Course Descriptions

Course Numbering System

090-099  Developmental courses that carry institutional credit only and do not apply towards graduation.

100-149  Freshman Career

150-199  Freshman University Parallel

200-249  Sophomore Career

250-291  Sophomore University Parallel

295-299  Field Trips, Seminars, Workshops, Independent Study, Co-ops
ACCOUNTING (ACCTG)

110 Applied Office Accounting 3 Credit Hours
Prerequisite: BSMTH 101 or MATH 121 or MATH 150

This introductory course is designed to provide an overview of accounting concepts and principles for non-accounting majors. Two mini-practice sets provide students with real-world experience using the accounting cycle.

151 Accounting Principles 4 Credit Hours
Prerequisite: Completion of, or co-register in BSMTH 101, MATH 150 or higher, or achieve a score on the COMPASS or ACT which satisfies current college general education requirements for graduation.

The study of accounting theory and principles is applied to service and merchandising enterprises, including special journals and ledgers, adjusting and closing procedures, preparation of financial statements, promissory notes, inventory control and valuation, depreciation, payroll and an introduction to cash control.

152 Accounting Principles 4 Credit Hours
Prerequisite: ACCTG 151

This course is a continuation of Accounting 151. The concepts and principles of partnership and corporate accounting; introduction to manufacturing and cost accounting; management analysis; and interpretation of financial data are covered in this course.

201 Microcomputer Accounting I 3 Credit Hours
Prerequisite: ACCTG 151 and CIS 109

This course is an introduction to computerized accounting emphasizing the application of accounting principles to microcomputers. Microcomputers will be used to maintain general and subsidiary ledgers.

205 Microcomputer Accounting II 3 Credit Hours
Prerequisite: ACCTG 152 and ACCTG 201

This course is a continuation of Microcomputer Accounting 1. Using a software package, students will review and apply basic accounting principles, record transactions and generate computer documents for various types of business organizations.

251 Intermediate Accounting I 4 Credit Hours
Prerequisite: ACCTG 152

This course is a detailed analysis of accounting problems as they relate to the valuation of assets. The course begins with a review of the fundamental accounting process and preparation of financial statements. The concept of present value is then introduced followed by a comprehensive study of the asset section of the balance sheet.

252 Cost Accounting 4 Credit Hours
Prerequisite: ACCTG 152

This course is an introductory course designed to provide practical knowledge of cost accounting systems and procedures. The course begins with an overview of the nature and purpose of cost accounting and follows with the basic concept that cost flow matches work flow. The major areas of cost accounting are covered, including job order cost accounting, process cost accounting, budgeting, standard costs, direct costing and nonmanufacturing costs.

254 Intermediate Accounting II 4 Credit Hours
Prerequisite: ACCTG 251

This course is a continuation of Intermediate Accounting I. The emphasis is on the liabilities and stockholders’ equity sections of the balance sheet. Additional topics such as statement of cash flows, and analysis and interpretation of financial statements are also covered in detail.

255 Introduction to Taxation 3 Credit Hours
Prerequisite: ACCTG 152

This course deals with the broad concepts of taxation. Topics include a working definition of taxation and tax bases. Tax concepts for both individual and corporate taxation are covered. Since income tax laws are constantly changing, this course is not designed to teach individuals how to be tax accountants or prepare individual income tax returns. The emphasis will be on broad, general concepts and on such topics as gross income deduction, credits and payments, expenses, capital gains and tax planning.

ADMINISTRATIVE PROFESSIONAL (ADMN)

101 Introduction to Today’s Office 1 Credit Hour
(formerly EOS 101)

This introductory course provides an overview of the Administrative Professional program. Content includes communication techniques and use of resources. Proofreading, spelling, grammar and punctuation skills are emphasized.

102 Keyboarding 1 Credit Hour
(formerly EOS 102)

Keyboarding is designed to teach touch operation of the computer keyboard. The purpose of the course is to enable students to input and access information accurately and efficiently. Note: Students who have received credits for ADMN 131, 135, EOS 121, 131, 135, 139, and WPR 103 or WPR 104 will not receive credits for this course. This class may not be taken concurrently with any of the above courses.

104 Legal Specialty 3 Credit Hours
(formerly EOS 104)
Prerequisite: ADMN 119 or EOS 119

This course is a comprehensive study of legal procedures and terminology. Content includes basic areas of law. All material is transcribed from recorded media. Legal Specialty is offered through the Regional Computer Technology Center and the Business Learning Lab on a self-paced basis.

105 Medical Specialty 3 Credit Hours
(formerly EOS 105)
Prerequisite: EOS 119 or ADMN 119 and HLTSC 110

This course is a comprehensive study of medical terminology and transcription of operative reports, discharge summaries, pathology reports, etc. All material is transcribed from recorded media using the computer. The course is offered through the Regional Computer Technology Center and the Business Learning Lab on a self-paced basis using self-instructional materials.
106 Numeric Keypad
(formerly BSMCH 106) 1 Credit Hour
F, W, Sp

Numeric Keypad teaches the touch operation of the computer ten-key pad. This course is designed for the development of speed and accuracy in entering data. Numeric Keypad is offered through the Regional Computer Technology Center and the Business Learning Lab on an individualized self-paced basis.

119 Machine Transcription
(formerly EOS 119) 3 Credit Hours
Prerequisite: EOS 135 or ADMN 135

Machine Transcription provides practice in processing communication from verbal to printed form by transcribing from recorded media. Students develop proficiency in the technical skill of transcribing business documents while strengthening punctuation, spelling, grammar, vocabulary, listening, editing, and proofreading skills.

131B Keyboarding Skills Enhancement
(formerly EOS 131B) 1 Credit Hour
Prerequisite: EOS 102 or ADMN 102 or touch keyboarding skills of 30 wpm
F, W

This course presents proven techniques for increasing keyboarding speed and accuracy. The student will complete lessons following a routine of focusing on one letter and completing 15-second, 30-second, and one- and two-minute timings which enforce that letter. This is a self-paced course in the Regional Computer Technology Center and the Business Learning Lab using a Web site specifically created for skill building.

135 Intermediate Keyboarding
(formerly EOS 135) 3 Credit Hours
Prerequisite: Touch keyboarding skills of 40 wpm
F, W

Intermediate Keyboarding is taught with word processing-like software. The course includes the development of speed and accuracy and the production of business letters, tables and manuscripts.

201 Integrated Office Software
(formerly EOS 201) 4 Credit Hours
Prerequisite: CIS 109 and CIS 112 and WPR 102
W

Integrated Office Software provides instruction in the use of current office suite software packages. The course includes simulation exercises designed to develop proficiency in organizing, sorting, managing and presenting information with word processing, spreadsheet, database and presentation software programs. The course also includes complex hands-on projects that represent day-to-day administrative management activities.

ANTHROPOLOGY (ANTHR)

152 Introduction to Cultural Anthropology 3 Credit Hours

This course provides a foundation of knowledge and appreciation of the range and variety of human life-styles on a global basis. It describes and seeks general understanding about human customs or cultural behavior. This course provides the conceptual tools to understand cultural diversity and to help individuals to gain enlarged and enhanced perspectives on their own lives as well as the lives of others.

155 Introduction to Archaeology 3 Credit Hours

This course is designed to provide a thorough introduction to the history, methods and theories of archaeology. Emphasis will be on a North American perspective, although examples of archaeological research/reasoning from around the world will be discussed, as appropriate. Case studies will be employed to illustrate major trends or concepts. Lectures, demonstrations, slide shows, hands-on-experiences and exercises will be used to facilitate the learning experience.

ART (ART)

151 Art Fundamentals 3 Credit Hours
F, W

This is an introductory course for all art students, especially those who are interested in taking a basic art class. The student will be exposed to the elements of two-dimensional form structure, the principles of organization, art terminology, materials and techniques and forms of artistic expression.

155 Art Appreciation 3 Credit Hours
F, W

The student will be exposed to the fundamental principles governing art in its various forms. Slide lectures, class discussions, presentations by visiting artists, films and studio projects are designed to meet the needs of general students in understanding and appreciating the fine and applied arts.

158 Art for Elementary Teachers 3 Credit Hours
F, W

This course is designed for the student who is pursuing a career in elementary education. It will focus on the various strategies that are required to produce a qualitative art program at the primary grade levels. Emphasis will be placed on teaching art production, writing instructional objectives for lesson planning and reviewing the fundamentals of art.
160 Two-Dimensional Design 3 Credit Hours  F

This course studies the principles of two-dimensional design for an understanding of its nature and expressive possibilities. It allows for the opportunity to develop a creative approach in working with its elements. Emphasis will be placed on developing an awareness of composition and the principles of organization involving creativity and intuition. This course is viewed as a continuation of Art Fundamentals.

165 Illustration Techniques 3 Credit Hours  F, W, Sp, Su

This course introduces the art student to the many drawing and painting techniques used by professional illustrators. The student will simulate the demands and deadlines faced in the advertising world. The exploration of ideas and images, recognition, media selection, step-by-step work-ups and presentation of final work is of utmost importance and will be developed thoroughly by the student. This course is viewed as a continuation of ART 160.

170 Life Drawing 3 Credit Hours  Prerequisite: ART 151 or ART 180  F, W

This is an introductory course in drawing the human figure from a live model. Numerous approaches, including varied media and drawing techniques as well as the examination of human anatomy and its structure, will be discussed and explored. Understanding of the various attitudes of the human form will be emphasized.

180 Drawing I 3 Credit Hours  F, W

This is a comprehensive course covering the mechanics and techniques of drawing. The student will become aware of the various dry media used in drawing. Concentration on expressive line quality, mass, value, proportion and visual awareness will be of primary concern.

181 Drawing II 3 Credit Hours  Prerequisite: ART 180  F, W

In this course, mixed media, self-expression, draftsmanship, composition, content and subject awareness will be emphasized. The student will be placed in a situation where self-discipline, analysis of composition and the development of creative imagery are of utmost importance. This course is a continuation of ART 180.

190 Painting I 3 Credit Hours  F, W, Sp, Su

This is an introductory course in painting. The selection of subject, composition, investigation of the many techniques (glazing, scumbling, dry brush, wet on wet, impasto, etc.) and preparation of painting surfaces will be explored thoroughly. Acrylic paint will be the media of choice in this class.

191 Painting II 3 Credit Hours  Prerequisite: ART 190  F, W, Sp, Su

Emphasis is placed upon individual problems and the further development of techniques and approaches gained in Painting I. This course is a continuation of ART 190.

250 Watercolor Painting I 3 Credit Hours  Prerequisite: ART 250  F, W, Sp, Su

This is an introductory course designed to familiarize the beginning student with the many technical and creative approaches to watercolor painting. Investigation of papers and watercolor tools, exploration of the medium, demonstrations, slide lectures and critiques will give the student in this class a more than adequate understanding of waterbase media.

251 Watercolor Painting II 3 Credit Hours  Prerequisite: ART 250  F, W, Sp, Su

Emphasis will be on composition and individual expression. This course is a continuation of ART 250.

252 Studio Art 3 Credit Hours  Prerequisite: ART 181 or ART 191 or ART 251  F, W, Sp, Su

Studio Art is a non-transferable course for the student/artist who has completed all the art offerings in a given discipline but still wishes to utilize the studio space, facilities and instructor's expertise to gain further knowledge. This will be done with the permission and under the supervision of an instructor. The student receives "P" or "F" rather than a letter grade for the course since it is not intended to transfer.

270 Ceramics I 3 Credit Hours  F, W

This course introduces the student to the nature of clay and how it can be formed. An emphasis will be placed on hand-building methods; coil and slab methods will also be investigated. The intent of the course is to develop techniques of the artist/craftsman in each student. Fundamentals of design and glazing are also covered.

271 Ceramics II 3 Credit Hours  Prerequisite: ART 270  F, W

This course continues the study of clay and the methods of using it as an art form. The objectives will be to develop one’s skill in wheel throwing and to increase the student’s awareness of the aesthetic nature of good ceramics. This course is a continuation of ART 270.

272 Ceramics III 3 Credit Hours  Prerequisite: ART 271  F, W

This course continues the study of clay and the methods of using it as an art form. The objectives will be to increase one's skill in wheel throwing, to analyze and to make more complicated forms, to experiment in combining techniques and to increase the student’s awareness of the aesthetic nature of good ceramics. This course is a continuation of ART 271.

273 Ceramics IV 3 Credit Hours  Prerequisite: ART 272  F, W

This course emphasizes self-expression, craftsmanship and studio practices. Glaze calculations and kiln firing procedures will also be covered. This course is a continuation of ART 272.

274 Studio Practices Ceramics 3 Credit Hours  Prerequisite: ART 273  F, W

This is a non-transferable course for the artist who has completed all the art offerings in a given field but still wishes to use the studio space and instructor’s expertise to gain further knowledge. This will be done with the permission and under the supervision of an instructor. This course is not designed as part of a transfer program. The student receives “P” or “F” rather than a letter grade.

280 Art History: Prehistoric to Gothic 3 Credit Hours  F

This course examines the art of the ancient western world beginning with pre-historic man and concluding with the Medieval Gothic era. The periods covered include pre-historic, Mesopotamian, Egyptian, Greek, Roman, early Christian, Byzantine and Gothic.
281 Art History: Renaissance to Baroque  3 Credit Hours
This course is an exploration of the artists and ideals which mark the development of early Renaissance art and its subsequent developments in Northern and Southern European art to the eighteenth century. Focus will be placed on the individual artists from the early Renaissance period up to the Baroque.

282 Art History: Neo-Classical/Early Modern  3 Credit Hours
This course traces the early movements of modern art, showing the progression of thought and the change of styles from the Neo-Classical period through the early twentieth century. Focus will be placed on specific artists who had leading roles in these developments.

ASTRONOMY (ASTRN)

151 Introduction to Astronomy  4 Credit Hours
A non-mathematical introduction to the principles of the astronomical universe. A general education course designed to be of interest to the individual without a scientific background who wishes to study the interrelation of the parts of the universe. Major areas of study include historical overviews, stars, stellar evolution, galaxies, cosmology and the solar system. Some laboratory work and day/evening outside observing may be required.

AUTOMOTIVE ENGINEERING TECHNOLOGY (AUTO)

101 Internal Combustion Engines  4 Credit Hours
Prerequisite: AUTO 104
This course covers the operating principles and design considerations of internal combustion engines typically encountered in the transportation field. Included will be two and four stroke-cycle gasoline and diesel engines, the Wankel and gas turbine engines. Emphasis will be on four stroke-cycle gasoline engines.

102 Automotive Electricity  4 Credit Hours
Prerequisite: ELEC 125
The practical application of electrical principles will be studied and include theory of operation, design and troubleshooting of starting motors, alternators, regulators and the complex electrical accessories found on modern automobiles. Use of automotive electrical test equipment will be stressed.

103 Fuel & Emission Control Systems  4 Credit Hours
Prerequisite: ELEC 125
This course covers the design theory, construction, operation and maintenance of fuel pumps, fuel injection and emission control systems. Principles of fuel distribution, manifolds and carburetors are studied. Students will develop skills in the use of diagnostic equipment to test and calibrate fuel and emission control systems.

104 Automotive Ignition Systems  3 Credit Hours
Prerequisite: ELEC 125
This course covers the operating principles of electronic and computer controlled ignition systems. Dynamometers are used to determine ignition timing curves for various operating conditions. Diagnostic procedures and the use of testing equipment will be stressed.

105 Automotive Transmissions  3 Credit Hours
Prerequisite: AUTO 104
This course covers the construction, operation and maintenance of standard and automatic transmissions and overdrive units. Troubleshooting, adjustment and maintenance of the various transmissions is covered in detail.

107 Automotive Chassis Units  4 Credit Hours
Prerequisite: AUTO 106
This course covers the design theory, construction, operation and maintenance of basic chassis components. Differentials, propeller shafts, springs, suspension, alignment and brake systems are studied. Use of road simulators with accelerometers and load cells are used to study vehicle dynamics.

109 Welding for Automotive Technicians  3 Credit Hours
This course is an in-depth introduction to the technical concepts pertaining to the more common automotive welding and cutting processes. Machine functions and filler metal chemistry will be emphasized as well as procedure requirements for stainless steel and aluminum. Welding/cutting processes covered (including laboratory applications) include: oxy-fuel cutting (OFC), plasma arc cutting (PAC), gas tungsten arc (GTAW) and gas metal arc (GMAW) welding.

114 Auto Instrumentation and Testing  4 Credit Hours
Prerequisite: AUTO 101 and AUTO 103 and AUTO 104
This course is designed to further develop students’ understanding and ability to set up and conduct laboratory investigations applicable to automotive research and development. Emphasis will be placed on defining the scope of a project, evaluation of investigation procedures, setting up and conducting tests, gathering and analyzing data and the production of final reports. Hardware and procedures will include computerized data collection, application of thermocouples, pressure transducers, strain gauges and similar devices applied to components undergoing tests on chassis and engine dynamometers, flow benches and related equipment.

121 Auto Full-Flow Testing  4 Credit Hours
Prerequisite: AUTO 101 and AUTO 103 and AUTO 104
This course is designed to further develop students’ understanding and ability to set up and conduct laboratory investigations applicable to automotive research and development. Emphasis will be placed on defining the scope of a project, evaluation of investigation procedures, setting up and conducting tests, gathering and analyzing data and the production of final reports. Hardware and procedures will include computerized data collection, application of thermocouples, pressure transducers, strain gauges and similar devices applied to components undergoing tests on chassis and engine dynamometers, flow benches and related equipment.

122 Automotive Advanced Transmissions  4 Credit Hours
This course covers the construction, operation and maintenance of advanced automotive transmissions. Troubleshooting, adjustment and maintenance of the various transmissions is covered in detail.

123 Auto Full-Flow Testing  4 Credit Hours
Prerequisite: AUTO 101 and AUTO 103 and AUTO 104
This course is designed to further develop students’ understanding and ability to set up and conduct laboratory investigations applicable to automotive research and development. Emphasis will be placed on defining the scope of a project, evaluation of investigation procedures, setting up and conducting tests, gathering and analyzing data and the production of final reports. Hardware and procedures will include computerized data collection, application of thermocouples, pressure transducers, strain gauges and similar devices applied to components undergoing tests on chassis and engine dynamometers, flow benches and related equipment.

124 Auto Full-Flow Testing  4 Credit Hours
Prerequisite: AUTO 101 and AUTO 103 and AUTO 104
This course is designed to further develop students’ understanding and ability to set up and conduct laboratory investigations applicable to automotive research and development. Emphasis will be placed on defining the scope of a project, evaluation of investigation procedures, setting up and conducting tests, gathering and analyzing data and the production of final reports. Hardware and procedures will include computerized data collection, application of thermocouples, pressure transducers, strain gauges and similar devices applied to components undergoing tests on chassis and engine dynamometers, flow benches and related equipment.

152 Biological Science  4 Credit Hours
This course is designed to cover selected biological topics which should help the student gain an understanding and appreciation of basic life functions, man’s relationship to the environment and the application of biological data to effective decision making. Units in modern cell biology, chemistry, metabolism, genetics, ecology, and the taxonomy and evolution of major phyla. Course requires laboratory work.
154 Introduction to Environmental Science  
A non-mathematical introduction to ecology and environmental science stressing fundamental concepts and principles of ecology/ecosystems, population dynamics, resources and pollution. Topics include land use, food resources, mineral resources, energy, air, water and the causative interrelationships between human values and socio-economic, political and environmental problems. This course is open to both science and non-science majors.

155 Allied Health Anatomy & Physiology  
Prerequisite: CHEM 150 or high school biology or chemistry  
A one semester course which surveys the fundamental concepts of cellular structure and human body organization. Emphasis on cellular structure and function and anatomy and physiology of the ten body systems is integrated with laboratory exercises using models and microscope slides to illustrate human anatomy. This course cannot be used to meet the anatomy and physiology requirements of the nursing or respiratory therapy associate degree programs. Course requires laboratory work.

157 Anatomy & Physiology I  
Prerequisite: BIOL 152 or CHEM 150 or high school biology and chemistry within the last 5 years  
Fundamental concepts of cellular structure and human body organization. Emphasis on cellular structure and function and anatomy and physiology of the following human organ systems: integumentary, skeletal, muscular, nervous and special senses. Integrated principles of chemistry, biology, and embryology are covered. This course is REQUIRED for all students in the Health Sciences curriculum. Course requires laboratory work.

158 Anatomy & Physiology II  
Prerequisite: BIOL 157  
A continuation of Anatomy 157. This course covers the anatomy and physiology of the human endocrine, circulatory, respiratory, digestive, renal and reproductive systems. This course is REQUIRED for all students in the Health Sciences curriculum. Course requires laboratory work.

160 Biology of Aging  
3 Credit Hours  
This course presents the essential biological changes which occur as part of the aging process, in particular, those pathological conditions which are common in later life. It includes current theories of biological aging with special attention to the implications of those changes in serving the needs of older adults. It is designed to meet the needs of students preparing for careers in working with older adults.

251 Elements of Botany  
Prerequisite: BIOL 152  
4 Credit Hours  
A detailed study of plant forms from the primitive groups to the higher seed plants. Morphology and physiology, taxonomy, evolution, ecology, and economics will be studied. Course requires laboratory work.

252 Elements of Zoology  
Prerequisite: BIOL 152  
4 Credit Hours  
A detailed study of invertebrate and vertebrate animals. Emphasis is placed on morphology and physiology, taxonomy, evolution, economics and ecology. Some of the more important cases under these topics will be discussed and explored. This course requires field work outside of the normal laboratory hours throughout the semester.

259 Introduction to Pathophysiology  
Prerequisite: BIOL 158 and BIOL 260  
4 Credit Hours  
A study of the fundamental mechanisms and manifestations of disease. The course covers basic principles of human pathophysiology, including infectious disease, immunopathology, congenital and hereditary disorders and neoplasia. Disorders of the major organ systems are emphasized: cardiovascular, respiratory, nervous, endocrine, renal, urologic and gastrointestinal/biliary pathophysiology. This course is designed for students in occupational programs relating to the health sciences.

260 General Microbiology  
Prerequisite: BIOL 152 or CHEM 150 or NURS 105  
4 Credit Hours  
This is an introductory course designed to present the basic concepts, techniques and applications of microbiology. It will include detailed discussion of the characteristics of bacteria, fungi, algae, protozoa, helminthes and viruses in terms of morphology, chemical and biological properties, control techniques, disease and applications. Course requires laboratory work.

264 Fundamentals of Genetics  
Prerequisite: BIOL 152  
4 Credit Hours  
This course provides an introduction to the principles of the transmission of inherited characteristics and the underlying molecular mechanisms of the regulation of expression of genetic information. Topics will include: classical genetics, molecular genetics, biotechnology and genetic engineering, genetics of cancer and population genetics.

BUSINESS ADMINISTRATION (BUSAD)

151 Introduction to Business  
4 Credit Hours  
F, W  
This course surveys the field of business, focusing on problems, practices and procedures. The scope includes environmental aspects, organization, marketing and sales promotion, production, personnel, labor relations and finance. This course is required by most business curricula and should be taken in the first year. This course is also highly recommended for any non-business major who wishes to explore the field of business.

BUSINESS LAW (BSLW)

251 Business Law  
4 Credit Hours  
F, W  
This course addresses various legal principles: law of contracts, agency, negotiable instruments and banking. Some of the more important cases under these topics will be discussed and explored.

BUSINESS MANAGEMENT (BMGT)

201 Principles of Management  
3 Credit Hours  
F, W, Sp  
This course emphasizes the basic principles of management. The course topics include functions of management, decision-making, directing, communicating, controlling, planning, human resources and organizing. Managerial functions are discussed within the framework of modern business organizations.
220 International Business  3 Credit Hours
Prerequisite: BMGT 201 and ECON 251
International Business introduces the process of globalization and its implications for business firms and their managers. Course content includes the social, political and economic environments of the multinational firm, with emphasis on management strategies across cultural and national boundaries.

251 Human Resource Management  4 Credit Hours
Prerequisite: BUSAD 151 or BMGT 201
W
The focus of this course is on business organization and management as they apply to the personnel functions of recruitment, selection, placement, orientation and training. Attention is given to job analysis and evaluation, morale measurement and maintenance, union-management relationships and employees’ economic and physical security.

BUSINESS MATH (BSMTH)

101 Business Mathematics  3 Credit Hours  F, W
This course covers practical application of addition, subtraction, multiplication, division, decimals, fractions, percentages, discounts, simple interest, compound interest, present value, discounting notes, interest on installment loans and amortized mortgage loans to the problems of everyday business and accounting.

CHEMISTRY (CHEM)

150 Fundamental Principles of Chemistry  4 Credit Hours
An introduction to the fundamental concepts and applications of general chemistry and description of chemical compounds. Detailed discussions include: measurement, atomic structure, nuclear change, the periodic law, bonding, nomenclature, chemical reactions, mass relationships, solutions, acids and bases and other selected topics. The course is designed for majors in health, elementary education and technical programs, and as an elective for non-science majors. Course requires laboratory work.

151 General College Chemistry I  4 Credit Hours
Prerequisite: MATH 151 or equivalent and CHEM 150 or one year of high school chemistry  F
A study of the basic principles of general chemistry including classification and characterization of chemical particles, chemical bonding and molecular structure, chemical reactions, oxidation-reduction processes, reaction stoichiometry, inorganic nomenclature and the qualitative behavior of common metals and their cations. Course requires laboratory work.

152 General College Chemistry II  4 Credit Hours
Prerequisite: CHEM 151  W
A continuation of Chemistry 151 which includes obtaining and applying quantitative information in laboratory to the basic interrelationships among solution chemistry, chemical thermodynamics, chemical kinetics, chemical equilibria and electrochemistry. Course requires laboratory work.

160 Fundamentals of Health-Science Chemistry  4 Credit Hours
Prerequisite: CHEM 150 or CHEM 151 or high school Chemistry  W
A study of organic and biochemistry as it applies to the health sciences. The course is designed for majors in occupational programs relating to the health sciences that require a basic understanding of organic and biochemistry. Course requires laboratory work.

251 Organic Chemistry I  4 Credit Hours
Prerequisite: CHEM 152  F
The preparation, properties, structures and reactions of aliphatics, alcohols, ethers, aldehydes, ketones and carboxylic acids. Laboratory develops basic organic chemistry techniques as well as instrumental methods including chromatography and spectroscopy. This course includes three hours of lecture and three hours of laboratory each week.

252 Organic Chemistry II  4 Credit Hours
Prerequisite: CHEM 251  W
A continuation of Chemistry 251 with consideration of enols, polyenes, amines, heterocyclics, carbohydrates, amino acids and macromolecular species. Laboratory develops basic organic chemistry techniques as well as instrumental methods including chromatography and spectroscopy. This course includes three hours of lecture and three hours of laboratory each week.

COMMUNICATION (COMM)

151 Introduction to Radio and TV  3 Credit Hours  F
This course is designed for students who wish to develop criteria to evaluate the flood of information presented by the media. Students will gain insight into the effects and influence of media in daily application. Also within this design will be the exploration and implementation of production methods used in radio and TV programming. Students will create and design, write, produce, direct and present material for audience (class) consumption.

251 Television Workshop  3 Credit Hours  W
This course is designed to provide students with a broad understanding of television production theory and practice. It combines lectures on television technology and production techniques with studio production. Students will produce simulated programs in the studio laboratory.

COMPUTER INFORMATION SYSTEMS (CIS)

109 Spreadsheet Software  3 Credit Hours  F, W
This course familiarizes students with electronic spreadsheets, spreadsheet graphics and data management systems. The various applications to business and general management systems will be discussed. Hands-on experience will be provided utilizing a popular spreadsheet software package such as Excel for Windows.

112 Database Software  3 Credit Hours  F, W
This course familiarizes students with the basic models and capabilities of standard database management systems. Students will have hands-on experience in creating and using databases on a microcomputer. Skills will be obtained primarily through the use of a common database software package.
118 Windows Operating System 1 Credit Hour F, W, Sp
This course will focus on the Windows operating environment. Topics include working with files and folders, customizing the Windows environment, managing programs, using Windows accessories and utility programs, transferring data between applications, managing printing option and performing disk maintenance.

123 PowerPoint Presentation Software 3 Credit Hours W
The student will learn to transform data into professional presentations using a sophisticated PC-based software package. The course will start with simple presentations moving to more complex projects involving animation and sound. Students will create and design charts, graphs, and other visual elements which will be integrated with text to effectively communicate ideas.

130 Introduction to Computer Information Systems 3 Credit Hours F, W
This course provides students with basic knowledge of computer information systems. This course includes both computer concepts and hands-on use of various computer applications. Computer concepts include computer system basics of hardware, software, files and data storage. The hands-on portion consists of using the operating system, spreadsheets, word processing, databases, presentation software, email and the Internet.

132 Introduction to Computer Programming 2 Credit Hours F, W
This course provides an introduction to computer program design and the coding of computer programs. Students will design solutions to computer problems using pseudocode, flowchart symbols and structure charts. These solutions will then be coded, executed and debugged.

140 Help Desk Concepts 3 Credit Hours
This course covers help desk technology, tools, techniques and customer service skills that are essential to any effective help desk. In this course, students are introduced to the service concepts of “soft skills” and “self-management skills” as well as the operation of a help desk and possible career paths.

142 Help Desk Troubleshooting 3 Credit Hours Prerequisite: CIS 118 and CIS 130
This course covers application and operating system troubleshooting and problem-solving techniques. Real-world case studies will be fielded by students to provide them with challenges they can expect to encounter in a day-to-day help desk support situation. In addition, this course will help to prepare students to successfully pass the HDA (Help Desk Analyst) certification exam.

150 Computer Science I 3 Credit Hours Prerequisite: CIS 132 F, W
This course focuses on the design stage of computer program development and coding of programs using the C++ programming language. Students will diagram solutions to a variety of computer problems using ANSI standard flowcharting symbols, structure charts and other design methods. Utilizing microcomputers, these solutions will then be coded, executed and debugged.

152 Visual Basic Programming 3 Credit Hours Prerequisite: CIS 132 F, W
This course uses VISUAL BASIC.NET to develop Windows applications. Utilizing microcomputers, students will design, build, run, save, modify and debug VISUAL BASIC.NET applications using VISUAL BASIC.NET interfaces, tools, forms, controls, properties and code.

155 Database Management Systems 3 Credit Hours Prerequisite: CIS 112 F
This course covers the process of database design, development, implementation and management. Topics covered include relational database model, object-oriented database model, structured query language, entity relationships, normalization, database life cycle and distributed database management systems.

167 Discrete Structures 3 Credit Hours Prerequisite: CIS 150 and MATH 171
This course covers mathematical principles and techniques required for analysis, proofs and general understanding of algorithms used in computer science. Topics include: algorithms, combinatorics, sets, functions, mathematical induction and understanding and doing proofs. Also covered are “big oh,” omega and theta notations for the growth of functions, graphs, trees and Boolean Algebra.

171 Using the Internet 1 Credit Hour F, W
This course will teach students how to use the Internet as a resource and research tool. Students will learn various ways of accessing the Internet and communicating with other users via the Internet. In addition, students will learn advanced search tools and other resources to retrieve information. Course coverage will include browsers, search engines, FTP, email and Internet security. Operating system file management skills and basic knowledge of the Internet are required for this course. Students who do not have these skills and knowledge should enroll in CIS 130 prior to this course.

172 Web Design Concepts 3 Credit Hours Prerequisite: CIS 130
This course covers the fundamentals of designing informative, attractive and efficient Web pages. It includes issues of design techniques, browsers and computing platforms, typography, color selection, navigation and storyboarding.

173 FrontPage Web Design 3 Credit Hours Prerequisite: CIS 130 or CIS 171 F, W
This course will focus on Web page design using FrontPage to produce Web pages and HTML (hypertext mark-up language).

174 Dreamweaver Web Design 3 Credit Hours Prerequisite: CIS 130 or CIS 171 W
This course covers the use of one of today’s most powerful Web design tools, Macromedia Dreamweaver™. Students will cover the Dreamweaver™ topics and skills necessary to build and manage attractive, dynamic, professional Web sites.
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<tr>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Prerequisite(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>175 Java Programming</td>
<td>3</td>
<td>Prerequisite: CIS 150</td>
<td>Java is an object-oriented programming language that can be used to create stand-alone applications and applets. Java applications are platform-independent programs that will run on any computer that supports Java. Java applets are used to enhance World Wide Web pages. By using applets, Web pages can include audio, animation, interactivity, video and even three-dimensional imaging. This course includes coverage of the Java language and Object-Oriented Programming.</td>
</tr>
<tr>
<td>176 Web Animation (Flash)</td>
<td>3</td>
<td>Prerequisite: CIS 130 or CIS 171</td>
<td>This course covers the skills and techniques for producing and delivering high-impact Web sites using Macromedia Flash™. Students will be incorporating musical tracks, sound effects, and advanced animations to create effects that are viewable across numerous Web platforms with efficient download speeds.</td>
</tr>
<tr>
<td>177 Markup Languages</td>
<td>3</td>
<td></td>
<td>This course covers HTML and introduces XML. Students will be using a case-oriented, problem-solving approach to creating Web pages using these Web development markup languages.</td>
</tr>
<tr>
<td>179 Web Script Programming</td>
<td>3</td>
<td>Prerequisite: CIS 132 or higher programming language, and CIS 177</td>
<td>This course covers the creation of dynamic Web pages using the popular web scripting languages including JavaScript. Students will build applications from the bottom up. Client-side and server-side scripting will be explored. The goal of this course is to create Web pages that have dynamic and interactive content.</td>
</tr>
<tr>
<td>180 Graphic Design Concepts</td>
<td>3</td>
<td>Prerequisite: CIS 130</td>
<td>This course covers print design, layout, typography and related publishing concepts. It contains essentials of print design layout, typographic composition, font selection, scanning techniques and printing professional-looking publications.</td>
</tr>
<tr>
<td>182 Illustrator Graphics</td>
<td>3</td>
<td></td>
<td>This course covers the tools and techniques of vector-based drawing software using Adobe Illustrator™.</td>
</tr>
<tr>
<td>184 Photoshop Graphics</td>
<td>3</td>
<td></td>
<td>This course covers the tools and techniques of the image-editing software Adobe PhotoShop™.</td>
</tr>
<tr>
<td>185 Web Graphics</td>
<td>3</td>
<td>Prerequisite: CIS 130</td>
<td>This course focuses on designing and creating professional looking Web graphics to be incorporated onto Web sites. Included in this course are techniques for creating image maps, rollover effects, icons and buttons for the Web. This course uses Macromedia Fireworks. Knowledge of Adobe Photoshop and/or Adobe Illustrator are recommended for this course.</td>
</tr>
<tr>
<td>186 Multimedia Development (Director)</td>
<td>3</td>
<td>Prerequisite: CIS 130</td>
<td>This course covers the tools and techniques of the authoring tool Macromedia Director™. This development platform will stress the incorporation of sound, graphics, animation and video that can be deployed on the Web, CD-ROM and other multimedia applications.</td>
</tr>
<tr>
<td>187 Digital Video Editing</td>
<td>3</td>
<td>Prerequisite: CIS 130</td>
<td>This course provides skills and knowledge of digital video basics. Topics will include editing, transitions, audio, adding motion and other multimedia components involving digital video. This course is applicable to Web designers, graphic designers, video production artists, or home digital video camera users.</td>
</tr>
<tr>
<td>188 InDesign Desktop Publishing</td>
<td>3</td>
<td></td>
<td>InDesign Desktop Publishing is a comprehensive desktop publishing course which provides instruction in the use of sophisticated page composition software. Class projects range from simple, one-page documents to multi-page documents produced for both print and graphics. Final class projects involve the conceptualization and creation of a variety of complex publications.</td>
</tr>
<tr>
<td>189 3D Animation</td>
<td>3</td>
<td>Prerequisite: CIS 130 and CIS 176 or CIS 186</td>
<td>This course is an introduction to 3D animation for character animation, visual effect and 3D solid modeling. Software used includes a complete set of tools for drawing and animating 3D models and characters. Students will create objects with a variety of surfacing materials, textures and effects. Students will create and animate digital models/objects.</td>
</tr>
<tr>
<td>205 System Analysis and Design</td>
<td>3</td>
<td>Prerequisite: CIS 130</td>
<td>This course is designed to guide the student in developing a system where computer hardware and/or software is to be installed or updated. The student will consider problems of data flow through the system. The student will undertake case studies involving data collection, current system analysis, recommendations, design, development and implementation of a new or updated computer system. Students may be required to design a full or partial system.</td>
</tr>
<tr>
<td>208 PC Operating Systems</td>
<td>3</td>
<td>Prerequisite: CIS 118 and CIS 130</td>
<td>This course emphasizes the study of operating systems for personal computers. Topics include: Command Line vs. Graphical User Interfaces, batch and configuration files, disk utilities, disk operation, installing and uninstalling applications, multitasking, security, configuration and network operating systems. Operating systems discussed in this course will include Windows 9x, 2000, MS-DOS, Linux/Unix and others. This course will enhance students' understanding of PC operations.</td>
</tr>
<tr>
<td>209 Data Communications</td>
<td>3</td>
<td>Prerequisite: CIS 130</td>
<td>This course examines the technical aspects of electronic data communications within and between organizations. Topics include: fundamentals of data communication environments, communication media, data transmission methods, common carrier services, networks, LAN hardware, LAN topologies, media access control, WAN hardware, WAN topologies, transmission services and Internet technology.</td>
</tr>
</tbody>
</table>
216 Introduction to Computer Security  4 Credit Hours  
Prerequisite: CIS 208 and CIS 209  
This course provides students with a fundamental understanding of network security principles and implementation. Students will learn about authentication, types of attacks and malicious code that may be used against your network, threats and countermeasures for email, Web applications and remote access, file and print services. A variety of security topologies are discussed, as well as technologies and concepts used for providing secure communications channels, secure internetworking devices and network medium. Aside from learning the technologies involved in security, students will get to understand the daily tasks involved with managing and troubleshooting those technologies. Students will have a variety of hands-on and case project assignments that reinforce the concepts covered in each chapter.

220 Hardware Maintenance  4 Credit Hours  
Prerequisite: CIS 130  
This course develops a student’s knowledge of microcomputer hardware for the purpose of installation and maintenance at the equipment level. Students will learn to install, protect and troubleshoot CPUs, disk drives, memory, circuit boards, video adapters, displays, CD-ROM drives and more. Students will learn how to use the Internet to upgrade and maintain computers. This course will also bring together all the physical components of equipment evaluation for purchase, future maintenance and growth. In addition, this course will help to prepare students to successfully pass the A+ certification exam.

228 Linux Administration  3 Credit Hours  
Prerequisite: CIS 208  
This course covers installing, configuring and managing a multi-user UNIX/Linux computer system. Topics covered include: File Systems, Disk Management, User Management, Configuration, Remote Access, Remote Desktop, Customizing and Kernel Customizing. Students will perform a number of hands-on activities to reinforce classroom discussions.

230 Windows Server  3 Credit Hours  
Prerequisite: CIS 209  
In this course, students learn to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Microsoft Windows-based network.

234 Advanced Windows Server  4 Credit Hours  
Prerequisite: CIS 230  
This course provides a training solution for support professionals working in a Microsoft Windows Server-based enterprise environment. Students must have previous experience supporting a Windows Server-based network. Students learn to design, implement and support the Windows Server network operating system in a multi-domain enterprise environment. The course is organized in four units, each covering support in different areas of the enterprise environment. In addition, this course will help to prepare students to successfully pass the MCSE certification exam.

250 Computer Science II  3 Credit Hours  
Prerequisite: CIS 150  
This course continues the exploration of computer science begun in CIS 150, Computer Science I. Topics to be covered include: object-oriented programming in C++, pointers, recursive algorithm design and implementation, sorting, searching and file processing. Data structures studied include: stacks, queues and linked-lists. This course is designed for students who wish to continue their computer science education beyond the community college level.

252 Advanced Visual Basic Programming  4 Credit Hours  
Prerequisite: CIS 152  
This project-oriented course expands on the Visual Basic Programming topics covered in CIS 152. The more complex concepts and features of the programming language are covered with emphasis on managing data and multiple forms, reporting information and ActiveX controls.

255 Microsoft SQL  4 Credit Hours  
Prerequisite: CIS 155  
In this course, students will learn how to develop relational database applications using Microsoft SQL client/server database. Concepts to be covered include creating and modifying database tables and data using SQL command-line programming environment. In addition, this course will help students to successfully pass the MCSE certification exam.

266 Windows Programming in C++  3 Credit Hours  
Prerequisite: CIS 150  
Students will design and implement programs for Windows using RAD tools and C++. The speed and ease of use for RAD tools combined with the power of C++ will be utilized to create complete Windows applications. Programs will be developed that utilize many GUI features found in Windows such as buttons, menus, windows, scroll bars, text areas, etc.

267 Beginning Game Programming  3 Credit Hours  
Prerequisite: CIS 250  
This course will cover the fundamental principles and practices of designing and programming computer games. Students will design and implement several 2D and 3D games utilizing a variety of programming techniques and tools, including: C++ programming language, operating systems, graphics API, computer graphics, audio editing software, 3D modeling software and 3D collision detection.

268 Assembly Language/Computer Architecture  4 Credit Hours  
Prerequisite: CIS 150  
This course covers computer programming in one of its most basic forms and introduces computer architecture. The understanding and appreciation of assembly language is the foundation for the understanding of the digital computer and its programming. Assembly language is just one step removed from machine language, the language directly understood by the CPU. This course will cover: computer architecture, data representation, instruction sets, addressing modes, assembly language programming techniques, interrupts and exceptions, assemblers, peripheral programming and the relationship between assembly language and high-level languages.

272 Database Web Development  3 Credit Hours  
Prerequisite: CIS 174 or CIS 177  
This course covers the creation of Web sites that can display, insert, update and delete data from a database. It includes working with relational databases and other software and programming tools such as: SQL, MySQL, PHP, HTML, client-side and server-side scripts and advanced Dreamweaver MX 2004 development features to create dynamic, e-commerce Web sites. (It is recommended that CIS 179 be completed prior to taking this course.)
CONSTRUCTION MANAGEMENT TECHNOLOGY (CONM)

100 Introduction to Design/Construction  3 Credit Hours
Based on experiences in the field of architecture and construction, this course explores the work of architects and their relationships with the various supporting technicians. Consideration is given to historical, aesthetic, functional, structural and economic aspects of design.

101 Materials of Construction  3 Credit Hours
A study of natural and manufactured building materials, including concrete and masonry, steel and non-ferrous metals, wood and composition materials, glass and plastics and exterior and interior finishing materials. In laboratory sessions, the physical properties of materials and methods of assembly are studied using material samples. Beginning sketching techniques are developed.

102 Construction Practices  3 Credit Hours
This course develops those supporting skills essential to the organization and management of construction projects, including material takeoff and bidding procedures, organization and interpretation of specifications, function preparation and use of the various construction documents, scheduling of construction operations and familiarization with building codes and zoning regulations.

103 Residence Drafting  4 Credit Hours
Prerequisite: CONM 110 or MDTC 101 or MDTC 151 or MDTC 160 or concurrent registration in CONM 110
Complete working drawings are developed for one building of frame construction, with emphasis on the interrelationships of the various views, including site and floor plans, exterior and interior elevations, sections and details. Accuracy of linework, lettering and scale are stressed.

105 Mechanical Building Systems and Equipment  4 Credit Hours
Prerequisite: CONM 110 or MDTC 101 or MDTC 151 or MDTC 160
The focus of the course is on water distribution and waste systems, calculation of heat losses and gains, "wet heat" and air handling comfort systems including air conditioning, electrical power and lighting. Mechanical and electrical layouts are developed.

107 Surveying  3 Credit Hours
Prerequisite: High school or college trigonometry
Theory and field practice in using tapes, levels and transits in land survey, building layout and contours and drainage are covered. Includes a study of building site conditions and practice in taking field notes and in translating them into drawings.

110 Construction Blueprint Reading  3 Credit Hours
Covered in this course are fundamentals of construction blueprint reading: interpretation of basic symbols, terminology organization of construction drawing, sketching and material quantity takeoff.

120 Introduction to AutoCAD for Architecture  3 Credit Hours
Prerequisite: CONM 103 or CONM 110
This course is an introduction to computer aided design as it applies to the architecture and construction industry. The content examines typical hardware requirements and basic software (AutoCAD) commands used to create, edit and plot 2D architectural drawing files.

201 Site Planning and Development  3 Credit Hours
This course studies the processes required to develop a functional site plan, including basic designs of pavements, parking lots layout, storm drainage, public utilities, landscaping consideration and zoning requirements.

202 Construction Safety  3 Credit Hours
This course is designed to provide students with an opportunity for an in-depth study of construction safety and the importance of employee safety and health in the construction industry. The code of Federal regulations (29 CFR 1926) and MIOSHA construction standards are examined. Emphasis will be placed on the interpretation and application of government regulations. Students will develop a comprehensive safety program using the MIOSHA recommended format.

COOPERATIVE EDUCATION (CO-OP)

Cooperative Work Experience  1 to 4 Credit Hours
Cooperative education is for students interested in an introduction to the world of work. It is designed to give on-the-job experience which is related to the student’s program of study. The co-op experience may be on a half-time or full-time basis. If employed from 15 to 20 hours per week in an approved coordinated program, the student is entitled to 2 hours credit upon successfully completing the semester. Full-time status generally represents 40 hours per week of coordinated work. Students electing full-time co-op should plan to limit their campus schedule to one or two courses. Arrangements for the co-op program must be made through the proper co-op coordinator or division dean.
CULINARY SKILLS AND MANAGEMENT (CSM)

Food Preparation I

101A Introduction to Culinary Arts 4 Credit Hours
Prerequisite: CSM 111

Students learn the fundamentals of food preparation in the food service business including safety skills, moussing kitchen tools and equipment, properties and composition of food and basic knowledge of meats, poultry and seafood. The study of basic cooking principles, weights and measures and vegetables and starch preparation, along with basic recipe understanding are all stressed in this course to help prepare students for culinary careers. Students are required to register for all modules of CSM 101 concurrently.

101B Basic Restaurant Production 2 Credit Hours

Students study and demonstrate, through extensive hands-on training, daily food service production. Through rotations of training stations, students maintain and operate entree production, garnishes and salads, soups, stocks and sauces, beginning baking and basic food preparation. Students are required to register for all modules of CSM 101 concurrently.

101C Baking I 2 Credit Hours

Students study and demonstrate, through daily production, the basic baking skills used in modern food service establishments. This includes principles and mixing procedures for quickbreads and yeast doughs, weighing and portioning, recipe conversions and types of ingredients. The use of yeast doughs and sweet doughs is an important objective of this course. Students are required to register for all modules of CSM 101 concurrently.

101D Soups, Stocks & Sauce Production 2 Credit Hours

In modern food service, a thorough understanding of soups, stocks and sauce production is vital for the successful cook. Through daily production, students demonstrate the proper preparation of stocks, reductions and glaces, as well as convenience bases. Roux and other thickening agents are taught with uses in sauce production. Soups, classifications and varieties such as bisque, consomme, puree soup and chowders are regularly prepared. Students are required to register for all modules of CSM 101 concurrently.

111 Food Sanitation 2 Credit Hours

This course is an operations-centered certification course which will provide culinary students with basic principles of sanitation for food service. The course will include ways to apply these principles to practical situations, as well as methods of training and motivating employees to follow good sanitation practices. Students will study the laws and regulations related to safety, fire and sanitation, and adhere to them in the food service operation. Upon successful completion of this course, students may take the examination for an Applied Foodservice Sanitation Certificate, which meets or exceeds F.D.A. recommendations on content for sanitation courses. This is the most universally recognized and accepted sanitation certification. Students may also receive the State of Michigan Sanitation Certificate.

114 Nutrition 2 Credit Hours

Prerequisite: CSM 101D

The objectives of this course are designed to make the food service student aware of nutrient needs throughout the life cycle and to apply those principles to menu planning and food preparation. Students also learn the characteristics, functions and food sources of the major nutrient groups and how to maximize human health.

Food Preparation II

116A Introduction to Buffet Preparation 4 Credit Hours
Prerequisite: CSM 101D

Students will obtain cooking and learning experience in this course, including the demonstration and practical application of preparing and serving salads and salad dressings, sandwiches and hors d’oeuvres, along with an introduction to food garnishing. The importance of breakfast is thoroughly covered, including breakfast cooking, dairy products, cheese, coffee and tea. Students also demonstrate how to cook with herbs and spices and wines and spirits, along with an introduction to ice carving. Students are required to register for all modules of CSM 116 concurrently.

116B Beginning Pastries 2 Credit Hours
Prerequisite: CSM 101D

This course is designed to introduce the student to the wide range of pastries used in commercial food service establishments. The preparation and uses of puff dough, Danish dough, French pastries and international pastries are studied and demonstrated by the student. Students also learn about and produce gateaus, wedding cakes, chocolate work, cookies and candies. Specialty pastry areas such as pulled and spun sugar are introduced. Students are required to register for all modules of CSM 116 concurrently.

116C Baking II 2 Credit Hours
Prerequisite: CSM 101D

Students study and demonstrate, through daily production, the basic baking skills used in modern bakery facilities, including the principles and mixing methods of pies and cakes. Weighing and portioning, recipe conversions and the study of ingredients are also explored. Students will prepare and bake pies, as well as finish cakes with different icings and decorations. Specialty pastry areas such as pulled and spun sugar are introduced. Students are required to register for all modules of CSM 116 concurrently.

116D Institutional Food Preparation 2 Credit Hours
Prerequisite: CSM 101D

Through daily hands-on production, students study and demonstrate the proper techniques of institutional food preparation. This area of food service is becoming more upscale every day. Areas of study include an emphasis on international and regional cuisines, as well as working with flavoring, portion control and proper handling of convenience food products in food service today. Students are required to register for all modules of CSM 116 concurrently.

119 Bar Management 1 Credit Hour

This course familiarizes the student with laws related to serving alcohol along with the server’s responsibilities, basic mechanics and principles of bartending. Students also study the processes that produce different alcoholic beverages, such as beer, wines, spirits and liqueurs.
Advanced Food Preparation I

201A Introduction to Hospitality Industry  2 Credit Hours
Prerequisite: CSM 116D

This course is designed to introduce the student to the wide range of businesses in the hospitality industry. Students study various food service organizations and career opportunities which include business organizational structures and basic functions of departments within food service establishments. A close study of catering services, including on and off-premise catering, is also emphasized in this course. Students are required to register in all modules of CSM 201 concurrently.

201B Dining Room Procedures  1 Credit Hour
Prerequisite: CSM 116D

Through daily operations of the Cuisine 1300 restaurant, students learn the various types of dining service appropriate for different food service operations. Students also learn how to service the public, including tableside cookery, taking orders, serving food, and, through use of a modern computer cash register system, cashing out and end-of-the-day sales mix. Students are required to register in all modules of CSM 201 concurrently.

201C Menu Planning I  1 Credit Hour
Prerequisite: CSM 116D

This course introduces students to one of the most important aspects of the food service industry. The principles of menu planning to various types of facilities are applied. The course covers menu layout, selection and development and pricing/food cost structure. Students plan, cost and determine the menu used in the Cuisine 1300 restaurant. Students are required to register in all modules of CSM 201 concurrently.

201D Purchasing and Receiving  1 Credit Hour
Prerequisite: CSM 116D

Students learn the principles and practices concerned with the purchasing and receiving of food, supplies and equipment for various food service operations. The importance of developing a purchasing system, an effective storeroom and proper use of checklists and bid sheets are all covered in detail. Students are required to register in all modules of CSM 201 concurrently.

201E a la Carte Food Preparation  3 Credit Hours
Prerequisite: CSM 116D

This course prepares the student for the wide variety of a la carte food service establishments in the modern industry. Through daily operations of the Cuisine 1300 kitchen facility, students rotate through various stations, obtaining vital hands-on experience and training. The principles of a la carte food preparation, such as menu development and food/labor costs, are also emphasized to the student. Students are required to register in all modules of CSM 201 concurrently.

Advanced Food Preparation II

207 Restaurant Management & Supervision  3 Credit Hours
Prerequisite: CSM 201E

This course provides instruction in the management techniques involved in modern food service operations. Particular topics include the study of restaurant and menu planning. Through the assembly of a semester-long project, students learn the tasks and responsibilities of operating a restaurant from “conception to opening day.” This includes areas such as market surveys, scheduling needs and management and supervisory concepts.

Advanced Food Preparation II

216A Garde Manger  2 Credit Hours
Prerequisite: CSM 201E

This course is designed to teach the student the art of garde manger and food presentation. The focus is on specialty work, including ice and butter sculptures, vegetable carving, salt dough, charcuterie and tallaice sculpturing. Through a series of elaborate theme buffets, students also are introduced to platter presentation and salon competitions. Students are required to register for all modules of CSM 216 concurrently.

216B Menu Planning II  1 Credit Hour
Prerequisite: CSM 201E

Students take the menu role and concept one step further in this course. Students develop menus for buffets and utilize them in the Cuisine 1300 restaurant and buffet operations. Students learn to utilize past menus and buffet statistics to aid in forecasting and planning. Students are required to register for all modules of CSM 216 concurrently.

216C Ice Carving  2 Credit Hours
Prerequisite: CSM 201E

The art of ice sculpturing is becoming more popular every day. Many employers look for cooks with this talent. This course teaches the student, through demonstrations and lectures, the art of ice carving. The students also have a considerable amount of hands-on exposure through various ice carving shows, as well as weekly sculptures for theme buffet in Cuisine 1300. Students are required to register for all modules of CSM 216 concurrently.

216D Advanced Buffet Preparation  3 Credit Hours
Prerequisite: CSM 201E

This course is designed to teach the student the art of creating and displaying hot and cold foods and to exhibit these foods. Emphasis of this course is on artistic presentation and layout of foods prepared for theme buffets that are served in the Cuisine 1300 restaurant. These popular buffets are open to the public and feature such items as ice carvings, charcuterie products and classical foods and pastries. Students are required to register for all modules of CSM 216 concurrently.
DANCE (DANCE)

151 Ballet I  1 Credit Hour
The purpose of this course is to introduce the student to the study of classical ballet through traditional ballet bar, center floor and traveling ballet exercises and combinations. Included in the class is basic alignment principles, ballet vocabulary and steps and beginning combinations of ballet technique. Music accompaniment will enhance and complement the types of movements inherent to ballet dance. Emphasis is on personal growth with each class and assignment being a new challenge. Proper attire, terminology and health and safety issues are discussed. Written and skills tests are part of this course. Due to the fact that ballet dance has aerobic components, a medical release may be required. This class may be repeated for credit twice (total 3 credits).

152 Modern Dance I  1 Credit Hour
The purpose of this course is to introduce the student to the principles of modern dance techniques designed for the inexperienced dancer. Toning, stretching and strengthening exercises are incorporated to promote the investigation of the body's overall range of motion. Music accompaniment may be utilized to complement the movement. Emphasis is on personal growth with each class and assignment being a new challenge. Attire, terminology and health and safety issues are explained and discussed. Written and skills tests are part of this course. Due to the fact that modern dance can be aerobic, a medical release may be required. This class may be repeated for credit twice (total 3 credits).

153 Jazz I  1 Credit Hour
The purpose of this course is to introduce the student to the study of jazz through movement, vocabulary and toning, isolations in jazz techniques and stretching and strengthening exercises. Music will be utilized in each class to complement the jazz dance styles chosen for study. Emphasis is on personal growth with each class and assignment being a new challenge. Attire, terminology and health and safety issues are explained and discussed. Written and skills tests are part of this course. Due to the fact that jazz dance is aerobic in nature, a medical release may be required. This class may be repeated for credit twice (total 3 credits).

155 Dance Improvisation I  1 Credit Hour
The purpose of this course is to create an atmosphere in which students can realize and enhance their own creative resources by utilizing the dance medium. This course provides students with opportunities to discover the skills of creative thinking through problem solving exercises which are designed to uncover spatial, kinesthetic and emotional awareness as well as the discovery of movement qualities. Emphasis is on personal growth with each class and assignment challenging the student's own initiative to move physically and think quickly. Attire, terminology and health and safety issues are explained and discussed. Written and creatively challenging skills tests are part of this course. Because some of the class content may involve aerobic components, a medical release may be required. This class may be repeated for credit twice (total 3 credits).

170 Dance Composition I  2 Credit Hours
Prerequisite: DANCE 152 and DANCE 155
The purpose of this course is to introduce the student to the study of Dance Composition. The semester will be spent with the intent to obtain an understanding of the elementary components that may be utilized in choreographing a dance. The concept of dance language and symbol system will be introduced. Emphasis is on one's individual growth process in relation to the concepts of this course as presented in class. Written and skills tests are a part of this course. Because some creative processes are aerobic by nature, a medical release may be required. This class may be repeated for credit twice (total 6 credits).

251 History of Dance  3 Credit Hours
The purpose of this course is to give the student a foundation in which to develop a greater understanding of dance as a medium of expression. The student will examine dance as it has served as ritual, play and art from the past to the present.

EARLY CHILDHOOD DEVELOPMENT (ECDV)

101 Introduction to CDA  1 Credit Hour
This course is designed to help students planning to complete the Child Development Associate (CDA) Credentialing Assessment by providing information on the process. Students will learn how to apply, how to develop a portfolio, how to write entries, how to document entries and how to coordinate the readiness and assessment phases of CDA. The CDA Direct Assessment is done by a team composed of the advisor, a parent/community representative and a representative of CDA. Students must also provide verification of 480 clock hours of working with young children during the immediate past five years, in addition to the required course work. NOTE: The successful completion of this course does not guarantee receiving the CDA Credential.

102 CDA Training-Part 1  5 Credit Hours
This course is designed to help the CDA candidate demonstrate skills and knowledge in seven of the 13 functional areas described in the CDA Competency Goals. The student will also develop professional child care giving skills in specific performance areas: profiling for a child's safety, adequate supervision of children, maintaining a healthy environment, providing nutritional meals, offering a variety of developmentally appropriate materials, enhancing physical development, fostering interactions through play, exploration and learning; engaging in conversation.

103 CDA Training-Part 2  4 Credit Hours
This course is designed to help the CDA candidate demonstrate skills and knowledge in six of the 13 functional areas described in the CDA Competency Goals. The student will also develop child care skills in specific performance areas: creativity, individual worth, encouraging self-help skills, mutual respect and acceptance, positive guidance techniques, multicultural awareness and sensitivity, competent and effective management skills and advocacy to promote quality child care services.
105 Child Growth and Development 3 Credit Hours
This course is intended to present to the student a comprehensive analysis of children from conception to eight years old. The student will gain an understanding of child development in all of the following areas: physical growth, cognitive development, psychological development, nutritional needs and socialization processes. The purpose of this course is to focus on enhancing child care skills as a practical application of the theoretical structure of the course.

106 Observing and Recording Child Behavior 3 Credit Hours
Prerequisite: ECDV 105
Students develop appropriate skills and experience for conducting objective child observations. Observation in a child care center and a case study are required. The physical, emotional, social, cognitive, language and creative needs of pre-schoolers will be analyzed in relation to sound child guidance techniques. Thirty clock hours of observation experiences will be required.

107 Programs for Young Children Birth to Age Five 5 Credit Hours
Prerequisite: ECDV 105
The development of curricula and activities for use with children from birth to age five will be emphasized in this course. Students will design a safe environment and plan developmentally appropriate activities. This course will include 60 contact hours of field experience.

150 Nutrition, Health and Safety for Early Childhood Education 3 Credit Hours
Best practices in health, safety and nutrition are presented. Students develop specific competencies in these areas, including establishing and maintaining a healthy, safe child care program, planning nutritional meals and snacks and teaching children and their parents about health, safety, and nutrition. Communicable diseases, government funded child/family food and nutrition programs, playground and toy safety and resources for the child care provider are included.

207 Methods and Materials for Early Childhood Education 5 Credit Hours
Prerequisite: ECDV 105
The course is designed to develop students’ skills in planning, implementing and evaluating developmentally appropriate learning experiences in children from kindergarten to age eight. A variety of curriculum areas – science, math, creative art, sensory, gross and fine motor, and language arts – are covered. Basic skills and concepts, resource materials and teaching methods are explored for each curriculum area. Community involvement, school partnerships and standards for school-age child care programs are also considered. This course will include 60 contact hours of field experience.

210 Administration of Child Care Programs 3 Credit Hours
Prerequisite: ECDV 105 and ENGL 101 or ENGL 151
This course will enhance the student’s understanding of the total range of administrative responsibilities in early childhood programs. It is designed to offer an overview of interpersonal communication, financial responsibilities, licensing, personnel certification, staffing and evaluation of overall programs. Students will be responsible for developing budgets, job descriptions, health and safety programs and a variety of other materials used in administration.

218 Early Childhood Development Externship 5 Credit Hours
Prerequisite: ECDV 106 and ECDV 107 and ECDV 207
The Early Childhood Development Externship is intended for students to gain practical experience while working under supervision in a child care facility. In addition to weekly class meetings, a minimum of 150 hours of supervised experience in a licensed child care facility are required during the semester. The student will apply theories learned in the prerequisite classes to their field work.

EARTH SCIENCE (ESC)

151 Earth Science 4 Credit Hours
An introduction to earth sciences for beginning students. The course is designed to show the numerous and important ways in which geology and some aspects of meteorology, oceanography and solar-system astronomy interrelate with humankind and our environment. Emphasis is on broad concepts and fundamental principles of earth science and their application to environmental considerations. Course requires laboratory work.

ECONOMICS (ECON)

251 Principles of Macroeconomics 3 Credit Hours F, W
This course is a survey of the economic system, including ideas relating to production, national income, national growth, money and banking, markets and prices and the distribution of income. This is a macro-economics course designed for both the student who needs one semester in economics and the student who will take further courses in the field.

252 Principles of Microeconomics 3 Credit Hours F, W
This is a survey course of the microeconomic system including ideas relating to pricing and output determination, factor income, economic development, international economics and market structures.

256 Labor Problems 3 Credit Hours
This course examines labor history, labor legislation, wage determination, unions and collective bargaining. The collective bargaining process is strongly emphasized through the use of role-playing simulations.

257 Contract Administration 2 Credit Hours
This course is designed for students desiring investigation into areas of administering negotiated agreements between labor and management. The course focuses on problems encountered by the union steward or committee person and first-line supervisors regarding grievance procedures and grievance arbitration.
EDUCATION (EDUC)

151 Exploring Teaching 3 Credit Hours F, W

This course is designed primarily for students who are considering entering the teaching profession. The course involves a minimum of 60 hours of field work where the student will have the opportunity to observe and participate in a public school as an aide to the professional staff. All students meet together on campus for 1-1/2 hours each week to hear guest speakers, discuss classroom experiences and review relevant readings. Placement schedules are worked out in cooperation with the participating teacher. Time in the host school averages about six hours per week. This course fulfills similar pre-teaching experiences required by several universities. Check with the college counselor regarding transfer to the university you plan to attend.

ELECTRONIC AND COMPUTER TECHNOLOGY (ELEC)

125 Fundamentals of Electricity 3 Credit Hours F, W, Sp, Su

Prerequisite: One year high school algebra

This course is designed as a survey for electronics majors and non-majors. It covers safety, basic electrical theory (AC and DC), Ohm’s Law, reading schematic drawings, electrical component identification and functions, sources of electrical power, motors, power distribution and basic solid-state devices. Laboratory exercises will include measurement of resistance, voltage and current with analog and digital meters; basic oscilloscope use; relays and transformers; circuit design and construction and component testing.

126 DC Motors and Controls 2 Credit Hours F

Prerequisite: ELEC 125

This course is designed to provide students with a knowledge of DC motor operating characteristics and control circuits. It will provide hands-on experience with wiring control circuits, checking the operational characteristics of motors and use and installation of circuit protection devices. Development and application of ladder logic theory, diagrams and circuits will be covered.

128 AC Motors and Controls 3 Credit Hours W

Prerequisite: ELEC 126

This course acquaints the student with concepts and applications of three-phase power, including wye and delta configurations. Basic operation and circuit characteristics of three-phase alternators and transformers will be covered. The construction and operation of three-phase induction motors and their related starting, control and protection circuits along with variable-frequency drives will also be addressed.

130 Introduction to Programmable Logic Controls 2 Credit Hours F, W

Prerequisite: ELEC 125

The course introduces the concepts and applications of the control and protection of industrial machines and systems through the use of programmable logic controllers (PLCs).

132 Electronics I 4 Credit Hours W

Prerequisite: ELEC 125

An introduction to basic solid-state electronic circuits. Elementary mathematical techniques are used to analyze circuit performance and coordinated laboratory activities verify these predictions. Topics covered include diodes, basic power supplies, transistors and amplifiers in the common-emitter, common-base and common-collector configurations, as well as field-effect transistors, basic operational-amplifier circuits and electronic properties of digital ICs.

133 Circuit Analysis 4 Credit Hours F

Prerequisite: ELEC 125 and MATH 124 or MATH 151 or MATH 159 or MATH 164

Topics covered are: Phasor analysis of series AC circuits, both resistor-capacitor and resistor-inductor; phasor analysis of parallel AC circuits, both RC and RL; magnetism; magnetic field in a coil (inductor); inductive transient response to switched DC; impedance of complex AC circuits; oscilloscope phase measurement techniques; power factor in AC circuits; series-resonant LC circuits; parallel-resonant LC circuits; filtering using resonant LC circuits; the j-operator; voltage-division in DC and AC; bridge circuit analysis in DC and AC; Thevenin’s theorem in DC and AC and computer-aided circuit analysis in DC and AC frequency domain.

134 Electronics II 4 Credit Hours F

Prerequisite: ELEC 132

A continuation of Electronics I. Topics covered include: decibels, multistage and differential amplifiers, negative feedback, frequency limitations, op-amp applications, special-purpose ICs, oscillators, power amplifiers, regulated power supplies and an introduction to radio-frequency techniques. An important part of the course is the construction of a variable regulated power supply which the student may keep upon payment of the approximately $50 parts cost.

135 Digital Electronic Logic 4 Credit Hours W

Prerequisite: ELEC 125. Taking ELEC 132 concurrently is recommended.

An introduction to digital components, circuitry and systems. Topics covered are: logic gates, networks and truth tables; logic-network description and simplification using Boolean algebra; binary and hexadecimal numbers and arithmetic; various types of integrated-circuit flip-flops; digital counters and registers; digital arithmetic circuits; astable clocks; one-shots; decoders; memories and display devices.

136 Instrumentation 3 Credit Hours W

Prerequisite: ELEC 132

This course examines the characteristics and limitations of common electronic instruments. Topics covered include safety and lab techniques, op-amp circuits, AC and DC meters, digital multimeters, oscilloscopes, potentiometers and potentiometric bridges, transducers, signal-processing circuits, fiber optics and automatic test equipment.
137 Microprocessors 4 Credit Hours
Prerequisite: ELEC 135

This course is devoted to assembling and programming microprocessor/microcontroller systems with an emphasis on using the 68HC11 microcontroller. Covered are: computer architecture, memory types, interfacing techniques and components and machine-language programming. Flowcharting, computerized program assembly and proper hardware and program documentation are emphasized. Lab projects include, but are not limited to, an electronic “player-piano,” programmable timing circuits and an autonomous robot.

138 Machinery and Power Control 4 Credit Hours
Prerequisite: ELEC 132

This course deals with rotating machines and their control and industrial machine control systems. Topics covered include: construction and operating principles of DC generators and DC motors; voltage-vs.-current characteristics of various types of DC generators; speed-vs.-torque and current-vs.-torque characteristics of various types of DC motors; switchgear starting and control circuits; power control with silicon controlled rectifiers (SCRs) and triacs; characteristics of unijunction transistors (UJTs), diacs, and other thyristors; construction and operating principles of single-phase and three-phase alternators and three-phase AC induction motors; power measurement in three-phase systems; three-phase transformers and programmable logic controller (PLC) operation.

141 Industrial Automation and Process Control 3 Credit Hours
Prerequisite: ELEC 125

Topics covered: the three subsystems in industrial control systems – information-gathering, logic and output; some typical industrial control systems for machine tool processes and materials handling; programmable logic controllers; the differences between open-loop and closed-loop control; terms used in industrial closed-loop control; the five modes of control; effects of varying proportional band, integral (reset) time-constant and derivative (rate) time-constant; operating principles and applications of electrical transducers (thermocouples, photocells, tachometers, etc.); output devices (valves and valve-operators, AC and DC motors etc.) and principles and applications of DC drive systems.

144 PC-Based Data Acquisition Control 2 Credit Hours
Prerequisite: ELEC 132

This course will provide students with the necessary background, theory and laboratory experience to utilize Windows-based computers, LabView software, interface hardware and software for data recording, analysis and on-line control of industrial processes. Multiple inputs and data logging, A/D conversion and various computer interface bus standards are discussed and implemented.

211 Medium Voltage Power Distribution Systems 3 Credit Hours
Prerequisite: ELEC 125

The course deals with industrial applications of power distribution and circuit applications of voltages of 480 volts and higher. Safety is emphasized throughout the course. National Electrical Code requirements are referenced in all application areas.
155 Technical Writing 3 Credit Hours
Prerequisite: ENGL 101 or ENGL 151 and basic word processing skills
F, W

Students will learn to analyze and interpret technical information and to communicate effectively and efficiently in writing using the vocabulary of the business and technical worlds. Writing assignments and projects will include a variety of business and technical applications and report writing. Conducting research, analyzing various writing, writing correspondence and instructions, preparing an oral briefing and engaging in group projects will promote critical thinking and teamwork.

240 African American Literature 3 Credit Hours
Prerequisite: ENGL 151
F

This is a survey course of major literary works by African American authors, mainly from the nineteenth and twentieth centuries. This class is designed to develop critical reading proficiency and to better understand our multicultural society.

251 Introduction to Poetry and Drama 3 Credit Hours
Prerequisite: ENGL 151
F, W, Sp, Su

The course examines selected poetry and drama, emphasizing the development of critical attitudes needed to understand and enjoy these literary forms. About half a semester is spent on each form.

252 Introduction to Short Story and Novel 3 Credit Hours
Prerequisite: ENGL 151
F, W, Sp, Su

This course includes reading and analysis of short stories and novels of major authors in order to develop the critical abilities needed for understanding and enjoyment of these literary forms. This course will include writing assignments and library work.

253 American Literature 3 Credit Hours
Prerequisite: ENGL 151
W, Sp, Su

This is a survey course of major literary works, mainly of nineteenth- and twentieth-century authors, designed to develop the ability to read critically with understanding and appreciation.

254 Advanced Composition 3 Credit Hours
Prerequisite: ENGL 151. Faculty nominated and instructor approved.
F, W

This course offers selected students theory and practice in peer tutoring and advanced composition. Emphasis is placed on student writing conferences, process writing and standard research methods. All students enrolled in this course work as tutors in the Writing Center.

255 Women's Writings 3 Credit Hours
Prerequisite: ENGL 151
F

This course will introduce the student to women’s writings from diverse cultures. Beginning with the eighteenth century, this course will trace the development of women’s writings in a variety of genres—novels, short stories, poetry, diaries, journals and essays. The student will also be introduced to the social context of these writings as well as a number of critical approaches to their interpretations.

256 Children’s Literature 3 Credit Hours
Prerequisite: ENGL 151
F, W

This course is intended for prospective teachers as well as students preparing for careers in child care. Students will survey a wide variety of children’s books (classic and contemporary) and will learn methods for introducing literature to children from pre-school age to high school. Coursework will include writing assignments, class presentations and library research.

260 Introduction to Shakespeare 3 Credit Hours
Prerequisite: ENGL 151
W

This course is a study of Shakespeare through reading and discussion of six to nine plays selected from the comedies, histories, tragedies and romances. The class may view videos of plays being studied or attend a live performance. The purpose of this course is to present the mastery of Shakespeare’s artistry in light of his world and ours.

261 Introduction to Creative Writing 3 Credit Hours
Prerequisite: ENGL 151
F, W

This course will introduce the student to the art and craft of creative writing. Each student’s work will receive attentive individual scrutiny by the instructor and will be discussed in class and in individual conferences. In addition, the course will include analytic reading of the work of other students and of professional writers.

267 British Literature: Anglo Saxon to 18th Century 3 Credit Hours
Prerequisite: ENGL 151
F

This course is a survey study of the literature of England from the Anglo-Saxons through the eighteenth century. Emphasis will be given to the major writers of the British canon from the Beowulf poet to Samuel Johnson. Examples of different genres (poetry, prose, drama, etc.) will be read and discussed. Students will also explore the various literary movements that shaped those writers.

268 British Literature: Romantic to Modern 3 Credit Hours
Prerequisite: ENGL 151
W

This course is a survey study of the literature of England from the Romantic writers through the twentieth century. Emphasis will be given to the major writers of the British canon from William Wordsworth to Samuel Beckett. Examples of different genres (poetry, prose, drama, etc.) will be read and discussed. Students will also explore the various literary movements that shaped those writers.

FINANCE (FIN)

151 Wealth Building Principles 3 Credit Hours

This course – formerly Personal Financial Planning – lays out practical methods to increase one’s net worth over time by utilizing sound principles of money management and understanding how money behaves. No knowledge of accounting or business principles is required. Topics include compounding and the “time value” of money, investments, wills and estates, cohabitation and divorce, taxes, mortgages, retirement plan, and insurance.
### FRENCH (FREN)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>151</td>
<td>Elementary French I</td>
<td>4</td>
<td>151 or one year high school French</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>This course is an introduction to the French language. The emphasis will be on learning to read and interpret French. Students will study elementary grammar, pronunciation and basic vocabulary. Language laboratory work and/or instructional aids will be included.</td>
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</tr>
<tr>
<td>152</td>
<td>Elementary French II</td>
<td>4</td>
<td>151 or one year high school French</td>
<td>W</td>
</tr>
<tr>
<td></td>
<td>This course is a continuation of French 151. There will be emphasis on aural and oral practices. Also, there will be a study of French contemporary life and reading selections. There will be instructional aids included. The primary purpose of this course is to have the students read and write the French language at a fluent elementary level, with comprehension at the same level.</td>
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<tr>
<td>251</td>
<td>Second Year French I</td>
<td>4</td>
<td>152 or two years high school French</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>This course will be a review of grammar and practice in oral and written French, based on selected readings and lectures. This course emphasizes writing and reading skills. Short papers and essays will be written in French. This class will culminate in the writing of a research paper in French.</td>
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<tr>
<td>252</td>
<td>Second Year French II</td>
<td>4</td>
<td>251 or three years high school French</td>
<td>W</td>
</tr>
<tr>
<td></td>
<td>This course is a continuation of French 251. There will be emphasis on aural and oral practices. Also, there will be a study of French contemporary life and literature. There will be instructional aids included. This course emphasizes reading French literature and will culminate in the writing of a report on a piece of French literature. Several pieces of French literature will be read during the course. The primary purpose of this course is to have the students read and comprehend French literature at a fluent intermediate level.</td>
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### GEOGRAPHY (GEOG)

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>151</td>
<td>Elements of Physical Geography</td>
<td>4</td>
<td>An introductory study of geography’s physical elements. Topics include sun-earth relationships, maps, plate tectonics, climate, landforms, erosion, soils, rocks and minerals.</td>
</tr>
<tr>
<td>152</td>
<td>World Regional Geography</td>
<td>3</td>
<td>This course provides a world regional survey emphasizing regional distinctions including population characteristics, environmental features, basic resources, political structure and economic activity within the major geographical regions with a focus on cause and effect and man/land relationships.</td>
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</table>

### GERMAN (GERMN)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>151</td>
<td>Elementary German I</td>
<td>4</td>
<td>151 or one year high school German</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>This beginning course in German provides an introduction to German language and culture. The student will learn basic structures and vocabulary of the target language as well as practice the four basic language skills: reading, writing, listening and speaking.</td>
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</tr>
<tr>
<td>152</td>
<td>Elementary German II</td>
<td>4</td>
<td>151 or one year high school German</td>
<td>W</td>
</tr>
<tr>
<td></td>
<td>The student will learn more advanced structures of the target language and additional vocabulary. The proficiency orientation of the class allows extensive practice in the four basic language skills: reading, writing, listening and speaking. This course is a continuation of GERMN 151.</td>
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<tr>
<td>251</td>
<td>Second Year German I</td>
<td>4</td>
<td>152 or two years high school German</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>The student will learn additional structures and vocabulary of the target language and will continue practicing the four basic language skills: reading, writing, listening and speaking. Students will be introduced to authentic materials and literature. This course is a continuation of German 152.</td>
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</tr>
<tr>
<td>252</td>
<td>Second Year German II</td>
<td>4</td>
<td>251 or three years high school German</td>
<td>W</td>
</tr>
<tr>
<td></td>
<td>The student will continue exploring authentic materials and literature. Practice of the four basic language skills—reading, writing, listening and speaking—will continue at an advanced level. This course is a continuation of German 251.</td>
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### HEALTH SCIENCES (HLTSC)

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Prerequisite</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>Medical Terminology</td>
<td>2</td>
<td>BIOL 158</td>
<td>F, W, Sp</td>
</tr>
<tr>
<td></td>
<td>The purpose of this course, designed primarily for health and business students, is to provide basic medical terminology information including Greek and Latin derivations, prefixes, suffixes, root words and combining forms. It provides practice in building and defining medical terms and emphasizes correct spelling and pronunciation of medical words. Basic anatomy and physiology of systems is reviewed with an emphasis on disease conditions and diagnostic tests. This class utilizes a text/workbook, computer assisted instruction, audio tapes and classroom instruction.</td>
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<tr>
<td>120</td>
<td>Pharmacology</td>
<td>2</td>
<td>BIOL 158</td>
<td>F, W, Sp</td>
</tr>
<tr>
<td></td>
<td>This course for nursing and allied health students is designed to introduce the major drug classifications, prototype and common drugs within those classifications and the specific drug actions and interactions. The course also emphasizes the physiologic effects of drugs on the human body, identifying therapeutic usefulness, adverse effects and contraindications.</td>
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<tr>
<td>136</td>
<td>ECG Basics</td>
<td>3</td>
<td></td>
<td>Su</td>
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<td></td>
<td>The purpose of this class is to teach the theory and skill of correctly administering an electrocardiograph and other forms of ECG testing. The class also covers related basic cardiac anatomy and physiology/electrophysiology of the heart; the normal ECG; basic identification of cardiac rhythms; infection control; lead systems and care of monitoring equipment, care of the patient undergoing testing including ECGs, holter monitors and stress testing; quality assurance guidelines; legal and ethical considerations and specific communication skills needed by an ECG technician.</td>
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</table>
The purpose of this course is to further advance the skill of ECG testing. The course will include practical application of ECG skills in the clinical setting. Students must be prepared to spend at least 20 hours per week in the clinical setting and be at least 18 years old.

The purpose of this course is to study the role of nutrition in promoting health throughout the life cycle. Basic nutrition concepts are discussed, with emphasis placed on the nutrition needed for the maintenance of health and the prevention of disease. Personal nutritional practices are analyzed in light of nutritional theory.

The purpose of this class is to apply venipuncture and dermal puncture skills in the clinical setting. Students will work 80 hours in the clinical setting and must be at least 18 years old.

This course introduces students to the multiple dimensions of aging—physiologic, psychological, cognitive and social. The broad demographic, political and social frameworks and policy considerations that impact the aging population are also introduced.

This is a basic course designed to provide college students with fundamental concepts and practices relating to healthful living. Personal, local, state and national health problems are studied in an effort to provide the student with a broad knowledge and understanding of vital health issues as they impact on the physical, mental, emotional, spiritual and social well-being of the individual. Areas of health which are studied include: chemical dependency; cancer; heart disease and its related factors such as exercise, nutrition, weight management and hypertension; marriage and family relationships. The critical thinking skill in this course will coincide with the student’s ability to think critically in order to solve problems related to the health, wellness and safety of individuals and society as a whole.

The First Aid and Safety course will provide the student with a basic knowledge and understanding of accidents, illness and injuries that most commonly occur at home, work, school, play or while traveling. The student is given opportunities to analyze specific emergency situations with emphasis on treatment, prevention and protection. Major areas include: wounds; injuries to muscles, bones, and joints; shock; poisoning; burns; sudden illnesses; heart attacks and respiratory emergencies. Rescue breathing, choking and CPR skills are learned and applied to adults, children and infants.

This course is designed to introduce students to community health and lay the foundation for later learning of more in-depth health disciplines. Students will become familiar with health-related agencies at all levels—local, state and federal. A complete overview of community health will be provided. Students will review and discuss controversial current issues including access to health care and quality of health care. Political, social and economic dimensions of community health will be analyzed. There will be a focus on the common diseases particularly affecting persons living in or near poverty. There will be an overview of the types of data from which to identify community health problems. Students will be provided the opportunity to gain a good understanding of the realm of community health.

Principles and effective coaching practices are introduced. The role of the coach is explored, including aptitude and skills/preparation needed. Basic information about physical maturation, motor development, athletic characteristics of children, adolescents and adults will be studied. Meeting the athlete and team, selecting a team, motivating athletes and developing appropriate behavior will be explored in detail. An overview of typical administrative duties and legal aspects will also be explored.

The purpose of this class is to help the participating student understand the art of Iaido, not only as a method of swordsmanship, but as an art to develop coordination between mind and body. Emphasis will be placed on physical fitness, history of the art, self-discipline and the culture of the Samurai. Involved are body movement principles, a progressive exercise program and other desirable health and technical aspects of the art of Iaido. Written assignments and tests (both written and performance testing) are a part of this course.
177 Weight Training 1 Credit Hour  
F, W, Sp
The purpose of this course is to provide students with an opportunity to learn weight lifting skills and the knowledge and understanding of concepts related to those skills. Course content will include: components of physical fitness, selection of clothing, equipment, terminology, fundamental weight lifting skills and safety. Written and/or skills tests are a part of the course. Weight lifting skills will be centered on using Nautilus/Stairmaster resistance exercise machines. Emphasis will be placed on increasing muscle tones and strength through a circuit routine of one set of 8-12 repetitions at 60-85 percent of one repetition max. Students’ strength and endurance will be assessed through a weight lifting program designed to meet class and personal objectives.

178 Weight Lifting 1 Credit Hour  
F, W, Sp
The purpose of this course is to provide students with an opportunity to learn weight lifting skills and the knowledge and understanding of concepts related to those skills. Course content will include: components of physical fitness, selection of clothing, equipment, terminology, fundamental weight lifting skills and safety. Written and/or skills tests are a part of the course. Weight lifting skills will be centered on using Hammer plated resistance equipment. Emphasis will be placed on increasing muscle size, power, and strength through routines of three-to-four sets of three-to-four repetitions for each set at 85-100 percent of one repetition max. Student’s size, power and strength will be assessed through a weight lifting program designed to meet class and personal objectives.

185 Snowboarding 1 Credit Hour  
W
This course provides students an opportunity to learn snowboarding skills along with the knowledge and understanding of concepts related to snowboarding. Course content will include: selection of clothing and equipment, terminology, fundamental skills of snowboarding and safety. Written and/or skills tests are a part of this course. Students will benefit from the emphasis on individual lifetime sport and recreation activity while receiving one hour of credit toward a degree. This course meets off campus and will require significant physical effort. Students must be at least 18 years of age and be in good physical condition to participate.

193 Snow Skiing 1 Credit Hour  
W
Course content for physical education activities will include: selection of clothing, equipment, terminology, fundamental skills and safety. Written and/or skills tests are a part of each course. The purpose of this course is to provide students an opportunity to learn snow skiing skills and the knowledge and understanding of concepts related to snow skiing. Students will benefit from today’s emphasis on lifetime individual sport and recreational activities while receiving one hour of credit toward a degree. This course is also transferable to many four-year institutions as a P.E. credit for those students seeking a baccalaureate degree.

201 Foundations in Health Education 3 Credit Hours  
Sp, Su
This course is designed to introduce students to the health education discipline and the competencies needed by health educators. Students will become familiar with learning experiences that promote voluntary actions and informed decisions conducive to improving health status and preventing injury. An overview will be provided about how health education is concerned with the health behavior of individuals and with the living and working conditions that influence their health. Students will learn about where health education services are offered and for whom. There will be a general overview of different health education services, including those provided for in schools and in community settings.

212 Principles of Safety 3 Credit Hours  
Sp, Su
This course is designed to introduce students to the field of safety and injury prevention. Accident control and disaster preparation are examined in different settings including: at home, in the workplace, during recreation and in motor vehicles. Safety management is studied as it relates to hazard identification, accident investigation and injury prevention. Accident data and sources of data are examined. Students will be instructed on how to plan, develop and execute safety and accident prevention control programs.

100 Level — Activity Courses 1 Credit Hour
Course content for physical fitness and aerobic activities will include: selection of clothing and equipment, terminology, components of fitness, benefits of exercise, basic fundamental skills and safety. Course content for individual and team sports activities will also include rules of play, scoring and a basic understanding of offensive and defensive strategy. Written and/or skills tests are a part of each course.

Skills require some physical exertion, gross and fine motor coordination, sufficient intellectual and emotional functions to implement skills and sufficient visual and auditory acuity to communicate needs in the activity. All students must sign a waiver to do activities, and a doctor’s permit may be needed.

Please consult the latest class schedule for current information on offerings.
### HISTORY (HIST)

**151 Western Civilization to 1650**

This course introduces the cultural and institutional development of Western civilization from its beginning to 1650. It emphasizes the contributions of past civilizations to the present. Students planning a major in history should elect both 151 Western Civilization and 152 Western Civilization in their freshman year.

**152 Western Civilization 1650 to Present**

This course, a continuation of Western Civilization 151, introduces the cultural and institutional development of post-1650 Western civilizations. Understanding the contributions these civilizations made to the present is emphasized.

**153 History of Michigan**

This course is a survey of Michigan history from the French exploratory period to the present. It will examine how the economic, political and social development of Michigan relates to American history. Local history and the collection and interpretation of primary historical materials are emphasized. This includes utilizing primary historical materials and fitting this information into a local and a national context.

**154 History of the U.S., 1607-1877**

This course is a survey of American history from the time of exploration and the Colonial Era to the end of Reconstruction. It will examine the institutions of peoples of America – native and immigrant – and the changes fashioned in the new environment. Special emphasis is placed on the growth and development of American democracy. The purpose of this course is to have the student understand the complexity and essential content of the American past.

**155 History of U.S./1877-Present**

This course is a survey of American history from the end of Reconstruction to the present. It will examine industrialization, urbanization, ethnic and racial diversity, economic conditions, political, social, cultural and intellectual trends, the growth of America as a world power, the Cold War and the growth of the federal government. The purpose of this course is to have the student understand the historical roots of modern America.

**160 Civil War and Reconstruction**

This course is a survey of the Civil War era in U.S. history. Special emphasis is on modernization, slavery, the causes of the war, the military aspects and the reconstruction process.

**255 History of East Asia**

This course surveys the history of East Asia from its beginning to modern times. It emphasizes the social, political and economic institutions that have shaped the civilization of this region.

**256 African-American History**

This course examines the history of African-Americans from their African origins to the present. Special emphasis is placed on the cultural development and contributions of black Americans and the ever-changing dimensions of racism and discrimination in American society. This course will help the student understand the integral role that African-Americans have played in our nation’s history, and to perceive that the very foundation of the American experiment rests on cultural diversity.

### HUMANITIES (HUMAN)

**151 Introduction to Humanities**

This course is a survey of the humanities that focuses on painting, poetry, drama and music with emphasis placed on what the humanities tell us about human values. Extra cost may be incurred for field trips. Schedules may have to be adjusted because of field trips, which may be on weekends.

**152 Exploring Creativity**

This class will examine in detail the creative process and the factors that surround it. Beginning with the trinity of creation – the person, the process and the product – the course will explore those characteristics of creative people that enhance creativity and also those elements that inhibit it. The class will be based on the experiences of those who are productive creators. We will note their thinking and feeling habits, examine their products, discover their processes and understand how creativity is part of everyone. Creative and lateral thinking processes will also be explored. A creativity project will be presented to the class by each student.

**250 Visual Media Literacy**

This class will acquaint the student with the cultural messages that are created and manipulated by movies and television programming. Each student will be provided with the vocabulary and critical tools necessary for discussing and writing about these vital media. Upon successful completion of this course, the student will be able to analyze the visual media and their role in shaping his or her world.
HUMAN SERVICES PARAPROFESSIONAL (HSP)

100 Nurse Aide Practice 4 Credit Hours
This course is designed to prepare an individual to fulfill the role of direct caregiver/nursing aide. The course emphasizes the skills and behaviors that are significant to employers of nurse aides, including Cardiopulmonary Resuscitation. This course includes classroom activities, skills practice time in the laboratory and supervised clinical practice at a long-term care facility. Written assignments and tests (both written and performance testing) are a part of this course. Upon completion of this course, students will be eligible to take the clinical and written exams required for certification as a nurse’s aide.

INDEPENDENT STUDY

1 to 4 Credit Hours
Prerequisite: Approval of the respective division dean
A student may have an interest in a topic or an area of specialization not covered by regular MCCC class offerings. In order to further the student’s learning in these areas, the divisions (Business, Health-Science, Humanities-Social Sciences, Industrial Technology and Science-Mathematics) may offer an Independent Study class in which the student would complete selected readings, research projects and/or papers under the guidance of an instructor.

JOURNALISM (JOURN)

161 Introduction to Journalism 3 Credit Hours F
Students in this course will learn how to determine what is newsworthy, as well as the basics of news and feature writing, journalistic style, copy editing and gathering of information with an emphasis on interviewing techniques. Students may hear presentations by professional journalists and/or visit a newspaper operation.

162 Journalism Workshop I 3 Credit Hours F, W
Prerequisite: JOURN 161
In this course, students will be given practical experience in journalistic writing, photography, layout procedures and newspaper production. They will have the responsibility for producing the college newspaper, The Agora.

261 Journalism Workshop II 3 Credit Hours F, W
Prerequisite: JOURN 162
This course is a continuation of Journalism 162.

262 Journalism Workshop III 3 Credit Hours F, W
Prerequisite: JOURN 261
This course is a continuation of Journalism 262.

MANUFACTURING TECHNOLOGY (MECH)

102 Manufacturing Processes 4 Credit Hours F, W
This is a survey course providing a comprehensive introduction to various manufacturing techniques used to produce products from metals, plastics, ceramics and composite materials. Classroom discussion will center around the major families of processes: forming, separating, conditioning, fabricating and finishing. Laboratory experience will include welding, foundry, sheet metal forming, machining and plastics manufacture.

103 Basic Machine Tools 4 Credit Hours F, W
Prerequisite: MECH 103
This course deals with the care and use of hand tools, measuring instruments and layout tools as they are used in fundamental fabrication of industrial products. Basic theories and operation and typical applications of lathes, milling machines and surface grinders are also stressed.

104 Machine Tool Operations 4 Credit Hours F
Prerequisite: MECH 103
This course covers advanced machine tool techniques and applications with emphasis on lathes, mills and surface grinders. The theory, use and means of producing machined projects is incorporated into the course along with a detailed coverage of machine speeds, feeds and cutter materials. Students are also introduced to the field of computer numerical control (CNC) of machine tools. There will be laboratory experiences in programming and operating CNC machine tools.

105 Advanced Machine Tools 4 Credit Hours F
Prerequisite: MECH 104
The major emphasis of this course is the programming and operation of computer numerically controlled (CNC) machine tools. Laboratory experiences will include writing and editing programs and parts production on both CNC milling machines and lathes. Programming and editing will be done directly on the CNC machines as well as off-line on microcomputers. Wire Electrical Discharge Machines (EDM) are also covered.

111 Introduction to Fluid Power 3 Credit Hours F, W
Prerequisite: One year high school algebra
This course is an introduction to hydraulic principles and equipment used in industry. Basic hydraulic circuit design along with actual set-up and operation of hydraulic circuits is stressed.

112 Pneumatics 3 Credit Hours W
Prerequisite: MECH 111
This course covers advanced circuit design, hardware theory and application and circuit construction and operation in pneumatic systems. Emphasis is on circuits and components commonly covered in automated manufacturing. Circuits encountered will include pneumatic, electrical/electronic control and feedback.

116 Industrial Plumbing and Pipefitting 3 Credit Hours W
This course is designed to allow the student to gain an understanding of the basic scientific principles that apply to the plumbing/pipefitting trade. Various hand and power tools will be used to install and join the different types of piping systems used in the trade. Additional topics include: installing pumps and piping systems, basic mathematics as it applies to the plumbing/pipefitting trade, producing and interpreting basic shop drawings and piping sketches as used at a typical work site, use of the trade code book and applying code regulations to the installation piping.

117 Basic Air Conditioning and Refrigeration 3 Credit Hours W
This technician-level course covers the basic compression refrigeration cycle, refrigerants available for use, major refrigeration system components and fundamentals of system operations. Using small-scale, basic refrigeration systems, participants will apply theory to hands-on knowledge as they become familiar with evacuation and charging procedures and basic troubleshooting techniques.
127 Advanced Air Conditioning and Refrigeration and Refrigerant Certification 3 Credit Hours
Prerequisite: MECH 117
The course covers advanced air conditioning and refrigeration, theory, application, electrical circuit construction, operation and troubleshooting. The ninth through thirteenth week of the course will consist of lecture preparations to pass the “EPA Refrigerant Technician Universal Type IV Certification Test,” which will be administered on the fourteenth week of class.

131 Introduction to Automated Manufacturing 3 Credit Hours
F, W
This is a survey course for the world of robots. Included will be automation safety, justification, design and classification, applications, end-of-arm tooling, power sources, future trends and societal impact. Laboratory experiences will include robot programming and operation through both teach pendants and microcomputers. Basic configurations with programmable controllers will be included, with an abbreviated introduction to fluid power and ladder logic.

134 Machine Tool Theory 2 Credit Hours
Prerequisite: MECH 103 W
This course covers advanced machine tool techniques with emphasis on lathes and mills. There will be detailed coverage of machine speeds, feeds and cutter materials. Students are introduced to the field of computer numerical control (CNC) of machine tools. Basic die-making is also covered.

201 Introduction to CAD/CAM 3 Credit Hours
Prerequisite: MDTC 121 or MDTC 160 and MECH 104 or MECH 134 W, Sp, Su
This course introduces the theory and application of computer programs which provide the automatic generation of CNC machine tool codes from the entry of part geometry. Operator designs and runs tool path for CNC machines in 2D and 3D. This technology eliminates the need for the CNC programmer to master the traditional M and G codes and dramatically shortens CNC programming time.

MARKETING COMMUNICATIONS (MCOM)

201 Principles of Marketing 3 Credit Hours
F, W
The focus of this course is the study of the fundamental marketing principles. Topics include the marketing environment, marketing planning and research, consumer behavior, market segmentation, international marketing and the marketing mix.

MATERIALS TECHNOLOGY (MATL)

101 Industrial Materials 3 Credit Hours
Prerequisite: One year high school algebra F, W
This course presents an introduction to materials of industry, including iron and steel, nonferrous metals, plastics and ceramics, from the standpoint of properties and applications. Major topics include material classification, mechanical and physical properties, metallurgy and heat treating. Laboratory experience will be gained in mechanical testing, microscopy, heat treating and materials identification.

215 Metallurgy 3 Credit Hours
Prerequisite: MATL 101
This course builds on the foundation of Industrial Materials (MATL 101) to explore, in-depth, the physical and mechanical properties of metals and alloys. Laboratory work will include industrial metallographic techniques and metals testing.

225 Plastics and Ceramics 3 Credit Hours
Prerequisite: MATL 101
This course builds on the foundation of Industrial Materials (MATL 101) to explore, in-depth, the physical and mechanical properties of plastics and ceramics. Laboratory work will include processing and testing techniques of polymers, composites and ceramics.

MATHEMATICS (MATH)

Students who score below specified minimums on the ACT or COMPASS math placement test must successfully complete Math 090 prior to enrolling in a 100-level or higher math course.

090 Basic Mathematics Skills 3 Credit Hours
Basic Mathematics Skills will provide instruction in elementary arithmetic skills, mathematical operations and their applications, with early introduction to integers and algebraic concepts. This approach provides for students the necessary tools to succeed in developmental math and prepares them for future math courses. The content of the course includes operations with whole numbers, whole-number and decimal fractions, ratio and proportion, percent, introduction to variables and algebraic concepts, emphasis on problem-solving skills, vocabulary comprehension, real-world applications and calculator fundamentals. Some topics must be completed without the use of a calculator. The purpose of the course is to prepare students for the transition from arithmetic to algebra. The Basic Mathematics course will be graded on a Pass/Fail mastery basis. The Institutional credits earned in this course do not count toward graduation. The course does not fulfill the math competency requirements.

118 Introduction to Metric Systems 1 Credit Hour
This course is designed to introduce students to the metric system of weights and measures commonly used in industrial settings. With the prevalence of international trade and organizations with worldwide locations, drawings, specifications, tolerances and other measurements in trade and commerce are being prepared and presented in the metric system.

121 Technical Mathematics I 4 Credit Hours
Prerequisite: MATH 090 or qualifying score on ACT or COMPASS test
This course provides basic mathematics preparation for students in technology programs. It emphasizes fundamental operations of algebra and the solution of linear equations relating to technical applications. The course also includes binary and hexadecimal numbers, estimation, scientific and engineering notation, engineering calculation form, proportion and variation, measurement systems and conversion methods, precision, accuracy and error. The purpose of this course is to acquaint students with the type of mathematics that is used in the technical area.
124 Technical Mathematics II 4 Credit Hours
Prerequisite: MATH 121
This course is designed to provide advanced mathematics preparation for students in technology programs. It emphasizes concepts and applications of algebra, geometry and trigonometry to technical areas. The course includes geometry, graphs and charts, functions and graphs, trigonometry, vectors and polar coordinates, systems of equations, logarithms and statistics.

125 Mathematics for Allied Health 3 Credit Hours
Prerequisite: MATH 090 or qualifying score on ACT or COMPASS test
This course covers practical application of addition, subtraction, multiplication, division, decimals, fractions, conversion of units, ratio and proportion problems, estimation (including reasonableness of numerical result), precision, accuracy, variation, measurement systems, conversion methods, review of the Roman numeral system, use of algebraic formulas and solving algebraic word problems as related to the medical profession. The purpose of this course is to give the student competency in the mathematics used in the medical profession.

150 Beginning Algebra 4 Credit Hours
Prerequisite: MATH 090 or qualifying score on ACT or COMPASS test
This course covers fundamental concepts of algebra such as symbols, signed numbers, rational numbers, factoring and solutions to linear equations. It also includes solutions of rational equations, quadratic equations, and systems of equations. Intended for students who have had no high school Algebra or feel a need to review elementary algebra.

151 Intermediate Algebra 4 Credit Hours
Prerequisite: MATH 150 or qualifying score on ACT or COMPASS test which satisfies the mathematics general education graduation requirement
This course covers properties of real numbers, solutions of first- and second-degree polynomial equations and inequalities, systems of equations and their graphs, basic properties of logarithms, complex numbers, basic right triangle trigonometry and laws of sines and cosines. The purpose of this course is to prepare students for the transition to college algebra.

154 Mathematics Explorations 4 Credit Hours
Prerequisite: MATH 150 or higher or qualifying score on ACT or COMPASS test which satisfies the mathematics general education requirement
This is a college-level course designed primarily for non-math and non-science transfer majors with the purpose of introducing them to the nature of mathematics as it applies to both the practical and the abstract. Students will gain understanding in the areas of sets, logic, probability, statistics, algebra, geometry and math as they apply to the present modern world. The history and the future of mathematics will be interspersed throughout the course as they apply to each topic. Topics will be explored with the use of computers, problem solving, critical thinking and group/self-discovery.

156 Math for Elementary Teachers I 3 Credit Hours
Prerequisite: MATH 150 or higher or qualifying score on ACT or COMPASS test which satisfies the mathematics general education requirement. MATH 151 is strongly recommended
This course is an introduction to the theory of arithmetic to develop understanding and skill in mathematical processes. It consists of set theory, logic, number bases, properties of natural numbers, integers and rational and real numbers. An emphasis is put on the use of manipulatives and problem solving. The purpose of the course is to provide the future elementary teacher with a perspective for understanding the mathematics taught in the elementary school.

157 College Algebra 3 Credit Hours
Prerequisite: MATH 151 or two years high school algebra and one year high school geometry.
This course covers the topics of polynomial equations, inequalities, exponential equations and logarithmic equations. Also included are systems of equations and complex numbers. The purpose of this course is to introduce students to college level mathematics at a more gradual pace than MATH 164. MATH 157 and MATH 159 are the equivalent of MATH 164.

158 Trigonometry and Analytical Geometry 3 Credit Hours
Prerequisite: MATH 157 or two years high school algebra and one year high school geometry.
This course covers the topics of circular functions, trigonometric functions, inverse trigonometric functions, trigonometric identities, conic sections, polar coordinates, sequences and induction. The purpose of this course is to teach students trigonometry and conic sections so that the students will have the prerequisites needed for the study of calculus. MATH 159 is a continuation of MATH 157. MATH 157 and MATH 159 are the equivalent of MATH 164.

160 Math Applications in Engineering Technology 2 Credit Hours
Prerequisite: MATH 124 or MATH 159 or MATH 164
This course is an introduction to the concepts of statistics and calculus as they apply to engineering technology, focusing on the application of spreadsheet and math analysis software. Computer resources provided include Microsoft Excel and the Maple computer algebra packages. Topics range from experimental data reduction to numerous examples from mechanical and electrical systems.

162 Introduction to Statistics 3 Credit Hours
Prerequisite: MATH 151 or two years high school algebra
A basic course to acquaint the student with the theory and application of statistical methods to engineering, health, social and business problems. Topics considered are graphical representation of data, central tendency measures, bivariate data, probability, distribution, sampling, hypothesis testing and correlation aspects. Out of classroom use of microcomputers will be expected.

164 Precalculus 4 Credit Hours
Prerequisite: MATH 151 or two years high school algebra and one year high school geometry
This course emphasizes the study of polynomial, exponential, logarithmic and trigonometric functions. Other topics considered are complex numbers, trigonometric identities, systems of equations and analytic geometry. The purpose of this course is to provide knowledge and skills in mathematics of advanced algebraic and trigonometric concepts for applications in situations that require the use of quantitative processes. This course serves as a core requirement in many baccalaureate programs and provides prerequisite concepts and skills needed in business, mathematics, engineering and in the physical sciences for continued study in calculus.
166 Math for Elementary Teachers II 3 Credit Hours
Prerequisite: MATH 156
This course is a study of elementary probability and statistics, geometry, computer and calculator applications. An emphasis is put on the use of manipulatives and problem solving. The purpose of this course is to provide the future elementary school teacher with a perspective for understanding the mathematics taught in the elementary school.

171 Calculus I 4 Credit Hours
Prerequisite: MATH 159 or MATH 164 or three years high school mathematics including algebra, geometry and trigonometry.
This course is an introductory course in the study of single variable calculus covering both differentiation and integration. The types of functions covered include algebraic and transcendental functions. The purpose of the course is to study analysis of single variable functions primarily through differentiation and integration.

172 Calculus II 4 Credit Hours
Prerequisite: MATH 171
This course is a continuation in the study of calculus with an emphasis upon integration. Topics included are algebraic and transcendental functions, techniques of integration, improper integrals, infinite series, plane analytic geometry, parametric equations and polar equations. The purpose of the course is to continue the study of calculus of single variable functions with a more in-depth study of integration and various infinite series.

251 Introduction to Linear Algebra 3 Credit Hours
Prerequisite: MATH 171
This course is an introduction to linear algebra. The content of the course includes methods for solving systems of equations, matrices, vector spaces, inner product spaces, eigenvalues and eigenvectors and linear transformations. The purpose of this course is to introduce students to linear algebra. Specifically, the course prepares students to work with abstract mathematical structures and multivariate problems.

271 Calculus III 4 Credit Hours
Prerequisite: MATH 172
Calculus III is the continuation of the principles of calculus applied to multivariable functions. The content of the course includes partial differentiation, multiple integration and vector analysis. The purpose of the course is to continue the analysis of functions with calculus to multivariable functions.

273 Introduction to Differential Equations 3 Credit Hours
Prerequisite: MATH 172
This is an introduction to ordinary differential equations. The content of the course includes methods for solving first- and second-order ordinary differential equations, systems of differential equations, power series solutions and Laplace transforms. The purpose of this course is to introduce students to the theory and application of differential equations. Specifically, the course prepares students to apply differential equations to scientific, engineering and economic problems.

MECHANICAL DESIGN TECHNOLOGY (MDTC)

109 Mechanical Blueprint Reading 2 Credit Hours
F, W
This course covers the basic principles essential for interpretation of blueprints and engineering drawings. Fundamental symbols, signs and techniques, as well as size and shape description, are emphasized.

116 Plant Layout and Material Handling 3 Credit Hours
Prerequisite: MDTC 101 or MDTC 109 or MDTC 151 or MDTC 160 or MDTC 161
This course is an introduction to the practices and procedures for developing optimum plant layouts for production and material handling. Students will follow the process of analyzing and developing information to produce a plant layout. Print reading skills will be developed with an emphasis on reading industrial equipment drawings for equipment installation and movement of materials including conveyers.

152 Descriptive Geometry 4 Credit Hours
Prerequisite: MDTC 160 or MDTC 151
W
This course consists of lectures, discussions and home and classroom drawings. Major topics and applications will include: fundamental theory of the point, line and plane with application to solids, generation and classification of lines and surfaces, tangent planes, sections, intersections, development and applications to engineering problems.

160 Mechanical Drafting and CAD I 4 Credit Hours
Prerequisite: Students who have taken MDTC 101 and MDTC 121 should not take MDTC 160 F, W, Sp, Su
This course is a first exposure to the drafting and design field. Sketching, drafting equipment, basic drafting techniques, geometry, multiview drawings, dimensioning and sectional views will be taught using both sketching techniques and Computer Aided Drafting (CAD) software. A major emphasis will be placed on current drafting standards and procedures.

161 Mechanical Drafting and CAD II 4 Credit Hours
Prerequisite: MDTC 160 or MDTC 101 or MDTC 121 or two years high school mechanical drafting and CAD. Students who have taken MDTC 151 and MDTC 122 should not take MDTC 161 . F, W, Sp, Su
This course is designed as a continuation of the Mechanical Drawing and CAD I course. Auxiliary views, fasteners, pictorial drawings and working drawings will be taught using both sketching techniques and Computer Aided Drafting (CAD) software. 3D concepts and solid modeling will also be included in this course.

224 CAD Applications-Mechanical 3 Credit Hours
Prerequisite: MDTC 121 and MDTC 101 or MDTC 151 or MDTC 160 and MDTC 161 F
This course focuses on the process of interpreting complex engineering drawings and developing the detail drawings which are used in manufacturing parts. The course is designed to simulate the engineering environment from a detailer’s perspective and provide application-based drawings/projects commonly found in industry. The projects will consist of commercial details, machine from solid details, casting details and weldment details. This course will pull together the skills acquired in MDTC 121 and MDTC 151 and will enable the student to develop and critique their research skills. CAD lab is required to complete drawings.
This course covers fundamental concepts and applications relating to geometric dimensioning and tolerancing (GD&T). This includes tolerance of form, profile, orientation, runout and location as they relate to the ANSI/ASME Y14.5M-1994. Emphasis is placed on how GD&T is utilized by engineering, manufacturing and inspection departments.

240 Tool and Die Design 4 Credit Hours
Prerequisite: MDTC 152 and MDTC 224 and MDTC 226. Students who have taken MDTC 101 and MDTC 121 should not take MDTC 160.

Keeping pace with the latest advances in jigs and fixtures, this course covers thoroughly how and why jigs and fixtures are designed and built. From simple template and plate-type workholders to complex channel and box-type tooling, economy and simplicity in tool design is stressed throughout. This course is also a step-by-step introduction to the design of stamping dies including material, punches, die sets, stops, strippers, gages, pilots and presses. Special attention is given to the use of standard parts catalogs. The function of the course is to call upon the knowledge and skills acquired by the student in supporting and related courses to analyze and solve specific design problems. CAD lab is required to complete drawings. Students who have successfully completed both MDTC 229 and MDTC 230 may not enroll for credit in this course.

MECHANICAL ENGINEERING TECHNOLOGY (METC)

170 Introduction to Parametric CAD/CATIA 3 Credit Hours
Prerequisite: MDTC 121 or MDTC 160 F, W

In this course, students learn concepts in the use of profiles and parametric features as building blocks for 3D solid models, using the CATIA/DELMIA part and assembly modeling software. Advanced topics of NURBS surfacing and assemblies, as well as the creation of 2D drawings will be discussed. Software specific topics of Boolean Operations and best practices will also be explored.

180 Statics 1 Credit Hours
Prerequisite: MATH 124 or MATH 159 or MATH 164 F, W

This course is an introduction to the concepts of vector resultant and equilibrium of coplanar force systems, solution of truss problems by method of joints and method of sections, and calculation of static friction. The course is intended to expand on the related material from METC 208 Strength of Materials (which includes determination of area centroids and moments of inertia).

208 Strength of Materials 3 Credit Hours
Prerequisite: MATH 124 or MATH 151 or higher F, W

This course is concerned with the selection of machine and building members of adequate strength and rigidity and the investigation of existing load carrying members. Consideration is given to economy of weight and cost. Topics covered include: stress, strain and deflection calculations, shafts, centroids and moments of inertia, beams and columns, Mohr's circle and combined stress. Computer software resources will be available to assist students in completion of homework assignments.

210 Computer Applications in Machine Design 4 Credit Hours
Prerequisite: MATH 160 and METC 170 and METC 180 and METC 208

This course covers the application of the principles of engineering mechanics (stress/strain, impact, dynamic loading and fatigue) through computer analysis to the design and/or selection of machining elements. Components discussed include fasteners, springs, bearings, belt and chain drives, brakes and clutches, power screws and gears. Students are exposed to use of CAD to model designs, FEA stress verification and a variety of math tools to reproduce equations from industry handbooks and component supplier guides.

270 Advanced Parametric CAD 3 Credit Hours
Prerequisite: METC 170

This course provides the dual opportunities to explore advanced topics in parametric CAD and to gain valuable design experience through its application to a team based project. Topics begin with a brief review of the introductory course, METC 170. Participants will then choose to either complete a minimum of ten additional topic modules through the use of tutorial exercises, or to form teams that together will share these topic modules while applying the knowledge gained to a semester-long design project. A partial list of topics include top-down assembly modeling, surfacing, dynamic analysis of mechanisms, rendering and animation, sheet metal and plastics design techniques and fundamentals of Finite Element Analysis. The software of choice is currently CATIA-DELMIA, and students are encouraged to purchase student editions, and to have a reliable Internet connection to enroll.

MEDICAL OFFICE ADMINISTRATION (MOAD)

104 Medical Office Administration I 4 Credit Hours
Prerequisite: EOS 131 or ADMN 131 or WPR 102

An overview of medical office procedures for the medical assistant or the medical office coordinator. Students will study theory and participate in practical applications such as preparing the office and reception area, welcoming patients, scheduling appointments, creating medical office correspondence and managing medical records. The use of computers in medical offices will be stressed throughout the course.

204 Medical Office Administration II 3 Credit Hours
Prerequisite: MOAD 104

A continuation of Medical Office Administration I. Covers theory and practice in the areas of patient billing and fee collection, basic bookkeeping and banking procedures and general office management.

206 Medical Insurance Billing and Coding 3 Credit Hours
Prerequisite: BIOL 155 and HLTS C 110

A hands-on approach to insurance coding and billing. Students will learn to use the Current Procedural Terminology (CPT-4) and International Classification of Diseases (ICD-9-CM) manuals to accurately identify medical procedures and assign the appropriate billing codes. Manual and computerized billing systems will be reviewed as well as third-party reimbursements. Students should have a thorough understanding of basic human anatomy and physiology and medical terminology to successfully complete this course.
MUSIC (MUSIC)

150 Agora Chorale 1 Credit Hour  
F, W

The Agora Chorale is a mixed vocal ensemble comprised of singers from the community and college. The Chorale presents concerts, no less than two each semester, both on and off campus. The class meets one evening each week and may be elected in sequence four times. The course is a requirement for students on a choir scholarship.

Prerequisite: MUSIC 151

151 Agora Chorale 1 Credit Hour  
F, W

The Agora Chorale is a mixed vocal ensemble comprised of singers from the community and college. The Chorale presents concerts, no less than two each semester, both on and off campus. The class meets one evening each week and may be elected in sequence four times. The course is a requirement for students on a choir scholarship.

Prerequisite: MUSIC 150

152 Voice Class 2 Credit Hours  
F

This course is open to all students who wish to improve their singing abilities.

154 College-Community Symphony Band 1 Credit Hour  
F, W

The College-Community Symphony Band is open to instrumentalists having previous music experience. Membership includes college students and citizens from the community. The band performs for college functions and concerts as well as for community programs. Admission is by application and audition to the director. This course is a requirement for students on a band scholarship. The band rehearses once each week, and the course may be elected in sequence four times.

Prerequisite: MUSIC 154

155 College-Community Symphony Band 1 Credit Hour  
F, W

The College-Community Symphony Band is open to instrumentalists having previous music experience. Membership includes college students and citizens from the community. The band performs for college functions and concerts as well as for community programs. Admission is by application and audition to the director. This course is a requirement for students on a band scholarship. The band rehearses once each week, and the course may be elected in sequence four times.

Prerequisite: MUSIC 154

157 Listening to Classical Music 2 Credit Hours  
W

This class is designed for people seeking greater awareness of the aesthetic content of “classical” music. The forms, styles, methods of composition and composers are discussed and analyzed as a basis for intelligent listening and appreciation.

NOTE: Transferability of applied music classes may be limited.

161V Applied Music Voice 1 Credit Hour  
F, W

This course provides private lessons in voice (providing qualified teachers are available). The student will be assigned a teacher with whom he/she will study. One half-hour lesson will be attended each week. The student will pay the teacher directly for each lesson. The course may be selected as a humanities or elective credit four times in sequence. A permission slip is required to register. The purpose of this course is to improve the student’s ability to perform musically.

Prerequisite: MUSIC 161V

162I Applied Music Instrument 1 Credit Hour  
F, W

This course provides private lessons in piano, guitar, wind or percussion instruments (providing qualified teachers are available). The student will be assigned a teacher with whom he/she will study. One half-hour lesson will be attended each week. The student will pay the teacher directly for each lesson. The course may be selected as a humanities or elective credit four times in sequence. A permission slip is required to register. The purpose of this course is to improve the student’s ability to perform musically.

Prerequisite: MUSIC 161I

162V Applied Music Voice 1 Credit Hour  
F, W

This course provides private lessons in voice (providing qualified teachers are available). The student will be assigned a teacher with whom he/she will study. One half-hour lesson will be attended each week. The student will pay the teacher directly for each lesson. The course may be selected as a humanities or elective credit four times in sequence. A permission slip is required to register. The purpose of this course is to improve the student’s ability to perform musically.

Prerequisite: MUSIC 161V

165 Music for Classroom Teachers 3 Credit Hours  
F, W

This course is highly suggested for future elementary teachers but open to all students. The instructor assumes the students have not had previous formal music instruction. The course covers basic knowledge and skills needed to incorporate music into the regular classroom as well as methods of using music to enhance teaching of academic subjects.

Prerequisite: MUSIC 151

170 Introduction to Music Theory I 3 Credit Hours  
F

Music Theory I will examine the basic knowledge and skills of music theory in order that the student can understand and analyze musical compositions, write music in several classical styles and transcribe music played on a keyboard.

185A Upper Division Elective Course

F

Music Theory II will examine advanced knowledge and skills of music theory with an emphasis on music analysis and composition.

185B Upper Division Elective Course

F

Music Theory III will examine advanced knowledge and skills of music theory with an emphasis on music analysis and composition.

190 Recital Performance: Voice 3 Credit Hours  
F, W

The student will perform in a recital. The course may be selected as a humanities or elective credit four times in sequence. A permission slip is required to register. The purpose of this course is to improve the student’s ability to perform musically.

Prerequisite: MUSIC 161V

191 Recital Performance: Instrument 3 Credit Hours  
F, W

The student will perform in a recital. The course may be selected as a humanities or elective credit four times in sequence. A permission slip is required to register. The purpose of this course is to improve the student’s ability to perform musically.

Prerequisite: MUSIC 161I

250 Agora Chorale 1 Credit Hour  
F, W

The Agora Chorale is a mixed vocal ensemble comprised of singers from the community and college. The Chorale presents concerts, no less than two each semester, both on and off campus. The class meets one evening each week and may be elected in sequence four times. The course is a requirement for students on a choir scholarship.

Prerequisite: MUSIC 151
251 Agora Chorale 1 Credit Hour
Prerequisite: MUSIC 250
F, W

The Agora Chorale is a mixed vocal ensemble comprised of singers from the community and college. The Chorale presents concerts, no less than two each semester, both on and off campus. The class meets one evening each week and may be elected in sequence four times. The course is a requirement for students on a choir scholarship.

252 Voice Class 2 Credit Hours
Prerequisite: MUSIC 152
F

This course is a continuation of Music 152.

254 College-Community Symphony Band 1 Credit Hour
Prerequisite: MUSIC 155
F, W

The College-Community Symphony Band is open to instrumentalists having previous music experience. Membership includes college students and citizens from the community. The band performs for college functions and concerts as well as for community programs. Admission is by application and audition to the director. This course is a requirement for students on a band scholarship. The band rehearses once each week, and the course may be elected in sequence four times.

255 College-Community Symphony Band 1 Credit Hour
Prerequisite: MUSIC 254
F, W

The College-Community Symphony Band is open to instrumentalists having previous music experience. Membership includes college students and citizens from the community. The band performs for college functions and concerts as well as for community programs. Admission is by application and audition to the director. This course is a requirement for students on a band scholarship. The band rehearses once each week, and the course may be elected in sequence four times.

NOTE: Transferability of Applied Music classes may be limited.

261 Applied Music Instrument 1 Credit Hour
Prerequisite: MUSIC 162I
F, W

This course provides private lessons in piano, guitar, wind or percussion instruments (providing qualified teachers are available). The student will be assigned a teacher with whom he/she will study. One half-hour lesson will be attended each week. The student will pay the teacher directly for each lesson. At the end of the semester, each student will perform in a recital. The course may be selected as a humanities or elective credit four times in sequence. A permission slip is required to register. The purpose of this course is to improve the student’s ability to perform musically.

262V Applied Music Voice 1 Credit Hour
Prerequisite: MUSIC 261V
F, W

This course provides private lessons in voice (providing qualified teachers are available). The student will be assigned a teacher with whom he/she will study. One half-hour lesson will be attended each week. The student will pay the teacher directly for each lesson. At the end of the semester, each student will perform in a recital. The course may be selected as a humanities or elective credit four times in sequence. A permission slip is required to register. The purpose of this course is to improve the student’s ability to perform musically.

265 History and Appreciation of Jazz 3 Credit Hours
Prerequisite: MUSIC 265
This course will introduce students to musical styles indigenous to America that has helped to shape the nation’s cultural history.

266 History of Rock Music 3 Credit Hours
Prerequisite: MUSIC 266
This course will examine various styles of rock music, from its roots in blues, rhythm and blues and country to its inception as rock and roll and through various styles that have been popular through the late 1960s. This will include early rock and roll pioneers, folk-rock, the surf sound, the Motown sound, the British invasion and psychedelia. When possible, references and comparisons to more contemporary styles will be made. Styles and genres studied will be examined from a historical and sociological perspective.

268 Popular Music in America 3 Credit Hours
Prerequisite: MUSIC 268
This course will examine various styles of popular music that have been popular throughout America’s history from the colonial period to the present. This will include folk, blues, jazz, country and rock. This course will also examine these musical styles from a sociological and historical perspective. The purpose of this course is to expand students’ knowledge of styles of music that have been an integral part of America’s cultural history.
NURSING (NURS)

103 Adapting Throughout the Life Cycle 9 Credit Hours
Prerequisite: Acceptance into the Nursing Program. Must also register for BIOL 157.

This course provides an introduction to the concepts of nursing practice. The program's organizing framework—based on the content threads of stress-adaptation, holistic health, nursing process, communication, human needs, growth and development, community and accountability—are introduced. Critical thinking, which is integral to the nursing process, will be emphasized as a means of facilitating the client's adaptation to stressors throughout the life cycle. Special focus will be placed on the needs, culture and lifestyle and community resources available to the elderly. The clinical content will be applied 12 hours weekly utilizing the campus laboratory, hospital and nursing home settings.

104 Adapt to Common Stressors I: 4 Credit Hours
Psychiatric Nursing
Prerequisite: BIOL 157 and NURS 102 or NURS 103. Must also register for NURS 105.

This course utilizes a holistic view to study the nursing care of the adult, mentally ill client's adaptation to stressors and crises. The student will use critical thinking to integrate psychopathology in assessing, planning, implementing and evaluating care of clients with health care needs in the mental and spiritual spheres. Special focus will be placed on communication, therapeutic use of self, nurse-client relationship, stress adaptation and holistic health in the care of the mentally ill. During this course, the student will have 12 hours per week for five weeks of clinical instruction in the acute psychiatric care setting.

105 Adapting to Common Stressors II: 5 Credit Hours
Medical-Surgical Nursing
Prerequisite: BIOL 157 and NURS 102 or NURS 103. Must also register for NURS 104.

This course utilizes a holistic view to study the adult client's adaptation to commonly occurring health problems. The student will use critical thinking to integrate holistic theory and basic pathophysiology in assessing, planning, implementing and evaluating care for clients with medical-surgical health care needs. Special focus will be placed on chronic illness and perioperative care. During this course, the student will have 12 hours per week for 10 weeks of clinical instruction in the acute care setting.

204 Family Adapting I: 4.5 Credit Hours
Obstetrical Nursing
Prerequisite: NURS 105

This course utilizes a holistic view to study the family and its adaptation to pregnancy and childbirth. Critical thinking skills are emphasized through the application of nursing process. Core components of this course include family growth and development; health promotion and maintenance; cultural and ethnic variations regarding health and illness; psychological, social and spiritual stressors impinging on families; community resources available to families and disease pathologies in relation to the maternity cycle. During this course, students will have 12 hours per week of obstetrical nursing clinical instruction in the hospital and selected community settings.

205 Family Adapting II: 4.5 Credit Hours
Pediatric Nursing
Prerequisite: NURS 105

This course utilizes a holistic view to study the childrearing family and its adaptation to stressors. Critical thinking skills are emphasized through the application of nursing process. The focus of this course includes child and family growth and development; health promotion and maintenance; cultural and ethnic variations regarding health and illness; psychological, social and spiritual stressors impinging on families and community resources available to families. Special emphasis will be placed on pediatric pathophysiology. During this course, students will have 12 hours per week of pediatric clinical instruction in the hospital and selected community settings.

209A Adapting Multiple Stressors I 10 Credit Hours
Prerequisite: NURS 205

This course utilizes the holistic view to study adult patients and their adaptation to severe stressors. The student will become increasingly sophisticated in the use of nursing process and critical thinking skills to facilitate adaptation to serious physiologic insults. Students will have an opportunity to gradually increase organizational skills through an expanding client care workload in medical-surgical settings. During this course, students will have 12 hours per week of clinical instruction in the hospital, community or short stay settings.

209B Adapting Multiple Stressors II 3 Credit Hours
Prerequisite: NURS 209A

This four-week capstone course provides one week of theoretical content related to managing groups of clients and in communicating with health team members. During the final three weeks, students have the opportunity to increase their client-care workload in a medical-surgical setting utilizing a full-time preceptorship arrangement. Critical thinking skills continue to be emphasized through active clinical decision making. Clinical practice during this time will be full-time work for three weeks.

210 Nursing Seminar 3 Credit Hours
Prerequisite: NURS 205

This course facilitates the student's socialization into the nursing profession. Critical thinking skills are emphasized through discussion related to the following topics: historical perspectives of nursing; nursing education; issues, trends and problems of health care and nursing practice and legal, professional, ethical and social responsibilities of the nurse. Special focus will be on basic management skills, preparation for employment and career development.

260 Nursing Care of Adults (I, II) 8 Credit Hours
Prerequisite: Admission to the On-line RN from LPN Program. This is an on-line class that is only available to students enrolled in the RN from LPN On-line Program.

A course designed to facilitate the student in using the nursing process to give care to adults who are acutely or chronically ill or who have multiple health problems. Nursing interventions to assist the client and family in their holistic adaptive responses to health problems and stress are discussed. Emphasis is placed on the nurse's role in health care management (disease prevention, health promotion and maintenance and teaching). Information is designed to build upon the theory learned in all completed coursework and will enable the student to apply previously learned knowledge and skills.
272 Nursing Care of Special Populations: Obstetrics 2 Credit Hours
Prerequisite: NURS 260 and PSYCH 151 or equivalent

A course designed to facilitate the student in using the nursing process to give care to special populations, specifically the childbearing family. Nursing interventions to assist the client and family in their holistic adaptive responses to growth and development, illness and stress are discussed. Emphasis is placed on the nurse’s role in health care management (disease prevention, health promotion and maintenance and teaching). Information is designed to build upon the theory learned in all completed coursework and will enable the student to apply previously learned knowledge and skills.

274 Nursing Care Special Populations: Pediatrics 2 Credit Hours
Prerequisite: NURS 260 and PSYCH 151 or equivalent

This course utilizes a holistic view to study the childrearing family and its adaptation to stressors. Critical thinking skills are emphasized through the application of nursing process. The focus of this course includes child and family growth and development; health promotion and maintenance; cultural and ethnic variations regarding health and illness; psychological, social, and spiritual stressors impinging on families and community resources available to families. Special emphasis will be placed on pediatric pathophysiology.

276 Nursing Care Special Populations: Mental Health 4 Credit Hours
Prerequisite: NURS 260 and PSYCH 151 or equivalent

A course designed to facilitate the student in using nursing process to give care to special populations, specifically those experiencing mental illness. Nursing interventions to assist the client and family in their holistic adaptive responses to growth and development, mental illness and stress are discussed. Emphasis is placed on the nurse’s role in health care management (disease prevention, health promotion and maintenance and teaching) as it relates to psychiatric nursing. Information is designed to build upon the theory learned in all completed coursework and will enable the student to apply previously learned knowledge and skills.

277 NCLEX-RN Review Course 2 Credit Hours

The purpose of this course is to review content in preparation for the registered nurse licensing examination. The areas of medical, surgical, pediatric, obstetric and psychiatric nursing, plus test taking techniques, will be covered. It is recommended only for students who have completed, or nearly completed, a registered nursing program.

280 Clinical Applications of Nursing Care 8 Credit Hours
Prerequisite: Admission to the On-line RN from LPN Program. This course is only available to students enrolled in the RN from LPN On-line Program.

This is an eight-credit hour clinical course that focuses on the practice of nursing in selected settings (in-patient, out-patient and community settings) and with varying client populations. Students apply nursing process to assist clients and families to achieve maximum holistic health through continuous adaptation and growth and development. Students will respond to health changes ranging from normal childbearing to severe illness and crises. Students will manage care for increasing numbers of clients within selected settings. Communication skills with clients, peers and the health care team are emphasized, as are professional nursing behaviors. Knowledge is demonstrated by the safe and effective clinical care to clients in the mental health, childbearing, childrearing and medical-surgical settings over 15 weeks of clinical experience. The student receives a “P” or “F” rather than a letter grade.

290 Nursing Leadership 3 Credit Hours
Prerequisite: Admission to the On-line RN from LPN Program. This is an on-line class that is only available to students enrolled in the RN from LPN On-line Program.

This course explores the professional nurse’s role in management, including priority setting, delegation, supervision and resource management in the health care setting. Content includes leadership/management issues, career development and current health care trends as they impact the professional nursing role.

PHILOSOPHY (PHIL)

151 Introduction to Logic 3 Credit Hours
F, W

This course includes basic and standard systems of formal and informal logic, embracing both logical theory and the practical application of logic. This course examines critical thinking and inductive and deductive analysis. Material includes the leading topics of traditional Aristotelian logic together with insight into symbolic logic. This course will include writing assignments.

152 Introduction to Western Philosophy 3 Credit Hours
F, W

This course provides an introduction to the types of philosophy and the study of the great thinkers’ contributions to studies which investigate the principles and facts of reality, human nature and basic problems of conduct relevant to man. Emphasis is on early Greek philosophy: Plato and Aristotle. This course will include writing assignments.

253 Introduction to the Philosophy of Religion 3 Credit Hours
F, W

This course presents an introductory inquiry into the study of religion and its meaning and truths, emphasizing the historical and structural aspects of religion, religious experience and religious symbols exemplified through various religious traditions. The concern of the course is not to inculcate any particular faith or doctrinal position, but to develop an understanding and appreciation of basic religious concepts and ideas which influence our century.
PHOTOGRAPHY (PHOTO)

151 History of Photography 3 Credit Hours

This course is an exploration of the photographers and evolution of the photographic process from its inception to the present. Emphasis will be placed on individual photographers and the various artistic photographic progressions.

PHYSICAL SCIENCE (PHYSIC)

151 Physical Science 4 Credit Hours

This course serves as an introduction to physical science for both applied and non-science majors. Selected topics on astronomy, chemistry, geology and physics are included. Emphasis is placed on understanding the fundamental principles of the physical sciences. It will also include a discussion of the limitations and potential applications of the physical sciences. This course requires laboratory work.

PHYSICS (PHY)

101 Technical Physics 4 Credit Hours

Prerequisite: MATH 124 or MATH 151 or higher

This course is designed for technical majors to provide an understanding of physical principles and their application to industry and certain technical occupations. Topic coverage reflects the general needs of the various technician programs while giving a broad overview of the physical world around us. Topics included are measurement, kinematics, mechanics, rotational motion and dynamics, simple machines, matter, fluids and fluid flow, heat and thermodynamics, waves, sounds, optics and some electricity and magnetism. Course requires laboratory work.

151 General Physics I 4 Credit Hour

Prerequisite: MATH 151 or high school algebra and trigonometry. Recommended: MATH 157 and 159 or MATH 164.

This is a liberal arts course in the fundamental principles of physics. Units include measurement, kinematics, mechanics, rotational motion, fluids, temperature and heat, and waves and sound. This course is designed to fulfill the physics requirement in pre-medicine, pre-dentistry, pre-law, pre-architecture, pre-chiropractic and similar pre-professional programs. This course should not be taken as a substitute for pre-engineering physics or other related disciplines. This course requires laboratory work.

152 General Physics II 4 Credit Hours

Prerequisite: PHY 151

This course is a continuation of General Physics I; units on electricity and magnetism, light and optical phenomena, relativity, atomic, quantum and nuclear physics are included. Course requires laboratory work.

251 Engineering Physics I 5 Credit Hours

Prerequisite: MATH 171. MATH 172 is highly recommended.

This course is designed to satisfy the requirements of engineering and physics majors. It will include the development of ability to marshal physical principles and mathematical techniques in the solution of problems encountered in measurement, kinematics, mechanics, relativity, rotational and wave motion, waves, sound and fluid mechanics. This course requires laboratory work.

252 Engineering Physics II 5 Credit Hours

Prerequisite: PHY 251. MATH 251 and 273 are highly recommended.

This course is a continuation of PHY 251 and is designed to satisfy the requirements of engineering and physics majors. Topics include temperature and heat, electricity and magnetism, electromagnetic waves, optics, quantum, atomic and nuclear physics. This course requires laboratory work.

POLITICAL SCIENCE (POLSC)

151 Introduction to Political Science 3 Credit Hours

F, W, Sp, Su

This course emphasizes American political institutions, policy formulation, diverse political groups and key issues. This course also provides a foundation for responsible citizenship. Emphasis is given to the federal level of government with a critical look at contemporary problems in American democracy.

154 Introduction to Law Enforcement 3 Credit Hours

F, W

This course addresses the basic elements of our legal system, the nature of crime and criminal responsibility, the criminal justice process and the role of the professionals in the criminal justice system.

156 Fundamentals of Criminal Investigation 3 Credit Hours

This course examines investigation procedures including the theory, conduct, collection and preservation of physical evidence.

221 State and Local Government 3 Credit Hours

Prerequisite: POLSC 151

This course is a study of state and local government units, including types of organizations and their structures, functions and activities. Students will explore and evaluate the everyday activities of local government units as well as special problems in local politics and policy development. Consideration is given to intergovernmental relations between the various local levels of government and the federal government.

251 Criminal Law 3 Credit Hours

F

This course traces the history and development of criminal law and gives attention to definitions of crimes and their elements, penalties and defenses.

252 International Relations 3 Credit Hours

Prerequisite: POLSC 151 or HIST 154 or HIST 155

Students will examine the historical and persistent forces which influence world politics and the foreign policies of states. Through theoretical, ideological and pragmatic approaches students will explore the historical, economic, geographical, social and cultural phenomena that impact international politics.

255 Police Organization & Administration 3 Credit Hours

F

The administration of police-line operations, including patrol, the investigative functions, traffic, vice control, youth services and non-crime functions are emphasized. The purpose of this course is to have the student understand the administrative role a police department has in order to provide police services to a community.
PSYCHOLOGY (PSYCH)

151 General Psychology 3 Credit Hours
Subject matter begins with an introduction to the major models of human behavior along with appropriate research methodology, including applied statistics. The operational framework is then applied to the following topics: physiological processes, sensation, perception, learning, motivation, emotion, stress, development [life span], personality, adjustment, mental health and therapeutic techniques, personal growth and social processes. Useful information regarding “real life” application is emphasized throughout the course. It is assumed that, in the majority of cases, this may be the only psychology course the student will experience; as the field of psychology has shifted from theory-based to fact-based, it appears both desirable and possible to expose students to useful information for everyday living while providing a comprehensive coverage of the current major concepts, exploratory models and research procedures inherent in an introductory psychology course.

152 Psychology of Personality/Adjustment 3 Credit Hours
Prerequisite: PSYCH 151
This course applies psychological principles to the problems of the individual’s adjustment to everyday life. Topics include adjustment processes, personality development, theories of personality, behavior disorders, psychotherapy techniques, human relationships, defense mechanisms and mental health.

153 Social Psychology 3 Credit Hours
This course emphasizes the individual as a member of society. The development of changing values, attitudes, social behavior and an awareness of current problems of socialization are explored. Several theoretical frameworks, including attribution and social-cognitive processes, are examined. The purpose of this course is to present concrete, factual materials and applications to the students.

156 The Exceptional Person 3 Credit Hours
This course is designed to give students an understanding of persons with special problems. The gifted, the physically challenged, the emotionally challenged and the mentally challenged are considered.

251 Child Psychology 3 Credit Hours
This course involves the investigation of the child’s emotional, intellectual, social and physical development from birth to age 12. The purpose of this course is to provide students with scientific facts of children’s behavior for study, presented along with practical application for parents, teachers, etc.

254 Life Span Psychology 3 Credit Hours
This course will explore the developmental stages of human behavior during the life cycle. The stages of infancy; childhood; adolescence; early-, middle- and late-adulthood; late-late adulthood; death and dying will be covered. Various issues and concepts will be dealt with related to the typical psychological, sociological, and biological changes that occur during each phase or stage of life. The purpose of this course is to provide the student with the opportunity to explore their own stages and those of their family, relatives, friends and others.

255 Psychology Nonverbal Communication 3 Credit Hours
This course studies the use and meaning of the language of body movement and gestures, facial expressions, eye contact, clothing, space, etc., as related to the communication process. This science attempts to correlate nonverbal behaviors with underlying conscious/unconscious feelings, attitudes, emotions, mood and state. Students will be provided with the knowledge of the psychological processes underlying nonverbal communication: learning and using communication in interpersonal relations. Applications to education, mental health, business, government, religion, speech and drama will also be covered. Effects of communication themes, techniques, symbols and formats on the thoughts, attitudes and personality of others.

QUALITY SYSTEMS TECHNOLOGY (QSTC)

105 SPC Basics 1 Credit Hour
An introductory course for those who need a basic understanding of variation, statistical fundamentals, data gathering and control charting.

111 Quality Management 3 Credit Hours
F, W
This course will introduce students to the management approach that developed from principles of Total Quality. Students will study the principles and practices of Quality Management as developed by experts like Deming, Juran, Crosby and others. Students will examine the role of organizations involved in world-class competition. Emphases will be placed on customer satisfaction, employee empowerment, process identification and measurement and continual improvement.

115 Statistical Process Control 3 Credit Hours
Prerequisite: MATH 121
This course focuses on the basic concept of variation, sampling methodology and basic six-sigma improvement tools including control charting, significance testing, process capability and DOE. Techniques used are relevant to manufacturing and service environments.

120 Introduction to Quality Systems 3 Credit Hours
This course is designed to provide students with a working knowledge of the major systems of a modern industrial quality assurance program. Students will examine opportunities for quality improvement through the implementation of lean systems and mistake/error proofing. Emphasis will be placed on quality engineering elements dealing with quality planning, corrective and preventive action, measurement and continual improvement. Techniques used are relevant in manufacturing and service organizations.

150 Introduction to Metrology 3 Credit Hours
Prerequisite: MDTC 101 or MDTC 109 or MDTC 151 or MDTC 160 or MDTC 161
This course introduces the fundamentals of dimensional measurement, production gages and gaging techniques. Interpretation of geometric tolerances will also be covered with respect to their implications for inspection. Measurement techniques will emphasize proper use of open-setup equipment, including hand tools, gage blocks, surface plates and accessories, analog and digital measuring devices, optical comparator, pneumatic gages and coordinate measuring machines (CMM).
160 Team Problem Solving 3 Credit Hours
This course is designed to build the student’s ability to respond to the needs of groups as a team member and team leader. Students will study team structuring, roles of team members and tools used in facilitating teams that contribute to organization quality. Kaizen, six-sigma, 8D and other effective team-based solutions will be modeled. Techniques used are applicable to manufacturing and service environments.

210 Advanced Metrology 3 Credit Hours
Prerequisite: QSTC 150
This course covers advanced metrological techniques including CMM operation, Optical and Electronic Measuring and Graphical Inspection Analysis (paper gaging). Laboratory work concentrates on CMM operation and programming using the PC DMIS operating system.

220 Calibration and Gage R & R 3 Credit Hours
This course covers techniques of gage calibration and gage repeatability and reproducibility studies (Measurement System Analysis). Hands-on work includes calibration of measuring tools and computerized gage documentation using Gage-trak software.

230 Documentation & Audit Preparation 3 Credit Hours
Prerequisite: QSTC 111
This course examines techniques for the development and implementation of quality systems. Participants explore internal auditing techniques and preparation for third-party audits. The focus is on understanding quality system requirements and effective documentation alternatives to meet those requirements. ISO9000:2000, QS9000 (including the TE supplement), TS16949, ISO14000 and other assessment criteria are defined and applications are explored for service businesses and manufacturing.

READING (RDG)

090 Basic Reading Skills 3 Credit Hours
F, W
This is a basic reading course emphasizing essential skills for building literal and critical comprehension proficiency. A COMPASS test score and a counselor’s consultation provide the basis for selecting this reading instruction. This course does not count toward graduation. This course helps students accomplish the following: (1) to develop basic reading skills which provide students the opportunity to succeed in college courses selected in the future, (2) to show reading proficiency progress as measured by a post-test COMPASS score and (3) to work toward gaining admission status to enroll in regular college courses. This course is meant for students whose first language is English.

RESPIRATORY THERAPY (RTH)

100 Respiratory Care Techniques I 8 Credit Hours
Prerequisite: Acceptance into the Respiratory Therapy Program. Must also register for RTH 104.
This classroom and laboratory course is an introduction to the duties and responsibilities of respiratory care practitioners. Topics covered include a review of physical science, cardiopulmonary anatomy and physiology, cardiopulmonary resuscitation, basic nursing skills, medical gas and aerosol administration, employee health and safety, pulmonary medications and an orientation to clinical sites.

104 Cardiopulmonary Assessment 2 Credit Hours
Prerequisite: Acceptance into the Respiratory Therapy Program. Must also register for RTH 100.
This course is an introduction to basic physical and laboratory assessment of cardiopulmonary patients. Topics include basic pulmonary function and medical lab values, blood gas analysis and bedside patient assessment equipment and techniques.

110 Respiratory Care Techniques II 5 Credit Hours
Prerequisite: RTH 100. Must also register for RTH 116.
This classroom and laboratory course continues the introduction to basic duties of respiratory care practitioners. Emphasis will be placed on patient assessment, basic therapy modalities, airway management, cardiopulmonary diagnostic equipment and techniques and an introduction to continuous mechanical ventilation.

111 Respiratory Care Clinical Practice I 5 Credit Hours
Prerequisite: RTH 100. Must also register for RTH 110.
This course provides a hospital experience in which previously acquired classroom theory and laboratory skills can be exercised. Skills practiced include those associated with patient respiratory assessment, oxygen therapy, a wide range of bronchopulmonary hygiene therapies and equipment processing. In addition, weekly clinic seminars will be held on campus to facilitate student learning.

116 Cardiopulmonary Pathophysiology 3 Credit Hours
Prerequisite: RTH 100. Must also register for RTH 110.
This course gives the student an introduction to the most common cardiopulmonary diseases and conditions encountered in the clinical setting. Topics include lung defense mechanisms, common cardiopulmonary manifestations of disease, obstructive lung diseases and restrictive lung diseases.

120 Respiratory Care Techniques III 5 Credit Hours
Prerequisite: RTH 110
Sp, Su
Mechanical ventilation topics are continued in this classroom and laboratory course. Topics presented include volume pre-set and pressure pre-set ventilator equipment and application techniques and basic ventilation management of adult and neonatal patients.

121 Respiratory Care Techniques IV 5 Credit Hours
Prerequisite: RTH 111. Must also register for RTH 120.
Sp, Su
This clinical course provides three types of experience for the respiratory therapy student. First, there will be a continuation of basic respiratory care modalities from the previous semester. Second, the diagnostic areas of basic pulmonary function testing, arterial blood gas puncture and analysis and 12-lead electrocardiography will be introduced. Third, the student will receive an orientation to volume control ventilation in the adult ICU environment. In addition, weekly clinic seminars will be held on campus to facilitate student learning.

209 Respiratory Care Specialty Clinic I 2 Credit Hours
Prerequisite: RTH 121
This clinical course provides the certified therapist student with experience in long-term respiratory care, home care and neonatal patients needing mechanical ventilation. Clinical assignments will be with institutions and companies that employ respiratory therapists to care for patients in a variety of settings. In addition, weekly clinic seminars will be held on campus to facilitate student learning.
211 Respiratory Care Clinical Practice III 5 Credit Hours
Prerequisite: RTH 121
F
This clinical course allows students to assist in the pulmonary management of adults on mechanical ventilation. An integrated approach to patient care will be stressed through accurate patient assessment and application of various equipment and therapies. Students will function as a member of the health care team. In addition, weekly clinic seminars will be held on campus to facilitate student learning.

212 Advanced Cardiopulmonary Anatomy & Physiology
Prerequisite: RTH 120
F
This course advances the student’s knowledge of cardiopulmonary physiology. The cardiac sections cover gross and histologic cardiovascular anatomy, neural/endocrinological control of cardiac function, hemodynamics, microcirculatory disorders and a review of common cardiac arrhythmias. The pulmonary section covers broncho-pulmonary anatomy, gas diffusion, blood flow, ventilation/perfusion relationships, gas transport, mechanics and control of ventilation and lung responses to changing environments and conditions.

214 Adult Critical Care Management 4 Credit Hours
Prerequisite: RTH 120. Must also register for RTH 211.
F
This classroom and laboratory course covers the cardiopulmonary equipment, techniques and management theory for the adult patient in an intensive care unit. Topics include critical care patient assessment, review of fundamental concepts in ventilation techniques and management of adult patients in surgical, medical, pulmonary, cardiothoracic and neuro intensive care settings.

216 Perinatal/Pediatric Management 2 Credit Hours
Prerequisite: RTH 120
F
This classroom and laboratory course covers topics including fetal growth and development, patient assessment, commonly encountered equipment and the clinical management of common neonatal/pediatric diseases and conditions.

219 Respiratory Care Specialty Clinic II 4 Credit Hours
Prerequisite: RTH 216 and RTH 209
This clinical course is designed for the certified therapist student who has returned to complete the registered therapist program. A major emphasis will be in assisting with the pulmonary management of neonatal patients on mechanical ventilation. Other rotations will be in a variety of advanced diagnostic laboratories and alternate site venues where respiratory therapists are employed. In addition, weekly clinic seminars will be held on campus to facilitate student learning.

220 Pharmacology for Respiratory Therapists
Prerequisite: RTH 110
Sp, Su
This course provides an overview of general pharmacology with an emphasis on drugs used in the critical care management of cardiopulmonary conditions.

221 Respiratory Care Clinical Practice IV 5 Credit Hours
Prerequisite: RTH 211 and RTH 216. Must also register for RTH 226.
W
This clinical course provides a varied experience for students who are about to graduate. A major emphasis will be in assisting with the pulmonary management of neonatal patients on mechanical ventilation. Other rotations will be in a variety of advanced diagnostic laboratories and alternate site venues where respiratory therapists are employed. In addition, weekly clinic seminars will be held on campus to facilitate student learning.

222 Seminar
Prerequisite: RTH 214 and RTH 216
2 Credit Hours
W
This course presents a wide variety of topics for discussion. Included are respiratory care history, management and supervision, trends in allied health, research, job acquisition skills and credentialing exam preparation.

226 Respiratory Care Techniques IV 3 Credit Hours
Prerequisite: RTH 214. Must also register for RTH 219 or RTH 221.
W
This course covers a variety of diagnostic and therapeutic settings. Pulmonary function and stress testing equipment and procedures used in advanced labs will be presented. Additional emphasis will be made in the interpretation of pulmonary function test results. Delivery of respiratory care in alternate sites will also be emphasized. Included will be goals, procedures and equipment associated with pulmonary rehabilitation, home care, subacute and long-term care settings.

SOCIAL WORK (SWK)

106 Child Welfare 3 Credit Hours
F
This course is designed to introduce the student to the broad field of child welfare. Topics include the history of child welfare, the role of private and government agencies, legal aspects of child welfare and case planning and investigation.

108 Practicum 2 Credit Hours
Prerequisite: SWK 105 and SWK 106 and SWK 107
F
The Practicum for the Child Care Technology Associate degree is intended for students to gain practical experience while working under supervision in a child care facility. In addition to weekly class meetings, a minimum of 60 hours of supervised experiences in a licensed child care facility are required during the semester. The student will apply theories learned in the prerequisite classes to their field work.

151 Introduction to Social Service 3 Credit Hours
F
This course is intended to present an overview of the field of social work. The student will develop an understanding and beginning knowledge of what social work entails. Included will be the gamut of roles available to social work in a variety of different settings – schools, hospitals, mental health centers and social service agencies – all of which require different educational backgrounds. This course will focus on the needs and problems of clients (defined as individuals, families, groups and community); the variety of methods used to help solve these problems; the social, cultural, political, and economic values which affect these needs and problem solving.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>296A</td>
<td>Work Experience I</td>
<td>1</td>
<td>Students may earn credit by voluntarily participating in a predetermined, prescribed set of activities at various social service agencies. Credit may be earned at the rate of one hour per semester and requires a minimum of 45 hours of participation during that semester.</td>
</tr>
<tr>
<td>296B</td>
<td>Work Experience II</td>
<td>1</td>
<td>Students may earn credit by voluntarily participating in a predetermined, prescribed set of activities at various social service agencies. Credit may be earned at the rate of one hour per semester and requires a minimum of 45 hours of participation during that semester.</td>
</tr>
<tr>
<td>296C</td>
<td>Work Experience III</td>
<td>1</td>
<td>Students may earn credit by voluntarily participating in a predetermined, prescribed set of activities at various social service agencies. Credit may be earned at the rate of one hour per semester and requires a minimum of 45 hours of participation during that semester.</td>
</tr>
<tr>
<td>296D</td>
<td>Work Experience IV</td>
<td>1</td>
<td>Students may earn credit by voluntarily participating in a predetermined, prescribed set of activities at various social service agencies. Credit may be earned at the rate of one hour per semester and requires a minimum of 45 hours of participation during that semester.</td>
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</tbody>
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**SOCIIOLOGY (SOC)**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>151</td>
<td>Principles of Sociology</td>
<td>3</td>
<td></td>
<td>This course introduces the concepts of culture, socialization, social structure, social stratification, racial and ethnic relations and deviancy. These topics are used principally to examine life in contemporary United States. Whereas psychology focuses on individual behavior, sociology focuses on behavior that results from membership within and between groups.</td>
</tr>
<tr>
<td>152</td>
<td>Marriage &amp; Family</td>
<td>3</td>
<td></td>
<td>This course examines marriage and family at various periods in American history in order to assess the same today. Topics include the variety of households, divorce, working parents, male-female relationships and economic influences on marriage and family. Partisan political views on the family are discussed.</td>
</tr>
<tr>
<td>153</td>
<td>Women in Society</td>
<td>3</td>
<td></td>
<td>This is a foundation course in women’s studies. Emphasis is placed on how women have been perceived historically and the progress they have made in the context of today’s society. The concept of “voice” will be examined in each of the four units, looking at how women have been silenced and how, and if, they have recovered their “voice.”</td>
</tr>
<tr>
<td>160</td>
<td>Social Gerontology</td>
<td>3</td>
<td></td>
<td>This course focuses on the aged as a social subculture of the United States. How roles and status change with age in relation to family and major social institutions and the adjustments that individuals make to these changes are examined. The impact of an aging population on society is also discussed. Special attention will be placed on similarities and differences in aging and change related to an individual’s gender, race, ethnicity and socioeconomic status.</td>
</tr>
<tr>
<td>161</td>
<td>Death, Loss and Grief</td>
<td>3</td>
<td></td>
<td>This course analyzes the historical, socio-cultural, psychological and political construction of death, dying and bereavement in the United States. Ethical debates in the right-to-die movement and other social issues about the quality of life will be explored. This course will also address the challenges and rewards in working with the dying and grieving.</td>
</tr>
<tr>
<td>251</td>
<td>Modern Social Problems</td>
<td>3</td>
<td>SOC 151</td>
<td>A number of social problems will be examined and interrelated as time permits. Topics include the global workplace, poverty, crime, power and wealth. Problems are analyzed with a set of sociological perspectives developed early in the semester.</td>
</tr>
<tr>
<td>252</td>
<td>Juvenile Delinquency</td>
<td>3</td>
<td>SOC 151</td>
<td>This course deals with theories of causation and prevention, with emphasis on juvenile courts, institutional treatment and community resources for prevention.</td>
</tr>
</tbody>
</table>

**SPANISH (SPAN)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>151</td>
<td>Elementary Spanish I</td>
<td>4</td>
<td></td>
<td>This course emphasizes the audio-lingual aspects of learning basic Spanish. The basic structure of the Spanish language with oral and written practice is the focus.</td>
</tr>
<tr>
<td>251</td>
<td>Second Year Spanish I</td>
<td>4</td>
<td>SPAN 152 or two years high school Spanish</td>
<td>This course continues the review of grammar practice in oral and written Spanish, based on selected readings and lectures. Conversation skills are emphasized.</td>
</tr>
<tr>
<td>252</td>
<td>Second Year Spanish II</td>
<td>4</td>
<td>SPAN 251 or three years high school Spanish</td>
<td>This course emphasizes aural and oral practices. The study of Spanish contemporary life and literature will be a major focus. This course is a continuation of Spanish 251.</td>
</tr>
</tbody>
</table>

**SPEECH (SPCH)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>151</td>
<td>Communication Fundamentals</td>
<td>3</td>
<td></td>
<td>This course is designed to acquaint the student with the principles of the communication process: intrapersonal, interpersonal and public. It is a broad-based approach to aid the student in becoming a more effective communicator. Each student will present formal speeches to inform, persuade and demonstrate and be expected to participate in class discussions.</td>
</tr>
</tbody>
</table>
THEATER (THEA)

151 Introduction to Theater 3 Credit Hours
Prerequisite: SPCH 151
F

This course is a comprehensive survey of the theater and its drama. The goal is to familiarize the student with theater as an art form and as an implement of education and entertainment. The following aspects of theater may be considered in the course: play and play structure, scene design, scene construction, lighting and sound, costume and make-up, theater history, directing and acting.

152 Directing and Production Techniques 3 Credit Hours
Prerequisite: THEA 151 and Instructor’s Approval
F, W

Directing and Production Techniques offers a survey of directing principles and a study of fundamental elements in the analysis and production of a play. Although the materials consider the relationship of directing to other production crafts (set design, lighting, sound, costumes), the main focus is on the work of the director and particularly on the relationship with the script and the actor. This initial exploration provides a foundation for a more detailed look at varieties of theater experience and the processes of theatrical production.

153 Readers’ Theater 3 Credit Hours
F

This course is a survey and practicum in readers’ theater materials and performance. The goal is to familiarize the student with readers’ theater as an art form and to give experience to the student with readers’ theater as a performance craft. The following aspects of readers’ theater are considered in the course: selection analysis; voice/speech development; body development; interpretation of prose, poetry, and drama and performance of readers’ theater.

161 Theater Workshop 3 Credit Hours
Prerequisite: Instructor’s Approval
F, W

Theater Workshop offers an opportunity to study the basics of theater production with special emphasis on the practical crafts of theater (acting, directing, set design and construction, lighting, sound, costuming and management activities). Through practical experience with particular productions and related possible projects, the relationships among some of these elements may be studied. This course enables the student who has the requisite background in theater to focus upon individual theater projects and to learn more about the varieties of theatrical experience and the processes of theatrical production.

WELDING TECHNOLOGY (WELD)

100 Introduction to Welding Processes 4 Credit Hours
Prerequisite: WELD 101B
F, W

This course is designed to improve acting techniques through the use of exercises and scenes from world drama. The course will be supplemented by work on the production of a long scene, one-act or full-length play. If possible, a public presentation of students’ work will be made.

152 Public Speaking 3 Credit Hours
Prerequisite: SPCH 151
W

This course is designed as an intensive study of the principles of effective public speaking. Focus is placed upon improving speech skills in a variety of public speaking situations.

155 Interpersonal Communication 3 Credit Hours
Prerequisite: SPCH 151
F

Students will explore the role that communication plays in the evolution of relationships in friendship, a professional setting, marriage/romance and family. Students will practice and develop effective interpersonal skills such as self-disclosure, conflict resolution and ethical communication by working with a partner, in small groups and an open-discussion forum.

151 Introduction to Theater 3 Credit Hours
Prerequisite: SPCH 151
F

This course is a comprehensive survey of the theater and its drama. The goal is to familiarize the student with theater as an art form and as an implement of education and entertainment. The following aspects of theater may be considered in the course: play and play structure, scene design, scene construction, lighting and sound, costume and make-up, theater history, directing and acting.

152 Directing and Production Techniques 3 Credit Hours
Prerequisite: THEA 151 and Instructor’s Approval
F, W

Directing and Production Techniques offers a survey of directing principles and a study of fundamental elements in the analysis and production of a play. Although the materials consider the relationship of directing to other production crafts (set design, lighting, sound, costumes), the main focus is on the work of the director and particularly on the relationship with the script and the actor. This initial exploration provides a foundation for a more detailed look at varieties of theater experience and the processes of theatrical production.

153 Readers’ Theater 3 Credit Hours
F

This course is a survey and practicum in readers’ theater materials and performance. The goal is to familiarize the student with readers’ theater as an art form and to give experience to the student with readers’ theater as a performance craft. The following aspects of readers’ theater are considered in the course: selection analysis; voice/speech development; body development; interpretation of prose, poetry, and drama and performance of readers’ theater.

161 Theater Workshop 3 Credit Hours
Prerequisite: Instructor’s Approval
F, W

Theater Workshop offers an opportunity to study the basics of theater production with special emphasis on the practical crafts of theater (acting, directing, set design and construction, lighting, sound, costuming and management activities). Through practical experience with particular productions and related possible projects, the relationships among some of these elements may be studied. This course enables the student who has the requisite background in theater to focus upon individual theater projects and to learn more about the varieties of theatrical experience and the processes of theatrical production.

251 Fundamentals of Acting 3 Credit Hours
Prerequisite: THEA 151
W

This course is designed to improve acting techniques through the use of exercises and scenes from world drama. The course will be supplemented by work on the production of a long scene, one-act or full-length play. If possible, a public presentation of students’ work will be made.

101A Introduction to GMAW 2 Credit Hours
Prerequisite: WELD 101B
F, W

This course is designed as an intensive study of the technical concepts pertaining to the more common industrial welding and cutting processes. Machine functions and filler metal chemistry will be emphasized as well as code and procedure requirements for a variety of industrial needs. Welding/cutting processes covered (including laboratory applications) include: oxy-fuel cutting (OFC), plasma arc cutting (PAC), shielded metal arc (SMAW), gas tungsten arc (GTAW) and gas metal arc (GMAW) welding.

101B Basic SMAW 2 Credit Hours
F, W

The student is introduced to manufacturing’s most common welding process. Emphasis is placed on machine setup and flat position welding techniques on various weld joints.

102 Advanced SMAW 6 Credit Hours
Prerequisite: WELD 100
F, W

The major emphasis of this course is the development of welding skills utilizing the Shielded Metal Arc (SMAW) welding process. Students will be welding vertical up, overhead and multipass with varied rods and metal thicknesses.

101C Arc Applications 2 Credit Hours
Prerequisite: WELD 101B
F, W

A continuation of WELD 101B, the student progresses to vertical-up welding and is introduced to low hydrogen electrodes and vee groove weldments.

102A Multi-Pass Arc Welding 2 Credit Hours
Prerequisite: WELD 100
F, W

Students perfect their welding skills by welding thick section fillet welds in all positions. Expertise is developed using fast freeze and low hydrogen electrodes.

102B Code Welding Techniques 2 Credit Hours
Prerequisite: WELD 102A
F, W

Students perform several common code welds in all positions. Completion of the course requires successful guided bend tests in all positions using fast freeze and low hydrogen electrodes.

102C Multi-Pass Pipe Fillet Welding 2 Credit Hours
Prerequisite: WELD 102A
F, W

Students master weld pool control and all position welding techniques on an eight-inch, pipe-to-plate welding exercise. The finished project requires approximately 84 stringer and weave bead combinations in all positions.
103 Welding Metallurgy  
3 Credit Hours  
Prerequisite: WELD 100 or MECH 102  
F, W  
This course provides an introduction to the various methods used to inspect weldments for reliability using both nondestructive and destructive techniques. Weld quality and procedure requirements of the AWS Structural Welding Code will be introduced. The knowledge and skills required for certification as an AWS welding inspector will be covered in-depth. Laboratory experience will be gained in non-destructive test methods (visual, ultrasonic, magnetic particle, radiographic, eddy current and dye penetrant testing).

104A Introduction to GTAW  
2 Credit Hours  
Prerequisite: WELD 100  
F, W  
Students are introduced to Gas Tungsten Arc Welding. All assignments are completed on mild steel in the flat and vertical positions on various types of weld joints.

104B Introduction to GMAW  
2 Credit Hours  
Prerequisite: WELD 100  
F, W  
Students perform GMAW welding on a variety of weld joints in all positions. Weld integrity is determined by guided bend testing.

104C GTAW-Stainless Steel  
2 Credit Hours  
Prerequisite: WELD 100  
F, W  
Students perform GTAW welds in a variety of weld positions and joint designs on thin gage stainless steels. Bead color and base metal distortion are greatly emphasized.

104D GTAW-Aluminum  
2 Credit Hours  
Prerequisite: WELD 100  
F, W  
Students are required to master welding techniques particular to aluminum. Metal chemistry and weld perfection are emphasized.

105 Welding Metallurgy  
3 Credit Hours  
Prerequisite: WELD 100  
W  
This course covers the physics and metallurgy of welding steel, aluminum and cast iron. In addition, the course covers welding procedure qualifications, welding design, industrial welding processes, equipment and parameter selection for production applications.

106 Basic Pipe Welding  
6 Credit Hours  
Prerequisite: WELD 100 and WELD 102  
F, W  
This course deals with vertical-up, fixed position pipe welding on standard pipe diameters and thicknesses. Emphasis is placed on fit-up preparation, code-making organizations and standards and destructive/non-destructive pipe welding tests.

106A Pre-Pipe Welding Skills  
2 Credit Hours  
Prerequisite: WELD 100 and WELD 102  
F, W  
Students are required to thoroughly master tie-in and rod pick-up welding techniques on three-eighths of an inch mild steel plate in all positions. The satisfactory completion of guided bend testing is a course requirement.

106B SMAW Pipe Welding--Uphill  
2 Credit Hours  
Prerequisite: WELD 106A  
F, W  
Students are required to weld eight-inch diameter, schedule 40 pipe in the 2, 5, and 6G positions. Four guided bend tests are required for course completion.

106C SMAW Pipe Welding--Downhill  
2 Credit Hours  
Prerequisite: WELD 106A  
F, W  
Students are required to weld two, eight-inch diameter, schedule 40 pipes in the 5 and 6G position, vertical down weld progression. All procedures relating to the A.P.I. code are adhered to.

110 Welding Symbols and Blueprint Reading  
2 Credit Hours  
F, W  
This course is designed to introduce the basic concepts of blueprint reading and welding symbols. A programmed, audio-visual training technique provides the vehicle to blueprint reading and welding symbol experience, and is reinforced with classroom lectures, workbook assignments, hands-on projects and written evaluations.

114 GMAW and GTAW Applications  
6 Credit Hours  
Prerequisite: WELD 100  
F, W  
A continuation of basic concepts learned in WELD 100, this course is designed to develop the skill levels of GMAW and GTAW welders and introduce pulse transfer in both processes. Acceptable levels of weld quality are significantly increased in this course as welders begin welding nonferrous metals, weld in all positions and complete more demanding destructive tests on their projects.

216 Basic Pipefitting  
4 Credit Hours  
Prerequisite: WELD 110 and WELD 102 or WELD 114  
Sp, Su  
This course will cover basic fabricating techniques of various pipe intersections, pipe runs and sheet metal layout for heating, plumbing and power plant installations.

240 AWS Qualification and Certification-Entry Level  
4 Credit Hours  
Prerequisite: WELD 100 and WELD 110 and WELD 114  
This course is designed to meet the skill and knowledge requirements established by the American Welding Society for entry-level welders. Successful course completion meets the welding and cutting processes standards established in the requirements of AWS QC10, Specification for the Qualification and Certification for Entry Level Welders. Testing includes SMAW, GMAW and GTAW on aluminum, stainless and mild steel, on flat stock up through three-eighths of an inch.

250 AWS Qualification and Certification-Advanced Level  
4 Credit Hours  
Prerequisite: WELD 102 and WELD 106  
This course is designed to meet the skill and knowledge requirements established by the American Welding Society for intermediate level welders. Successful course completion meets the welding and cutting processes standards established in the requirements of AWS QC11, Specification for the Qualification and Certification for Intermediate Level Welders. Testing includes SMAW, GMAW and GTAW on three-eighths-of-an-inch flat aluminum, stainless and mild steel, and on eight-inch mild steel, stainless and aluminum pipe, one-eighth-of-an-inch thick.
WORD PROCESSING (WPR)

102 Word Processing I 3 Credit Hours
Prerequisite: EOS 102 or ADMN 102 or equivalent keyboarding skills
Word Processing I is designed to develop proficiency in the operation of word processing software using a microcomputer system. Course content focuses on creating, saving, retrieving, editing, formatting, enhancing, printing and merging a variety of documents. Content also includes file management, introduction to microcomputer operating systems and terminology and use of the Internet and email.

103 Advanced Word Processing 3 Credit Hours
Prerequisite: WPR 102 F, W
Advanced Word Processing develops proficiency in the advanced word processing functions of Microsoft Word such as macros, sorting, tables and columns. A simulation will give additional practice in the advanced features of the software. Any student who has received credit for WPR 104, Word Processing for Administrative Assistants, may not receive credit for WPR 103.

110 Personal Word Processing 2 Credit Hours
Personal Word Processing is a practical approach to the efficient use of Microsoft Word. This course emphasizes proper style and format in the creation of documents ranging from business and personal correspondence to reports and research papers across the curriculum. The course also covers file management, includes an introduction to microcomputer operating systems and terminology and offers practice in using the Internet and email. No previous computer or keyboarding experience is required.