COURSE DESCRIPTIONS
ASE 121 TWO DIMENSIONAL COMPOSITION 3
Prerequisite(s): As required by program
This course focuses on the composition and principles of design and negative space as a means of creating two-dimensional images. Emphasis is placed on the relationship between the basic elements and principles of design and their impact on visual message. Upon completion, students should: touch personal expression; demonstrate an effective use of those elements and principles of design in creating two-dimensional compositions.

ASE 203 ART HISTORY I 3
Prerequisite(s): As required by program
This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to communicate a knowledge of time period and compositional sequence including a knowledge of themes, styles and the impact of society on the arts.

ASE 204 ART HISTORY II 3
Prerequisite(s): Art History I
This course covers the development of art of different forms of art, such as sculpture, painting, architecture. Emphasis is placed on history form the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and compositional sequence including a knowledge of themes, styles and the impact of society on the arts.

ATM 205 INTRODUCTION FOR AUTOMATED MANUFACTURING 3
Prerequisite(s): As required by program
This course provides an introduction to manufacturing technology. Students apply skills learned to design, fabricate, analyze, program, and operate a robot cell. The course provides both classroom and performance based learning experiences. Upon completion of this course a student will be able to analyze a discrete-component electronic network. Note: This course is a prerequisite to ATM 206.

ATM 212 ROBOTS PROJECT 3
Prerequisite(s): As required by program
In this class, students apply skills learned to design, fabricate, analyze, program, and operate a robot system under faculty supervision. CORE

ATM 282 AUTOMOTIVE MECHANICS 3
Course Descriptions

ASE 121 ADVANCED ELECTRICAL AND ELECTRONIC SYSTEMS 3
Prerequisite(s): As required by program
This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, subsystems, and components.

ASE 220 ADVANCED AUTOMOTIVE ENGINES 3
Prerequisite(s): As required by program
This course addresses concern internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, and associated parts.

ASE 224 MANUAL TRANSMISSION AND TRANSAXLE 3
Prerequisite(s): As required by program
This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.

ASE 239 ENGINE PERFORMANCE 3
Prerequisite(s): As required by program
This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. CORE

ASE 244 ENGINE PERFORMANCE AND DIAGNOSTICS 3
Prerequisite(s): As required by program
This course provides advanced instruction in engine performance. Emphasis is placed on troubleshooting and repair of internal components.

ASE 262 DEALERSHIP WORK EXPERIENCE 2
Prerequisite(s): As required by program
At the end of each on-campus period, the student returns to the sponsoring dealership to continue this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact, students generally work on a full-time basis (40 per week) at the dealership. An evaluation of the student's dealership work performance is completed by the dealership supervisor.

ASE 265 DEALERSHIP WORK EXPERIENCE 2
Prerequisite(s): As required by program
At the end of each on-campus period, the student returns to the sponsoring dealership to continue this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact, students generally work on a full-time basis (40 per week) at the dealership. An evaluation of the student's dealership work performance is completed by the dealership supervisor.

ASE 285 AUTOMOTIVE SERVICE (ASE) CORE Descriptions

BAR 110 ORIENTATION TO BARBERING 3
Prerequisite(s): As required by program
This course provides an introduction to barbering as a profession. Students explore the role of barber-styling in today's society and the business and management aspects of barbering. Upon completion of this course, students should be able to recognize the concept of barbering as a profession.

BAR 112 BACTERIOLOGY AND SANITATION 3
Prerequisite(s): As required by program
This course provides instruction in bacteriology and sanitation. Topics include the types of bacteria and sanitation procedures. Upon completion, students should be able to identify types of bacteria and methods of sanitation. NDC, CORE

BAR 113 BARBERING-STYLING LAB 3
Prerequisite(s): As required by program
This course provides laboratory instruction in the theory and practice of barber-styling. Emphasis is placed on the theory, techniques, and techniques of hairdressing and styling. Students are required to practice and demonstrate an understanding and application of basic internal and external operation relating to proper operation and drivability.

BAR 121 BARBERING-SYLLABUS 3
Prerequisite(s): As required by program
This course provides instruction in the theory and practice of barber-styling. Emphasis is placed on the understanding and the application of basic internal and external operation relating to proper operation and drivability.

BAR 122 BACTERIOLOGY AND SANITATION 3
Prerequisite(s): As required by program
This course provides instruction in bacteriology and sanitation. Topics include the types of bacteria and sanitation procedures. Upon completion, students should be able to identify types of bacteria and methods of sanitation. NDC, CORE

BAR 162 ELECTRICAL AND ELECTRONIC SYSTEMS 3
Prerequisite(s): As required by program
This course provides instruction in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components. CORE

BAR 206 ELECTRICAL AND ELECTRONIC SYSTEMS 3
Prerequisite(s): As required by program
This course provides instruction in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components. CORE

BAR 212 ADVANCED ELECTRICAL AND ELECTRONIC SYSTEMS 3
Prerequisite(s): As required by program
This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, subsystems, and components.

BAR 218 AUTOMOTIVE ENGINES 3
Prerequisite(s): As required by program
This course provides instruction in automotive engines. Emphasis is placed on troubleshooting and repair of cylinder head, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation.

BAR 220 ADVANCED AUTOMOTIVE ENGINES 3
Prerequisite(s): As required by program
This course provides instruction in advanced automotive engines. Emphasis is placed on troubleshooting and repair of cylinder head, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation. CORE

BAR 222 SUSPENSION AND STEERING 3
Prerequisite(s): As required by program
This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. CORE

BAR 239 ENGINE PERFORMANCE 3
Prerequisite(s): As required by program
This course provides instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. CORE

BAR 244 ENGINE PERFORMANCE AND DIAGNOSTICS 3
Prerequisite(s): As required by program
This course provides advanced instruction in engine performance. Emphasis is placed on troubleshooting and repair of internal components.

BAR 252 DEALERSHIP WORK EXPERIENCE 2
Prerequisite(s): As required by program
At the end of each on-campus period, the student returns to the sponsoring dealership to continue this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact, students generally work on a full-time basis (40 per week) at the dealership. An evaluation of the student's dealership work performance is completed by the dealership supervisor.

BASE 122 SUSPENSION AND STEERING 3
Prerequisite(s): As required by program
This course covers the fundamentals of steering and suspension. Emphasis is placed on the practical application of steering and suspension. CORE

BASE 244 ENGINE PERFORMANCE AND DIAGNOSTICS 3
Prerequisite(s): As required by program
This course provides advanced instruction in engine performance. Emphasis is placed on troubleshooting and repair of internal components.

BASE 252 DEALERSHIP WORK EXPERIENCE 2
Prerequisite(s): As required by program
At the end of each on-campus period, the student returns to the sponsoring dealership to continue this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact, students generally work on a full-time basis (40 per week) at the dealership. An evaluation of the student's dealership work performance is completed by the dealership supervisor.

BASE 254 COMPOSITION II 3
Prerequisite(s): As required by program
Emphasis is placed on the relation between the basic elements and principles of design and their impact on visual message. Upon completion, students should: touch personal expression; demonstrate an effective use of those elements and principles of design in creating two-dimensional compositions.

BASE 256 THINKING IN ART 3
Prerequisite(s): As required by program
This course covers the development of art of different forms of art, such as sculpture, painting, architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and compositional sequence including a knowledge of themes, styles and the impact of society on the arts.

BASE 257 THINKING IN ART 3
Prerequisite(s): ART 113, 121, and/or as required by program
This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to communicate a knowledge of time period and compositional sequence including a knowledge of themes, styles and the impact of society on the arts.

BASE 286 ART FOR TEACHERS 3
Prerequisite(s): As required by program
This course covers the development of art of different forms of art, such as sculpture, painting, architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and compositional sequence including a knowledge of themes, styles and the impact of society on the arts.

BASE 287 ART For Teachers 3
Prerequisite(s): As required by program
This course covers the development of art of different forms of art, such as sculpture, painting, architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and compositional sequence including a knowledge of themes, styles and the impact of society on the arts.

BASE 288 ART For Teachers 3
Prerequisite(s): As required by program
This course covers the development of art of different forms of art, such as sculpture, painting, architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and compositional sequence including a knowledge of themes, styles and the impact of society on the arts.
This course provides practical application of barber-styling fundamentals. Emphasis is placed on the care of employees, including hairdressing and hair cutting. Upon completion, the student should be able to care for their clients' appearance and demonstrate the basic techniques of shampooing and haircutting with only minimal supervision. NDC CORE

BAR 100 PROFESSIONAL CHEMISTRY
Prerequisite: As required by program.
This course provides the student with a basic knowledge of chemicals used in barber-styling. Topics include the chemical treatments involved in the hair and skin and touch exposure to chemicals, electricity, and special light spectrums. Upon completion, the student should understand the proper use of implements and chemicals to treat hair and skin. NDC

BAR 121 CHEMICAL HAIR PROCESSING
Prerequisite: As required by program.
This course provides the student with the chemical knowledge and hands-on experience using chemicals to alter the appearance of hair. Emphasis is placed on the use of chemicals to relax, wave, and soft curl the hair. Upon completion, the student should be competent in the use of chemicals to produce desired structure changes to the hair. NDC

BAR 122 HAIR COLORING CHEMISTRY
Prerequisite: As required by program.
This course provides the student with a basic knowledge of hair color alteration. Topics include temporary, semi-permanent, and permanent changes. Upon completion, the student should be able to identify and explain the procedures for each classification of hair color alteration. NDC

BAR 124 HAIR COLORING/METAL LIG
Prerequisite: As required by program.
This course provides the student an opportunity for practical application of all classification of human hair coloring. Emphasis is placed on a safe and healthy environment. Emphasis is placed on experience in all classifications of hair coloring and processing procedures. NDC

BAR 130 MARKETING AND BUSINESS MANAGEMENT
Prerequisite: As required by program.
This course provides the student with marketing and management skills that are essential for successful salon management. Topics include first aid, job search, bookkeeping, selling techniques, shop floor plans, shop location, and legal regulations. Upon completion, the student will understand the owner of marketing and business management requirements for a successful salon. NDC

BAR 151 STRUCTURE AND DISORDERS OF NAILS
Prerequisite: As required by program.
This course provides the student with the necessary nail structure and experience in identifying nail disorders. Emphasis is placed on identifying disorders and also using the appropriate treatments to the nail care procedures. Upon completion, the student should be capable of providing professional nail care. NDC

BAR 152 HAIR STYLING AND DESIGN
Prerequisite: As required by program.
This course introduces the student to the art of hair style and design. Topics include the selection of styles to create a mood or compliment facial features as well as hair replacement and hair styling. Upon completion, the student should know the principles of style and design. NDC CORE

BAR 153 HAIR STYLING AND MANAGEMENT
Prerequisite: As required by program.
This course includes an understanding of salon management strategy. Emphasis is placed on styling, marketing, management, and legal regulations. Upon completion, the student should be able to integrate a variety of skills and be ready to begin an internship in a salon setting. NDC

BIO 101 INTRODUCTION TO BIOLOGY I
Prerequisite: As required by program.
Introduction to Biology I is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structure, biochemistry, energy sources, and molecular genetics, and a survey of human organ systems. A 120-minute laboratory is required.

BIO 102 INTRODUCTION TO BIOLOGY II
Prerequisites: BIO 101 and/or as required by program.
Introduction to Biology II is the second of a two-course sequence for non-science majors. It covers evolutionary principles and relationships, environmental and ecological principles, and a survey of biodiversity. A 120-minute laboratory is required.

BIO 103 PRINCIPLES OF BIOLOGY I
Prerequisite: As required by program.
This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained in simple and easy to understand terms. Topics include cell structure and function, basic biochemistry, cell energetics, the process of photosynthesis, and Metakill and molecular genetics. Additional topics include the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protists. A 120-minute laboratory is required.

BIO 104 PRINCIPLES OF BIOLOGY II
Prerequisite: BIO 103
This course provides an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required.

BIO 201 HUMAN ANATOMY AND PHYSIOLOGY I
Prerequisites: BIO 101 and/or as required by program.
Human Anatomy and Physiology I covers the structure and function of the human body. Included is a study of the basic chemistry, basic principles of anatomy, histology, and physiology. Anatomical, physiological, and pathological processes are the focus of study. A laboratory supplement is required.

BIO 202 HUMAN ANATOMY AND PHYSIOLOGY II
Prerequisite: BIO 201, and/or as required by program.
Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolytes, and acid-base balance. Topics include the structure, physiology, and function of the digestive, excretory, endocrine, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in this laboratory supplement. A laboratory supplement is required.

BIO 203 ZOOLOGY I
Prerequisite: BIO 101.
This course is a survey of the animal kingdom, classification, basic principles, and the physical properties of animals. Topics include the classification, structure, and function of the cellular and tissue level. A laboratory supplement is required.

BIO 204 ZOOLOGY II
Prerequisites: BIO 201, and/or as required by program.
This course is designed to provide a basic knowledge of animal physiology and behavior. Topics include the classification, structure, and the physical properties of animals. Topics include the classification, structure, and function of the cellular and tissue level. A laboratory supplement is required.

BIO 205 ECOLOGY
Prerequisite: BIO 201.
This course is an introduction to the study of ecology. Topics include the classification, structure, and the physical properties of animals. Topics include the classification, structure, and function of the cellular and tissue level. A laboratory supplement is required.

BIO 206 ENVIRONMENTAL BIOLOGY
Prerequisite: BIO 201.
This course is designed to provide a basic knowledge of animal physiology and behavior. Topics include the classification, structure, and the physical properties of animals. Topics include the classification, structure, and function of the cellular and tissue level. A laboratory supplement is required.
BUS 246 PRINCIPLES OF MANAGEMENT          3
Prerequisite: BUS 241 and/or as required by program.
This course introduces students to the characteristics of management. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of the use of account analysis, cost accounting, and the use of information for planning, control, and decision-making.

BUS 246 ACCOUNTING II                     3
Prerequisite: BUS 242 and/or as required by program.
This course utilizes the microcomputer in a study of accounting principles and practices. Emphasis is placed upon the computation of financial statements, measuring business activity, and making rational business decisions.

BUS 248 MANAGERIAL ACCOUNTING             3
Prerequisite: BUS 242, 243, and/or as required by program.
This course is designed to acquaint the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost control systems.

BUS 261 BUSINESS LAW                      3
Prerequisite: As required by program.
This course provides an overview of legal principles affecting businesses. Topics include contracts, agency and employment, negotiable instruments, bailments, and sale of goods.

BUS 262 BUSINESS LAW II                   3
Prerequisite: As required by program.
This course provides a detailed overview of legal principles relating to partnerships, corporations, real property leases, insurance, security devices, bankruptcy, trust and estates, government regulations of business and labor, civil and criminal liability, and business ethics.

BUS 263 THE LEGAL AND SOCIAL ENVIRONMENT Of BUSINESS                         3
Prerequisite: As required by program.
This course provides an overview of the legal and social environment for business operations with emphasis on ethical issues and their resultant impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment, and property law.

BUS 275 PRINCIPLES OF MANAGEMENT          3
Prerequisite: As required by program.
This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

BUS 276 HUMAN RESOURCES MANAGEMENT        3
Prerequisite: As required by program.
This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, training, orientation, rating, promotion, and transfer decisions for employees.

BUS 277 MANAGEMENT SEMINAR               3
Prerequisite: As required by program.
This course offers study of current problems, issues, and developments in the area of management. Students discuss and explore through individual projects and outside research related to their areas of concentration and employment training.

BUS 279 SMALL BUSINESS MANAGEMENT         3
Prerequisite: As required by program.
This course provides an overview of the creation and operation of a small business. Topics include how to start a franchise, starting a business, identifying capital resources, raising capital, management of the customer, marketing, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of legal and ethical practices.

CAR 101 INTRODUCTION TO COMPUTER SCIENCE  3
Prerequisite: As required by program.
This course provides a general overview of the field of marketing. Topics include buying a franchise, starting a business, identifying capital resources, budgeting systems, inventory systems, purchasing insurance, and the importance of legal and ethical practices.

CAR 102 BUSINESS LAW                     3
Prerequisite: As required by program.
This course provides an overview of the legal principles affecting businesses. Topics include contracts, agency and employment, negotiable instruments, bailments, and sale of goods.

CAR 103 BUSINESS LAW II                  3
Prerequisite: As required by program.
This course provides a detailed overview of legal principles relating to partnerships, corporations, real property leases, insurance, security devices, bankruptcy, trust and estates, government regulations of business and labor, civil and criminal liability, and business ethics.

CAR 111 CONSTRUCTION BASICS              3
Prerequisite: As required by program.
This course introduces students to the opportunities in and requirements of the construction industry. Topics include identifying types of house framing, list types of fasteners, and identify property lines, set up and transfer, layout and construct a floor, identify components of concrete, describe how concrete forms are built, and describe applicable safety rules. Upon completion, the student should be able to layout, cut and construct stairs, and install trim and molding. NDC CORE

CAR 120 INTRODUCTION TO COMPUTER SCIENCE  3
Prerequisite: As required by program.
This course introduces students to the basic concepts of interpersonal communication. Topics include overcoming barriers to effective communication, develop techniques for building small projects, teaching and training, subject relevancy and student interest and need. Emphasis is placed on technical writing, use of grammar, punctuation, and spelling with substantial focus on occupational performance.

CAR 122 CONCRETE AND FORMING            3
Prerequisite: CAR 121 and/or as required by program.
This course introduces the student to the properties and uses of concrete and to the procedures for producing concrete forms. Upon completion, students should be able to identify drawing symbols, identify different types of lines, symbols and notes, and correctly use common concrete tools, proper selection of lumber, plywood, hardwoods, nails, bolts, screws, adhesives, fasteners, and other construction materials, and job safety. Upon completion, the student must be able to identify head, power, stationary and pneumatic tools and demonstrate their safe and proper use. Identify and properly select wood and non-wood building products, and properly use nails, fasteners and adhesives. NDC CORE

CAR 123 CONCRETE AND CONCETUS ANTIQUES     3
Prerequisite: CAR 111. Corequisite: CAR 122.
This course provides students with practical experience in concrete applications. Emphasis is placed on job site safety, concrete forming, mixing, pouring, finishing, and reinforcing. Upon completion, students should be able to design, construct, and finish concrete forms, and properly design concrete is poured, reinforced, and finished. NDC CORE

CAR 124 INTRODUCTION TO CARPENTRY        3
Prerequisite: As required by program.
This course introduces the student to interior and exterior finishing materials and techniques. Topics include interior trim of windows and doors, ceilings and wall moldings, exterior siding, trim work, painting, and masonry finishes. Upon completion the student should be able to identify different types of doors, windows and moldings and exterior finishes, classify and identify exterior siding and trim, and describe the different types of paint and their proper application. NDC CORE

CAR 125 ROOF AND CEILING SYSTEMS      3
Prerequisite: CAR 121. Corequisite: CAR 133.
This course introduces the student to the properties of roof and ceiling systems. Emphasis is placed on rafter, truss, ceiling joist, roof decking, and roofing materials. Upon completion, students should be able to design, construct and install roofing systems, and identify proper installation methods of roofing materials, and describe applicable safety rules. NDC CORE

CAR 130 INTERIOR AND EXTERIOR FINISHING  3
Prerequisite: CAR 111. Corequisite: CAR 133.
The course presents the student with practical experience in interior and exterior finishing materials and techniques. Topics include installing interior and exterior walls, and layout and construct a floor, including the sill, joist bridging and openings, install sub-flooring, stud wall partitions, door and window headers, wall bracing, leveling devices, and other tools and materials. Upon completion, the student should be able to layout, cut and install rafters, ceiling joists, and floor joists, cut drywall roofing and ceiling materials, and apply safety rules for job site, identify, and properly select wood and non-wood building products, and use power tools, hand tools and fastening materials. NDC CORE

CAR 131 ROOF AND CEILING SYSTEMS     3
Prerequisite: CAR 111. Corequisite: CAR 133.
The course presents the student with practical experience in interior and exterior finishing materials and techniques. Topics include installing interior and exterior walls, and layout and construct a floor, including the sill, joist bridging and openings, install sub-flooring, stud wall partitions, door and window headers, wall bracing, leveling devices, and other tools and materials. Upon completion, the student should be able to layout, cut and install rafters, ceiling joists, and floor joists, cut drywall roofing and ceiling materials, and apply safety rules for job site, identify, and properly select wood and non-wood building products, and use power tools, hand tools and fastening materials. NDC CORE

CAR 135 RESIDENTIAL REMODELING       3
Prerequisite: CAR 130. Corequisite: CAR 132.
The course introduces the student to the properties and uses of concrete and to the procedures for producing concrete forms. Upon completion, students should be able to identify drawing symbols, identify different types of lines, symbols and notes, and correctly use common concrete tools, proper selection of lumber, plywood, hardwoods, nails, bolts, screws, adhesives, fasteners, and other construction materials, and job safety. Upon completion, the student must be able to identify head, power, stationary and pneumatic tools and demonstrate their safe and proper use. Identify and properly select wood and non-wood building products, and properly use nails, fasteners and adhesives. NDC CORE

CAR 140 CABINET INSTALLATION AND TRIM WORK            3
Prerequisite: As required by program.
This course introduces students to cabinet installation theories and stair construction. Students will be able to explain simple and complex installations of kitchen cabinets and bathroom cabinets as well as floor and design interior stairs.

CAREER/TECHNICAL ENGLISH (COM)     1
Course Description.

CAREER/TECHNICAL MATHEMATICS (MATH) 3
Prerequisite: As required by program.
This course introduces students to the fundamental concepts of calculus. Topics include limits, continuity, derivatives, integration, and the analysis of functions. Emphasis is placed on problem solving and the application of calculus to real-world problems.

CAREER/TECHNICAL COMPUTER SKILLS (DPT) Course Description.

DPT 103 INTRO COMPUTER SCIENCE 3
Prerequisite: As required by program.
This course introduces students to the fundamental concepts of computer science. Topics include computer hardware, computer software, computer networks, and computer programming. Emphasis is placed on the development of software packages appropriate to occupational goals and student interests. The course uses a variety of software tools and programming languages to emphasize the importance of the computer in today's workplace. Upon completion, the student will be able to design and implement simple computer programs in a variety of programming languages.

DPT 105 CONSTRUCTION DESIGNS (DPT) 3
Prerequisite: As required by program.
This course introduces students to the fundamental concepts of computer science. Topics include computer hardware, computer software, computer networks, and computer programming. Emphasis is placed on the development of software packages appropriate to occupational goals and student interests. The course uses a variety of software tools and programming languages to emphasize the importance of the computer in today's workplace. Upon completion, the student will be able to design and implement simple computer programs in a variety of programming languages.

DPT 106 INTRO CONSTRUCTION DESIGNS (DPT) 3
Prerequisite: As required by program.
This course introduces students to the fundamental concepts of computer science. Topics include computer hardware, computer software, computer networks, and computer programming. Emphasis is placed on the development of software packages appropriate to occupational goals and student interests. The course uses a variety of software tools and programming languages to emphasize the importance of the computer in today's workplace. Upon completion, the student will be able to design and implement simple computer programs in a variety of programming languages.

DPT 107 INTERMEDIATE TECHNICAL MATHEMATICS 3
Prerequisite: As required by program.
This course introduces students to the fundamental concepts of computer science. Topics include computer hardware, computer software, computer networks, and computer programming. Emphasis is placed on the development of software packages appropriate to occupational goals and student interests. The course uses a variety of software tools and programming languages to emphasize the importance of the computer in today's workplace. Upon completion, the student will be able to design and implement simple computer programs in a variety of programming languages.

DPT 108 ADVANCED TECHNICAL MATHEMATICS 3
Prerequisite: As required by program.
This course introduces students to the fundamental concepts of computer science. Topics include computer hardware, computer software, computer networks, and computer programming. Emphasis is placed on the development of software packages appropriate to occupational goals and student interests. The course uses a variety of software tools and programming languages to emphasize the importance of the computer in today's workplace. Upon completion, the student will be able to design and implement simple computer programs in a variety of programming languages.
this course introduces students to digital imaging techniques. Emphasis is placed on the techniques of digital imaging such as scanning, photo editing, color correction, and computer layout as applied to advertising campaigns. Upon completion, students should be able to determine the need for digital photography versus traditional photography and understand both concepts.

**CFS 101  ORIENTATION TO THE  3**

Prerequisite: As required by program.

This course introduces students to the traditional principles and elements of design. It promotes creative thinking to solve visual communication problems. Emphasis is placed on alignment, contrast, repetition, and proximity. Designs concepts include symmetrical and asymmetrical design, as well as the importance of line, shape, texture, value and color. Upon completion, students should be able to use conscious awareness of design principles to create successful projects.

**CFS 114  MEAL MANAGEMENT  3**

Prerequisite: As required by program.

This course is a guide for the modern wait staff. Topics include laying the table, setting the table, formal, tabulating and presenting the bill, and seating and turning the table. Upon completion, students should be able to demonstrate proficiency in the art of table service.

**CFS 116  MATERIAL MANAGEMENT  2**

Prerequisite: As required by program.

This course introduces the student to the concept of service ethics. Upon completion, students should be able to identify the different tools, work with multiple layer images, retouch, create special effects, and prepare an image for a web publication.

**CFS 142  ADVANCED ADVERTISING DESIGN  3**

Prerequisite: As required by program.

This course emphasizes the creative design process and applications of graphic communications. Students will be introduced to the techniques of printing, market research, and design considerations. Upon completion, students should be able to understand the concepts of graphic design and apply them to their own work. This course is designed to be taught by a qualified professional in a work environment with little or no supervision.

**CFS 212  DIGITAL PHOTOGRAPHY  3**

Prerequisite: As required by program.

This course introduces students to digital imaging software. Emphasis is placed on painting and editing, creating special effects, basic image correction, photo retouching, preparing images for web publication, and creating color separations. Upon completion, students should be able to identify the different tools, work with multiple layer images, retouch, create special effects, and prepare an image for a web publication.

**CFS 222  DIETARY MANAGEMENT  3**

Prerequisite: As required by program.

This is the second course in a two-semester sequence designed primarily for the science or engineering major who is expected to have a strong background in mathematics. Topics include the theory and practice of operating a catering business. Topics in this course include nutrition, foods, menu planning, meal preparation and service, food safety procedures related to H.A.C.C.P. regulations and the implementation of H.A.C.C.P. systems.

**CFS 240  FOUNDATIONS OF BAKING  3**

Prerequisite: As required by program.

This course covers principles of breadmaking techniques and batch control. Themes include bread production and developing recipes. Upon completion, students should be able to demonstrate basic methods of creating learning experiences that support the physical, social, emotional, language, cognitive, and aesthetic development of children.

**CFS 291  MENTAL AND SOCIAL DEVELOPMENT  3**

Prerequisite: As required by program.

This course is designed for the student to obtain work experience in the Commercial Art industry and introduce the professional and marketable skills for portfolio presentation. Emphasis is placed on a consistent portfolio, resume, and cover letter. Upon completion, students should be able to formulate and organize their own career-related information for various job positions.

**CHD 100  INTRODUCTION TO EARLY  1-3**

Prerequisite: As required by program.

This course introduces children including the six functional areas of the Child Development Associate (CDA) credential. Emphasis is placed on using positive guidance techniques, setting up a classroom and planning a schedule. Upon completion students should be able to create and modify children's environments to meet individual needs, use positive guidance to develop positive relationships with children, and promote children's self-control and self-motivation.

**CHD 201  CHILD GROWTH AND DEVELOPMENT PRINCIPLES  3**

Prerequisite: As required by program.

This course is designed to tap the imagination of the student in a three dimensional environment with little or no supervision. Emphasis is placed on scientific and practical principles of growth and development from conception to tough early childhood. Emphasis is placed on principles underlying physical, mental, emotional, moral and social development. Upon completion, students should be able to identify the different tools, work with multiple layer images, retouch, create special effects, and prepare an image for a web publication.

**CHD 202  CHILDREN'S CREATIVE EXPERIENCE  3**

Prerequisite: As required by program.

This course is designed to give the student experience in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences. Emphasis is placed on selecting and using appropriate materials, and movement with the children. Upon completion, students should be able to identify the different tools, work with multiple layer images, retouch, create special effects, and prepare an image for a web publication.

**CHD 203  CHILDREN'S LITERATURE AND READINESS DEVELOPMENT  1-3**

Prerequisite: As required by program.

This course is designed to tap the imagination of the student in a three dimensional environment with little or no supervision. Emphasis is placed on using positive guidance techniques, setting up a classroom and planning a schedule. Upon completion students should be able to create and modify children's environments to meet individual needs, use positive guidance to develop positive relationships with children, and promote children's self-control and self-motivation.

**CHD 205  PROGRAM PLANNING  3**

Prerequisite: As required by program.

This course focuses on planning activities with groups. Emphasis is on planning and carrying out activities for children of various ages in different settings. Upon completion, students should be able to identify the different tools, work with multiple layer images, retouch, create special effects, and prepare an image for a web publication.

**CHD 206  CHILDREN'S HEALTH  3**

Prerequisite: As required by program.

This course introduces the student to the theory of teaching children about proper eating habits. Emphasis is placed on proper nutrition, health care, and in the understanding of disease prevention. Upon completion, students should be able to understand the concepts of dietetics and food service, i.e., food purchasing, food preparation, and food service.

**CMH 105 INTRODUCTION TO  4**

Prerequisite: As required by program.

This course is designed to introduce the student to the field of commercial art or the creative design process. Emphasis is placed on the concepts using creative thinking coupled with design application to develop positive advertising campaigns. Upon completion, students should be able to apply their collaborative design skills to meet the needs of the advertising industry.

**CMH 211  ORGANIC CHEMISTRY I  4**

Prerequisite: As required by program.

This is the second course in a two-semester sequence designed for the science or engineering major. This course is intended to equip students with sufficient knowledge in mathematics to take the next course in the series. Topics include the theory and practice of operating a catering business. Topics in this course include nutrition, foods, menu planning, meal preparation and service, food safety procedures related to H.A.C.C.P. regulations and the implementation of H.A.C.C.P. systems.
CIS 110 INTRODUCTION TO COMPUTER LOGIC AND PROGRAMMING

Prerequisite(s): As required by program

This course includes logic, design and problem solving techniques used by programmers and students. Students will develop skills in planning and solving computer programming and compiling problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode are introduced and students will be expected to apply this to the techniques to design programs. This is a CORE course.

CIS 115 PRESENTATION GRAPHICS SOFTWARE APPLICATIONS

Prerequisite(s): As required by program

This course provides students with hands-on experience using presentation graphics software. Students will develop skills in developing and presenting graphics software by developing a wide variety of presentations. Emphasis is on planning, developing, and editing functions associated with presentation software.

CIS 118 DATABASE MANAGEMENT

Prerequisite(s): As required by program

This course provides an introduction to database management systems. Students will develop skills in using mid-market database management software and developing a database application. Emphasis is on planning, developing, and editing functions associated with presentation software.

CIS 122 PRESENTATION GRAPHICS SOFTWARE APPLICATIONS

Prerequisite(s): As required by program

This course is designed to teach the student how to use various applications software to perform a basic software application. Students will be expected to develop a common knowledge of the software applications and be able to use them effectively in an office setting.

CIS 123 ADVANCED MICROSOFT APPLICATIONS

Prerequisite(s): As required by program

This course is an advanced course in the Microsoft Office suite of applications. Students will develop skills in using advanced features of the applications, such as word processing, spreadsheets, database management, and presentation software. Emphasis is placed on using industry-standard software to maximize productivity.

CIS 124 POST ADVANCED SOFTWARE APPLICATIONS

Prerequisite(s): As required by program

This course focuses on the advanced features of the current Microsoft Office suite of applications, such as word processing, spreadsheets, and database management. Emphasis is on using industry-standard software to maximize productivity.

CIS 125 BASIC WORD PROCESSING

Prerequisite(s): As required by program

This course is designed to provide the student with basic word processing skills. Students will be expected to develop skills in using industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters, and reports. CORE NDC

CIS 126 ADVANCED WORD PROCESSING

Prerequisite(s): As required by program

This course is designed to provide the student with skills necessary to use industry-standard word processing software on a variety of applications. Students will be expected to develop skills in using industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters, and reports.

CIS 131 BUSINESS ENGLISH

Prerequisite(s): As required by program

This course is designed to provide the student with skills necessary to use industry-standard word processing software on a variety of applications. Students will be expected to develop skills in using industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters, and reports.

CIS 132 BUSINESS COMMUNICATIONS

Prerequisite(s): As required by program

This course is designed to provide the student with skills necessary to use industry-standard word processing software on a variety of applications. Students will be expected to develop skills in using industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters, and reports.

CIS 133 COMMUNICATIONS SOFTWARE APPLICATIONS

Prerequisite(s): As required by program

This course is designed to provide the student with skills necessary to use industry-standard word processing software on a variety of applications. Students will be expected to develop skills in using industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters, and reports.

CIS 135 INTERNET PROGRAMMING

Prerequisite(s): As required by program

This course is designed to provide the student with skills necessary to use industry-standard word processing software on a variety of applications. Students will be expected to develop skills in using industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters, and reports.

CIS 138 135, 136 and/or as required by program

This course is designed to provide the student with skills necessary to use industry-standard word processing software on a variety of applications. Students will be expected to develop skills in using industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters, and reports.

CIS 140 INTRODUCTION TO COMPUTERS

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 141 INTRODUCTION TO NETWORKS

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 143 LOCAL AREA NETWORKS

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 144 LOCAL AREA NETWORKS

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 145 MULTIMEDIA FOR THE WORLD-WIDE WEB

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 146 POST ADVANCED SOFTWARE APPLICATIONS

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 147 MICROCOMPUTER CONCEPTS

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 148 POST ADVANCED SOFTWARE APPLICATIONS

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 149 ADVANCED MICROSOFT SOFTWARE APPLICATIONS

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 150 LOCAL AREA NETWORKS

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 151 MULTIMEDIA FOR THE WORLD-WIDE WEB

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 152 SECURITY

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 201 LOCAL AREA NETWORKS

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 202 LOCAL AREA NETWORKS

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 203 LOCAL AREA NETWORKS

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 204 LOCAL AREA NETWORKS

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 205 LOCAL AREA NETWORKS

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 206 LOCAL AREA NETWORKS

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 207 LOCAL AREA NETWORKS

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 208 LOCAL AREA NETWORKS

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.

CIS 209 LOCAL AREA NETWORKS

Prerequisite(s): As required by program

This course is designed to introduce students to the basic concepts of computer technology, including computer hardware and software, the Internet, and other informational technologies. It is intended to provide an understanding of the terminology and concepts involved in using and understanding a computer. This course is a CORE course.
CIS 212 VISUAL BASIC
Prerequisite(s): CIS 201 and/or equivalent background
This course is a continuation of CIS 211, with emphasis on using Visual Basic programming with a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such subjects as advanced file handling techniques, simulation, and multimedia applications. Upon completion, students will be able to demonstrate knowledge of the topics through completion of programming projects and appropriate tests.

CIS 213 ADVANCED BASIC
Prerequisite(s): CIS 212 and/or as required by program
This course is a continuation of CIS 212, focusing on applications of BASIC computer programming. This course will teach students how to design, create, maintain, and use databases, and will include teaching students how to use SQL and other tools to develop data retrieval systems.

CIS 222 DATABASE MANAGEMENT SYSTEM
Prerequisite(s): As required by program
This course will teach students how to design database systems that are efficient and easy to use. The course will cover topics such as database design, normalization, and query languages.

CIS 223 TEL-DIMENSIONAL COMPUTER ANIMATION
Prerequisite(s): As required by program
This course will introduce students to the field of computer animation. The course will cover topics such as modeling, animation, and rendering.

CIS 239 NETWORKING SOFTWARE
Prerequisite(s): As required by program
This course will cover topics such as network software, network operating systems, and network protocols.

CIS 249 MICROSOFT OPERATING SYSTEMS
Prerequisite(s): As required by program
This course will cover topics such as Microsoft operating systems, including Windows and Linux.

CIS 250 E-COMMERCE
Prerequisite(s): CIS 130 and Web-related computer experience
This course will introduce students to the world of e-commerce. The course will cover topics such as online marketing, search engine optimization, and online transaction processing.

CIS 252 ADVANCED C++
Prerequisite(s): As required by program
This course is a continuation of the CIS 251 course in C++. This course will cover advanced topics such as object-oriented programming, advanced data structures, and advanced techniques in software development.

CIS 253 BASIC ROUTER TECHNOLOGY
Prerequisite(s): As required by program
This course will cover topics such as basic router technology, router protocols, and network management.

CIS 255 JAVA PROGRAMMING
Prerequisite(s): CIS 201 and/or equivalent background
This course is a continuation of CIS 211, with emphasis on using Java programming with a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such subjects as advanced file handling techniques, simulation, and multimedia applications. Upon completion, students will be able to demonstrate knowledge of the topics through completion of programming projects and appropriate tests.

CIS 258 NETWORK SECURITY
Prerequisite(s): As required by program
This course will cover topics such as network security, including threat identification, prevention, and response.

CIS 262 COBOL PROGRAMMING II
Prerequisite(s): As required by program
This course is a continuation of the COBOL programming course. Students will learn advanced programming techniques, such as structured programming, file processing, and database management.

CIS 265 JAVA MEDIA FRAMEWORK
Prerequisite(s): As required by program
This course will cover topics such as the Java Media Framework, including its use in multimedia applications and web development.

CIS 270 DATABASE ADMINISTRATION II
Prerequisite(s): As required by program
This course covers advanced topics in database administration, including database design, query languages, and transaction processing.

CIS 275 DATABASE MANAGEMENT
Prerequisite(s): As required by program
This course will cover topics such as database management, including database design, data modeling, and query languages.

CIS 280 JAVA APPLICATION DEVELOPMENT
Prerequisite(s): As required by program
This course will cover topics such as Java application development, including the use of Java libraries and frameworks.

CIS 282 COMPUTER FORENSICS
Prerequisite(s): As required by program
This course will cover topics such as computer forensics, including evidence gathering, investigation, and analysis.

CIS 285 OBJECT ORIENTED
Prerequisite(s): As required by program
This course will cover topics such as object-oriented programming, including the use of classes, objects, and inheritance.

CIS 297 CO-OP FOR CIS II
Prerequisite(s): As required by program
This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technology environment. This is grade is based on the employee evaluation of each student's productivity, content of a descriptive report submitted by the employer, and student's evaluation of a learning contract.
DAT 104 Basic Sciences for Dental Assisting  2

Prerequisite: As required by program

This course is designed to provide the student with an introduction to microbiology, pathology, pharmacology, and medical emergencies. Emphasis is placed on the correlation of these sciences to the practice of dental hygiene. Upon completion, students should be able to apply basic science to the dental field.

DAT 111 Clinical Practice I  5

Prerequisite: As required by program

This course is designed to allow the student the opportunity for clinical observation and practical work experience in clinical settings under the supervision of a licensed dentist. Emphasis will be placed on all phases of chair-side assisting. Upon completion, students should be able to demonstrate basic skills in the area of chair-side assisting. CORE

DAT 122 Advanced Technical Drawing  3

Prerequisite: As required by college

This course provides instruction in 3D Computer Modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D new-frame, surface and solid models along with the development of 2D detail drawings from 3D models. Upon completion, students should be able to utilize CAD software and process 2D orthographic and 2D drawing production drawings from created solid models.

DAT 234 3D Graphics and Animation  3

Prerequisite: As required by college

This course covers the use of CAD application software and alternative platforms, and can serve as an means of introducing third party tools that work with a specific CAD application. Topics include various Graphical User Interfaces (GUI) and human-computer interaction principles as they relate to model creation and the rapid development of interactive visuals in a 3D environment.

DAT 252 Specialized CAD  3

Prerequisite: As required by college

This course is designed to teach students who aspire to more advanced and specialized skills in one certain drafting area. Emphasis will be placed on the student's ability to apply the principle learned in previous drafting classes in one special area, as approved by the instructor. The required project may be agreed upon by the instructor and the student, and as how the work to be accomplished. Upon completion, students will further reinforce previously learned concepts by applying engineering principles and controls to a personal design project.

DAT 236 Design Project  3

Prerequisite: As required by college

This course is designed to teach students who aspire to more advanced and specialized skills in one certain drafting area. Emphasis will be placed on the student's ability to apply the principle learned in previous drafting classes in one special area, as approved by the instructor. The required project may be agreed upon by the instructor and the student, and as how the work to be accomplished. Upon completion, students will further reinforce previously learned concepts by applying engineering principles and controls to a personal design project.

DAT 238 Special Topics: Fire Sprinkler Design  3

Prerequisite: As required by college

This course will introduce students to software used to design fire sprinkler systems. Students will utilize AutoCAD Sprinkler System for both new and renovation projects.

DAT 250 Theory of Commercial Drawing and Design  3

Prerequisite: As required by program

This course provides an introduction to commercial graphic design and drawing. Topics include legal issues and principles of design. Emphasis is placed on the applications of multi-view drawings, including drawing of production drawings from created solid models.

DAT 257 Co-Op Experience  3

Prerequisite: As required by college

This course is designed to teach students who aspire to more advanced and specialized skills in one certain drafting area. Emphasis will be placed on the student's ability to apply the principle learned in previous drafting classes in one special area, as approved by the instructor. The required project may be agreed upon by the instructor and the student, and as how the work to be accomplished. Upon completion, students will further reinforce previously learned concepts by applying engineering principles and controls to a personal design project.
This course is designed to provide the principles, terminology, and procedures of buying, retailing, merchandising, wholesaling, and marketing of clothing, fashion, and interior accessories and furnishings. Topics include financial aspects of merchandise planning and control, inventory management, merchandise control, management, and presentation. Upon completion, students should be able to plan, price, sell, buy, control, and develop merchandise plans as they relate to fashion markets.

FMD 130 INTRODUCTION TO TEXTILES
Prerequisite: As required by program.
This course provides an overview of consumer aspects of clothing selection, as well as the psychological, cultural, historical, and aesthetic factors of dressing and textiles. Emphasis is placed on evocative of fashion, advertising, and promotion within retail marketplace, cultural perspectives, psychology of color, and design style analyses. Upon completion, students should be able to make decisions related to selection and construction aesthetics pertaining to the fashion of the end product.

FMD 140 CONSUMER/CULTURAL ASPECTS OF CLOTHING
Prerequisite: As required by program.
This course is a study of literature produced by representative African Americans from the eighteenth century to the present. The course emphasizes the diversity of themes and techniques found in these works and examines the historical, cultural, and literary influences that produced these works and that reflect these influences in the form of the text. Students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research.

FMD 141 ACCESSORIES AND RELATED MERCHANDISING
Prerequisite: As required by program.
This course provides a study of selected literary masterpieces from Homer to the Renaissance. Prerequisites include ENG 102 or equivalent and/or as required by program. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables using Kirchhoff’s voltage law (KVL), and Kirchhoff’s current law (KCL). This course also provides hands-on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of scientific instruments and the operation of common test equipment used to analyze and troubleshoot DC and AC circuits to prove the theories discussed.

FSC 101 INTRODUCTION TO THE FIRE SERVICE
Prerequisite: As required by program.
This course is a study of the visual aspects of merchandising, including the elements, techniques, and equipment used in developing successful displays and their impact on the potential customer. Emphasis is placed on the retail merchandising concepts, courses, and exterior, interior, and window display construction. Emphasis is placed on the application of principles and elements of design using materials, mannequins and other display items. Upon completion, students should be able to plan, prepare, select, and adapt any type of display for a specific promotion or setting.

FSC 123 MERCHANDISING MANAGEMENT
Prerequisite: As required by program.
This course is designed to provide the principles, terminology, and procedures of buying, retailing, merchandising, wholesaling, and marketing of clothing, fashion, and interior accessories and furnishings. Topics include financial aspects of merchandise planning and control, inventory management, merchandise control, management, and presentation. Upon completion, students should be able to plan, price, sell, buy, control, and develop merchandise plans as they relate to fashion markets.

FMD 220 VIRTUAL MERCHANDISING
Prerequisite: As required by program.
This course introduces the student to the concepts of merchandising, including the elements, techniques, and equipment used in developing successful displays and their impact on the potential customer. Emphasis is placed on the retail merchandising concepts, courses, and exterior, interior, and window display construction. Emphasis is placed on the application of principles and elements of design using materials, mannequins and other display items. Upon completion, students should be able to plan, prepare, select, and adapt any type of display for a specific promotion or setting.

Course Descriptions (A-Z) — Program and Course ID Listing
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This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on the potential customer. Upon completion, students should be able to identify the potential customer. Topics include visual merchandising concepts, careers, and techniques, and equipment used in developing successful displays and their impact on the potential customer. Emphasis is placed on the retail merchandising concepts, courses, and exterior, interior, and window display construction. Emphasis is placed on the application of principles and elements of design using materials, mannequins and other display items. Upon completion, students should be able to plan, prepare, select, and adapt any type of display for a specific promotion or setting.

This course is designed to provide the principles, terminology, and procedures of buying, retailing, merchandising, wholesaling, and marketing of clothing, fashion, and interior accessories and furnishings. Topics include financial aspects of merchandise planning and control, inventory management, merchandise control, management, and presentation. Upon completion, students should be able to plan, price, sell, buy, control, and develop merchandise plans as they relate to fashion markets.
GEOGRAPHY
Course Descriptions

GLY 100 SURVEY OF GEOLOGY
This course provides an introductory survey of physical and historical geography. Laboratory is not required.

GRAPHICS AND PRINTING (GPC)
Course Descriptions

GPC 111 INTRODUCTION TO COMPUTERS
Prerequisite: As required by program.
This course provides students with a basic knowledge of computer operations, software applications, and the role and impact of computers in graphic design and communication. Topics include computer software, hardware components, drawing, image editing and page layout software applications. Upon completion, students should be able to perform basic computer tasks, use software appropriately, and should be able to demonstrate an understanding of page layout software applications. CORE

GPC 112 INTRODUCTION TO THE GRAPHIC ARTS
Prerequisite: As required by program.
This course provides an introduction to the graphic arts and printing industry. Emphasis is placed providing students an overview of all aspects of the industry. Upon completion, students should be able to use industry terminology, understand current and emerging trends in technology, and make decisions about career options.

GPC 114 INTRODUCTION TO COMPUTER GRAPHICS
Prerequisite: As required by program.
This course introduces students to the computer applications in graphic production. Topics may include production terms, drawing, image editing, illustration, and layout software applications. Upon completion, students should be able to use software industry-standard production packages.

GPC 120 COMPUTER GRAPhICS
Prerequisite: As required by program.
This course introduces students to computer imaging software. Emphasis is placed on painting and drawing, creating special effects, basic image correction, photo retouching, preparing images for web publication and creating color separation. Upon completion, students should be able to name and identify the different tools, work with multiple layer images, research a photograph, create special effects and prepare an image for a web publication.

GPC 122 TECHNICAL PROCESSES
Prerequisite: As required by program.
This course introduces students to the basic concepts and principles of image and print production and assembly necessary for commercial printing. Topics include graphic fundamentals, general principles used to produce compositions, and techniques used to produce compositions, and techniques used to produce compositions, and techniques used in developing successful displays and their impact on the viewer.

GPC 124 COMPUTER DRAWING
Prerequisite: As required by program.
This course provides students with a technical background in computer graphics. Emphasis is placed on learning drawing and art tools associated with industry-standard software. Upon completion, students should be able to identify the different tools associated with the software, render computer illustrations, create corporate identity process and images, and design business cards.

GPC 128 ELECTRONIC PAGE LAYOUT AND ANIMATIONS
Prerequisite: As required by program.
This course introduces students to electronic page layout. Topics include importing, combining and manipulating text and graphic elements for complete page layout and composition. Upon completion, students should be able to produce single-page, spread-page and continuous documents, create tables for low- or high-resolution output as well as electronic proof file submissions. CORE

GPC 130 INTERMEDIATE ELECTRONIC PAGE
Prerequisite: As required by program.
This course provides students an opportunity to expand their knowledge and technical expertise in electronic page production. Topics include production of magazines, newspapers, books, catalogs and other high volume, multi-page publications. Upon completion, students should be able to name and identify the different tools, work with multiple layer images, research a photograph, create special effects and prepare an image for a web publication.

HUM 101 INTRODUCTION TO HUMANITIES
This course is the first course in a two-semester sequence that offers the student an introduction to the humanities. The course offers the humanities lessons from art, music, literature, history, and philosophy that relate to a unified theme.

HUM 102 INTRODUCTION TO THE SOCIAL SCIENCES
Prerequisite: HUM 101 and/or as required by program.
This course is a continuation of HUM 101. This is the second course in two- semester sequence that offers the humanities lessons from art, music, literature, history, and philosophy that relate to a unified theme.

HUMAN SERVICES (HUS)
Course Descriptions

HUS 211 INTRODUCTION TO ALCOHOL AND OTHER DRUGS
Prerequisite: As required by program.
This course provides the techniques used for facilitating and assisting individuals to seek a variety of social experiences and interests. Emphasis is placed on roles such as status, security and other intentional feelings and problems to be expressed in a non-confronting atmosphere. Upon completion of this course, students will have gained a working knowledge of the disease and use such knowledge in the field.

HUS 222 CLINICAL INTERNSHIP
Prerequisite: As required by program.
This is an on-site internship geared towards providing students with practical field experiences in the Social work environment. See advisor for more specific or Social Services Department Chair.

INTERIOR DESIGN (IND)
Course Descriptions

IND 102 ELEMENTS OF COLOR AND DESIGN
Prerequisite: As required by program.
This course introduces the visual qualities of color and design and their application to all aspects of an interior environment. Topics include the psychology of color, color groups, color pigment, color systems, the dimensions of color, and the creation of living color schemes. Upon completion, students should be able to demonstrate creative creativity and awareness of aesthetic principles.

IND 110 INTERIOR DESIGN
Prerequisite: As required by program.
This course introduces the visual qualities of color and design and their application to all aspects of an interior environment. Topics include the psychology of color, color groups, color pigment, color systems, the dimensions of color, and the creation of living color schemes. Upon completion, students should be able to demonstrate creative creativity and awareness of aesthetic principles.

IND 114 TEXTILES
Prerequisite: As required by program.
This course introduces the visual qualities of color and design and their application to all aspects of an interior environment. Topics include the psychology of color, color groups, color pigment, color systems, the dimensions of color, and the creation of living color schemes. Upon completion, students should be able to demonstrate creative creativity and awareness of aesthetic principles.

IND 122 VISUAL MERCHANDISING
Prerequisite: As required by program.
This course introduces the visual aspects of merchandising, including the elements, techniques, and equipment used in developing successful displays and their impact on the potential customer. Topics include visual merchandising concepts, courses, and exterior, interior and window display creation, emphasis is placed on the application of principles and elements of design using materials, mannequins and other display items. Emphasis is placed on the application of principles and elements of design using materials, mannequins and other display items. Emphasis is placed on the application of principles and elements of design using materials, mannequins and other display items.
This course is designed to teach the basic fundamentals of music and develop usable musical skills for the classroom. It includes the elements of music, music notation, simple and compound meter, pitch notation, correct singing techniques, piano, keyboard awareness, and harmonies using C, F and G with a choral instrument. Upon completion, students should be able to sing a song, harmonize simple tunes, demonstrate rhythmic patterns and identify musical concepts through written and oral exercises.

MUS 211 MUSIC THEORY I
Prerequisite(s): MUS 112 and/or as required by program
Co-requisite(s): MUS 213
This course introduces the student to the harmonic practices in the Common Practice Period. Topics include: modes, modal subdominants, modalities, and binary and ternary forms. Upon completion, students should be able to demonstrate competency using common musical techniques and notation, writing, sight reading, dictation, and keyboard skills.

MUS 212 MUSIC THEORY II
Prerequisite(s): MUS 211 and/or as required by program
Co-requisite(s): MUS 218, A 18 hour lab is a separate course
This course completes the study of harmonic practices in the Common Practice Period. It introduces the student to harmonic practices in the post-common practice periods. Students are introduced to the concepts of key, safety, consonance, dissonance, major and minor, consonance and dissonance, major and minor, and the strategies of the Common Practice Period. Upon completion, students will be able to identify and analyze the various elements of music, as well as demonstrate proficiency in singing, playing instruments, and general musicianship skills.

NAS 100 LONG TERM CARE
Prerequisite(s): As required by program
This course provides an overview of the application of conceptual material and simple and complex problems to the care of the elderly. Topics include: cognitive, and emotional factors, complex rhythmic patterns in simple, compound, and compound rhythmic patterns. Upon completion, students will be able to identify and analyze the various elements of music, as well as demonstrate proficiency in singing, playing instruments, and general musicianship skills.

NAS 101 HEALTH ASSESSMENT
Prerequisite(s): As required by program
This course is designed to provide the student with the opportunity to learn and practice history taking, physical examination, and health assessment skills. This course is designed to help the student feel more confident and act appropriately in a professional setting. This course provides the practical application of concepts of medical terminology to clinical situations. Upon completion, students will be able to demonstrate effective communication skills.

NAS 110 NURSING ASSISTANT II (NAA) (HII)
Course Description
This course is designed to help the student feel more confident and act appropriately in an emergency situation. Emphasis is placed on providing the student with theoretical concepts to develop skills in basic first aid and cardiopulmonary resuscitation. Upon successful completion, the student will receive appropriate course completion documentation.

NUR 101 BODY STRUCTURE AND FUNCTION
Prerequisite(s): As required by program
This course provides students with basic knowledge of the normal structure and function of the human body, with an emphasis on the interaction of the body systems and the environment. Students will learn about the body systems and the relationship of each organ system to human systems. Medical terminology and observation skills will be presented. Upon completion of this course, students will be able to demonstrate basic knowledge of the body systems, their interrelationships, and function.

NUR 102 NURSING TOUCH THE LIFE II
Prerequisite(s): As required by program
This course provides students with additional opportunities to develop competency necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additional instruction is provided for corequisite courses, selected nursing concepts, and advanced dosage calculations. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 105 ADULT NURSING
Prerequisite(s): As required by program
This course is designed to help the student to develop the knowledge, attitudes and skills required to provide care to adults in a variety of settings. This course is designed to help the student feel more confident and act appropriately in a professional setting.

NUR 106 NURSING THEORY
Prerequisite(s): As required by program
This course provides an overview of the physiological, psychosocial, cultural, and developmental needs of the maternal and child client. Course content includes medical-surgical, maternal-child, gerontological, and community health nursing concepts. Students are introduced to the concepts of key, safety, consonance, dissonance, major and minor, consonance and dissonance, major and minor, and the strategies of the Common Practice Period. Upon completion, students will be able to identify and analyze the various elements of music, as well as demonstrate proficiency in singing, playing instruments, and general musicianship skills.

NUR 107 ABDOMINAL NURSING
Prerequisite(s): As required by program
This course provides students with opportunities to develop the knowledge and skills necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in gastrointestinal, renal, and genitourinary systems in a variety of settings. Additional instruction is provided for corequisite courses, selected nursing concepts, and advanced dosage calculations. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 108 PSYCHOSOCIAL NURSING
Prerequisite(s): As required by program
This course is designed to provide an overview of psychosocial adaptation and coping concepts that are integrated into daily practice. Students are introduced to the concepts of key, safety, consonance, dissonance, major and minor, consonance and dissonance, major and minor, and the strategies of the Common Practice Period. Upon completion, students will be able to identify and analyze the various elements of music, as well as demonstrate proficiency in singing, playing instruments, and general musicianship skills.

NUR 109 ROLE TRANSITION FOR THE PRACTICAL NURSE
Prerequisite(s): As required by program
This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, critical thinking, legal and ethical issues, and professional issues, as well as a discussion of the role of the professional nurse in health care. Students are introduced to the concepts of key, safety, consonance, dissonance, major and minor, consonance and dissonance, major and minor, and the strategies of the Common Practice Period. Upon completion, students will be able to identify and analyze the various elements of music, as well as demonstrate proficiency in singing, playing instruments, and general musicianship skills.

NUR 200 NURSING CARE MOBILITY ASSESSMENT
Prerequisite(s): As required by program
This course is designed to provide LPN mobility students self-directed opportunities to prepare for placement into the third semester of the ADN program. Emphasis is on assessment of mobility problems and selection of mobility devices and equipment. Students are introduced to the concepts of key, safety, consonance, dissonance, major and minor, consonance and dissonance, major and minor, and the strategies of the Common Practice Period. Upon completion, students are awarded Interstate Compact for the Recognition of Education and Experience. Students are introduced to the concepts of key, safety, consonance, dissonance, major and minor, consonance and dissonance, major and minor, and the strategies of the Common Practice Period. Upon completion, students will be able to identify and analyze the various elements of music, as well as demonstrate proficiency in singing, playing instruments, and general musicianship skills.

NUR 202 NURSING TOUCH THE LIFE III
Prerequisite(s): As required by program
This course builds upon previous instruction and provides additional opportunities to develop competency necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additionally, students are introduced to the concepts of key, safety, consonance, dissonance, major and minor, consonance and dissonance, major and minor, and the strategies of the Common Practice Period. Upon completion, students will be able to identify and analyze the various elements of music, as well as demonstrate proficiency in singing, playing instruments, and general musicianship skills.

NUR 203 NURSING TOUCH THE LIFESPAN III
Prerequisite(s): As required by program
This course builds upon previous instruction and provides additional opportunities to develop competency necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additional instruction is provided for corequisite courses, selected nursing concepts, and advanced dosage calculations. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

NUR 204 ROLE TRANSITION FOR THE REGISTERED NURSE
Prerequisite(s): As required by program
This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, critical thinking, legal and ethical issues, and professional issues, as well as a discussion of the role of the professional nurse in health care.
OAD 202  LEGAL TRANSCRIPTION
Prerequisite(s): As required by program
This course is designed to provide the student with an understanding of the concepts of database management, touch-caution instruction and outside lab. Emphasis is on the use of computer and appropriate software in performing spreadsheet tasks and data management procedures. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports.

OAD 203  LEGAL OFFICE
Prerequisite(s): As required by program
This course is designed to enable the student to develop skill in the use of integrated information systems. Emphasis is on the basic features of data-entry applications.

OAD 204  LEGAL TRANSCRIPTION
Prerequisite(s): As required by program
This course is designed to provide the student with an understanding of the concepts of database management, touch-caution instruction and outside lab. Emphasis is on the use of computer and appropriate software in performing spreadsheet tasks and data management procedures. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports.

OAD 205  LEGAL OFFICE
Prerequisite(s): As required by program
This course is designed to enable the student to develop skill in the use of integrated information systems. Emphasis is on the basic features of data-entry applications.

OAD 206  LEGAL TRANSCRIPTION
Prerequisite(s): As required by program
This course is designed to provide the student with an understanding of the concepts of database management, touch-caution instruction and outside lab. Emphasis is on the use of computer and appropriate software in performing spreadsheet tasks and data management procedures. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports.

OAD 207  LEGAL OFFICE
Prerequisite(s): As required by program
This course is designed to enable the student to develop skill in the use of integrated information systems. Emphasis is on the basic features of data-entry applications.

OAD 208  LEGAL TRANSCRIPTION
Prerequisite(s): As required by program
This course is designed to provide the student with an understanding of the concepts of database management, touch-caution instruction and outside lab. Emphasis is on the use of computer and appropriate software in performing spreadsheet tasks and data management procedures. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports.

OAD 209  LEGAL OFFICE
Prerequisite(s): As required by program
This course is designed to enable the student to develop skill in the use of integrated information systems. Emphasis is on the basic features of data-entry applications.

OAD 210  LEGAL TRANSCRIPTION
Prerequisite(s): As required by program
This course is designed to provide the student with an understanding of the concepts of database management, touch-caution instruction and outside lab. Emphasis is on the use of computer and appropriate software in performing spreadsheet tasks and data management procedures. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports.

OAD 211  LEGAL OFFICE
Prerequisite(s): As required by program
This course is designed to enable the student to develop skill in the use of integrated information systems. Emphasis is on the basic features of data-entry applications.

OAD 212  LEGAL TRANSCRIPTION
Prerequisite(s): As required by program
This course is designed to provide the student with an understanding of the concepts of database management, touch-caution instruction and outside lab. Emphasis is on the use of computer and appropriate software in performing spreadsheet tasks and data management procedures. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports.

OAD 213  LEGAL OFFICE
Prerequisite(s): As required by program
This course is designed to enable the student to develop skill in the use of integrated information systems. Emphasis is on the basic features of data-entry applications.

OAD 214  LEGAL TRANSCRIPTION
Prerequisite(s): As required by program
This course is designed to provide the student with an understanding of the concepts of database management, touch-caution instruction and outside lab. Emphasis is on the use of computer and appropriate software in performing spreadsheet tasks and data management procedures. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports.

OAD 215  LEGAL OFFICE
Prerequisite(s): As required by program
This course is designed to enable the student to develop skill in the use of integrated information systems. Emphasis is on the basic features of data-entry applications.

OAD 216  LEGAL TRANSCRIPTION
Prerequisite(s): As required by program
This course is designed to provide the student with an understanding of the concepts of database management, touch-caution instruction and outside lab. Emphasis is on the use of computer and appropriate software in performing spreadsheet tasks and data management procedures. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports.

OAD 217  LEGAL OFFICE
Prerequisite(s): As required by program
This course is designed to enable the student to develop skill in the use of integrated information systems. Emphasis is on the basic features of data-entry applications.

OAD 218  LEGAL TRANSCRIPTION
Prerequisite(s): As required by program
This course is designed to provide the student with an understanding of the concepts of database management, touch-caution instruction and outside lab. Emphasis is on the use of computer and appropriate software in performing spreadsheet tasks and data management procedures. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports.

OAD 219  LEGAL OFFICE
Prerequisite(s): As required by program
This course is designed to enable the student to develop skill in the use of integrated information systems. Emphasis is on the basic features of data-entry applications.

OAD 220  LEGAL TRANSCRIPTION
Prerequisite(s): As required by program
This course is designed to provide the student with an understanding of the concepts of database management, touch-caution instruction and outside lab. Emphasis is on the use of computer and appropriate software in performing spreadsheet tasks and data management procedures. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports.

OAD 221  LEGAL OFFICE
Prerequisite(s): As required by program
This course is designed to enable the student to develop skill in the use of integrated information systems. Emphasis is on the basic features of data-entry applications.

OAD 222  LEGAL TRANSCRIPTION
Prerequisite(s): As required by program
This course is designed to provide the student with an understanding of the concepts of database management, touch-caution instruction and outside lab. Emphasis is on the use of computer and appropriate software in performing spreadsheet tasks and data management procedures. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports.

OAD 223  LEGAL OFFICE
Prerequisite(s): As required by program
This course is designed to enable the student to develop skill in the use of integrated information systems. Emphasis is on the basic features of data-entry applications.
This course includes reading and interpreting the Southern Standard Code (SBCCI), plumbing systems, their design, installation and function. Upon completion, students will be able to identify and explain relationships among the basic elements of American state and local political systems.

POL 211 AMERICAN NATIONAL GOVERNMENT
Prerequisite: As required by program
This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the judicial system. Upon completion, students should be able to identify and explain relationships among the basic elements of American state and local political systems.

POL 220 STATE AND LOCAL GOVERNMENT
Prerequisite: As required by program
This course is an introduction to the basic principles of state and local government. Topics under consideration include state government, the judicial system, and the relationship between state and local government. Upon completion, students should be able to identify and explain relationships among the state, local, and national governments and the functions and responsibilities of each.

PSY 100 ORIENTATION
Prerequisite: As required by program
This course is designed to introduce the student to college life, responsibilities, rules, and regulations.

PSY 200 GENERAL PSYCHOLOGY
Prerequisite: As required by program
This course is a survey of behavior with emphasis on psychological processes. This course will use psychological theories for behavior, thought, emotion, motivation, and the nature and development of personality.

PSY 210 HUMAN GROWTH AND DEVELOPMENT
Prerequisite: PSY 200 and/or as required by program
This course is a survey of human growth and development. Topics include the psychological basis for behavior, thought, emotion, motivation, and the nature and development of personality.

PSY 220 HUMAN SEXUALITY
Prerequisite: As required by program
This course is a comprehensive and integrated approach to human sexuality emphasizing biological, psychological, social, and emotional aspects.

PSY 230 ABNORMAL PSYCHOLOGY
Prerequisite: PSY 200 and/or as required by program
This course is an overview of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and moral deviations will be covered.

PSY 276 HUMAN RELATIONS
Prerequisite: As required by program
This course is concerned with interpersonal experiences, interpersonal attraction, employee-employer, and work relationships. Its goal is to assist the student in making a successful transition from classroom to the world of work.

PLUMBING (PLB)
Course Descriptions

PLB 111 INTRODUCTION TO PLUMBING
Prerequisite: As required by program
This course covers fundamental plumbing principles, practices, and history. Topics include basic plumbing principles, safety, job seeking skills, blueprint reading, plumbers' math, shop orientation, and school policies. Upon completion, students will be able to make basic job seeking skills, blueprint reading, plumbing math, shop orientation, and school policy. Upon completion, students will be able to make basic job seeking skills, blueprint reading, plumbing math, shop orientation, and school policy. Upon completion students will be able to identify and explain relationships among the basic elements of American state and local political systems.

PLB 211 PLUMBING REPAIR AND INSTALLATION LABORATORY
Prerequisite: As required by program
This course is an application of PLB 211. Topics include repairing and installing pipes, fixtures, and water systems. Upon completion, students will be able to install new fixtures and repair, replace and construct planning fixtures. NDC

PSY 100 DEVELOPMENTAL READING III
Prerequisite: RDG 105 or equivalent placement score and/or as required by program
This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills. Emphasis will be on vocabulary, reading comprehension, and study skills.

RDG 114 & CRITICAL READING
Prerequisite: RDG 105 or equivalent placement test score and/or as required by program
This course is designed to enhance critical reading skills. Topics include vocabulary, reading comprehension, metacognitive strategies, and advanced comprehension strategies, including analysis and synthesis. Upon completion, students will be able to demonstrate comprehension and analyze and respond effectively to material across disciplines.

REL 151 SURVEY OF THE OLD
Prerequisite: As required by program
This course is an introduction to the content of the Old Testament with emphasis on the historical and cultural significance of the Old Testament.

REL 152 SURVEY OF THE OLD TESTAMENT
Prerequisite: As required by program
This course is a survey of the books of the New Testament with special attention being given to the theological and cultural significance of the New Testament and the cultural and historical events associated with these writings.

REAL ESTATE (RLS)
Course Descriptions

PREREQUISITES

Pre-Requisite(s): As required by program
This is an introductory real estate course providing the terminology, background, and basic fundamental aspects of the real estate industry. Topics include basic terms such as ownership, property ownership, real estate financing, real estate law, and the mechanics of buying and selling real estate.

REAL ESTATE FINANCE
Prerequisite: As required by program
This course provides an analysis of money markets with special emphasis on real estate financing. Topics include interest rates, lending policies, and rules in real estate finance. Emphasis will be placed on the mathematical calculations involved.

REAL ESTATE MARKETS
Prerequisite: As required by program
This is an introductory course providing the foundation of real estate appraisal. Topics include basic valuation techniques, the effects of the money and capital markets, and the principles used to value property, and how to present and evaluate the appraisal report.

REAL ESTATE LAW
Prerequisite: As required by program
This course deals with the real estate law that is used in real estate. It includes mortgage lending calculations, tax calculations, interest calculations, insurance calculations, and all types of land measurements.

REAL ESTATE MARKETS
Prerequisite: As required by program
This course provides an overview of the administrative practices involved in operating a real estate business. Topics will include developing, selecting, and training employees, market analysis, and financial records.

REAL ESTATE OPERATIONS
Prerequisite: As required by program
This course provides an overview of the basic techniques of real estate investment and construction. Topics include investment, the architecture of building, specific techniques of building, and the legal aspects involved.

REAL ESTATE PRINCIPLES
Prerequisite: As required by program
This course offers an exposure to the principles and techniques of mortgage financing and brokerage operations. It is designed to assist those preparing for the real estate broker's license examination. Upon completion, the student should have a basic understanding of real estate brokerage.

REAL ESTATE SALES
Prerequisite: As required by program
This course deals with the sales of apartment buildings, hotels, lot and mercantile buildings, motels, office buildings, regional shopping centers, retail stores, and special purpose properties such as marinas and water front properties, hotels, golf courses, and ski resorts. Focus will be on the various selling techniques and the legal aspects involved.

REAL ESTATE INVESTMENTS
Prerequisite: As required by program
This course is an introduction to investment real estate. It examines the advantages, drawbacks, and tax implications of investment real estate. Real estate investment is included with dealing with real estate to be held for appreciation and income producing real estate.

REAL ESTATE BROKERAGE
Prerequisite: RLS 101
This course provides an overview of the principles and techniques of mortgage financing and brokerage operations. It is designed to assist those preparing for the real estate broker's license examination. Upon completion, the student should have a basic understanding of real estate brokerage.

REAL ESTATE INVESTMENTS
Prerequisite: As required by program
This course is an introduction to the practical application of the basic principles that apply to all aspects of audio production. It is an introduction to basic audio techniques for film, radio, and television production. Emphasis is placed on the various audio techniques and the practical implications.

RADIO/TV AUDIO AND VIDEO PRODUCTION (RTV)
Course Descriptions

RTV 115 AUDIO PRODUCTION I
Prerequisite: As required by program
This course offers an overview of the basic techniques that apply to all aspects of audio production. It is an introduction to basic audio techniques for film, radio, and television production. Emphasis is placed on the various audio techniques and the practical implications.

RTV 116 MICRO PRODUCTION I
Prerequisite: As required by program
This course offers an overview of the basic techniques that apply to all aspects of audio production. It is an introduction to basic audio techniques for film, radio, and television production. Emphasis is placed on the various audio techniques and the practical implications.
SOC 247 MARRIAGE AND THE FAMILY
Prerequisite: SOC 200 and/or as required by program.
This course is an introduction to the nature of families and the role of producers, and the process of taking a concept from inception to completion through the development phase of the production process. A special emphasis is placed on entrepreneurship.

RTV 119 VIDEO PRODUCTION I
Prerequisite: As required by program.
This course introduces students to digital imaging techniques. Emphasis is placed on the technical application of the camera, digital photographic lighting methods, and overall postproduction techniques, examining various editing styles and approaches in a digital environment.

RTV 120 MEDIA POST PRODUCTION I
Prerequisite: As required by program.
This course focuses on the technical aspects of producing high-quality videos. Students are provided with hands-on training and are required to produce various nonlinear/editing exercises, exploring various editing techniques and approaches in a digital environment.

RTV 125 DIGITAL PHOTOGRAPHY FOUNDATION
Prerequisite: As required by program.
This course provides students with an introduction to the fundamentals of digital photography. Students will learn the technical application of the camera, digital photographic lighting methods, and overall postproduction techniques, examining various editing styles and approaches in a digital environment.

SOC 200 INTRO TO SOCIOLOGY
Prerequisite: As required by program.
This course is an introduction to the vocabulary, concepts, and theory of sociological behaviors and to shape appropriate behavior through the use of behavior modification techniques. This course also covers the nature and causes of the more common problems and develops skills for assisting with the prevention and/or improvement of problems common among children and youth. Emphasis is placed on figuring dimensional tolerances, layout and fitting of different component parts. Upon completion, students should be able to interpret, layout, and fabricate parts from blueprints.

WDT 228 G/A THEORY
Prerequisite: As required by college.
This course provides students with knowledge needed to perform gas tungsten arc welding on carbon steel and low-alloy steels, using the gas tungsten arc welding process. Emphasis is placed on the welding process and its applications.

WDT 257 S/M/A.CARBON PIPE LAB
Prerequisite: As required by college.
This course is designed to provide the student with the skills needed to perform gas tungsten arc welds on carbon steel pipe with specified tolerances and its applications. Emphasis is placed on the welding process and its applications.

WDT 268 GAS TUNGSTEN ARC LAB
Prerequisite: As required by college.
This course provides student with knowledge needed to perform gas tungsten arc welds on carbon steel pipe with specified tolerances and its applications. Emphasis is placed on the welding process and its applications.

WDT 219 WELDING INSPECTION AND TESTING
Prerequisite: As required by college.
This course provides student with knowledge needed to perform gas tungsten arc welds on carbon steel pipe with specified tolerances and its applications. Emphasis is placed on the welding process and its applications.

WDT 221 PIPEFITTING AND FABRICATION
Prerequisite: As required by college.
This course provides student with knowledge needed to perform gas tungsten arc welds on carbon steel pipe with specified tolerances and its applications. Emphasis is placed on the welding process and its applications.

SOC 202 JUVENILE DELINQUENCY
Prerequisite: As required by program.
This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research.

SOC 200 INTRO TO SOCIOLOGY
Prerequisite: As required by program.
This course is an introduction to the vocabulary, concepts, and theory of sociological behaviors and to shape appropriate behavior through the use of behavior modification techniques. This course also covers the nature and causes of the more common problems and develops skills for assisting with the prevention and/or improvement of problems common among children and youth.

SOC 201 INTERMEDIATE SPANISH I
Prerequisite: As required by program.
This course provides an introduction to Spanish. Topics include the development of basic Spanish-speaking skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

SOC 202 INTERMEDIATE SPANISH II
Prerequisite: As required by program.
This course is a continuation of the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

SOC 200 INTRO TO SOCIOLOGY
Prerequisite: As required by program.
This course is an introduction to the vocabulary, concepts, and theory of sociological behaviors and to shape appropriate behavior through the use of behavior modification techniques. This course also covers the nature and causes of the more common problems and develops skills for assisting with the prevention and/or improvement of problems common among children and youth.

SOC 201 INTERMEDIATE SPANISH I
Prerequisite: As required by program.
This course provides an introduction to Spanish. Topics include the development of basic Spanish-speaking skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

SOC 202 INTERMEDIATE SPANISH II
Prerequisite: As required by program.
This course is a continuation of the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

SOC 200 INTRO TO SOCIOLOGY
Prerequisite: As required by program.
This course is an introduction to the vocabulary, concepts, and theory of sociological behaviors and to shape appropriate behavior through the use of behavior modification techniques. This course also covers the nature and causes of the more common problems and develops skills for assisting with the prevention and/or improvement of problems common among children and youth.

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Prerequisite: As required by program.
This course provides an introduction to Spanish. Topics include the development of basic Spanish-speaking skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

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Prerequisite: As required by program.
This course is a continuation of the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

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This course is an introduction to the vocabulary, concepts, and theory of sociological behaviors and to shape appropriate behavior through the use of behavior modification techniques. This course also covers the nature and causes of the more common problems and develops skills for assisting with the prevention and/or improvement of problems common among children and youth.