and examine current issues relating to death and dying.

**SPANISH (SPA)****Course Offering – Fall and Spring**

SPA-111 Elementary Spanish I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering – All Semesters**

SPA-112 Elementary Spanish II

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

State Prerequisites: Take SPA-111;

Local Corequisites: None

**Description:** 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.

**Course Offering - Spring**

SPA-120 Spanish for the Workplace

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

State Prerequisites: None

Local Corequisites: None

**Description:** This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

**Course Offering – Fall and Spring**

SPA-211 Intermediate Spanish I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

State Prerequisites: Take SPA-112;

Local Corequisites: None

**Description:** 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.

**SUBSTANCE ABUSE (SAB)****Course Offering – Fall**

SAB-110 Substance Abuse Overview

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering – Fall**

SAB-137 Co-Dependency

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
3	0	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces the adult child concept and co-dependency as syndromes of the addictive process. Emphasis is placed on treatment and recovery within the context of a paradigm shift which allows the individual to choose a healthy model of life. Upon completion, students should be able to assess levels of co-dependency and associated levels of physical and mental health and develop strategies to enhance health.

**Course Offering - Spring**

SAB-210 Sub Abuse Counseling

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

## THERAPEUTIC MASSAGE (MTH)

### Course Offering - Fall

MTH-110 Fundamentals of Massage

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
6	9	3	0	10

State Prerequisites: None

State Corequisites: None

Local Prerequisites: None

Local Corequisites: Take MTH-125

**Description:** This course introduces concepts basic to the role of the massage therapist in a variety of clinical settings. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course, the student should be able to apply basic practical massage therapy skills.

**Course Restriction:** Enrollment in the Therapeutic Massage Degree Program is required.

### Course Offering - Spring

MTH-120 Therapeutic Massage Applications

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
6	9	3	0	10

State Prerequisites: Take MTH-110

State Corequisites: None

Local Prerequisites: Take MTH-125

Local Corequisites: None

**Description:** This course provides an expanded knowledge and skill base for the massage therapist in a variety of clinical settings. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry level therapeutic massage on various populations.

**Course Restriction:** Enrollment in the Therapeutic Massage Degree Program is required.

### Course Offering - Spring

MTH-121 Clinical Supplement I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	0	3	0	1

State Prerequisites: None

State Corequisites: Take One: MTH-110, MTH-120, MTH-125, MTH-210, MTH-220

Local Prerequisites: Take MTH-110; MTH-125

Local Corequisites: Take MTH-120

**Description:** This course is designed to introduce the student to a variety of clinical experiences. Emphasis is placed on applying the therapeutic massage process across the lifespan. Upon completion, students should be able to demonstrate delivery of massage techniques in a clinical setting.

**Course Restriction:** Enrollment in the Therapeutic Massage Degree Program is required.

### Course Offering - Fall

MTH-125 Ethics of Massage

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	0	0	0	2

State Prerequisites: None

State Corequisites: None

Local Prerequisites: None

Local Corequisites: Take MTH-110

**Description:** This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion of this course, students should be able to discuss issues relating to the practice of massage therapy, client / therapist relationships as well as ethical issues.

**Course Restriction:** Enrollment in the Therapeutic Massage Degree Program is required.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
MTH-130 Therapeutic Massage Management	2	0	0	0	2

State Prerequisites: Take MTH-110

State Corequisites: None

Local Prerequisites: Take MTH-125

Local Corequisites: None

**Description:** This course introduces the basic responsibilities in the development and administration of a professional massage therapy practice. Emphasis is placed on identifying successful practice management methods such as selecting a business structure, negotiating a contract / lease, developing a business / marketing plan, designing a massage space, differentiating spa from clinical practice, management of client / financial records and physician referral. Upon completion, student should be able to demonstrate the knowledge and skills necessary to develop and manage a massage therapy practice.

**Course Restriction:** Enrollment in the Therapeutic Massage Degree Program is required.

**Course Offering - Fall**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
MTH-210 Advanced Skills of Massage	4	9	3	0	8

State Prerequisites: Take MTH-120 or MTH-121

State Corequisites: None:

Local Prerequisites: Take MTH-120 and MTH-121

Local Corequisites: None

**Description:** This course provides knowledge and skills in diverse body work modalities in a variety of clinical settings. Emphasis is placed on selected techniques such as Neuromuscular Therapy, Sports Massage, Soft Tissue Release, Spa Approaches, Oriental Therapies, and energy techniques. Upon completion, students should be able to perform basic skills in techniques covered.

**Course Restriction:** Enrollment in the Therapeutic Massage Degree Program is required.

**Course Offering - Spring**

	<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
MTH-220 Outcome-Based Massage	4	6	3	0	7

State Prerequisites: Take MTH-120, MTH-121 or MTH-221;

State Corequisites: None

Local Prerequisites: Take MTH-210

Local Corequisites: None

**Description:** This course provides knowledge and skills in more complex body works modalities in a variety of clinical settings. Emphasis is placed on developing advanced skills in outcome-based Massage. Upon completion, students should be able to perform basic skills in techniques covered.

**Course Restriction:** Enrollment in the Therapeutic Massage Degree Program is required.

## **TRANSPORTATION TECHNOLOGY (TRN)**

### **Course Offering - Fall**

TRN-110 Intro to Transport Tech

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	2	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

### **Competencies**

Student Learning Outcomes

Demonstrate work place safety and hazardous waste disposal per OSHA and EPA guidelines that apply to relevant transportation industry work.

Given a vehicle or piece of equipment, students will be able to identify it and locate relevant service information in one or more industry-standard databases.

Demonstrate proficiency hoisting transportation vehicles through use of lifts and floor jacks.

Complete service repair orders with appropriate information: customer contact information; VIN; cause, concern, correction.

Identify and communicate about basic systems and terms associated with the transportation industry.

Distinguish between different transportation systems terms and components either on a written exercise or in a lab environment.

Demonstrate proper use and care of related transportation industry tools and equipment.

Correctly identify or describe government regulations associated with the transportation industry.

### **Course Offering - Fall**

TRN-120 Basic Transp Electricity

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
4	3	0	0	5

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

### **Competencies**

Student Learning Outcomes

Demonstrate work place safety related to transportation electrical systems.

Interpret and apply wiring diagram information on a transportation vehicle electrical system

Demonstrate the proper use of electrical diagnostic test equipment.

Use Ohm's law to calculate the value of any of the following given the values of the remaining variables:

Voltage (V)

Resistance (R)

Amperage (A)

Given a transportation vehicle with a fault in the battery, starting, and charging system, students will be able to perform successful diagnosis and repairs.

Demonstrate the ability to obtain appropriate service information on electrical circuit construction.



**Course Offering - Summer**

TRN-140 Trans Climate Control

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	2	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and 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 diagnose and repair vehicle climate control systems.

**Competencies**

## Student Learning Outcomes

In a lab setting, demonstrate work place safety per OSHA and EPA guidelines that apply to relevant climate control systems found on transportation vehicles and equipment.

Given a transportation vehicle or related equipment with a fault to the climate control system, diagnose and repair the climate control system using the recommended lab equipment as outlined by the related service information.

Using the recommended equipment as outlined by the EPA, identify and perform the proper recovery and recycling procedures for any refrigerant in a transportation vehicle or related equipment.

Describe the operation of the heating, ventilation and air condition systems

Describe the use of climate control testing equipment to aid diagnosis of the systems.

Describe the use of appropriate service information and capacity charts.

Describe the EPA regulations that govern the proper use of refrigerants in a transportation vehicle or related equipment.

**Course Offering - Summer**

TRN-140A Trans Climate Control Lab

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	2	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

**Competencies**

## Student Learning Outcomes

Given a transportation vehicle or related equipment with a fault in the A/C system, diagnose and repair the system using the recommended lab equipment and service information.

Utilize proper equipment to identify a given A/C refrigerant type and the purity of the A/C refrigerant for the transportation industry.

Given a transportation vehicle or equipment with an A/C system, determine the recommended refrigerant oil and capacity levels as prescribed from related service information.

Given a transportation vehicle or equipment with an A/C system, use the recommended equipment to properly reclaim, recycle, evacuate and recharge the entire refrigerant system.

Given a Heating Ventilation and Air Conditioning (HVAC) system, properly drain, flush and refill the entire anti-freeze coolant system.

Given a Heating Ventilation and Air Conditioning (HVAC) system, evaluate the anti-freeze coolant condition and perform a systems test as recommended by service information for a transportation vehicle or equipment.

Diagnose and repair a transportation vehicle or equipment with a fault in a protection device for the given A/C system.

Given an A/C system, remove and inspect system components and seals for damage which may cause the system to leak refrigerant.

Given a faulty climate control system, diagnose temperature control problems.

### Course Offering – Summer

TRN-145 Adv Transp Electronics

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

Local Prerequisites: Take TRN-120

Local Corequisites: None

**Description:** This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLCs, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLCs, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.

### Competencies

Student Learning Outcomes

Given a transportation vehicle or related equipment, diagnose and repair a failure in the lighting, gauges, and accessory circuits by using the recommended lab or test equipment as outlined by the related service information.

Correctly describe the processes involved in electrical system diagnosis on modern transportation vehicles or equipment.

Given a transportation vehicle or equipment, diagnose and repair a fault in the controller area network (CAN) system by using the recommended lab or test equipment as outlined by the related service information.

In a lab setting, demonstrate the proper use of electrical diagnostic equipment that apply to transportation vehicles and equipment.

Given a transportation vehicle or equipment, diagnose and repair a fault in the electronic control system by using the recommended lab or test equipment as outlined by the related service information.

Demonstrate appropriate diagnostic procedures for sensors, controllers, and circuits by using the recommended test equipment as outlined by service information.

Correctly identify or describe complex transportation vehicle systems such as, collision avoidance, high intensity headlamps, navigation, and communication systems.

Given a transportation vehicle or equipment, replace or reprogram an electronic system controller as outlined by the related service information.

### Course Offering - Fall

TRN-170 Pc Skills for Transp

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	2	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing.

### Competencies

Given a transportation vehicle or equipment, identify it and locate relevant service information from one or more industry-standard databases.

Given a transportation vehicle or equipment, analyze and diagnose transportation on board diagnostic management systems using handheld and/or PC based diagnostic equipment.

Describe and perform basic PC skills used by transportation technicians.

Demonstrate the proper use of application software such as MS Word.

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**Course Offering - Fall**

TRN-180 Basic Welding for Transp

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	4	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, Setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard.

**Competencies**

Describe and list the proper fundamentals, processes and equipment, materials and metallurgy associated with welding of similar and dissimilar metals in transportation systems and equipment.

Identify and describe safety and health practices associated with the welding of similar and dissimilar metals in transportation systems and equipment.

In a labSetting, demonstrate the ability to successfully weld similar and dissimilar metals in transportation systems and equipment.

Select and list the proper inspection methods associated with the welding of similar and dissimilar metals in transportation systems and equipment.

In a labSetting, demonstrate properSetup and operational procedures associated with the welding of similar and dissimilar metals in transportation systems and equipment.

Describe and list the cutting techniques used with the various tools and methods associated with transportation systems and equipment.

**WEB TECHNOLOGIES (WEB)****Course Offering – Spring**

WEB-115 Web Markup and Scripting

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	3	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces World Wide 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.

**Course Offering - Spring**

WEB-210 Web Design

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Course Offering - Spring**

WEB-250 Database Driven Websites

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**WELDING (WLD)****Course Offering - Fall**

WLD-110 Cutting Processes

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	3	0	0	2

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Competencies**

Student Learning Outcomes

Identify the parts and functions of an oxy-acetylene cutting torch

Identify the parts and functions of various cutting equipment.

List the safety practices of using oxy-fuel, plasma-arc, and other cutting equipment.

Set-up and adjust cutting equipment.

Use an oxy-acetylene outfit, plasma cutting equipment, and other equipment to:

Cut a straight marked line on various thickness steel plate.

Cut various shapes out of carbon steel plate.

Cut carbon steel plate to a bevel and pipe.

**Course Offering - Fall**

WLD-115 SMAW (Stick) Plate

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	9	0	0	5

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

**Competencies**

Student Learning Outcomes

Demonstrate SMAW electrode classification in compliance with AWS codes.

Perform a groove weld according to AWS D1.1.

Demonstrate safe and proper SMAW equipment setup, operation, and shut-down practices in accordance to manufacturer's recommendations.

**Course Offering - Spring**

WLD-116 SMAW (stick) Plate/Pipe

Local Prerequisites: Take WLD-115;

Local Corequisites: None

**Description:** 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.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	9	0	0	4

**Course Offering – Spring**

WLD-121 GMAW (MIG) FCAW/Plate

Local Prerequisites: None

Local Corequisites: None

**Description:** This course introduces metal arc welding and flux core arc welding processes. Topics include equipmentSetup 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.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	6	0	0	4

**Competencies**

Student Learning Outcomes

Demonstrate the use of GMAW electrode classification in compliance with AWS code for the selection of electrodes.

Demonstrate the use of FCAW electrode classification in compliance with AWS code for the selection of electrodes.

Perform a Fillet weld in accordance with AWS code.

Perform a groove weld in accordance with AWS code.

Demonstrate safe and proper GMAW equipmentSetup, operation, and shut-down practices in accordance to manufacturer's recommendations.

**Course Offering – Fall**

WLD-122 GMAW (MIG) Plate/Pipe

Local Prerequisites: Take WLD-121;

Local Corequisites: None

**Description:** This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	6	0	0	3

**Course Offering - Fall**

WLD-131 GTAW (TIG) Plate

Local Prerequisites: None

Local Corequisites: None

**Description:** 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, equipmentSetup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	6	0	0	4

**Competencies**

Student Learning Outcomes

Demonstrate the use of GTAW electrode classification in compliance with AWS for the selection of electrodes.

Perform a groove weld in accordance with AWS code.

Perform a Fillet weld in accordance with AWS code.

Demonstrate safe equipment Setup, operation, and shut-down practices according to manufacturer's recommendations.

#### Course Offering - Spring

WLD-132 GTAW (TIG) Plate/Pipe

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	6	0	0	3

Local Prerequisites: Take WLD-131;

Local Corequisites: None

**Description:** This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include Setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

#### Course Offering - Spring

WLD-141 Symbols & Specifications

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

#### Competencies

Student Learning Outcomes

Identify and read welding symbols.

Identify and explain various lines, notes, and specifications on a blueprint.

Identify the different types of lines on a blueprint.

Interpret destructive testing symbols and their methods.

Interpret non-destructive testing symbols and their methods.

Develop a working sketch.

Create a bill of materials from a blueprint.

#### Course Offering - Fall

WLD-151 Fabrication I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	6	0	0	4

Local Prerequisites: None

Local Corequisites: None

**Description:** 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.

#### Course Offering - Spring

WLD-215 SMAW (stick) Pipe

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
1	9	0	0	4

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

**Course Offering - Spring**

WLD-262 Inspection &amp; Testing

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
2	2	0	0	3

Local Prerequisites: None

Local Corequisites: None

**Description:** This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

**WORK – BASED LEARNING (WBL)****Course Offering - Spring**

WBL-111 Work-Based Learning I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	0	0	10	1

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides a work – based learning 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.

**Course Offering – Summer**

WBL-112 Work-Based Learning I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	0	0	20	2

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides a work – based learning 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**.

**Course Offering - Summer**

WBL-112AB Work-Based Learning I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	0	0	10	1

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides a work – based learning 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.

**Course Offering – Summer**

WBL-112BB Work-Based Learning I

<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Work Exp</u>	<u>Credit</u>
0	0	0	10	1

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides a work – based learning 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.

**Course Offering - Spring**

WBL-115 Work-Based Learning Seminar I

**Class**

1

**Lab**

0

**Clinical**

0

**Work Exp**

0

**Credit**

1

Local Prerequisites: None

Local Corequisites: None

**Description:** This course provides a work – based learning 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.