LOWER DIVISION COLLEGE CREDIT COURSE DESCRIPTIONS
ACG 2001 △
Accounting I,
3 credit hours,
(Fall, Spring, Summer)
Accounting information system; double entry system, income and adjustments; accounting cycle completion; merchandise and special journals; internal control and voucher system; short-term liquid assets; inventory methods; liabilities and payroll; acquire, depreciate, and dispose of assets; capital or expenditures; asset depletion and amortization; code of professional ethics. Prerequisites: Although not required, MTB 1103 is highly recommended.

ACG 2011
Accounting II,
3 credit hours,
(Fall, Spring, Summer)
Accounting for corporations; long-term liabilities, using future values and present values; statement of cash flows; financial statement analysis, and international accounting. Prerequisite: ACG 2001.

ACG 2071
Managerial Accounting,
3 credit hours,
(Fall, Spring, Summer)
The basic principles of accounting techniques for the preparation of internal reports related to the management of the firm and the interpretation of financial data useful in the decision-making process within the economic framework of the firm. Prerequisites: ACG 2011 or ACG 2021.

ACG 2450 △
Computer Applications for Accounting,
3 credit hours,
(Offered as needed)
An introductory course in computerized integrated accounting procedures found in the microcomputer environment. Includes application of software designed for general ledger, accounts payable and receivable, financial statement analysis, purchasing and sales order processing, fixed assets, payroll, inventory and departmental accounting. Prerequisite: ACG 2001.

ACO 1806 *
Payroll Accounting,
3 credit hours,
(Offered as needed)
Introduction to the theory, laws and procedures related to payroll activities of a business. Topics include payroll and personnel records, federal payroll laws, payroll operations, computerized payroll systems, and preparation of payroll registers, earnings records, and payroll tax forms. Prerequisite: ACG 2001.

AMH 1041
American Civilization,
3 credit hours,
(Offered as needed)
Unified history of social and intellectual issues. A study of major American concerns and issues, the proposals, their formative ideas, the resolution attained in an emerging pattern of American character and heritage. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: A passing score on the standardized placement test measuring communication(verbal) achievement or successful completion of ENC 0080.

AMH 2010
American History I,
3 credit hours,
(Fall, Spring, Summer)
American History to 1877; describes the social, political, and economic development of the American people against the geographical background of the New World. Particular emphasis on American intellectual and political thought leading to the emergence of basic American character, ideas and attitudes. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: A passing score on the standardized placement test measuring communication(verbal) achievement or successful completion of ENC 0080.

AMH 2020
American History II,
3 credit hours,
(Fall, Spring, Summer)
American History from 1877, concentrating on industrial growth, the rise of corporate business, big labor, and government organization. Modification of basic American character and ideas as a continual historical process. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: A passing score on the standardized placement test measuring communication(verbal) achievement or successful completion of ENC 0080.

AMH 2061
Southern Cultural History,
3 credit hours,
(Offered as needed)
Southern Cultural History – describing the social, political, and economic development of the South. Particular emphasis on Southern community, music, folk art, folklore and other elements associated with the American South from the Civil War to the present.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.
AMH 2070  
Florida History,  
3 credit hours,  
(Offered as needed)  
A survey of Florida history from the colonial period through the 20th century.

AMH 2071  
Survey of Early History of Florida,  
3 credit hours,  
(Offered as needed)  
A survey of Florida history from pre-Columbian populations through the Territorial Period.

AML 2010  
American Literature I,  
3 credit hours,  
(Offered as needed)  
A course in American Literature from the Colonial period to the Civil War. This course may be used for Humanities credit. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: ENC 1101.

AML 2020  
American Literature II,  
3 credit hours,  
(Offered as needed)  
A course in American Literature from Civil War to present. This course may be used for Humanities credit. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: ENC 1101.

ANT 2159C  
Florida Southeast US Archaeology,  
3 credit hours,  
(Offered as needed)  
Introduces the study of prehistoric native American cultures in Florida and the southeastern United States and field experience excavating a prehistoric site in Okaloosa County.

ANT 2930  
Special Topics in Anthro/Archaeology,  
3 credit hours,  
(Offered as needed)  
Introduction to special topics in archaeology and archaeology. Example: field experience in archaeology, brief introduction to prehistoric native American cultures in Florida and the southeastern United States and field experience excavating a prehistoric site in Okaloosa County.

ANT 2100  
Introduction to Anthropology,  
3 credit hours,  
(Offered as needed)  
Introduction to the fundamental principles, concepts, methods and theories in Anthropology. Includes a brief introduction to the subdisciplines of Anthropology: Cultural Anthropology, Physical Anthropology, Archaeology, and Linguistics. A cross-cultural perspective will be paramount in the study of Anthropology.

ANT 2101  
Introduction to Archaeology,  
3 credit hours,  
(Offered as needed)  
Introduction to the fundamental principles, methods, and theories in Archaeology. Includes a history of the development of Archaeology, and examination of the nature of Archaeological data and research, an introduction to archaeological data and analysis, and an examination of approaches to synthesis and interpretation. North and South American archaeology is studied, but nonwestern examples are also studied to enhance an understanding of the development of the discipline in Europe and the Americas.

ARC 1131  
Architectural Presentation,  
3 credit hours,  
(Offered as needed)  
Introduces basic ideas and presentation techniques directed towards developing design skills, such as drawing, perspective sketching, and graphics using a variety of media to include: pencil, ink, colored pencils, markers, and model building to be used in architectural presentations. This course is designed as part of an articulation agreement with Florida A & M University; students interested in transferring to another upper division school should consult with an advisor. Prerequisite: ENC 1101.

ARC 1301C  
Design 1.1,  
4 credit hours,  
(Spring, Summer, Fall)  
The primary foci of this course are the development of two and three-dimensional graphic skills and the ability to think spatially and to manipulate elements in space. Analysis and design exercises are located primarily in abstract two/three dimensional space and deal with topics such as figure/ground relationships, line/plANE/MASS, the idea of systems, networks, repetition, and the relation of part to the whole. This course is designed as part of an articulation agreement with Florida A & M University; students interested in transferring to another upper division school should consult with an advisor.

ARC 1302C  
Design 1.2,  
4 credit hours,  
(Spring, Summer, Fall)  
This course continues the emphasis and topics studied in Design 1.1, with increased expectation with regard to graphic and spatial manipulation ability. Students study exemplary works of architecture and art, beginning the process of developing an understanding of the role history plays in their creative explorations. By the end of the course, site and the human being are part of the design environment. This course is designed as part of an articulation agreement with Florida A & M University; students interested in transferring to another upper division school should consult with an advisor. Prerequisite: ARC 1301C.

ARC 2201  
Theory of Architecture,  
3 credit hours,  
(Offered as needed)  
An introduction to architectural theory, selected contemporary architectural theories and movements, and their evolution and historical basis. This course is designed as part of an articulation agreement with Florida A & M University; students interested in transferring to another upper division school should consult with an advisor. Prerequisite: ETD 1100.

ARC 2303A  
Design 2.1,  
6 credit hours,  
(Offered as needed)  
Application of two-and-three-dimensional design principles learned in first-year design, in preparation for whole building design in third year. Small building projects adding programmatic responsibilities to the design agenda. Emphasis on programmatic issues internal to the building such as function, circulation structure, resolution of form, space and place making. This course is designed as part of an articulation agreement with Florida A & M University; students interested in transferring to another upper division school should consult with an advisor. Prerequisite: ARC 2201.
ARC 2304
Design 2.2,
6 credit hours,
(Offered as needed)
Application of two- and three-dimensional design principles learned in first-year design, in preparation for whole building design in third year. Small building projects adding programmatic responsibilities to the design agenda. Emphasis on programmatic issues internal to the building such as function, circulation structure, resolution of form, space and place making, and human behavior. Prerequisite: ARC 2303A.

ARC 2472
Introduction to the Technology of Architecture,
4 credit hours,
(Offered as needed)
This course is the beginning of the technology sequence in the areas of structures, environment technology, and materials and methods of construction. It introduces themes such as the response of buildings to the natural environment, the strength, stiffness, and durability in building materials, and the quantitative method of analysis and design of building assemblies and support systems. It explores the relationship between building technology and the social, aesthetic, environmental and economic aspects of the settings in which buildings are located, and how these factors relate to the process of architectural design. This course is designed as part of an articulation agreement with Florida A & M University; students interested in transferring to another upper division school should consult with an advisor.

ARC 2501
Architectural Structures I,
3 credit hours,
(Offered as needed)
The emphasis of the course is on the development of the principles of statics and the application of these principles to the analysis and design of structural systems, primarily column, beam, slab systems, and the truss systems. The course builds on the basic ideas of structural form and material properties developed in Introduction to the Technology of Architecture. Prerequisite: any college level physics or calculus course, and concurrent enrollment in ARC 2472. This course is designed as part of an articulation agreement with Florida A & M University; students interested in transferring to another upper division school should consult with an advisor.

ARC 2701
Survey of History of Architecture, Part I,
3 credit hours,
(Offered as needed)
A critical exploration of the history and theory of architecture from pre-history through the end of the 13th Century. Examination of the making and intent of significant buildings and sites tracing the developments that have given meaning to the built environment and brought order to the tectonics of architecture. This course is designed as part of an articulation agreement with Florida A & M University; students interested in transferring to another upper division school should consult with an advisor.

ARH 1000
Humanities Art,
3 credit hours,
(Fall, Spring, Summer)
This course offers a study in the basic concepts of art, including function, style and structure with emphasis on the interaction of medium and meaning and problems of art criticism. This class does not fulfill the art history requirements for art majors, but compliments the art major’s course of study as an elective. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

ARH 2051 †
Art History: Renaissance-18th Century Neo-Classicism,
3 credit hours,
(Fall, Spring, Summer)
Survey of significant contributions in art from Renaissance through Contemporary. Art will be considered in terms of stylistic qualities as well as iconography and historical context. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

ARH 2060 †
Architecture History,
3 credit hours,
(Fall, Spring, Summer)
Survey of significant contributions in architecture from prehistoric to modern times. Architecture will be considered in terms of stylistic qualities, structural type, and intended usage. Topics will be addressed according to historical content, societal background, and geographical location. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

ARH 2050 †
Art History: Pre-Renaissance,
3 credit hours,
(Fall, Spring, Summer)
Survey of significant contributions art from prehistoric through Renaissance. Art will be considered in terms of stylistic qualities as well as iconography and historical context. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.
ART 2402 † ♦ 
Art History: Modern Art,  
3 credit hours,  
(Summer and as needed)  
Surveys and analyzes the major artistic  
periods and movements from 18th  
century Neo-Classicism to present.  
Required for all Art majors. This is a  
Gordon Rule writing course and is part  
of the college’s Writing-Across-the-Curriculum program. If used to meet  
AA Gordon Rule requirements for  
general education, a minimum grade of  
“C” is required. Prerequisite: A passing  
test measuring communication/verbal  
achievement or successful completion  
of ENC 0080.

ART 2930  
Art History – Special Topics,  
3 credit hours,  
(Fall, Spring Summer)  
A defined special topics course which  
is pursued under supervision of a  
faculty member and recorded through  
usual departmental procedures.  
Designed to permit a student to  
pursue non-scheduled academic and  
laboratory work which may be of a  
specialized nature and not available  
through the college schedule.

ART 1201C  
Two-Dimensional Design,  
3 credit hours,  
(Fall, Spring)  
An introductory course, both  
thoretical and applied, dealing  
with the principles of organization  
and the elements of design in a  
two-dimensional format. This is a  
foundation course for all of the graphic  
arts: painting, printmaking, and the  
two-dimensional crafts. See page 44  
regarding audit enrollment.

ART 1203C  
Three-Dimensional Design,  
3 credit hours,  
(Fall, Spring)  
An introductory course, both  
thoretical and applied, dealing with  
principles of organization and the  
elements of design in a 3-dimensional  
format. Various materials, tools, and  
surfaces are used to explore 3-D form.  
This is a foundation course. See page  
44 regarding audit enrollment.

ART 1300C  
Drawing I,  
3 credit hours,  
(Fall, Spring)  
Basic drawing course covering different  
drawing media, line, form, shape, value  
and spatial relationships. Drawing  
problems involving a variety of subject  
matter will be explored. Emphasis is  
on value, drawing techniques, spatial  
relationships between shapes and  
composition. See page 44 regarding  
audit enrollment.

ART 1301C  
Drawing II,  
3 credit hours,  
(Fall, Spring)  
Continued study of drawing techniques  
exploring in Drawing I. Provides  
experience with more complex  
drawing problems. Emphasis is on  
self expression, value, color theory, and  
composition. A variety of subject matter and drawing media  
will be explored. Prerequisite: ART 1300C. See page 44 regarding audit  
enrollment.

ART 1600C △  
Computer Art I,  
3 credit hours,  
(Offered as needed)  
An introductory course to develop basic  
technical and conceptual skills with  
a focus on an industry-standard vector-based  
drawing program. Students will  
create logos and illustrations typical of  
graphic design challenges.

ART 1750C  
Pottery I,  
3 credit hours,  
(Fall, Spring, Summer)  
The students shall be exposed to the  
production of pottery utilizing all  
known hand building techniques. Also  
includes introduction to potter’s wheel  
and basic wheel fundamentals. The  
first half of course is hand building, the  
second half is devoted to development  
of skills on the potter’s wheel. Students  
also learn how to glaze pottery and  
make glass. See page 44 regarding audit  
enrollment.

ART 1751C  
Pottery II,  
3 credit hours,  
(Fall, Spring, Summer)  
Continues hand building of Pottery I,  
but major emphasis is placed  
upon development skills utilizing the  
potter’s wheel. Additional glazing  
experimentation is also emphasized.  
Pre-requisite: ART 1750C. See page 44  
regarding audit enrollment.

ART 1905  
Independent Study – Art,  
1 credit hour,  
(Fall, Spring, Summer)  
A defined independent study which is  
pursued under supervision of a faculty  
member and recorded through usual  
departmental procedures. Designed  
to permit a student to pursue non-
scheduled academic and laboratory  
work which maybe of a specialized  
nature and not available through the  
college schedule. Departmental  
approval is required. Placement test  
may be required. NOTE: This course  
may be used as a Gordon Rule  
Writing-Across-the-Curriculum-Course.  
This course may be taken up to four  
(4) times for credit.

ART 2330C  
Figure Drawing I,  
3 credit hours,  
(Fall, Spring)  
The development of technical  
and self-expression through drawing  
The Figure; course begins with  
anatomy studies, progresses to  
conceptualization of human form. See  
page 44 regarding audit enrollment.

ART 2331C  
Figure Drawing II,  
3 credit hours,  
(Fall, Spring)  
This class is a continuation of Figure  
Drawing I. Emphasis is on composition  
and self-expression in relation to the  
human figure. Exploration of media  
and content will be encouraged.  
Prerequisite: ART 2330C. See page 44  
regarding audit enrollment.

ART 2400C  
Introduction to Printmaking I,  
3 credit hours,  
(Fall, Spring)  
Introduction to various printmaking  
techniques possibly including block  
printing, calligraphy, monotype,  
etching, and serigraphy. Content  
varies according to instructor. Two-
dimensional design is recommended.  
Invites to all students. See page 44  
regarding audit enrollment.

ART 2401C  
Printmaking II,  
3 credit hours,  
(Offered as needed)  
This class is a continuation of printmaking  
techniques including blockprinting,  
calligraphy, monotype, etching, and  
serigraphy. Emphasis is on composition,  
exploration of printing methods and  
individual expression. Content  
varies according to instructor. Intro to  
Printmaking required. Prerequisite: ART 2400C. See page 44  
regarding audit enrollment.

ART 2500C  
Painting I,  
3 credit hours,  
(Fall, Spring)  
Course will include design elements,  
composition and spatial relationships.
Emphasis is on color theory, color mixing, and execution thereof within a variety of subject matter. See page 44 regarding audit enrollment.

**ART 2501C**
**Painting I**, 3 credit hours, *(Fall, Spring)*
This course is a continuation of Painting I ART 2500C with emphasis on further exploration of student’s personal style and original techniques. Further experimentation in abstraction and emotional aspects of form and color are explored and expressed. Prerequisite: ART 2500C. See page 44 regarding audit enrollment.

**ART 2540C**
**Water Color I**, 3 credit hours, *(Fall, Spring)*
An introduction to water media techniques applied to various subject matter through demonstrations and various lab experiences. Open to all students. See page 44 regarding audit enrollment.

**ART 2541C**
**Water Color II**, 3 credit hours, *(Fall, Spring)*
Allows continued experience in more complex water color technique and subject matter. Emphasis is on composition and individual expression. Prerequisite: ART 2540C. See page 44 regarding audit enrollment.

**ART 2601C**
**Computer Art I**, 3 credit hours, *(Offered as needed)*
An advanced graphic design course building upon the skills covered in Computer Art I; the course includes increased challenges relating to conceptual skills and multi-software integration relating to typical print-based design problems. Access to a 35 mm camera is required. Prerequisite: ART 1600C.

**ART 2602C**
**Digital Imaging I**, 4 credit hours, *(Offered as needed)*
A digital illustration production course with a strong emphasis on concept development and image making skills. Students will create complex imagery based on manipulations of photographs or traditional drawings and paintings with an industry-standard image editing/manipulation software. Access to a 35 mm camera is required.

**ART 2603C**
**Digital Imaging II**, 4 credit hours, *(Offered as needed)*
A continuing course which expands upon the technical and conceptual foundation laid in Digital Imaging I. Students will explore advanced software techniques and greater challenges of personal or commercial expression in digital media. Prerequisite: ART 2602C.

**ART 2701C**
**Sculpture I**, 3 credit hours, *(Fall, Spring)*
An introductory course in the technical and aesthetic consideration of sculptural forms. Includes a wide range of materials and expressions, representing past and present sculptural methods. See page 44 regarding audit enrollment.

**ART 2703C**
**Sculpture II**, 3 credit hours, *(Fall, Spring)*
Allows continued experience in more complex three-dimensional techniques; emphasis on individual projects and conceptual approach. Prerequisite: ART 2701C. See page 44 regarding audit enrollment.

**ART 2834C**
**Gallery Practices**, 3 credit hours, *(Offered as needed)*
The principles of Art Gallery practices and operations. Both theoretical and practical experiences will be obtained through lectures, field trips and class projects.

**ART 2930**
**Art – Special Topics**, 3 credit hours, *(Fall, Spring Summer)*
A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

**ART 2955**
**Portfolio Development**, 3 credit hours, *(Offered as needed)*
Development of a working portfolio through studio project aimed at fulfilling the general requirements the average company, university, art school or advertising agency looks for in a portfolio presentation. Prerequisite: ART 1201C, ART 1300C.

**AST 1002**
**Astronomy**, 4 credit hours, *(Fall, Spring, Summer)*
A one-term course of lectures and demonstrations designed to meet the general education requirements in physical science of non-science majors, for students who need a preparatory course prior to taking physics, and for students in related scientific fields that need a scientific elective. The course includes topics in elementary physics, naked-eye astronomy, the moon, sun, solar system, stars, and galaxies. A working knowledge of arithmetic and simple algebra is required.

**BCN 1230**
**Building Construction Materials and Processes**, 3 credit hours, *(Offered as needed)*
Course designed to introduce the student to terminology, methods, procedures, materials, and processes used in the construction industry.

**BCN 1272**
**Blueprint Reading for Commercial Construction**, 3 credit hours, *(Offered as needed)*
A course to familiarize non-drafting students with techniques of blueprint reading and the fundamentals of construction methods that make blueprint reading meaningful.

**BCN 1520**
**Electrical Systems in Construction**, 3 credit hours, *(Offered as needed)*
A course to familiarize students with electrical terminology, practices, methods, code requirements and safety and health in construction.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

☆ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.
BCN 1567* Plumbing and Gas Construction Practices, 3 credit hours, (Offered as needed) A course to familiarize students with Plumbing and Gas code requirements, terminology, methods, practices, processes and safety and health used in building construction.

BCN 2231 Building Construction Materials and Processes II, 3 credit hours, (Offered as needed) A course to familiarize a student with the construction industry to advertise for bids, contracts, engineering and quality assurance will be covered. Cost management through estimating overview. Prerequisites: BCN 1230 and BCN 1272.

BCN 2560* Mechanical Systems in Construction, 3 credit hours, (Offered as needed) A course to familiarize students with mechanical trades terminology, methods, practices, code requirements, processes, and safety and health criteria in mechanical construction.

BCN 2721* Construction Management/Planning, 3 credit hours, (Offered as needed) The course covers project development and organization from pre-construction site investigation to final completion. The course will include the management of project estimates, plans, schedules, operations and safety. The student will become knowledgeable about documents used in the construction industry for bid, contracts, zoning, permits, bonds, loans specifications and drawings. Cost engineering, procurement, value engineering and quality assurance will be covered. Cost management through job cost analysis and purchase order systems will also be covered.

BCT 1763* Construction Safety and Health, 3 credit hours, (Offered as needed) A basic course in construction safety and health covering such topics as: theories of accident causation; workplace hazards; hazard analysis and prevention; accident reporting; OSHA construction standard and safety practices; environmental safety; ethics and safety; workers’ compensation; and stress on the job.

BCT 2770* Construction Estimating, 3 credit hours, (Offered as needed) A course in estimating as it relates to the construction industry covering references, estimating methods, take-off organization and presentation; material take-off, cost estimating in heavy construction, mathematical formulas for estimating, quantity take-off from plans, and computer estimating overview. Prerequisites: BCN 1230 and BCN 1272.

BCT 2761* Structural Systems in Construction, 3 credit hours, (Offered as needed) A course to familiarize students with structural terminology, practices, code requirements and safety and health criteria in construction.

BOT 1010C Botany, 4 credit hours, (Spring) A course designed to give the student an introduction to knowledge about botany with emphasis on the flowering plants, and to show our dependence on plants to sustain not only human life but all other living organisms.

BCT 1706* Construction Documentation, 3 credit hours, (Offered as needed) A course to familiarize a student with documents used in the Construction Industry to advertise for bids, contracts, change orders, extras, specification, insurance and bid bonds.

BCT 1005 △ General Biology, 4 credit hours, (Fall, Spring, Summer) The principles of biology are included. Human Biology is emphasized. Man’s effect on the environment is considered wherever appropriate.

BSC 1005L Biology Lab, 1 credit hour, (Offered as needed) Laboratory for general biology. Experimental methodology and technique. Not recommended for biology majors. Pre or corequisite: BSC 1005 or equivalent.

BSC 1010C △ Principles of Biology I, 4 credit hours, (Offered as needed) A study of the structure and function of the major biological molecules and the organization of these molecules at the subcellular level; of cellular growth including bioenergetics, metabolism and its control, and the movement and incorporation of macromolecules as related to cell expansion and repair; and the study of the control of cellular growth including both genetic and biochemical control mechanisms. Required for Biology, Pre-Med, and most Pre-Professional Science majors. Prerequisites: high school biology and chemistry or CHM 1025 and eligibility to enroll in MAC 1105.

BSC 1011C Principles of Biology II, 4 credit hours, (Offered as needed) A continuation of BSC 1010C. A survey of organisms with emphasis on plants and animals. A survey of vertebrate systems with emphasis on applied physiology. Evolution, inheritance and ecology in major phyla or divisions will be included. Emphasis on man’s role in shaping the biosphere. Required for Biology, Pre-Med, and most Pre-Professional Science majors. Prerequisite: BSC 1010C.

BSC 1080 Essentials of Anatomy and Physiology, 3 credit hours, (Offered as needed) This course surveys basic structure and function of the human body with emphasis on morphology and anatomy. This course may be used as a General Educational elective for A.A.S. students only.

BSC 1085C △ Anatomy & Physiology I, 4 credit hours, (Fall, Spring, Summer) A study of the human organism to include cells, tissues, skeleton, muscular system and nervous system.
BSC 1086C
Anatomy & Physiology II,
4 credit hours,
(Fall, Spring, Summer)
A study of the human organism to include the cardiovascular system, the fluid electrolyte balance, and the respiratory, excretory, endocrine, reproductive, gastrointestinal and immune systems.

BSC 1250C
Introductory Tropical Biology,
4 credit hours,
(Offered as needed)
An introduction to the Estuarine and Marine biota of tropical regions to include saltmarsh, mangrove, sandy, and coral shorelines. Emphasis will be placed on energy transfer and zonation. Prerequisite: one college level science course.

BSC 1905
Independent Study – Biology,
1 credit hour,
(Fall, Spring, Summer)
A course designed to (1) allow a student to complete part of a course taken elsewhere and thereby complete general education requirements, (2) to go deeper into special areas of interest. This course may be taken up to four (4) times for credit.

BSC 2020C
Human Structure and Function,
4 credit hours,
(Fall, Spring, Summer)
A study of the structures and functions of the human body with emphasis on system integrations (homeostasis) and an introduction to system disorders and pathologies.

BSC 2946
Directed Work Study – Biology,
1 credit hour,
(Offered as needed)
Practical experience with use and maintenance of lab equipment and materials. Participation in support activities and organizational routines of lab courses. Course fees may be waived. May be taken four (4) times for credit. Departmental approval following interview is required.

BUL 2241
Business Law I,
3 credit hours,
(Fall, Spring, Summer)
Introductory course in business law with objective of presenting the law underlying business transactions. Course includes the study of the Law of Contracts, the Law of Bailments, and the law of sales based on the Uniform Commercial Code. Recommended for business degree students.

BUL 2242
Business Law II,
3 credit hours,
(Fall, Spring, Summer)

CCJ 1000*
Introduction to Criminology,
3 credit hours,
(Spring)
A study of the nature and causes of crime and delinquency; the development of delinquent and criminal behavior; specific behavioral problems of addicts, compulsive and habitual offenders and juvenile offenders. This course may be used in transfer to UWF and may be accepted at other upper division schools. Students should consult the department for program planning.

CCJ 1020
Introduction to Criminal Justice,
3 credit hours,
(Fall, Spring, Summer)
An introduction to the philosophical and historical background of law enforcement and the administration of criminal justice. Organization and jurisdiction of local, state, and federal law enforcement agencies. Court and Criminal procedures. Career opportunities in Criminal Justice field.

CCJ 1192*
Crisis Intervention,
3 credit hours,
(Offered as needed)
A study of the nature and causes of human stress in crisis situations involving criminal justice practitioners to include law enforcement, judicial and correctional personnel: definitions, recognition and assessment, general calming techniques, intervention: safety, abnormal behavior and suicide, role playing, causes of psychological and physiological stress agents inherent in the duties of criminal justice practitioners and countermeasures to anxiety and stress reduction.

CCJ 1500*
Juvenile Delinquency,
3 credit hours,
(Offered as needed)
A study of the nature and cause of juvenile delinquency, the development of the delinquent and criminal behavior, specific criminal justice subsystem (law enforcement, judicial, corrections) problems dealing with juvenile delinquents from initial contact through final disposition and treatment. This course may be used in transfer to UWF and may be accepted at other upper division schools. Students should consult the department for program planning.

CCJ 1611*
Child Abuse and Neglect,
3 credit hours,
(Offered as needed)
This course was designed to provide the student with an enhanced awareness of child abuse symptoms and patterns, including information and case studies on specific abuse and social problems.

CCJ 1646*
Organized Crime,
3 credit hours,
(Offered as needed)
A course designed to provide the student with an overview of organized crime structures. To understand organized crime with regard to its history, origins and socioeconomic impact on our society. This course provides insight into the various international and national organized crime families.

CCJ 1650*
Introduction to Narcotics Investigation,
3 credit hours,
(Offered as needed)
This introductory course in narcotics investigation and identification is designed to provide the student with an overview of narcotics and the role of the investigative agencies, drug traffic flow patterns, major classes of drugs and the drug profit traffic. Instruction will cover techniques of investigative observation, patrol and case development, physical identification of drugs, symptoms of abuse, methods of abuse and appropriate Florida Statutes. This is also a Criminal Justice Standards and Training Commission advanced course.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△Technology-Across-the-Curriculum Course.
CCJ 1671*  
Women in Criminal Justice,  
3 credit hours,  
(Offered as needed)  
This course is designed to provide students with a wide perspective of female roles in the criminal justice system.

CCJ 1935*  
Criminal Justice Seminar,  
3 credit hours,  
(Offered as needed)  
Exploration, development and discussion of contemporary problems in the Criminal Justice System.

CCJ 1941*  
Internship – Criminal Justice,  
3 credit hours,  
(Offered as needed)  
On-the-job training in the programs in which the student is enrolled. The student is under the supervision at work of a qualified supervisor appointed by the respective agency. The supervisor will rate the student’s performance, knowledge, comprehension, dependability, initiative, cooperativeness and total performance. A project paper or approved project will be submitted by the student 2 weeks prior to the close of the semester. This course may be repeated twice for a total of 6 semester hours.

CCJ 2680*  
Domestic Intervention,  
3 credit hours,  
(Offered as needed)  
This course is a part of the Criminal Justice Standards and Training Commission Approved Advanced Training Program. This course is designed to provide the officer with an enhanced awareness of domestic intervention symptoms and techniques, including information and case studies on specific domestic and social problems. Prerequisites: Basic Recruit Training Course.

CCJ 2682*  
Introduction to Workplace Violence Awareness,  
1 credit hour,  
(Offered as needed)  
A general overview of the growing problem of violence in the workplace, what managers/supervisors need to be aware of when dealing with potential violent employees as well as what steps they can take to protect not only themselves but other employees.

CCJ 2905*  
Independent Study – Criminal Justice,  
1 credit hour,  
(Fall, Spring)  
Directed study and individual projects to meet the student’s interests in a specialized area of Criminal Justice for which present course availability is limited.

CDA 2500 ▲  
Network Technology,  
3 credit hours,  
(Fall, Spring, Summer)  
This course is designed to introduce students to the terminology and concepts of the network industry, including data communications and network services, OSI Model, topology, network media, connectivity devices and security. This is preparation for the CompTIA Network+ certification and the first course in the MCSE/MCSA certification program.

CDA 2523 ▲  
Windows Client Operating System,  
3 credit hours,  
(Fall, Spring, Summer)  
This course addresses the implementation and desktop support needs of the MS client software, including installation, configuration and management of hardware and file systems, user profiles, remove users, and monitoring of resources and performance. Prerequisite: CDA 2500 or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE or MCSA.

CDA 2524 ▲  
Novell Administration I,  
3 credit hours,  
(Offered as needed)  
This course will provide students with the opportunity to develop the knowledge and skills necessary for the design and implementation of a Netware System to include: network service and support various network technologies; Netware printing, as well as Netware administration, installation and configuration. Prerequisites: CDA 2500 with grade of “C” or higher, or equivalent.

CDA 2525 ▲  
Windows Server Environment,  
3 credit hours,  
(Offered as needed)  
This course will provide students with the opportunity to develop the skills required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data. Prerequisite: CDA 2523 or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE or MCSA.

CDA 2529 ▲  
Novell Administration II,  
3 credit hours,  
(Offered as needed)  
This course introduces the student to the basics of internetworking technology. This is also the first of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study Networks and Layers, Networking Devices, IP Addressing, ARP, and RARP, Media and Design, Topology, Structured Cabling, Electricity, and Electronics and Network Management.

CET 1600C ▲  
Networking Fundamentals,  
3 credit hours,  
(Offered as needed)  
Basic Router terminology and configurations are studied in this course. The student will study Router Components, Router Configuration, IOS, TCP/IP, IP Addressing, and Router Protocols. This is one of the four courses designed to prepare a student to take the Cisco Certified Network Associate Exam (CCNA). Prerequisite: CET 1600C.

CET 1610C ▲  
Router Theory,  
3 credit hours,  
(Offered as needed)  
Basic Router terminology and configurations are studied in this course. The student will study Router Components, Router Configuration, IOS, TCP/IP, IP Addressing, and Router Protocols. This is one of the four courses designed to prepare a student to take the Cisco Certified Network Associate Exam (CCNA). Prerequisite: CET 1600C.

CET 1630C ▲  
Network Cabling – Copper Media,  
3 credit hours,  
(Offered as needed)  
This course is designed for computer repair and network technicians. It will provide the students with the knowledge and skills necessary to become entry-level technicians in the field.
data cabling industry. The emphasis of the course is on tool use, construction techniques, industry standards, troubleshooting and repair of CAT 5 copper media. This course prepares students for introductory, vendor neutral data cabling certification BICSI/ETAI exams.

**CET 1632C **△
Network Cabling – Fiber Optic Media*, 3 credit hours, (Offered as needed)*
This course is designed for computer repair and network technicians. It will provide the students with the knowledge and skills necessary to become entry-level technicians in the data cabling industry. The emphasis of the course is on tool use, construction techniques, industry standards, troubleshooting, and repair of fiber optic media. This course prepares students for introductory, vendor-neutral data cabling certification BICSI/ETAI exams.

**CET 1660 **△
Introduction to Network Security, 3 credit hours, (Fall, Spring, Summer)*
This course is designed to introduce students to the terminology and concepts associated with network security, including communication security, infrastructure security, cryptography, access control, authentication, external attack, as well as operational and organizational security. The course is also intended to assist with preparation for the CompTIA Security+ certification.

**CET 2171C **△
PC Operating Systems A+, 3 credit hours, (Offered as needed)*
This course is designed to prepare the student to take the A+ Certification exam by making the student proficient in personal computer operating systems, including DOS, Win 95/98, and Win NT. Major topics include disk, file and memory management, system configurations, menu driven processing, graphical user interfaces, boot files, disk caching, virtual memory, device drivers, TSRs, and basics system errors. Prerequisite: CET 2171C or equivalent.

**CET 2178C **△
PC Operating Systems A+, 3 credit hours, (Offered as needed)*
This course is designed to prepare the student to take the A+ Certification exam by making the student proficient in personal computer operating systems, including DOS, Win 95/98, and Win NT. Major topics include disk, file and memory management, system configurations, menu driven processing, graphical user interfaces, boot files, disk caching, virtual memory, device drivers, TSRs, and basics system errors. Prerequisite: CET 2171C or equivalent.

**CET 2497 **△
Windows Network Infrastructure, 3 credit hours, (Offered as needed)*
This course addresses the implementation, management and maintenance of server networking technologies. Tasks include implementing routing, managing DHCP, DNS, and WINS, securing IP traffic with IPsec and certificates, and implementing a network access infrastructure with connections for remote access clients. Prerequisite: CDA 2525 or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE or MCSA.

**CET 2515C **△
Advanced Router Theory, 3 credit hours, (Offered as needed)*
This course introduces the student to fundamentals of LAN configurations. This is also the third of four courses designed to prepare a student to take the Cisco Certified Network Associate Exam. The student will study WAN technology and design, PPP, ISDN, Frame Relay, and network management. Prerequisites: CET 1600C, CET 1610C, CET 2615C and CET 2625C.

**CET 2625C **△
Cisco Network Design, 3 credit hours, (Offered as needed)*
Introduction to network security and overall security processes. This hands-on, skill-based course focuses on the design and implementation of security solutions to reduce the vulnerability of the network, using VPNS, network routers and a firewall. This course helps prepare the student for the and Cisco SECUR and CSPFA exams in preparation for the Cisco Firewall Specialist certification. Prerequisites: CET 1600C, CET 1610C, CET 2615C, and CET 2620C or CCNA certification.

**CET 2854C **△
Fundamentals of Wireless LANs, 3 credit hours, (Fall, Spring)*
Develop, implement and troubleshoot wireless networks. This hands-on, skill-based course focuses on the design, planning and operation of wireless networks, with an overview of technologies, security, and design best practices. This course helps prepare the student for the Cisco Wireless LAN Support Specialist designation (WLANSE). Prerequisites: CET 1600C and CET 1610C.

**CET 2954C **△
Fundamentals of Network Security, 3 credit hours, (Offered as needed)*
Introduction to network security and overall security processes. This hands-on, skill-based course focuses on the design and implementation of security solutions to reduce the vulnerability of the network, using VPNS, network routers and a firewall. This course helps prepare the student for the CompTIA Security+ certification, and Cisco SECUR and CSPFA exams in preparation for the Cisco Wireless LAN Support Specialist certification. Prerequisites: CET 1600C, CET 1610C, CET 2615C, and CET 2620C or CCNA certification.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
△Technology-Across-the-Curriculum Course.
CET 2905/2905A *△
Independent Study Computer Engineering,
1 credit hour,
(Offered as needed)
This is a directed study course to provide computer engineering students with individual projects designed to meet specific needs in areas of computer engineering technology for which present course availability is limited. Prerequisite: Instructor or departmental chair approval.

CGS 1030 *△
Computer Basics,
3 credit hours,
(Fall, Spring, Summer)
This is an introductory course for basic computer use, including the Internet. It addresses the use of computers for personal, business, and college purposes. It introduces the Windows operating system and Microsoft Office applications, including Word, Excel, and PowerPoint. Hands-on use of a personal computer is required.

CGS 1100 *△
Microcomputer Applications
3 credit hours,
(Fall, Spring, Summer)
The discussion and practical applications of Windows operating systems, word processing, spreadsheets, database management, presentation software, and various communications topics.

CGS 1172 *△
Web-based Programming I,
3 credit hours,
(Offered as needed)
This course is designed to extend the student’s understanding of web-based programming techniques, and give them practical experience in the use of a range of technologies for creating e-commerce applications. Prerequisite: CGS 2820.

CGS 1550 *△
Introduction to World Wide Web,
3 credit hours,
(Offered as needed)
An introduction to the required hardware, software, procedures, uses and building of pages on the World Wide Web and the Internet.

CGS 1570 *△
Computer Applications for Business,
3 credit hours,
(Fall, Spring, Summer)
A hands-on course using computer software (Word processor, spreadsheet and database) to facilitate the activities involved in the business environment. Prerequisite: CGS 1100 or competency exam.

CGS 1760 *△
Fundamentals of UNIX,
3 credit hours,
(Offered as needed)
This course is designed to introduce the UNIX operating system to new users. The student will learn fundamental features of the operating system, including file system navigation, file permissions, editors, command shells, and basic network use. Provides a foundation for more advanced courses in administration and certification.

CGS 1843 *△
Intro to Electronic Commerce,
3 credit hours,
(Offered as needed)
This course is designed to provide students with an overview of the dynamics of electronic commerce and how it links information technology to business objectives. Course may not transfer to all State University System institutions.

CGS 2173 *△
Web-based Programming II,
3 credit hours,
(Offered as needed)
This course is designed to extend the student’s understanding of web-based programming techniques, and give them practical experience in the use of a range of technologies for creating e-commerce applications including instruction in the key design principles and implementation techniques for software agents in E-Commerce applications. Prerequisite: CGS 1172.

CGS 2541 *△
Database Concepts,
3 credit hours,
(Offered as needed)
This course will provide an introduction to data modeling and the design and implementation of relational databases and extend the students’ understanding of the principles and techniques used in the design and implementation of modern database systems. Prerequisite: CGS 1100.

CGS 2576 *△
Introduction to Microsoft Word,
1 credit hour,
(Offered as needed)
An introduction to Microsoft Word software by emphasizing the functions of the program.

CGS 2763 *△
UNIX Administration,
3 credit hours,
(Offered as needed)
This course is designed for network administrators in a UNIX operating environment. UNIX operating system concepts, architecture and administration will be explored using Linux. Includes shell programming, database managements, rapid application development, and programming tools such as PERL and C++. Prerequisite: CDA 2500 and CGS 1760.

CGS 2820 *△
Web Authoring with HTML,
3 credit hours,
(Offered as needed)
This course introduces programming in techniques associated with web-based languages. The student will learn to create innovative and useful windows programs. Topics to be discussed include variables, string handling, loops and arrays, formatting techniques, labels, buttons, menus, loading and saving, error handling, graphics, and linking applications.

CGS 2840 *△
Internet E-Commerce Technologies,
3 credit hours,
(Offered as needed)
This course will extend student’s understanding of web-based technologies and enable them to design and implement E-Commerce applications, including understanding of the design of modern distributed database systems, the supporting network technology and the construction of web-based applications.

CGS 2844 *△
E-Commerce Security,
3 credit hours,
(Offered as needed)
This course is designed to provide the student with an understanding of E-Commerce security, and give them practical experience in the use of a range of technologies for insuring security in an E-Commerce application. Prerequisite: CGS 1843.
CGS 2930 △
E-Commerce Seminar,
3 credit hours,
(Offered as needed)
Students will apply their understanding of the strategies, tactics, and concepts of electronic commerce. The course stresses the real-world practice of E-Commerce through the development of a comprehensive E-Commerce business project. Course may not transfer to all State University System institutions. Prerequisites: CGS 1172, CGS 1843.

CHD 1223*
Guidance for Young Children,
3 credit hours,
(Spring and as needed)
A study of principles, methods, guidance and discipline techniques used to promote positive social development in young children; influence of environment and developmental level of child on social behavior.

CHD 1230*
Child Growth and Development II,
3 credit hours,
(Fall, Spring, Summer)
Study of the physical, emotional, social, and intellectual growth and development of the school age child (6 through 12 years) up to preadolescence. Includes dynamics of behavior, child guidance and needs of exceptional children.

CHD 1312*
Infant and Toddler,
3 credit hours,
(Fall and as needed)
This course provides the student with information pertinent to the care of infants and toddlers. Special attention is given to selection of developmentally appropriate curriculum. Course work satisfies the Child Development Associate competency standards for infant/toddler.

CHD 1430*
Observing and Recording Child Behavior,
3 credit hours,
(Fall, Spring, Summer)
Designed to increase objectivity and proficiency in observing and interpreting children's behavior; in addition, to increase awareness of normative patterns of children from birth through five years of age.

CHD 1531*
Parenting Education,
3 credit hours,
(Offered as needed)
This course is comprehensive in scope, emphasizing skills and concepts of parenting which include: adjustment to parental roles; parent-child communication, care, growth, and development of children; cultivating strong families; special concerns; alternative family structures; educational institutions working effectively with parents; and agencies and legislation affecting children and parents.

CHD 1534*
Home Visitor Programs I,
2 credit hours,
(Offered as needed)
This course provides the student with information and strategies to successfully implement a home visitor program for families with children ages prenatal to three years.

CHD 1535*
Home Visitor Programs II,
1 credit hour,
(Offered as needed)
This course provides the student with information and strategies to successfully implement a home visitor program for families with children ages three to kindergarten entry.

CHD 1800*
Early Childhood Program Administration,
3 credit hours,
(Fall, Spring, Summer)
This course provides the student with management and administrative skills related to child care services. Instruction includes: director responsibilities; staff selection, supervision, and evaluation; planning for budget, nutritional services, facility maintenance, health, and safety; and marketing techniques.

CHD 1941*
Internship, Child Development,
3 credit hours,
(Fall, Spring, Summer)
On-the-job training in Applied Associate of Science degree or College Credit Certificate programs in which the student is enrolled. The student is under the supervision, at work, of a qualified supervisor appointed by the respective agency, who works with the OWC instructor regarding student's OJT objectives based on student’s goals and prior training. The supervisor will rate the student’s performance, knowledge, comprehension, dependability, initiative, cooperativeness based on OJT performance. OWC instructor will evaluate student OJT experience in consultation with agency supervisor regarding OJT performance and project paper on approved project submitted two weeks prior to close of semester. This course may be repeated four times for a total of 12 semester hours. Prerequisites: CHD 2322, CHD 2432A, DEP 2100.

CHD 2322*
Programs for Young Children,
3 credit hours,
(Fall and as needed)
Study of principles and practices of programs for young children; current research in early childhood education, role of the teacher, and selection and use of equipment and materials for groups of young children.

CHD 2323A*
Curriculum for Young Children II,
3 credit hours,
(Fall and as needed)
Study of development of effective skills and techniques used in program planning and use of creative media for young children. Prerequisite: CHD 2432A.

CHD 2334A*
Curriculum for Young Children III,
3 credit hours,
(Spring and as needed)
Study of the principles, methods, and materials used to assist young children acquire basic skills to use language effectively and competently; evaluation and development of appropriate teaching materials to use with young children. Prerequisite: CHD 2332A.

CHD 2337A*
Curriculum for Young Children IV,
3 credit hours,
(Summer and as needed)
Study of the basic concepts, methods, and materials of mathematics and science appropriate to the education of young children. Identification of the role of staff members in the center for the education of young children. Assignment with young children in community agencies. Prerequisite: CHD 2334A.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△Technology-Across-the-Curriculum Course.
CHD 2433*
Child Development Seminar, 3 credit hours, (Offered as needed)
This course focuses on current trends and issues in the field of early childhood education. The topic will vary based on current trends and issues. This course may be taken up to three (3) times for credit.

CHM 1045C
College Chemistry I, 4 credit hours, (Fall, Spring, Summer)
A laboratory course designed for students intending to enter college chemistry. Includes kinetics, chemical equilibrium, acids and bases, thermodynamics, non-metals and their compounds, coordination compounds, and qualitative analysis. Prerequisite: CHM 1045C.

CHM 2210C
Organic Chemistry I, 4 credit hours, (Fall)
This course will present the correlation between structure and physical and chemical properties of organic compounds. The principle types of mechanisms involved in organic reactions will be discussed on aliphatic and aromatic hydrocarbons, alkyl halides, alcohols and ethers. Laboratory exercises illustrate these topics. Prerequisite: CHM 1046C.

CHM 2211C
Organic Chemistry II, 4 credit hours, (Spring)
In continuation of Organic Chemistry I (CHM 2210) the relationships between functional groups and properties of organic compounds will be discussed. Infrared, NMR, and mass spectroscopy will be used for identification of organic compounds and for structure analysis. The transition state theory is applied to interpret the nucleophilic addition reactions the carbonium condensation reactions, the interconversions of carbonyl compounds and the nucleophilic acyl substitution of carboxylic acids and their derivatives. Biochemical topics, i.e. lipids, carbohydrates, amino acids and proteins are included. Prerequisite: CHM 2210C.

CIS 1000 △
Introduction to Computer Science, 3 credit hours, (Fall, Spring, Summer)
A broad survey of computing and computer science topics appropriate for computer science, computer engineering, and information systems students. Includes an introduction to structured programming. Math placement at the college algebra level strongly advised.

CIS 1940 *
Internship in Computer Studies, 3 credit hours, (Fall, Spring, Summer)
On-the-job training in the Associate of Science and Associate of Applied Science degree programs in which the student is enrolled. The student...
is under the direction of a full-time faculty member and under the supervision at work of a qualified supervisor. The faculty member in concert with the student and the student’s supervisor will design a plan of study. The faculty member will periodically meet with the student and the supervisor to evaluate and if necessary modify the plan as deemed appropriate. The supervisor will rate the student’s performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student three weeks prior to the close of the term. May be taken four times for a total of 12 credit hours. Prerequisite: Permission of the instructor.

CJC 1350*
Discipline and Special Confinement Techniques, 3 credit hours, (Offered as needed)
The student is introduced to the essentials of discipline and special confinement techniques necessary for the corrections profession. The topics to be introduced include physical operation, physical force, recognizing abnormal behavior, verbal and nonverbal communications.

CJC 2000*
Introduction to Corrections, 3 credit hours, (Fall)
Theories of punishment and incarceration; the organization of correction programs and institutions, principles of probation and parole, role of parole and probation officers, legal implications; problems of rehabilitation. This course may be used in transfer to UWF and may be accepted at other upper division schools. Students should consult the department for program planning.

CJC 2162*
Introduction to Probation & Parole, 3 credit hours, (Offered as needed)
This course reviews the theories and practices of probation and parole within a community setting. The study of probation and parole as it is used as a behavior modification process is considered. This course may be used in transfer to UWF and may be accepted at other upper division schools. Students should consult the department for program planning.

CJD 1250*
Interviews and Interrogations, 3 credit hours, (Offered as needed)
An advanced course designed to cover the techniques, methods, principles, and issues of interviewing and interrogations. Course meets Florida Police Standards Salary Incentive Requirements.

CJD 1468*
Youthful Offenders, 3 credit hours, (Offered as needed)
A course designed to provide the student with an overview and awareness of Florida youthful offender programs to include; facilities and specialized programs, staff-inmate relations, one-way/two-way communications and effective communications and effective communications skills, positive characteristics for staff working with youthful offenders; the helping relationship inventory, local treatment programs, opportunities and alternatives, treatment problem solving and other techniques relating to youthful offenders.

CJD 1501*
Criminal Justice Instructor Techniques, 5 credit hours, (Offered as needed)
A basic course in instrumental principles designed to equip the law enforcement specialist with techniques of classroom and field training methods.

CJD 1602*
Drug Awareness, 3 credit hours, (Offered as needed)
This course is a part of the Criminal Justice Standards and Training Commission approved Advanced Training Program. It is designed to familiarize students with common drug abuse terms, classes of drugs, pharmacological information relating to commonly used and abused chemicals and their effects, an overview on use patterns and characteristics of drug abusers, how to troubleshoot and deal with problems that develop among abusers and effective presentation skills.

CJD 1604*
Injury and Death Investigation, 3 credit hours, (Offered as needed)
This course is designed to qualify in-service law enforcement and correctional officers and support personnel in the area of injury and death investigations, to include: medical-legal aspects, evidence from wounds, physical evidence and laboratory analysis, crime scene investigations and other technical aspects of injury and death.

CJD 1610*
Criminal Investigative Techniques, 3 credit hours, (Offered as needed)
This course in Criminal Investigative Techniques for Law Enforcement Officers is an Advanced Course primarily designed for Florida law enforcement officers and has been approved by the Florida Criminal Justice standards and Training Commission. With permission of the instructor, it may be offered to other students enrolled in the CJ Program. It is designed to provide the student with instruction in Florida investigative concepts and techniques, use of evidence and related matters.

CJD 1615*
Police Radar Operator, 3 credit hours, (Offered as needed)
This course is sanctioned by the Florida Police Standards and Training Commission and meets requirements of Chapter 943.14(10)(a), Florida Statutes. It is designed to equip law enforcement officers with the basic knowledge and skills needed for proper operation of radar speed measurement devices.

CJD 1617A*
Basic Laser Certification, 3 credit hours, (Offered as needed)
This course is designed to qualify students and especially in-service law enforcement officers in the use, principles, and overviews of using a Laser Speed Measurement Device. It will include instruction on the relationships of speed offenses and motor vehicle crashes, the principles of laser based speed measurements, as well as courtroom testimony, case law, and a classroom practicum. Prerequisite: Certified Law Enforcement Officer.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△Technology-Across-the-Curriculum Course.
CJD 1618*  
Radar to Laser Operations,  
1 credit hour,  
(Offered as needed)  
This is a course for radar certified  
law enforcement officers in the use,  
principles, and overviews of a Laser  
Speed Measurement Device. It will  
include instruction on the relationship  
of speed offenses and motor vehicle  
crashes, the principles of laser based  
speed measurements, as well as  
courtroom testimony, case law, and  
classroom practice. Prerequisite:  
CJD 1615, Police Radar Operator or  
equivalent.

CJD 1621*  
Officer Survival Techniques,  
2 credit hours,  
(Offered as needed)  
This course is part of the Criminal  
Justice Standards and Training  
Commission specialized Training  
Program. It is designed to prepare  
law enforcement officers for police  
operations involving street survival  
techniques and procedures to include  
(but not limited to) firearms training,  
hostage situations, raids, individual  
survival techniques, special survival  
exercises.

CJD 1625*  
Special Tactical Problems  
for Law Enforcement,  
3 credit hours, (Offered as needed)  
This course is a part of the Criminal  
Justice Standards and Training  
Commission Advanced Training  
Program. It is designed to prepare  
law enforcement officers for police  
operations which involve special  
tactical situations and will include;  
importance of physical well-being  
in the Criminal Justice setting, an  
overview of Florida local disaster  
procedures, civil disorder patterns,  
special task force unit operations,  
special crime areas and practical  
exercises.

CJD 1657*  
Investigation and Supervision of  
Officer-Involved Shooting  
3 credit hours,  
(Offered as needed)  
Provides information for the response,  
coordination, investigation, and  
supervision of an officer-involved  
shooting where an individual died,  
was wounded, or remained unharmed.  
Given an officer-involved shooting, the  
student will analyze the information  
provided, describe investigative  
leads, and prepare information for  
Agency Chief, State Attorney, media,  
and the judicial system regarding the  
investigation and supervision of an  
officer-involved shooting.

CJD 1667*  
Conducting Background  
Investigations ,  
3 credit hours,  
(Offered as needed)  
An overview of conducting applicant  
backgrounds for the officer and  
investigator with limited experience  
in this area. The course will provide  
an understanding of the problematic,  
legal, investigative, and evidentiary  
aspects of background investigations.

CJD 1680A*  
Florida Criminal Law  
3 credit hours,  
(Offered as needed)  
This course is designed to provide the  
student with an overview of criminal  
law, laws of arrest, rules of evidence,  
etc., concerning Florida Law.

CJD 1700*  
Criminal Justice Legal I,  
3 credit hours,  
(Offered as needed)  
Criminal Justice Legal I provides  
an introductory overview of the  
Criminal Justice System and a history  
of law. The foundation and basic  
components of law are studied with  
specific focus upon officer application.  
Court procedure and testimony are  
examined. Objectives are addressed  
as specified by the Criminal Justice  
Standards Training Commission.

CJD 1701*  
Criminal Justice Legal II,  
3 credit hours,  
(Offered as needed)  
Constitutional Law and its application  
to the public and officers are  
examined. Law including evidence  
procedures, arrest laws, search and  
seizure, and various statutory laws  
that are common to Police and  
Correctional officers are studied.  
Emphasis is given to elements of  
various crimes. Various civil law  
applications are covered. Civil and  
criminal liability of officers is studied.  
Objectives are addressed as specified  
by the Criminal Justice Standards and  
Training commission.

CJD 1702*  
Criminal Justice Communications,  
3 credit hours,  
(Offered as needed)  
The report-writing process from the  
interview, statement taking, and note  
taking, through the final report product  
is covered with practical exercises  
included. The differences between  
interviewing and interrogation are  
explained. Interpersonal skills in  
communication are covered along  
with radio and telephone procedures.  
Objectives are addressed as specified  
by the Criminal Justice Standards and  
Training Commission.

CJD 1703*  
Criminal Justice Interpersonal  
Skills I,  
3 credit hours,  
(Offered as needed)  
Community relations techniques and  
courtesy are addressed with emphasis  
given to crime prevention. The needs  
of various groups within society are  
addressed including: juveniles, the  
elderly, ethnic and cultural groups,  
the mentally ill and retarded, the  
physically handicapped, and substance  
abusers. Intervention techniques for  
various situations including: suicide,  
domestic violence, and other crises  
are studied, with practical exercises.  
Stress recognition and reduction are  
addressed by the Criminal Justice  
Standards and Training Commission.

CJD 1704*  
Criminal Justice Defensive Tactics,  
4 credit hours,  
(Offered as needed)  
Instruction includes the techniques  
used for an officer’s personal safety  
and those necessary to subdue, search,  
and then transport resisting individuals.  
The use of restraining devices, impact  
weapons, and pressure points are  
covered. Objectives are addressed  
as specified by the Criminal Justice  
Standards and Training Commission.

CJD 1705A*  
Criminal Justice Weapons,  
3 credit hours,  
(Offered as needed)  
Criminal Justice Weapons includes  
instruction in the use of officer firearms  
including handguns and shotguns.  
Safety procedures and ammunition  
use are covered in lecture. Instruction  
includes the use of chemical agents,  
with practical exercises included.  
Objectives are addressed as specified  
by the Criminal Justice Standards and  
Training Commission.

CJD 1721*  
Law Enforcement Patrol,  
3 credit hours,  
(Offered as needed)  
Law Enforcement Patrol addresses the  
skills and techniques that are needed  
by officers daily to do patrol tactics  
and respond to various types of calls.  
Methods of approach to various
high risk situations are explored, with practical exercises included. Unusual occurrence events, including fire-fighting and crowd control are addressed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1722* Law Enforcement Traffic, 3 credit hours, (Offered as needed)
Law Enforcement Traffic studies traffic enforcement and control, with the inclusion of DUI offenses and enforcement. Traffic accident investigation, scene management, and reporting procedures are studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1723* Law Enforcement Vehicle Operation, 2 credit hours, (Offered as needed)
The components of the police driving environment are explored, and practical exercises on the driving range are conducted. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1724* Law Enforcement Investigations, 4 credit hours, (Offered as needed)
Law Enforcement Investigations addresses investigation of various crimes, including property crimes, persons crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents, and death investigations. Techniques are developed from the initial observation methods through the processing of the crime scene and case preparation. Florida’s computer network is studied as an information source. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1740* Criminal Justice Interpersonal Skills II, 3 credit hours, (Offered as needed)
The interpersonal skills needed by officers to understand the incarcerated society are explored, with emphasis upon supervision methods. Inmate adjustment and the various segments of the society are studied. The course includes the study of homosexuality, female inmates, deception and manipulation by inmates, and institutional criminalities. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1741* Correctional Emergency Preparedness, 2 credit hours, (Offered as needed)
Skills needed for riot and disturbance control and fire-fighting are studied and practiced. Lecture includes methods of riot prevention, handling of unusual occurrences, what to do if taken hostage, and emergency procedures. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1742* Correctional Operations, 4 credit hours, (Offered as needed)
The operation of correctional facilities is studied – including the intake of new inmates, all aspects of their daily care, institutional procedures, and techniques utilized by officers to do daily tasks. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJD 1930* Human Diversity Workshop, 2 credit hours, (Offered as needed)
This course is designed to enhance the participants awareness of their own cultural rules and predispositions and how these cultural influences come into play in common interactions with others. This awareness is used to develop the participants’ understanding of issues related to human diversity: gender, race, ethnicity, etc. The program also presents basic skills and knowledge related to interacting with diverse individuals and groups.

CJD 1956* Post Pursuit Tactics, 3 credit hours, (Offered as needed)
Course is designed to instruct public safety professionals how to combat post pursuit stress syndrome and to effectively channel stress in a positive manner at the termination of a high speed pursuit. Prerequisite: Must be a certified law enforcement officer.

CJD 1957* Post Pursuit Trainer Techniques, 1 credit hour, (Offered as needed)
Course is designed to instruct public safety professionals how to teach methods to combat post-pursuit stress syndrome and to effective channel stress in a positive manner at the termination of a high speed pursuit. Prerequisite: Must be a certified law enforcement officer.

CJD 2254* First Responder for Law Enforcement, 3 credit hours, (Offered as needed)
This course is designed primarily to qualify in-service law enforcement and correctional officers in the area of first responder to medical emergencies to include: introduction to first responder training, overview of the human body, diagnostic signs of patient examination, airway care & pulmonary resuscitation, cardiopulmonary resuscitation, shock, bleeding, primary patient care and injuries. Objectives are addressed as specified by the Criminal Justice Standards & Training Commission.

CJD 2301* Ethics in Criminal Justice, 3 credit hours, (Offered as needed)
An overview of ethical considerations applied to the criminal justice profession.

CJD 2310* Criminal Justice Supervision, 5 credit hours, (Offered as needed)
A career development course for full time police officers designed to train the line supervisor.

CJD 2320A* Criminal Justice Middle Management, 3 credit hours, (Offered as needed)
This course is part of the Criminal Justice Standards and Training Commission Advanced Training Program. Courses in the Advanced Training Program are designed to enhance an officer’s knowledge, skills, and abilities for the job he or she performs. It is not an entry-level supervisory course. Advanced Course 006, Line Supervision, or a comparable course, or sufficient experience and background in this subject area are prerequisites for this course.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
CJD 2470* Emergency Preparedness for Correctional, 3 credit hours, (Offered as needed) This course is designed to qualify in-service correctional officers and correctional support personnel in the area of emergency preparedness, to include; emergency plans, specifics on disturbances and disorder planning, hostage plans and situations, factors affecting emergency planning and management and leadership.

CJD 2603* Sex Crimes, 3 credit hours, (Offered as needed) This course is designed to provide the student with the knowledge and expertise to effectively deal with various sex offenders. It deals with the magnitude of the problem, investigation and physical evidence. It also addresses victim considerations and legal aspects through court presentation. Prerequisite: Certified Law Enforcement or Corrections Officer.

CJD 2605* Traffic Homicide Investigation, 5 credit hours, (Offered as needed) Course content covers traffic homicide investigation skills to include reconstruction, meets Florida Justice Standards and training certification requirements for career development.

CJD 2626* Hostage Negotiations for Criminal Justice, 3 credit hours, (Offered as needed) This course is designed to qualify in-service law enforcement and correctional officers and support personnel in the area of hostage negotiations, to include; introduction to the problem, types of hostage negotiations principles, communications principles, intelligence gathering, abnormal behavior and participant performance exercises.

CJD 2632* Firearms Instructor, 2 credit hours, (Offered as needed) This course is designed to provide the student with knowledge and expertise to instruct untrained students in the proper use of firearms, range safety, and weapon maintenance. The student shall also be instructed in legal aspects and range management.

CJD 2670* Confidential Informants, 3 credit hours, (Offered as needed) This course is designed for in-service law enforcement, correctional officers and support personnel to qualify them in the area of development of confidential informants and other sources of information, to include; definition and management of an informant program, legal aspects of dealing with informants, and the development of other sources of investigative information.

CJD 2681* Court Case Preparation and Court Presentation, 3 credit hours, (Offered as needed) Fundamentals of criminal case preparation and court presentation for the law enforcement and/or correctional officer to include case files, pre-trial discovery, depositions, plea bargaining, court testimony, moot court, post adjudication responsibilities, case studies and a practical exercise. This is course number 20 in the series approved by the Florida Criminal Justice Standards and Training Commission Advanced Courses.

CJD 2691* Stress Awareness and Resolution, 3 credit hours, (Offered as needed) A course designed to provide the student with an overview and awareness of stress and its resolution, to include: identification of various types of stress, the results of stress, psychological methods of controlling stress, case study analysis, and spouse awareness and involvement. This is course number 50 in the series approved by the Florida Criminal Justice Standards and Training Commission Advanced Courses.

CJE 1300* Police Organization and Administration, 3 credit hours, (Offered as needed) Principles of organization and administration in law enforcement; fundamentals of police planning; budget analysis, recruitment, training, and assignments; disciplinary problems and methods of control; cooperation with other agencies; public relations; records and inspection. This course may be used in transfer to UWF and may be accepted at other upper division schools. Students should consult the department for program planning.

CJE 1440* Crime Prevention, 3 credit hours, (Offered as needed) A course in crime prevention as it exists today in America. Study includes residential, personal and commercial crime prevention and it includes crime prevention resources, crime analysis and current legal implications. Designed primarily for in-service law enforcement officers but will not be limited to such personnel.

CJE 2660* △ Computer Applications in Criminal Justice, 3 credit hours, (Offered as needed) Computer Applications in Criminal Justice introduces the participant to the use of the computer in Criminal Justice applications. The participant will be introduced to prepackaged software and the process used to modify the package to criminal justice usage. This will include an electronic filing system designed to store, review and update data which can be manipulated into printed reports for daily and periodic usage.

CJL 1100 Criminal Law, 3 credit hours, (Offered as needed) Fundamentals of Criminal Law to include historical background and development, jurisdiction, the criminal act and responsibility. Classification and analysis of Florida Statutes.

CJL 1400 Criminal Procedure, 3 credit hours, (Fall, Spring, Summer) Fundamentals of constitutional, criminal and civil law. Principles, duties
and mechanics of criminal procedures in Florida as applied to arrest, search, seizure, and court processing. A functional analysis of the rules of evidence in court procedures.

CJT 2500
Courts and the Judicial Process,
3 credit hours,
(Of offered as needed)
This course is designed to teach the student the major structures and basic legal concepts of the American criminal court system. The students shall learn the components, personnel, and inherent social issues in our present criminal court system.

CJT 1120*
Crime Scene Procedures,
3 credit hours,
(Of offered as needed)
Course emphasizes preliminary investigation techniques, crime scene protection, recording, processing, collection and preservation of evidence, fingerprint technology and legal aspects of evidence.

CJT 1230*
Chemical Tests for Intoxication,
3 credit hours,
(Of offered as needed)
Background and history of effects of alcohol on motor coordination; operation and maintenance of breathalyzer equipment; court testimony; legal aspects of laws governing DUI. Required course for state certification.

CJT 2100*
Criminal Investigation,
3 credit hours,
(Of offered as needed)
Fundamentals of investigation; duties and responsibilities of the detective’s interrogation techniques; search and techniques of protecting the crime scene; collection and preservation of evidence; modus operandi systems; scientific aids and other sources of information; court preparation and case follow-up.

CJT 2140*
Introduction to Criminalistics,
3 credit hours,
(Of offered as needed)
The scientific aspects of investigation and crime scene technology, crime laboratory functions, ballistics, dactyloscopy and latent print development, scientific methods of criminal identification.

CJT 2220*
Law Enforcement Photography,
3 credit hours,
(Of offered as needed)
A basic course in police photography principles, illumination, composition, identification, fingerprint, crime scene, traffic accident, courtroom technician darkroom and film processing, enlarging, printing and field application. By permission of instructor. Prerequisite: CJT 2100 or CJT 1120.

CJT 2340*
Police Operations,
3 credit hours,
(Fall, Spring)
Responsibilities, powers and duties of the uniformed patrolman; patrol techniques and procedures; field interrogation and note-taking; mechanics of arrest and search; handling of the mentally ill; transportation of prisoners; crime scene procedures; elements of property protection; fundamentals of community relations; mob and riot control; dealing with domestic violence, gangs and drug crime; civil liability of officers and departments.

CJT 2350*
Writing and Reviewing Reports,
3 credit hours,
(Of offered as needed)
Designed to give students a broad understanding of writing and reviewing criminal justice reports. Specifically designed for correctional and law enforcement officers.

CLP 1001
Personal Adjustment,
3 credit hours,
(Fall, Spring, Summer)
Psychology of adjustment, application of psychological theory for problem solving and better mental health. An examination of psychological defense mechanisms and adaptive behavior.

CLP 2140
Abnormal Psychology,
3 credit hours,
(Of offered as needed)
A study of the different problems in psychopathology, including anxiety, depression, social deviance, psychosis, schizophrenia, both child and adult, mental retardation and general brain dysfunction, with emphasis on descriptive etiology, known causes, and treatments. Prerequisite: PSY 2012.

COM 1002
Effective Communications,
3 credit hours,
(Of offered as needed)
This course is designed to develop student’s communication skills through the use of effective listening, speaking and writing skills. There is emphasis on increasing student’s ability to speak clearly and effectively by learning to plan, compose and deliver ideas within the global, ethical, technological and customer service aspects of communication.

COP 1006
Introduction to Programming Concepts and Logic,
3 credit hours,
(Fall, Spring, Summer)
General survey of programming/problem solving techniques. Algorithm development will employ the use of a modern programming language.

COP 2010
Visual Basic Programming,
3 credit hours,
(Fall, Spring, Summer)
This course introduces programming in Visual Basic. The student will learn to create innovative and dynamic data structures. Prerequisite: COP 1006 or equivalent.

COP 2011
Advanced Applications Programming in Visual Basic,
3 credit hours,
(Fall, Spring, Summer)
This course introduces the advanced features of Visual Basic. The student will learn to create advanced versions of innovative and useful Windows programs. Topics to be discussed include: basic and advanced graphical user interface development; sequential file processing; advanced object-oriented programming; ActiveX components; advanced database management development including interfacing to external applications and Visual Basic’s internal database manager; multimedia, networking; and advanced data structures. Prerequisite: COP 2010.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△Technology-Across-the-Curriculum Course.
COP 2220 △
Programming in C,
3 credit hours,
(Fall, Spring, Summer)
An introduction to C programming language using microcomputers. Prerequisite: COP 1006 or equivalent.

COP 2222 △
Advanced Programming in C,
3 credit hours,
(Offered as needed)
An advanced exploration of the C programming language using microcomputers. Prerequisite: COP 2220 or equivalent

COP 2224 △
Programming in C++,
3 credit hours,
(Fall, Spring, Summer)
An introduction to C++ programming using microcomputers.

COP 2228 △
Advanced Programming in C++,
3 credit hours,
(Offered as needed)
An advanced exploration of the C++ programming language using microcomputers. Prerequisite: COP 2224 or equivalent

COP 2360 △
Programming in C Sharp (C#)
3 credit hours,
(Offered as needed)
An introduction to the C# programming language using microcomputers. Prerequisite: COP 1006 or equivalent

COP 2800 △
Introduction to JAVA Programming,
3 credit hours,
(Fall, Spring, Summer)
An introduction to programming using the Java language. Students will develop and apply individual programs. Prerequisite: COP 1006 or equivalent.

COP 2805 △
Advanced JAVA Programming,
3 credit hours,
(Fall, Spring, Summer)
An advanced level programming course using advanced Java techniques. Prerequisite: COP 2800 or equivalent.

CRW 2001
Creative Writing I,
3 credit hours,
(Offered as needed)
Instruction and practice in writing various forms of poetry, short story, drama, and/or other modes and in submitting for publication.

CRW 2002
Creative Writing II,
3 credit hours,
(Offered as needed)
Advanced work in poetry and prose modes. Student creativity in prose, poetry, and drama. Students submit creative work to publisher market. Prerequisite: CRW 2001 or equivalent or demonstrated publication at equivalent or higher level.

CRW 2100
Introduction to Fiction Writing,
3 credit hours,
(Offered as needed)
This course offers extensive practice writing fiction. Students will develop a body of original creative work under the supervision of the instructor and will submit works for publication. Upon agreement with the instructor, students may elect to develop either individual short stories or novel chapters with synopsis. Prerequisites: None, but CRW 2001 and CRW 2002 recommended.

CRW 2300
Introduction to Poetry Writing,
3 credit hours,
(Offered as needed)
This course offers extensive practice writing poetry. Students will develop a body of original creative work under the supervision of the instructor and will submit works for publication. Prerequisites: None, but CRW 2001 and CRW 2002 recommended.

CRW 2302
Intermediate Poetry Writing,
3 credit hours,
(Offered as needed)
This course builds on poetry writing skills developed in CRW 2300. Students will examine styles and techniques of contemporary poets and develop a portfolio of original work with attention to the revision process. Students will submit work for publication. Prerequisites: CRW 2300

CRW 2600
Writing Scripts for Film and Television,
3 credit hours,
(Offered as needed)
This course offers an introduction to the theory and practice of writing scripts for television and film. Students will develop a body of original work with a goal toward publication.

CTS 1171 *
△
Desktop Support,
3 credit hours,
(Fall, Summer, Spring)
This course introduces the helpdesk skills to troubleshoot hardware or software operation and application problems for end users on the desktop or client-side, based on the Windows operating system. It is designed to help prepare the student to take the two core exams (70-271 and 70-272) required for certification as a Microsoft Certified Desktop Support Technician (MCDST). Students should have user-level competency with Windows and MS Office. Prerequisites: None, although CTS 2101, CDA 2523 and CGS 1120, CGS 1570 would be useful.

CTS 1550 *
△
Microsoft PowerPoint,
1 credit hour,
(Offered as needed)
An introduction to the use of Microsoft’s PowerPoint 4.0 for the creation of graphic presentations.

CTS 2101 *
△
Introduction to Windows,
3 credit hours,
(Fall, Spring, Summer)
An introduction to operating systems in general with emphasis on Windows.

CTS 2300 *
△
Designing Active Directory and Network Infrastructure,
3 credit hours,
(Offered as needed)
This course focuses on the design process of an active directory in infrastructure and a network infrastructure that supports active directory, including name resolution strategy, network connectivity design, Group Policy structure, and forest and domain infrastructure. Prerequisites: CDA 2500, CDA 2523, CDA 2525, CET 2497, and CTS 2302 or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE.

CTS 2302 *
△
Windows Active Directory,
3 credit hours,
(Offered as needed)
This course focuses on a windows server directory service environment, including forest and domain structure, DNS, site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user/group/computer account strategies. Prerequisites:
CDA 2500, CDA 2523, CDA 2525, and CET 2497 or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE.

**CTS 2310 **△
**Designing Security for Windows Network, 3 credit hours, (Offered as needed)**
Build the design skills necessary to plan the security infrastructure for a Windows network. Learn to analyze business requirements, identify security risks, plan an authentication strategy, control access to resources, develop a data encryption scheme, and provide secure connections. This course prepares the student for the MCP Exam, a core requirement for Windows MCSE. Prerequisites: CDA 2500, CDA 2523, CDA 2525, CET 2497, CTS 2302.

**CTS 2320 **△
**Planning and Maintaining Windows Network Infrastructure, 3 credit hours, (Offered as needed)**
This course addresses the planning and maintenance of server network infrastructure. Tasks include planning the physical and logical network, planning and troubleshooting a routing strategy, planning and optimizing DHCP, DNS, and WINS strategies, and planning IPSec network access. Prerequisites: CDA 2500, CDA 2523, CDA 2525, and CET 2497 or equivalent. This course prepares the student for the MCP exam, a core requirement for Windows MCSE.

**CTS 2811 **△
**Administering SQL Server Database, 3 credit hours, (Offered as needed)**
This course provides students with the skills required to install, configure, administer and troubleshoot the client-server database management system of Microsoft SQL Server. This is preparation for the MCP exam, an elective requirement for Windows MCSA/MCSE. Prerequisites: CDA 2500, CDA 2523, CDA 2525.

DAA 1100
**Modern Dance, 2 credit hours, (Offered as needed)**
This beginning dance class serves as an introduction to the art of contemporary dance. It includes instruction and practice in basic modern dance techniques, improvisation, dance forms and brief historical overview. This course may be taken up to four (4) times for credit.

**DAA 1101 Intermediate Modern Dance, 2 credit hours, (Offered as needed)**
This course includes a continued analysis of the modern dance at an intermediate level. Instruction and practice in specific contemporary dance techniques and performance qualities will be stressed. This course may be taken up to four (4) times for credit.

**DAA 1200 Beginning Ballet, 2 credit hours, (Offered as needed)**
This beginning dance course is designed to serve as an introduction to the tradition and discipline of the art of classical ballet. Physical development of the body as an expressive instrument for ballet movement will be stressed as strength, flexibility, balance, alignment, agility, turnout, control, elevation and sensitivity to line are studied. This course may be taken up to four (4) times for credit.

**DAA 1201 Intermediate Ballet, 2 credit hours, (Offered as needed)**
Intermediate Ballet is designed to train the student in the tradition of the art of the classical ballet beyond the basics. Continued development of the body as an expressive instrument for ballet movement will be stressed as students reach the proficiency level necessary to perform the more complicated steps of an intermediate class. This course may be taken up to four (4) times for credit.

**DAA 1500A Beginning Jazz, 1 credit hour, (Offered as needed)**
This course includes a brief history of the jazz dance and instruction and practice in jazz dance techniques exploring popular dance idioms. This course may be taken up to four (4) times for credit.

**DAA 1501 Intermediate Jazz Dance, 1 credit hour, (Offered as needed)**
Those students ready to move at the intermediate level in jazz will find this course beneficial for the improvement of jazz dance performance techniques. This course may be taken up to four (4) times for credit.

DAA 1520
**Beginning Tap, 1 credit hour, (Offered as needed)**
This course includes instruction in tap dance technique and the introduction of time steps commonly used in musical theater auditions. It may be taken up to (4) four times for credit.

**DAA 1521 Tap II, 1 credit hour, (Offered as needed)**
The Tap II dance class includes a more in-depth history of tap dance, instruction and practice utilizing tap and exploring its various styles. Prerequisite: DAA 1520. This course may be taken up to four (4) times for credit.

**DAA 1580 Musical Theatre Dance I, 1 credit hour, (Offered as needed)**
This beginning course covers the study of musical theatre dance techniques and styles as related to a specific performance experience, usually Creative Dramatics. Students must participate in designated rehearsals and performances. Prerequisite: Level of competency determined by audition. This course may be taken up to four (4) times for credit.

**DAA 1680 Dance Workshop, 1 credit hour, (Offered as needed)**
This course includes instruction and participation in dance as required by specific productions, i.e., Theatre/Show Choir. This course may be taken up to four (4) times for credit.

**DAA 1681 Dance Ensemble, 1 credit hour, (Offered as needed)**
The student shall participate in the preparation and performance of original dance compositions to include Dance Line and Show Choir performances. Prerequisite: Level of competency determined by audition. This course may be taken up to four (4) times for credit.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
△Technology-Across-the-Curriculum Course.
DAA 1905
Directed Individual Study – Dance,
1 credit hour,
(Offered as needed)
This course is a defined independent study in dance pursued under the supervision of a faculty dance instructor and recorded through departmental procedures. It is designed to permit a student to pursue non-scheduled dance activity work which may be of a specialized nature and not available through classes or courses available in a college schedule. Prerequisite: Departmental approval is required. This course may be taken up to two (2) times for credit.

DAA 2202
Advanced Ballet,
2 credit hour,
(Offered as needed)
Students enrolling in Advanced Ballet must have reached a high level of physical strength, mastery of skills, and technical knowledge in order to be eligible for placement in this section. Nuances of ballet performance and classical repertoire will be stressed. Prerequisite: DAA 1201 and/or appropriate level of competency approved by the instructor. This course may be taken up to four (4) times for credit.

DAA 2220
Pointe,
1 credit hour,
(Offered as needed)
The student must already have mastered intermediate/advanced ballet terminology and movement vocabulary in order to be prepared for the physical demands of dancing on pointe. Prerequisite: DAA 1201 and/or appropriate level of competency approved by the instructor. This course may be taken up to four (4) times for credit.

DAA 2581
Musical Theatre Dance II,
1 credit hour,
(Offered as needed)
The continued study of Musical Theatre dance techniques and styles as related to a specific performance experience, usually Summer Ensemble Workshop. Students must participate in rehearsals and performances. Prerequisite: Level of competency determined by audition. This course may be taken up to four (4) times for credit.

DAA 2610
Dance Composition,
2 credit hours,
(Offered as needed)
An introduction and practice in the application of compositional tools encourages the student to explore and compose dance. By studying the body's movement in time and space the student will improve technical skills, develop improvisation and choreographic skills and enhance overall dance performance. Previous dance experience is helpful. This course may be taken up to four (4) times for credit.

DAA 2682
Dance Workshop II,
1 credit hour,
(Offered as needed)
This course includes continued instruction and participation in dance as required by specific productions, i.e., Theatre/Show Choir. Prerequisite: A demonstration of competency determined by audition. This course may be taken up to four (4) times for credit.

DAA 2683
Performance Dance,
1 credit hour,
(Repertory and/or Original Choreography)
This course includes the continuation of study and participation in all rehearsals of selected works of dance repertory and/or original choreography culminating in public performance. Prerequisite: Demonstration of competency determined by audition. This course may be taken up to four (4) times for credit.

DAA 2930
Dance – Special Topics,
3 credit hours,
(Fall, Spring, Summer)
This is a defined special topics course pursued under the supervision of a faculty member and recorded through usual departmental procedures. It is designed to permit a student to pursue non-scheduled academic and laboratory work that may be of a specialized nature and not available through the college schedule.

DAN 1750
Dance Conditioning,
1 credit hour,
(Offered as needed)
Dance Conditioning is an excellent course 1 which to begin your dance training. It is designed to improve fundamentals for the beginning/intermediate student through daily practice in floor work, yoga, and Pilates exercises. This movement class will get you ready to meet the challenges of other dance classes by toning, strengthening and preparing the body to move. This course may be taken up to four (4) times for credit.

DEP 2004
Human Growth and Development,
3 credit hours,
(Fall, Spring, Summer)
A research oriented course in human development, covering the life span of the human being from conception to death. Special emphasis placed upon the interrelationships of the stages of development of the normal person.

DEP 2100
Child Growth and Development I,
3 credit hours,
(Fall, Spring, Summer)
Growth and development of the child from conception through age five, including the physical, social, emotional and mental development of the young child, influence of environment, principles and theories of development.

DSC 1004*
Introduction to NRP and NIMS,
3 credit hours,
(Offered as needed)
Designed to inform emergency responders and planners of the key elements in the National Response Plan (NRP) and the National Incident Management System (NIMS) and their relationship to planning and response operations. The curriculum includes classroom exercises.

DSC 1013*
Domestic and International Terrorism,
3 credit hours,
(Offered as needed)
This course is designed to assist students in recognizing and understanding the elements and objectives of terrorism and 4th Generation Warfare and how they effect public safety planning and response operations.

DSC 1030*
Disaster Communications,
1 credit hour,
(Offered as needed)
This courses is designed to address preparation for natural and man-made disasters in which normal communications are often disrupted by physical damage, system overload, weather conditions, or natural features. The focus will be on methods of exchanging critical information prior to, during and after an emergency.
DSC 1631* Planning Considerations for Terror Prevention, 3 credit hours, (Offered as needed) This course introduces participants to various aspects of planning for potential terrorist activity. The student will be introduced to basic principles of emergency management, communications, security threats, and the effects these operations may have on personnel. The student will learn techniques for evaluating their own jurisdictions vulnerability against terrorist attacks. Students will gain knowledge of the roles and responsibilities of local agencies during terrorism responses. The course introduces participants to various aspects of emergency management of terrorist activity.

DSC 2055 Issues in Disaster Response, 1 credit hour, (Offered as needed) This course serves as an introduction to disaster response and mitigation for the first responder. Students will be introduced to legislation that has had a major impact on disaster and incident response, the role of local, Tribal, State and Federal government response to incident and disaster declarations and a brief introduction to the National Incident Management System, National Response Plan and the Incident Management System.

DSC 2214* Disaster Response Operations, 3 credit hours, (Offered as needed) This course examines the response protocol, logistics, responsibilities, interagency support, and concepts of front end planning involved in preparation for a catastrophic event. Students will be introduced to the development of an emergency response plan that will include concepts such as lookout; awareness; communications; escape; safety (lakes); training; and various agency relationships.

ECO 2013 Economics I, 3 credit hours, (Fall, or as needed) Macroeconomics. Basic concepts and principles, national income accounting; fiscal and monetary policy and application, growth economics. Basic math skills required.

ECO 2023 Economics II, 3 credit hours, (Spring, or as needed) Microeconomics. Economic structures, price theory, factor markets, and general equilibrium. Current national and international problems. World trade and balance of payments. Comparative economics. Prerequisite: ECO 2013 or equivalent.

EDF 1005 Introduction to Education, 3 credit hours, (Fall, Spring) A study of the history, philosophy and social context of education. The course will help the student think critically about the process of education and his/her role as an educator. Student will observe and participate in the educational settings of local schools. (Plus 30 hours field experience.)

EDG 2701 ∗ Teaching Diverse Populations, 3 credit hours, (Fall, Spring) This course will provide the student with the opportunity to explore personal values and attitudes toward cultural diversity. Designed for the prospective educator, the theoretical component will examine the issues of teaching in culturally diverse classrooms. Field experience and examination of educational materials will enhance the student’s understanding of multiculturalism. (Plus 30 hours field experience) Prerequisite: EDF 1005.

EDP 2002 Educational Psychology, 3 credit hours, (Fall, Spring, Summer) Significant aspects of the growth and development of children and youth, including physical, social, and intellectual developments as they affect behavior patterns. Psychology as applied in improving the learning process.

EE 1003C* Electronics for Drafters, 3 credit hours, (Offered as needed) An introductory course in electronics for drafter designers and beginning electronics technicians; designed to provide a basic understanding of electronic principles, theories and concepts.

EEX 2010* Introduction to Exceptional Children, 3 credit hours, (Offered as needed) Study of incidence, nature, etiology and services available in connection with exceptional children including: hearing and speech problems; learning disabilities, mental retardation, blind, physically handicapped, gifted, emotional conflicts, also parents of exceptional children.

EGS 1110C Engineering Graphics, 3 credit hours, (Offered as needed) Use of instruments, lettering practice; geometric construction; multiview projection and conventions, auxiliary views, section views, axonometric and oblique projections, rotation, patterns and development, and methods of reproduction. Prerequisite: ETD 1100 or equivalent; prerequisite only applies to Architectural Drafting and Design students.

EGS 1130C Descriptive Geometry, 3 credit hours, (Offered as needed) Basic principles of orthographic projection, auxiliary views and rotation as they apply to points, lines and planes in space; addition of coplanar and non-coplanar vectors; intersections and developments; and selected abstract, exponential and oblique projection, and practical problems. Prerequisite: EGS 1110C or equivalent.

EME 2040 ∆ Introduction to Educational Technology, 3 credit hours, (Fall, Spring Summer) This course will develop competencies necessary to integrate technology into classroom instruction. Students will survey a variety of instructional technology materials, software, and systems, as well as learn to use these in the classroom environment.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

∆ Technology-Across-the-Curriculum Course.

This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.
EMS 1119C  
Emergency Medical Technician,  
6 credit hours,  
(Offered as needed)  
Emergency Medical Technician is designed to prepare the student with the necessary fundamental knowledge to be successful in meeting Emergency Medical Technicians certification and licensing requirements. Students will learn how to assess, treat, and transport the sick and injured at the level of the Emergency Medical Technician-Basic. There is emphasis on assessment based learning and complies with National DOT EMT Basic curriculum. Prerequisite: Permission of the EMS Director and AHA CPR for the Healthcare provider; Corequisite: EMS 1401L.

EMS 1335  
Emergency Vehicle Operators Course,  
1 credit hour,  
(Offered as needed)  
Students receive basic education and information on the safe and effective operation of emergency vehicles. Prerequisite: Permission of the EMS Program Director.

EMS 1337  
Defensive Tactics,  
1 credit hour,  
(Offered as needed)  
Designed to provide EMS personnel with fundamental knowledge of the recognition of aggressive/violent behavior, and use of appropriate verbal and physical skills to control aggressive behavior in the course of providing emergency care. Prerequisite: Admission to the Paramedic program or permission of instructor.

EMS 1401L  
EMT Lab,  
4 credit hours,  
(Offered as needed)  
An integrated experience that is designed to allow the student to apply practical experience to material learned in Emergency Medical Technician. Students will learn how to assess, treat and transport the sick and injured at the level of the Emergency Medical Technician-Basic in the laboratory environment, area hospitals and advanced life support EMS ambulances. There is emphasis on assessment based learning and complies with National DOT EMT Basic curriculum. Prerequisite: Permission of the EMS Director and AHA CPR for the Healthcare provider; Corequisite: EMS 1119C.

EMS 2231C  
Paramedic Processes I,  
5 credit hours,  
(Fall)  
First course in the sequence necessary for Paramedic program completion. Designed to integrate concepts and clinical skills learned at the EMT level with advanced life support concepts and skills. Emphasis on patient assessment, pulmonary anatomy and physiology, advanced airway management, pathophysiology and clinical management of shock, medical emergencies and traumatic injuries. Course is consistent with most current Department of Transportation (DOT) curriculum. Prerequisite: Admission to the Paramedic program.

EMS 2232C  
Paramedic Processes II,  
5 credit hours,  
(Spring)  
Second course in the sequence necessary for Paramedic program completion. Integrates and reinforces concepts and clinical skills learned in Paramedic Processes I. Emphasis on pharmacology, cardiology and Advanced Cardiac Life Support (ACLS) skills. Other topics include assessment and management of OB/GYN emergencies, psychiatric emergencies, pediatric emergencies, musculoskeletal injuries and mass casualty situations. Consistent with the most current DOT curriculum. Corequisite: EMS 2436L.

EMS 2233  
Paramedic Processes III,  
2 credit hours,  
(Spring)  
The final course necessary for Paramedic program completion. Designed to prepare the student for both Florida State Board and National Registry examinations. Emphasizes the integration of paramedic knowledge, attitudes and behaviors. Course consistent with the most current DOT curriculum. Corequisite: EMS 2435L.

EMS 2342  
Advanced Extrication,  
1 credit hour,  
(Offered as needed)  
Focus is on advanced principles of gaining access to and disentanglement of victims of vehicular crashes. Emphasis is placed on victim and rescuer safety. Actual use of available rescue tools is included. Packaging of patients to protect against possible spinal injury is demonstrated and assessed. The course takes place with a mock scene and “junk” cars are used for experience with rescue tools.

EMS 2425L  
Paramedic Externship  
4 credit hours,  
(Spring)  
The final clinical internship consisting of ten (10), 24-hour shifts at Okaloosa County EMS, Walton County EMS, South Walton Fire Rescue or an alternate service. The paramedic student functions in the charge medic role during the experience. Each student is assigned to a designated Senior Paramedic Preceptor for the entire clinical schedule. Corequisite: EMS 2233.

EMS 2435L  
Paramedic Lab I,  
5 credit hours,  
(Fall)  
The clinical and skills laboratory companion course to EMS 2231C. This course is designed to provide instruction in the advanced paramedic skills and the opportunity to apply these skills in the clinical setting. By state rule, the instructor-to-students ratio will not exceed six students to one instructor. Prerequisite: Admission to the Paramedic program; Corequisite: EMS 2231C.

EMS 2436L  
Paramedic Lab II,  
5 credit hours,  
(Spring)  
This course is the clinical companion course to EMS 2232C, Paramedic Processes II. It is designed to provide instruction in the advanced paramedic skills and the opportunity to apply these in the clinical setting. By state rule, the instructor-to-students ratio will not exceed six students to one instructor. Prerequisite: EMS 2435L; Corequisite: EMS 2232C.

EMS 2438C  
Advanced Clinical Internship,  
2 credit hours,  
(Offered as needed)  
This course serves to reinforce and enhance knowledge learned throughout the paramedic course. Students will learn advanced assessment techniques for patients dealing with neurological, cardiovascular, airway, pulmonary, GI, urinary, renal, endocrine, hematological, immune system and trauma complaints. Specialized clinical lab time will be included with this course. Prerequisites: EMS 2232C, EMS 2436L.
EMS 2526  
Twelve-Lead EKG Interpretation,  
1 credit hour,  
(Offered as needed)  
Designed for the EMS student.  
Fundamentals of twelve-lead electrocardiogram (EKG) interpretation.  
Emphasis on scenario-based and case-based learning that reinforces the concept that 12-lead EKG technology is the best tool for visualization of the surfaces of the heart, identification of sites of ischemia, injury and infarction, as well as various intricate conduction abnormalities. Prerequisite: EMT certificate or permission of the instructor.

EMS 2552  
Advanced Cardiac Life Support (ACLS),  
1 credit hour,  
(Offered as needed)  
An intense overview of the guidelines for emergency cardiac care and cardiac arrest management as published by the American Heart Association. Students must successfully pass a written examination and a skills proficiency performance examination to receive the “ACLC Provider” and successfully pass the course. Prerequisites: ENT certificate and CPR for Health Care Providers certification.

EMS 2553  
Pediatric Advanced Life Support (PALS), 1 credit hour,  
(Offered as needed)  
Designed for the EMS student.  
Fundamentals of recognizing infants and children who are at risk for cardiopulmonary arrest, including the strategies that are needed to prevent cardiopulmonary arrest in infants and children and the cognitive and psychomotor skills needed to resuscitate and stabilize infants and children in respiratory failure, shock or cardiopulmonary arrest. Prerequisite: EMT certificate or permission of the instructor.

EMS 2555  
Basic Trauma Life Support (BTLS), 1 credit hour,  
(Offered as needed)  
Fundamentals of managing traumatic injuries at the basic and advanced levels in accordance with the national Basic Trauma Life Support committee. The recognition and treatment of specific traumatic injuries such as pneumothorax, closed head injury, hemothorax, compensated and decompensated shock, fractures, uncontrolled bleeding, internal injuries of the abdomen and thorax. Emphasis is on rapid assessment, management and transport with discussion on mechanism of injury and kinematics of trauma. Prerequisite: EMT certification or permission from the instructor.

ENC 1101 △  
English Composition I,  
3 credit hours,  
(Fall, Spring, Summer)  
Instruction and intensive practice in expository and argumentative writing including a documented paper. The student will practice all CLAST essay and language skills as part of the essay process. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: A passing score on a standardized placement test measuring communications/verbal achievement or successful completion of ENC 0080.

ENC 1102  
English Composition II,  
3 credit hours,  
(Fall, Spring, Summer)  
Interpretative and critical reading of fiction (novel, novella, short story), drama, and poetry. Practice in the writing of analytic discourse. Practice in writing the research paper. The student will practice all CLAST essay and language skills as part of the essay process. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: Completion ENC 1101 or an equivalent course with a grade of “C” or better.

ENC 2210  
Technical Report Writing,  
3 credit hours,  
(Offered as needed)  
This course covers the fundamentals of technical report writing, mechanics, and style. Various types of reports are prepared, and criteria for evaluating the adequacy of the various components of these reports are utilized. The course also includes reading and analysis of technical literature as well as oral reporting. Prerequisite: passing score on placement test.

ENG 1001  
Research Papers,  
1 credit hour,  
(Fall, Spring, Summer)  
A learn-by-doing course in the methods of conducting library research and writing a documented paper. Students will work in the library on self-selected subjects under the supervision and guidance of the instructor in a tutorial relationship. For successful completion, each student will write a documented paper in accordance with a standard system.  
NOTE: This course may be used as a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. Students may use this course to satisfy deficiency in the Gordon Rule writing requirement, but it may not be used in lieu of traditional Gordon Rule courses, such as ENC 1101.

ENL 2012A  
English Literature I,  
3 credit hours,  
(Offered as needed)  
A study of English literature from the Old English period, Beowulf, through the late Eighteenth century, the Age of Enlightenment, focusing on major works and their authors with an emphasis upon the literature as a significant reflection of and contribution to the political, cultural, social, religious, and economic milieu of each age. This course may be used as a Humanities credit. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: ENC 1101.

ENG 1001  
Research Papers,  
1 credit hour,  
(Fall, Spring, Summer)  
A learn-by-doing course in the methods of conducting library research and writing a documented paper. Students will work in the library on self-selected subjects under the supervision and guidance of the instructor in a tutorial relationship. For successful completion, each student will write a documented paper in accordance with a standard system.  
NOTE: This course may be used as a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. Students may use this course to satisfy deficiency in the Gordon Rule writing requirement, but it may not be used in lieu of traditional Gordon Rule courses, such as ENC 1101.

ENG 1001  
Research Papers,  
1 credit hour,  
(Fall, Spring, Summer)  
A learn-by-doing course in the methods of conducting library research and writing a documented paper. Students will work in the library on self-selected subjects under the supervision and guidance of the instructor in a tutorial relationship. For successful completion, each student will write a documented paper in accordance with a standard system.  
NOTE: This course may be used as a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. Students may use this course to satisfy deficiency in the Gordon Rule writing requirement, but it may not be used in lieu of traditional Gordon Rule courses, such as ENC 1101.
ENL 2022
English Literature II,
3 credit hours,
(Offered as needed)
A study of English literature from the Romantics through the Twentieth century focusing on major works and their authors with an emphasis upon the literature as a significant reflection of and contribution to the political, cultural, social, religious, and economic milieu of each age. This course may be used as a Humanities credit. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of "C" is required. Prerequisite: ENC 1101.

ESC 1000
Earth Science,
4 credit hours,
(Fall, Spring, Summer)
Survey of processes, materials and structure of the solid earth, oceanography, meteorology, and the relation of the earth to other planets. Intended for physical science general education requirement. Practical exercises in mineral and rock identification.

ESC 1000L
Earth Science Lab,
1 credit hour,
(Fall, Spring, Summer)
Laboratory experiences pertaining to the physical environment: observation, measurement, data analysis, mapping, map interpretation, properties of earth materials. This is an optional course serving students who transfer to universities which require a laboratory course to satisfy the General Education requirement in Physical Science.

ETD 1101*
Introduction to Technical Drawing,
3 credit hours,
(Offered as needed)
A course in the fundamental principles of the graphic language (the language of industry) and is developed for students without previous mechanical drawing experience. Topics include: use and care of instruments, lettering, geometric construction, multiview projection, sketching techniques, inking, and methods of reproduction.

ETD 1111*
Drafting I,
6 credit hours,
(Offered as needed)
The first of a sequence of courses in drafting which includes basic use of instruments, freehand lettering, geometric construction, orthographic projection, sections and conventions, conventional revolutions, dimensioning, inking, mechanical lettering, and methods of reproduction. Prerequisite: ETD 1100 and ETD 1710 or equivalent.

ETD 1221*
Drafting II,
6 credit hours,
(Offered as needed)
A course that continues and completes the student’s study of the fundamentals intrinsic to all types of drafting. Topics covered include isometric, dimetric, trimetric, oblique, and perspective projection, auxiliary views, related mathematics, precision dimensioning and inking practices. Prerequisite: ETD 1111 or equivalent.

ETD 1310C *
AutoCAD I,
3 credit hours,
(Offered as needed)
A basic course on the use of AutoCAD software to include: Introduction to AutoCAD, drawing commands, display and inquiry commands, modify commands, dimensioning and annotation, data exchange and output files. Prerequisite: ETD 1100 or equivalent.

ETD 1311C *
AutoCAD II,
3 credit hours,
(Offered as needed)
The second course in a series designed to develop skill and proficiency in the use of AutoCAD LT software to include: additional drawing commands, editing commands, modify commands, advanced display and inquiry commands, advanced dimensioning and annotation, data exchange and output files. Prerequisite: ETD 1100 or equivalent.

ETD 1312C *
AutoCAD LT I,
3 credit hours,
(Offered as needed)
A basic course on the use of AutoCAD LT Software to include; Introduction to AutoCAD LT, drawing commands, display and inquiry commands, modify commands, dimensioning and annotation, data exchange and output files. Prerequisite: ETD 1100 or equivalent.

ETD 1313C *
AutoCAD LT II,
3 credit hours,
(Offered as needed)
The second course in a series designed to develop skill and proficiency in the use of AutoCAD LT software to include: additional drawing commands, editing commands, modify commands, advanced display and inquiry commands, advanced dimensioning and annotation, data exchange and output files. Prerequisite: ETD 1100 or equivalent.

ETD 1350C *
AutoCAD 3-D Modeling I,
3 credit hours,
(Offered as needed)
A basic course in mechanical design using basic computer geometry techniques. Topics will include: orthographic projections, space relationships of points, lines, planes and revolution of objects. Additional coverage will include principles of surface generation, intersections, wire modeling, and solid modeling techniques. Prerequisite: ETD 1311C or equivalent.

ETD 1322 *
Introduction to Pro/ENGINEER,
3 credit hours,
(Offered as needed)
A basic course on the use of Pro/ENGINEER software to include: Introduction to Pro/ENGINEER, basic drawing components/parts, Pro/DETAIL functionality, 3D virtual models, conceptual layout, extrusions, sweeps, pick-n-place, creating manufacturing features on assemblies which will include drilling, cutting, and facing operations and creating basic drawings of assemblies which will include exploded views and intelligent BOM callouts.

ETD 1614*
Electromechanical Drafting,
3 credit hours,
(Offered as needed)
A course in the fundamentals of electronics drafting covering such topics as: using electronic symbols, schematic diagrams, connection diagrams, block and logic diagrams, WW board drawings, chassis drawings, and pictorial drawings. Prerequisite: ETD 1111 or equivalent.
ETD 1700*
Drafting III,
6 credit hours,
(Offered as needed)
A course in the fundamentals of Mechanical and Machine Drafting. Topics covered include: Geometric dimensioning and true positional tolerancing; threads, nuts, bolts, screws, gears, cams and springs, drafting standards, and preparation of working drawings. Prerequisite: ETD 1311C, and ETD 2218 or equivalent.

ETD 1710*
Fundamentals of Dimensioning and Tolerancing,
4 credit hours,
(Offered as needed)
A course designed to help students develop the basic fundamentals of dimensioning and tolerancing. Topics include: dimensioning systems such as: metric, decimal, fractional-inch, foot and inch, tolerancing methods, limits and tolerances, tolerancing accumulation, dimensioning practices, and standards fits. Prerequisite: for Drafting and Design student course should be taken with ETD 1100.

ETD 1801C*
Technical Illustration,
3 credit hours,
(Offered as needed)
The purpose of this course is to help students develop the skills, knowledge, and attitudes necessary to be job entry-level qualified as technical illustrators. Prerequisites: ETD 1221 or EGS 1130C, and ETD 1311C.

ETD 1811C △
Corel Draw I,
3 credit hours,
(Offered as needed)
Class will focus on organization of two-dimensional space in regard to the plane. Study and hands-on projects both in artistic media and on computer will include the following: Comprehensive usage of this vector-based drawing program to create professional artwork – from single logos to intricate technical illustrations. Topics such as perspective and the creation of depth on the two dimensional surface will be included as well. Students will investigate the use of computer graphics disciplines emphasizing illustration and the principles of color and design. Students will also be expected to complete five individual projects related to the coursework. The presentation of these projects to the class will include both written and visual materials. Students will generate a portfolio of computer art and are encouraged to broaden perspectives and to think creatively. Class will serve as introduction to use of Corel Draw.

ETD 1842C*
Computer Rendering I,
3 credit hours,
(Offered as needed)
A basic course in rendering techniques using AccuRender software. Topics include: The walkthrough window, AutoCAD views, move in the Ray Trace View, viewing the model, Rendering the model, assigning materials, lighting your model and printing. Prerequisite: ETD 1350C.

ETD 2011A*
Industrial Print Reading,
3 credit hours,
(Offered as needed)
The beginning level aspects of reading industrial prints such as drawing notes, title blocks, revision blocks, legends, schedules, multiviews, and parts list.

ETD 2218*
Geometric Dimensioning and Tolerancing,
4 credit hours,
(Offered as needed)
An introductory course in geometric dimensioning and tolerancing using the geometric method nationally accepted according to ASMEY 14.5M. Topics covered include: definition and terms, symbols, datum referencing, locational tolerancing, form tolerancing, profile tolerancing, orientation and runout tolerancing, and math for positional tolerancing. Prerequisites: ETD 1710 or equivalent.

ETD 2219*
Advanced Geometric Dimensioning and Tolerancing,
4 credit hours,
(Offered as needed)
An advanced course in geometric dimensioning and tolerancing using the geometric method nationally accepted according to ASMEY 14.5M. Topics covered include: definitions and terms, symbols, datum referencing, locational tolerancing, form tolerancing, profile tolerancing, orientation and runout tolerancing, math for positional tolerancing, quality assurance methods and techniques, and manufacturing methods and techniques. Prerequisite: ETD 2218 or equivalent.

ETD 2250*
Tolerance Stacks I,
4 credit hours,
(Offered as needed)
A course for engineers, designers, inspectors and other engineering personnel. This course consists of learning how to perform tolerance accumulation studies within a part or assembly to include: Coordinate dimension stacks and stacks involving geometric tolerancing. Prerequisite: ETD 2218 or equivalent.

ETD 2251*
Tolerance Stacks II,
4 credit hours,
(Offered as needed)
A second course for engineers, designers, inspectors and other engineering personnel. The course continues the learning and add more advanced concepts relative to performing tolerance accumulation studies within a part or assembly to include: coordinate dimension stacks and stacks involving geometric tolerancing. Prerequisite: ETD 2219 and ETD 2250 or equivalent.

ETD 2328C* △
Introduction to MicroStation,
3 credit hours,
(Offered as needed)
A basic course in mechanical design using basic computer geometry techniques. Topics will include orthographic projections, space relationships of points, lines, planes and revolution of objects. Additional coverage will include principles of surface generation, intersections, wire modeling, and solid modeling techniques. Prerequisite: ETD 1100 or equivalent.

ETD 2352C *△
AutoCAD III,
3 credit hours,
(Offered as needed)
An advanced course designed to help students develop proficiency in the area of computer aided drafting and systems drafting. Topics covered include: transfer drawings, digitized drawings, explanatory drawings, multiview projections, exploded assemblies, pictorial drawings, auxiliary views, sections, details, geometric dimensioning and tolerancing, and CADD concepts. Prerequisites: ETD 1100 or equivalent.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
△Technology-Across-the-Curriculum Course.
ETD 2355C*  
AutoCAD 3-D Modeling II,  
3 credit hours,  
(Fall, Spring)  
An advanced course in mechanical design using advanced computer techniques. Contents will include: 3D concepts, wire modeling, surface generation techniques, and solid modeling techniques. Prerequisite: ETD 1350C or equivalent.

ETD 2356C*  
MicroStation II,  
3 credit hours,  
(Offered as needed)  
A second course in mechanical design using basic and intermediate computer geometry techniques. Topics will include: Orthographic projections, intersections, wire modeling, and solid modeling techniques. Prerequisites: ETD 2328C or equivalent.

ETD 2357C *△  
Inventor I,  
3 credit hours,  
(Offered as needed)  
A basic course in Parametric Solid Design using AutoDesk Inventor Software. Topics include: Basic concepts of parametric part sketching 3D part creation, Revolve, Sweep and Lofted features, shell and coil, surface creation, sheet metal and orthographic drawing production. Prerequisite: ETD 1310C or higher or equivalent.

ETD 2358C *△  
Inventor II,  
3 credit hours,  
(Offered as needed)  
The second course in a series designed to develop skill and proficiency in Parametric Solid Design, using AutoDesk Inventor Software. Topics include: Sheet Metal Modeling, Assembly Concepts, Assembly Modeling Approach and Tools, Advanced Constraints, Motion Simulation, Adaptive Technology and Drawing Presentation. Prerequisite: ETD 2364C or higher or equivalent.

ETD 2364C*  
SolidWorks II,  
3 credit hours,  
(Offered as needed)  
A basic course in Parametric Solid Design using SolidWorks Software. Topics include: Basic concepts of parametric part sketching 3D part creation, Revolve, Sweep and Lofted features, shell and coil, surface creation, sheet metal and orthographic drawing production. Prerequisite: ETD 1310C or higher or equivalent.

ETD 2365C*  
Inventor II,  
3 credit hours,  
(Offered as needed)  
The second course in a series designed to develop skill and proficiency in Parametric Solid Design, using AutoDesk Inventor Software. Topics include: Basic concepts of Parametric Sketching, Part Creation, Surface Creation and Editing, Basic Concepts of Combining Parts. Prerequisite: ETD 1311C or equivalent.

ETD 2366C*  
Structural Drafting II,  
3 credit hours,  
(Offered as needed)  
A course in the fundamentals of structural drafting including: an overview of structural drafting, prestressed concrete drafting, structural steel drafting, and poured on-site concrete drafting. Prerequisite: ETD 1310C or equivalent.

ETD 2367C*  
Architecture,  
3 credit hours,  
(Offered as needed)  
A course to prepare students to develop shop drawings for large construction projects. Topics covered include: steel, precise concrete, prestressed concrete, poured-in-place concrete, and heavy timber construction projects. Prerequisites: EGS 1110C or ETD 1111 or equivalent.

ETD 2368C*  
Structural Drafting,  
3 credit hours,  
(Offered as needed)  
A course in 3D Architectural Modeling using AutoDesk Architectural Desktop Software. Topics include: Introduction to Architectural Desktop, creating floor plans, modifying walls, advanced wall features, placing doors and windows, door and window assemblies, creating roofs and roof slabs, creating slabs for floors and ceilings, creating elevations, sections and details, and annotation and documentation. Prerequisite: ETD 1310C or equivalent.

ETD 2369C*  
Construction Drafting,  
6 credit hours,  
(Offered as needed)  
A course that covers the basics of AutoCAD Mechanical Desktop Software. Topics include: Creating Drawing Views, Creating Table Driver Parts, Creating Shells; and assembling parts. Prerequisite: ETD 2365C or equivalent.

ETD 2370C*  
Advanced Mechanical Drafting,  
3 credit hours,  
(Offered as needed)  
An advanced course covering mechanical drafting, machine design, advanced dimensioning and tolerancing, and working drawings according to MIC and ASME standards. Prerequisites: ETD 1700, ETD 2218, or equivalent.
ETD 2802C*
Technical Illustration II,
3 credit hours,
(Offered as needed)
The purpose of this course is to help students develop advanced skills, knowledge, and attitudes necessary as technical illustrators, to include oblique, and axiometric projections, perspective and exploded pictorial drawings, and related techniques. Prerequisites: ETD 1801C and ETD 1311C or equivalent.

ETD 2843C *
3D Computer Rendering II,
3 credit hours,
(Offered as needed)
An advanced course in rendering techniques using Accurender software. Topics include: Radiocity, landscape for realism, decals, backgrounds, environments, panoramas and animation. Prerequisite: ETD 1842C.

ETD 2905*
Independent Study – Drafting,
1 credit hour,
(Fall, Spring, Summer)
Practical treatment of special geometry, graphics, and design. Emphasis on individual work projects utilizing such graphical techniques as orthographic projection, perspective drawing, auxiliary views, topographic drawing, and graphing. Prerequisites: EGS 1110C and ETD 1111 or permission of instructor. This course may be taken up to four (4) times for credit.

ETD 2930*
Special Topics – A survey of Geometric Dimensioning and Tolerancing,
1 credit hour,
(Offered as needed)
This is a review course in Geometric Dimensioning and Tolerancing using the Geo-Metric Method nationally accepted according to ASME Y14.5M. This course is intended for students who have prior training in Geometric Dimensioning and Tolerancing, but require a review covering new and updated information on the subject. Topics covered include: definition and terms, symbols, datum referencing, locational tolerancing, form tolerancing, profile tolerancing, orientation and runout tolerancing, and math for positional tolerancing.

ETG 1941*
Internship,
3 credit hours,
(Offered as needed)
On-the-job training in the Applied Associate of Science Degree program in which the student is actively enrolled. The student works under a qualified supervision on a job related to his/her degree program. The supervisor will rate the student’s performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student two weeks prior to the end of the semester.

ETI 1411*
Advanced Manufacturing Processes,
3 credit hours,
(Offered as needed)
This course presents the numeric and computer numeric control of various machining processes and the use of computer programming in the machine shop. Included are shop safety, program preparation, milling, drilling, subroutines, coordinate systems and other related topics.

ETI 1414C*
Introduction to CNC Machines and CNC Machining Practices,
3 credit hours,
(Offered as needed)
This course is designed to provide the student with an introduction to CNC machines and CNC machining to include: Theory, Operation, Setup, Safety and Practices.

ETI 1420*
Properties of Materials and Cutting Tools,
3 credit hours,
(Offered as needed)
This course is designed to provide the student with an introduction to the basic properties of materials, principles and processes in the metal working and plastics field and tools and machinery involved in manufacture of metals of plastics. This course covers non-chip producing and chip producing manufacturing processes.

ETI 1710*
Occupational Safety,
3 credit hours,
(Offered as needed)
A basic course in occupational safety and health covering such topics as: theories of accident causation; workplace hazards; hazard analysis and prevention; accident reporting; OSHA, ergonomics; product safety; workers’ compensation; and stress on the job.

ETI 1713*
Implementing Total Safety,
3 credit hours,
(Offered as needed)
A course on implementing the total Safety Management (TSM) approach to workplace safety and health. Major topics include the TSM Steering Committee, TSM Facilitator, and improvement project teams (IPTs).

ETI 1715*
Environmental Safety,
3 credit hours,
(Offered as needed)
A course on protecting the environment from hazardous processes, products, and by-products of business and industry. The primary focus of the course is the ISO 14000 standard.

ETI 2110*
Quality Tools I,
3 credit hours,
(Offered as needed)
This is a comprehensive course designed to increase the students’ knowledge and skill in all aspects of quality control. The course provides a variety of the basic skills that contribute to the outgoing quality in the mechanical trades. Included are quality functions, quality personnel, shop mathematics, understanding blueprints, measuring tools, their use and other related topics.

ETI 2111*
Quality Tools II,
3 credit hours,
(Offered as needed)
This course is a continuation of Quality Tools I with an emphasis on inspection methods and layout techniques. Included also are quality costs, planning, probability, statistical control and other related topics.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△Technology-Across-the-Curriculum Course.
ETI 2114*
Benchmarking,
3 credit hours,
(Offered as needed)
A course covering the fundamentals of benchmarking. Major topics include: rationale for benchmarking, management’s role in benchmarking, obstacles to benchmarking, selection of processes to benchmarking, and acting on benchmarking data.

ETI 2117*
Introduction to Total Quality,
3 credit hours,
(Offered as needed)
This course covers the fundamentals of Total Quality including the following: quality culture, customer focus, employee empowerment, team building, decision making, problem solving, conflict management, quality tools, benchmarking, continuous improvement, quality function deployment, Statistical Process Control, Just-In-Time Manufacturing, and Implementing Total Quality.

ETI 2118*
Implementing Total Quality,
3 credit hours,
(Offered as needed)
This course covers all 20 steps required to implement Total Quality in any type of organization. Emphasis is placed on specific requirements for implementation, the critical role of executive level leaders, and variation among organizations. Prerequisite: ETI 2117.

ETI 2131*
Statistical Process Control,
3 credit hours,
(Offered as needed)
A course covering the fundamentals of SPC. Major topics include: rationale for SPC, inhibitors of SPC, management’s role in SPC, the quality tools, and control charts.

ETI 2419C*
Advanced Concepts of CNC Machines and CNC Machining Practices,
3 credit hours,
(Offered as needed)
This course is designed to provide the student with advanced concepts in CNC machines and CNC machining to include: Theory, Operation, Setup, Safety, and Practices.

ETI 2940*
Directed Work Study
Industrial-Technical,
1 credit hour,
(Offered as needed)
Directed experience in instructional, laboratory and/or materials assistance in a designated industrial-technical area. This course may be taken up to four (4) times for credit. Department chair approval required.

EUH 2032 *
The Holocaust,
3 credit hours,
(Offered Spring)
A survey of European anti-Semitism, the rise of institutionalized and codified racism in Nazi Germany and the resulting Holocaust. Examines the role of the state and the citizenry in genocide. Also examines the nascent anti-Semitism of the modern world and the rise of Israel as an international power.

EVS 1001C
Environmental Sciences,
4 credit hours,
(Offered as needed)
A study of the physical and biological environment and man’s ecology with emphasis upon contemporary biological problems. This course may be used as a General Education science course for any A.S. or A.A.S. program. It may be used as a category III General Education science course in the A.A. degree

FAD 1123
Adults in a Changing Society,
3 credit hours,
(Fall, Spring, Summer)
A course focusing on personal development and traditional or nontraditional career options available to adults in today’s changing society.

FFP 1301*
Fire Service Course Delivery,
3 credit hours,
(Offered as needed)
This is a study of private fire protection and detection systems, such as sprinkler and standpipe systems, chemical extinguishing systems, detection systems and devices. Each system is discussed as to its need, construction, preventive maintenance and individual uses.

FFP 1302*
Fire Apparatus Operations,
3 credit hours,
(Offered as needed)
The curriculum draws from many recognized authorities in exploring the methods and mechanics of imparting information and adult learning principles. The course emphasizes techniques which have wide application in teaching situations, as well as devices for specific areas. Also stressed are measuring teaching effectiveness, the use of media and visual aids.

FFP 1740*
Fire Service Course Delivery,
3 credit hours,
(Offered as needed)
This course provides a study of the design, development, and delivery of public disaster safety education and programs including: methods of identification of disaster safety programs; the selection of target programs and strategies of affect reduction; methods of designing and implementing information and educational programs; methods of evaluating a program’s impact. Studies include theoretical and practical skills training in individual, group, and mass media communications, instructional skills, planning priorities, and evaluation techniques.

FFP 1800*
Disaster Education for Individuals and the Community,
2 credit hours,
(Offered as needed)
This course will discuss emergency management practices and how they relate to natural and man-made disasters. It is designed to help the student develop an understanding of overall emergency management principles, practices, and standards in the local, national, and international environments.
FFP 1810*
Firefighting Tactics and Strategy I,
3 credit hours,
(Offered as needed)
This course is a study of the basic concepts involved in fire fighting, including the behavior, fire fighting fundamentals and principles of extinguishment; the proper role for a utilization of various fire companies and pre-planning fire problems.

FFP 1880*
Political and Policy Basis for Emergency Management,
2 credit hours,
(Offered as needed)
This course provides the student specialized knowledge and skills necessary to develop public policy related to emergency management, providing public policy leadership in the area of emergency management as part of the larger responsibility to protect the general welfare of the people. Topics of discussion include: government disaster programs; agency participation; policy design and implementation; and administrative processes involved in managing disasters.

FFP 1881*
Emergency Management Leadership,
3 credit hours,
(Offered as needed)
This course provides the student the knowledge and skills necessary for effective interpersonal relationships, including conflict management and the use of power and influence as they apply to emergency administration and leadership. It addresses the budget process and related administrative duties of an emergency management program manager.

FFP 1890*
Emergency Management Principles for Tourism and Hospitality Industry,
2 credit hours,
(Offered as needed)
This course analyzes emergency management functions and responsibilities within the tourism and hospitality industry. Particular emphasis is placed in the areas of administration, organization, communications, and human relations. Students will learn how historical mistakes can influence human response to disaster situations, and some of the current legal and human challenges posed when dealing with disasters.

FFP 2058*
Technical Applications in Emergency Management,
2 credit hours,
(Offered as needed)
This course explores issues and problems associated with the use of technology in emergency management. It examines strategies to overcome these issues and problems. Some of the subjects treated are use of the Internet, spatial analysis applications in vulnerability analysis, decision support systems, and emerging technologies.

FFP 2120*
Fire Service Construction,
3 credit hours,
(Offered as needed)
Topics include identifying hazards from assault by fire and gravity, how building construction can influence fire spread, fire confinement or structural collapse, and many other life safety issues. This is not a building course, but rather a course to identify construction features and their hazards under fire conditions.

FFP 2610*
Fire Cause and Origin,
3 credit hours,
(Offered as needed)
Study of cause and origin of fires with emphasis on fire inspector’s or fire officer’s role in the investigation process. The course deals with determination of fire cause and origin, collection of evidence, and investigator’s preparation for trial.

FFP 2720*
Company Officer,
3 credit hours,
(Offered as needed)
Designed to assist fire officers in solving the varied problems and situations they will be required to manage effectively in today’s ever-changing fire service. The curriculum includes a review of fire department organization and administration, management theory, leadership, communication, motivation, and small group dynamics.

FFP 2770*
Ethical and Legal issues in Fire Service,
3 credit hours,
(Offered as needed)
This course teaches all aspects of emergency preparedness and planning related to natural and man-made disasters, and basic principles of emergency management. Planning concepts and the planning process will be discussed.

FFP 2834*
Societal Issues in Disaster Management,
3 credit hours,
(Offered as needed)
This course examines human response to disaster events, including political and economic factors influencing vulnerability. It examines how individuals and institutions make decisions at all levels of disaster response, it is an introduction to current research pertaining to the sociological aspects of disaster, and it will provide increased awareness of the potential and difficulties in using social science research as a basis for modifying public policy.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

✓ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.
FRE 1000  
**Practical French,**
3 credit hours,
(Spring)
This course provides training for verbal mastery of French in practical situations as well as instruction in contemporary francophone culture and in the historical and cultural significance of the French-speaking world. Students will research a French country/region.

FRE 1120  
**French I,**
4 credit hours,
(Fall)
Pronunciation and grammatical structures of French, with emphasis upon balanced development of all four skills – listening, speaking, reading, and writing. Covers all basic structures of the language.

FRE 1121  
**French II,**
4 credit hours,
(Spring)
Pronunciation and grammatical structures of French, with emphasis upon balanced development of all four skills – listening, speaking, reading and writing. Covers all basic structures of the language. Prerequisite: FRE 1120 or its equivalent.

FRE 2010  
**Practical French for Travelers,**
4 credit hours,
(Spring)
This course provides training for verbal mastery of French in practical situations as well as instruction in contemporary francophone culture and in the historical and cultural significance of the French-speaking world. Instruction will be enhanced by the opportunity to visit a French-speaking locale for 6 to 10 days at the end of the semester.

FRE 2220  
**French III,**
4 credit hours,
(Fall)
Intermediate level review of grammar, readings in French literature, and development of conversational and writing skills. Prerequisite: FRE 1121 or its equivalent.

FRE 2221  
**French IV,**
4 credit hours,
(Spring)
Completion of intermediate level review of grammar, readings in French literature, and development of conversational and writing skills. Prerequisite: FRE 2220 or its equivalent.

GEA 1000  
**World Regional Geography,**
3 credit hours,
(Offered as needed)
The course introduces the student to geographic regional studies. It will combine the concepts of physical geography and cultural, economic, and human geography as it applies to the differing regions of the world. It will show the relationships between the regional environment and the people who live there, between settlement patterns, economic patterns and cultural patterns within each region; and, using current events, it will show the impact of other phenomena upon those regions and their people. Relationships between the various regions will be highlighted, again using current events as the triggering element.

GEB 1011  
**Introduction to Business,**
3 credit hours,
(Fall, Spring, Summer)
Designed to give students a broad understanding of the nature of business and a preliminary idea of the various areas of business specialization.
GEO 1200C
Physical Geography,
4 credit hours,
(Offered as needed)
This course investigates the relationship between the natural environment and humankind, including weather, climate, soils, biogeography and landforms. The study of the physical earth is treated so that the student gains an appreciation of man’s place in the environment.

GLY 2010C
Physical Geology,
4 credit hours,
(Offered as needed)
A study of the materials, surface feature, structure and processes of the solid earth. Labs in identification of rocks and minerals. Landforms will be analyzed from topographic and geologic maps. Actual landforms and processes will be studied on field trips and exercises.

GLY 2100C
Historical Geology,
4 credit hours,
(Offered as needed)
A study of the history of the earth, including the origin of continents, mountains and ocean basins as recorded in rocks and fossils. A survey of the fossil record and changes in animal and plant life throughout geological time will also be studied.

GRA 1121C *
Desktop Publishing I,
3 credit hours,
(Offered as needed)
This beginning level publishing course on a Macintosh desktop computer will acquaint students with various software programs, clip-art, digital camera usage, and scanning; students will learn to produce flyers, ads, certificates, business cards, and other printed material.

GRA 1122C *
Desktop Publishing II,
3 credit hours,
(Offered as needed)
This course is a continuation of Desktop Publishing I; the primary focus will be on the use of the software program InDesign for more advanced applications on a Macintosh computer. Prerequisite: GRA 1121C.

GRA 1162C *
Introduction to 3-D Graphics and Animation,
4 credit hours,
(Offered as needed)
Introductory course in the basic tools, techniques, and applications of 3D graphics and animation. Students will learn to manipulate objects, build models, employ lighting effects and design movement; all planned through careful storyboarding and cinematic techniques.

GRA 2100C *
Computer Graphics I,
4 credit hours,
(Offered as needed)
This course provides instruction and practical exercises in the use of graphics software Photoshop to create, modify and generate color graphics to produce illustrations and charts on a Macintosh desktop publishing system.

GRA 2140C *
Multimedia I,
4 credit hours,
(Fall, Spring, Summer)
An introductory course covering basic principles of design affecting interactive multimedia presentations. Students will learn an interactive media authoring software application and its interaction with other supporting software applications. Students will produce a complete interactive CD-ROM title. Prerequisites: ART 2602C and ART 1600C.

GRA 2141C *
Multimedia II,
4 credit hours,
(Offered as needed)
An advanced course covering principles of design affecting interactive multimedia presentations. Students will learn advanced functions of an interactive media authoring software application and supporting software. Students will produce a finished interactive CD-ROM title. Prerequisite: GRA 2140C.

GRA 2142C *
Web Design/Graphics,
4 credit hours,
(Offered as needed)
This course covers the designing, preparation, and the publishing of Home Pages using Hyper Text Markup Language (HTML) for the World Wide Web on the Internet, using Netscape as the browser. This course is taught from a graphics point-of-view using a Macintosh.

GRA 2143C *
Advanced Web Design/Graphics,
4 credit hours,
(Offered as needed)
An advanced course where students will study an industry standard WYSIWYG web site development tool. Students will produce more sophisticated user interactivity and page-layout in a large website project. This course is presented from a graphic perspective. Prerequisite: GRA 2142C.

GRA 2156C *
Computer Graphics II,
4 credit hours,
(Offered as needed)
This course is a continuation of Computer Graphics I. Advanced Photoshop techniques and processes will be covered using a Power Macintosh desktop computer. This is not a beginning level course and requires prior knowledge/experience with Adobe Photoshop. Prerequisite: GRA 2100C.

GRA 2164C *
Advanced Graphic Projects,
4 credit hours,
(Offered as needed)
This course is designed for the advanced graphics student. The student will call upon skills/knowledge previously gained in other courses and software programs to produce several QTVR projects. This course will be considered a capstone in the progression of learning and is not a beginning level course. Prerequisite: GRA 2100C.

GRA 2173C *
Projects in Graphic Design,
3 credit hours,
(Offered as needed)
An advanced course utilizing the student’s full complement of skills and abilities. The student will work under the advisement of the faculty member to produce a large multifaceted project of their own design. Prerequisites: GRA 1121C, ART 1600C, GRA 2100C, and ART 2602C.

GRA 2210C *
Pre-Press Assembly,
4 credit hours,
(Offered as needed)
Classroom and lab experiences using a computer to prepare both spot and process color images, colorize artwork, and print separations; students will produce an 8-page booklet from beginning to end. Prerequisites: GRA 1122C and GRA 2100C.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△Technology-Across-the-Curriculum Course.

❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.
GRAD 2900 *△
Independent Study – Graphic Art, 1 credit hour, (Offered as needed)
Practical treatment of Graphics/Printing Technology. Emphasis on individual work projects. Prerequisite: GRA 1121C.

GRAD 2905 *△
Independent Study Graphics/Printing, 1 credit hour, (Offered as needed)
The student will initiate independent computer related work utilizing various software and hardware. The course may be taken four times for credit. Prerequisite: GRA 1121C

GRAD 2949 *△
Directed Work Study Graphics/Printing, 1 credit hour, (Offered as needed)
The student will complete computer-related work utilizing various computer-related hardware and software under the direct guidance of an instructor. This course may be taken four times for credit. Prerequisite: GRA 1121C

HIM 1000* Introduction to Health Information Management, 3 credit hours, (Fall, Spring, Summer)
Orientation to medical records history and professional associations. Confidentiality, filing, retrieving, indexing, numbering, storage and content of the medical record are also discussed. The course includes job search skills and professional job performance.

HIM 1270C* Medical Billing, 2 credit hours, (Summer)
Introduction to computerized medical billing and reimbursement through various payers. Correct completion of HCFA 1500 forms will be emphasized. Prerequisite: HIM 1282, knowledge of basic computer & keyboarding skills.

HIM 1282* Basic Coding for Medical Records, 4 credit hours, (Spring)
Development of nomenclature and classification systems and an introduction to ICD-9-CM and CPT coding. Introduces the student to Ambulatory Payment Classifications (APCs) and Diagnostic Related Groups (DRGs). Prerequisites: HSC 1531, BSC 1080.

HIM 2283C* Advanced Coding for Medical Records with Lab, 5 credit hours, (Summer)
Advanced instruction in coding/ICD-9-CM diagnoses, and procedures in ICD-9-CM and CPT both manually and automated. Provides sequencing guidelines and rules and regulations in both the hospital and physician office setting. Prerequisites: HIM 1282, knowledge of basic computer and keyboarding skills.

HIM 2432* Pathophysiology, 4 credit hours, (Offered as needed)
Introduction to the nature, cause, and treatment of disease entities and the body’s defense mechanisms. Commonly used drugs will also be introduced.

HLP 1081 Wellness: Practice and Theory, 3 credit hours, (Fall, Spring, Summer)
A course designed to promote wellness through assessment, instruction and fitness programs which, if applied, will enable the individual to achieve and/or maintain a high quality of health and fitness throughout life. Based on assessment test results a physical examination by a physician may be recommended.

HSA 1101 Introduction to Health Care, 2 credit hours, (Offered as needed)
Introduction to the health care delivery system and health related occupations. Also safety, security, and infection control procedures will be discussed.

HSC 1100 Health Education, 3 credit hours, (Offered as needed)
A systematic and comprehensive coverage of basic factual material, concepts, terminology, and important trends in major health areas of concern today.

HSC 1400 First Aid, 3 credit hours, (Offered as needed)
Preparation to meet emergencies that occur in the school, home or on the highway. Instruction and practice in dressing and bandaging, care of wounds, shock, bone and joint injuries, cardiopulmonary resuscitation, transportation of the injured, oral poisoning and other medical emergencies.

HSC 1531 Medical Terminology, 3 credit hours, (Offered as needed)
An introduction to prefixes, suffixes, root words, combining forms, Latin and Greek forms, spelling, and pronunciation, with emphasis on building a working medical vocabulary based on body systems.

HUM 1020 †△ Humanities – Introduction, 3 credit hours, (Fall, Spring, Summer)
A chronological survey of techniques and forms related to art, dance, film, literature, music, philosophy, religion and theatre. Art works and selected readings are utilized as much as possible. The course includes Writing-Across-the-Curriculum and Speaking-Across-the-Curriculum. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is also required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

HUM 1905 Independent Study Arts and Humanities, 1 credit hour, (Offered as needed)
A defined independent study which is pursued under supervision of a faculty directing teacher and recorded through departmental procedures. Designed to permit a student to pursue nonscheduled academic and laboratory work which may be of a specialized or advanced nature and not available through classes or courses available on a college schedule. Departmental approval is required. Placement test may be required. NOTE: This may be used as a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. This course may be taken up to four (4) times for credit.
HUM 2250 † © Humanities
A Contemporary Perspective, 3 credit hours, (Fall, Spring, Summer)
This course is an integrated study of the artistic, cultural, philosophic, religious, social, and technologcal influences that shape modern western cultures in the modern era. The focus will begin with the 20th century and follow, chronologically, the issues of the modern era. Gordon Rule course which requires a minimum grade of “C” if used to satisfy Gordon Rule general education requirements. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

HUM 2700 © Humanities – Foreign Study, 3 credit hours, (Offered as needed)
A variable humanities content course designed to allow students first-hand learning experiences outside the United States. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

HUM 2920 Humanities Colloquium, 1 credit hour, (Fall, Spring, Summer)
Humanities Colloquium is a lab designed to introduce students to critical visual and listening skills to become an intelligent arts consumer. Initial lecture sessions are devoted to discussions of the elements of analysis of art works, music pieces, theatre performances, and dance presentations. Students will be required to attend selected OWC Visual and Performance Arts presentations and to write a short critical review of each. Topics may vary. Prerequisite: Placement test may be required.

HUM 2930 Humanities – Special Topics, 3 credit hours, (Fall, Spring Summer)
A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

HUM 2201△ Nutrition, 3 credit hours, (Fall, Spring, Summer)
The role of nutrients in maintenance of physiological well-being. Application of nutrition principles to the individual and family as well as to some selected problems.

HUM 2410A* Child Nutrition and Health, 3 credit hours, (Offered as needed)
Methods of meeting physical needs of young children through nutrition and good health practices. Recognition of childhood diseases and care of the handicapped child.

INR 2002 Current World Problems, 3 credit hours, (Offered as needed)
Critical world issues and immediate troubled areas against a historical, political, economic, and social background as an introduction to international relations. The individual student develops a special area of interest to explore in-depth the principles of international relations after their instruction.

INR 2270 Study Abroad/Introduction to International Studies, 3 credit hours, (Offered as needed)
A variable content course designed to allow students first-hand learning experiences around the world. Initial classroom hours on campus will give students general background information on the country(ies) to be visited. Foreign countries become, in effect, laboratorios. Students will gain a broader vision of world societies through exposure to foreign culture, political, and economic systems. Provides a broad overview of major nations and how they relate to each other as well as their impact on the international balance of power. Major topics include the global community, tools of power, international issues, and the evolution of the international system.

ISC 1003 Natural Disasters – Causes, Consequences, Human Response, 4 credit hours, (Offered as needed)
This interdisciplinary course investigates natural catastrophic events, such as earthquakes, volcanic eruptions, tsunamis, hurricanes and floods. This class will use an environmental studies approach to examine how modern society exacerbates the damage caused by these natural phenomena and methods to mitigate human suffering. The student will gain an appreciation of humankind’s relationship to the natural environment.

ISC 2210C Integrated Science and Math, 3 credit hour, (Offered as needed)
This course offers students the opportunity to see and apply fundamental ideas in science and mathematics relative to life on earth from a qualitative perspective. Students will read about and research contemporary topics from the physical sciences, life sciences, mathematics and engineering and participate in problem solving activities which illustrate and apply the concepts in laboratory and field trip settings. Prerequisite: Instructor Permission required.

ISS 1905 Independent Study – Social Science, 1 credit hour, (Offered as needed)
Directed study and individual projects designed to meet the needs of students interested in a specialized area of the social sciences for which present course availability is limited. This course may be taken up to four (4) times for credit.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
△ Technology-Across-the-Curriculum Course.
† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.
❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.
LIN 1670  Writing and Grammar,  3 credit hours,  (Fall, Spring, Summer)
The course includes practice in writing short essays and encompasses a comprehensive review of grammar and mechanics. Placement is determined by (1) a grade of “C” or better in ENC 0080 or (2) by a score of 83 or above on the FCPT. This course is strongly recommended for students scoring 83-91 on the FCPT.

LIN 1742  English Grammar and Style,  3 credit hours,  (Offered as needed)
Principles and rules of traditional and modern English grammar and effective style.

LIS 1001  Library Skills,  1 credit hour,  (Offered as needed)
A course creating learning situations in which individual students can become effective independent users of Learning Resources facilities. This course is recommended for all degree-seeking students in their first term.

LIS 2004  Introduction to Internet Research,  1 credit hour,  (Offered as needed)
Introduction to Internet Research is a one-credit hour course offered by the Florida Public Community College system. This course is delivered via the World Wide Web and Internet e-mail. The course focuses on methods of accessing information resources available through the Internet. Students will learn to design search strategies, retrieve, evaluate, and cite Internet resources. The World Wide Web, e-mail, discussion groups, chat, FTP, Gopher, and Telnet are some of the topics covered. Prerequisite: A full service Internet account, including an electronic mail address from an Internet Service Provider (ISP), or access through a corporate or educational institution prior to beginning the course.

LIT 2090  Contemporary Literature,  3 credit hours,  (Offered as needed)
Studies in modern drama, prose, and poetry, focusing on their comments on modern man. May be used as Humanities credit. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is also required. Prerequisite: ENC 1101.

LIT 2100  World Literature I,  3 credit hours,  (Fall, Spring, Summer)
Designed to encourage students to know and appreciate the great literature that helps to mold their thinking and everyday living. Includes, without regard to national origin, those masterpieces of world literature, from antiquity through the Renaissance, that reflect cultural and intellectual heritage. May be used as a Humanities credit. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet the Gordon Rule requirements for general education, a minimum grade of “C” is required.

LIT 2120  World Literature II,  3 credit hours,  (Fall, Spring, Summer)
Designed to encourage students to know and appreciate the great literature that helps to mold their thinking and everyday living. Includes, without regard to national origin, those masterpieces of world literature, from antiquity through the Renaissance, that reflect cultural and intellectual heritage. May be used as a humanities credit. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: ENC 1101.

LIT 2605  Literature of War in the Twentieth Century,  3 credit hours,  (Offered as needed)
Designed to investigate the historical, psychological, and universal issues that face societies in times of war, through analysis of a range of literary genre and texts, including fiction, poetry, drama, letters, and memoirs focusing on wars of the twentieth century. The approach is global, but concentrates heavily on the war experiences of the United States and Great Britain. Prerequisite: ENC 1101.

MAC 1105  College Algebra,  3 credit hours,  (Fall, Spring, Summer)
Function-based college algebra course which will include the following topics: functions and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic, and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions, and equations; systems of equations and inequalities; and applications of functions (curve fitting, modeling, optimization, exponential/logarithmic growth and decay). Non-symbolic graphing calculators are required. The TI-83 series is recommended. Prerequisites: MAT 1033A “Intermediate Algebra” or equivalent with a “C” or better or suitable placement score.

MAC 1114  Trigonometry,  3 credit hours,  (Fall, Spring, Summer)
This is the second course in a pre-calculus sequence. A typical modern trigonometry course which includes the following topics: the six trigonometric functions and their inverses; identities; right triangles; applications; vectors; circular functions; graphs of trig functions and inverse trig functions; trigonometric equations; triangles; complex numbers; and polar graphs. Non-symbolic graphing calculators are required. The TI-83 Series is recommended. Prerequisite: Either completion of MAC 1140 with a grade of “C” or better, or concurrent enrollment in MAC 1140. Equivalent courses from other institutions may be used to meet the prerequisites.

MAC 1140  Pre-Calculus Algebra,  3 credit hours,  (Fall, Spring, Summer)
First course in a two-course pre-calculus sequence. Covers equations and inequalities; linear, quadratic logarithmic and exponential functions and relations; systems of equations, matrices and determinants, mathematical proof techniques, including mathematical induction, Binomial theorem, sequences and series; and applications of algebraic techniques in the real world. Non-symbolic graphing calculators are required. The TI-83 series is recommended. Prerequisite: Completion of MAC 1105 with a grade of “C” or better, or equivalent.
MAC 1147
Precalculus Algebra/Trigonometry,
4 credit hours,
(Offered as needed)
This course reviews algebra and trigonometry. Topics include polynomial, rational, exponential, logarithmic, and trigonometric functions, inverse functions, trigonometric identities and equations, solutions of triangles, vector algebra, topics from analytical geometry, sequences, series, mathematical induction and the binomial theorem. Non-symbolic graphing calculators are required. The TI-83 Series is recommended. Prerequisite: High School trigonometry with a “B” or better.

MAC 1154
Analytic Geometry,
3 credit hours,
(Offered as needed)
Typical modern analytic geometry course in two-and three-dimensional space. Prerequisite: Completion of MAC 1140 and MAC 1114 with a grade of “C” or better or equivalent.

MAC 2233
Calculus for Business,
3 credit hours,
(Offered as needed)
A Calculus course covering limits, continuity, differentiation, and integration with emphasis on business applications. There is some mathematical theory; but, in general, topics are approached from an intuitive and applied point of view. Non-symbolic graphing calculators are required. The TI-83 Series is recommended. Prerequisite: Grade of “C” or better in MAC 1105 or equivalent.

MAC 2311
Calculus I,
4 credit hours,
(Fall, Spring, Summer)
First course in a three-course sequence. Covers limits and continuity, rules of differentiation, the chain rule, derivatives of trigonometric functions, derivatives of logarithmic functions, derivatives of exponential functions, derivatives of inverse trigonometric functions, applications of derivatives to curve sketching, L'Hopital's Rule, indeterminate forms and maxima/minima problems, the mean value theorem, Rolle's theorem, the definite integral, and applications of integrals. Non-symbolic graphing calculators are required. The TI-83 Series is recommended. Prerequisite: Completion of MAC 1114, or MAC 1147 with a grade of “C” or better, or equivalent.

MAC 2312
Calculus II,
4 credit hours,
(Fall, Spring, Summer)
Second course in a three-course sequence. Techniques for finding areas, volumes, arc lengths and surface areas; methods of integration including integration by parts, trigonometric substitution, and partial fractions; indeterminate forms and L'Hopital's Rule; improper integrals, conic sections; graphing and area in polar coordinates; infinite sequences and series; tests for absolute and conditional convergence of series; power series. Non-symbolic graphing calculators are required. The TI-83 Series is recommended. Prerequisite: Completion of MAC 2311 with a grade of “C” or better or equivalent.

MAC 2313
Calculus III,
4 credit hours,
(Fall, Spring, Summer)
Third course in a three-course sequence. Vectors and vector functions; dot product, cross product, curvature, and motion in space; quadratic surfaces; functions of two or more variables, partial derivatives, gradients, directional derivatives, tangent lines and planes, and application of partial derivatives to maxima/minima; Lagrange multipliers, Taylor’s formula; multiple integrals in rectangular, cylindrical, and spherical coordinates, and their applications; line integrals; Green’s theorem, surface area, the divergence theorem and Stokes’s theorem. Non-symbolic graphing calculators are required. The TI-83 Series is recommended. Prerequisite: Completion of MAC 2312 with a grade of “C” or better, or equivalent.

MAN 2021
Management,
3 credit hours,
(Fall, Spring, Summer)
Each function of management is analyzed and described in a systematic manner. Both the distilled experience of practical managers and the findings of scholars are presented. Other aspects of management are presented such as management process and concepts analysis of the technical knowledge and skills of managers, influences upon managerial decision-making process, and the psychological principles inherent in management.

MAN 2300
Personnel Management,
3 credit hours,
(Fall, Spring, Summer)
An introduction to personnel practices and procedures. Topics include the personnel management system, maximizing employee potential, organizational behavior, and labor management relations.

MAP 2302
Differential Equations,
3 credit hours,
(Fall, Spring)
An introduction to ordinary differential equations with an emphasis on first and second order linear equations and applications. Prerequisite: Either completion of MAC 2313 with a “C” or better or concurrent enrollment in MAC 2313. Equivalent courses from other institutions may be used to meet the prerequisite.

MAR 2011
Introduction to Marketing,
3 credit hours,
(Fall, Spring, Summer)
An introductory course in the field of marketing including a look at marketing as it exists in our economy today. Consideration of the market, the product, distribution channels. Special emphasis on the study of human behavior in marketing promotion.

MAS 2103
Linear Algebra,
3 credit hours,
(Offered as needed)
An introductory course in Linear Algebra intended to give students enough insight to enable successful pursuit of more abstract mathematics courses. Non-symbolic graphing calculators are required. The TI-83 Series is recommended. Prerequisite: MAC 2312 with a grade of “C” or better, or equivalent.
MAT 1033A  
Intermediate Algebra,  
4 credit hours,  
(Fall, Spring, Summer)  
An intermediate algebra course to prepare students for general education mathematics/statistics courses. This course emphasizes concepts, techniques, and applications of the following major topics: factoring, algebraic functions, radicals and rational exponents, complex numbers, quadratic equations, rational equations, two-variable linear equations/inequalities and their graphs, systems of linear equations and inequalities, and an introduction to functions. Prerequisite: suitable placement score or completion of MAT 0024 (or equivalent) with a grade of “C” or better and a passing score on the college prep algebra exit exam. This course may be used as an elective, but does not meet Gordon Rule requirements for B.A.S., A.A., or A.S. transfer students.

MAT 2905  
Independent Study – Mathematics,  
1 credit hour,  
(Fall, Spring, Summer)  
A course designed to allow a student to complete part of a course taken elsewhere and thereby complete general education requirements or to go deeper into special areas of interest. Prerequisite: Passing score on placement exam.

MCB 2010C  
Microbiology, Allied Health,  
4 credit hours,  
(Fall, Spring, Summer)  
This course is designed for students entering programs in the numerous health fields, but primarily for pre-nursing students. The material presented covers the fundamentals of microbiology needed to understand the biology of infectious diseases and the agents that cause them. Not recommended for biology, pre-med, pre-vet, and dentistry. Prerequisite: CHM 1025 or CHM 1045C or BSC 1005 or BSC 1010C or BSC 1085C.

MCB 2013C  
Microbiology,  
4 credit hours,  
(Of ered as needed)  
A general survey of microbiology, the cultivation and observation of microorganisms and their chemical and biological relationships to water, food, industrial processes and disease. Prerequisite: BOT 1010C or ZOO 1010C and CHM 1045C.

MET 1010  
Introduction to Meteorology,  
4 credit hours,  
(Fall, Spring)  
Structure of the atmosphere, weather processes, systems and phenomena; climate and climatic change, economic impact of weather.

MGF 1107  
Mathematics for Liberal Arts I,  
3 credit hours,  
(Fall, Spring, Summer)  
This course is designed for those students requiring only general education mathematics courses. Topics include numeration and mathematical systems, number theory, linear and exponential growth, history of mathematics, voting techniques, graph theory, and consumer mathematics. Pre-requisites: MAT 1033A or higher level math with a grade of “C” or better, or equivalent or appropriate placement score.

MGF 1107  
Mathematics for Liberal Arts II,  
3 credit hours,  
(Fall, Spring, Summer)  
This course is designed for those students requiring only general education mathematics courses. Topics include numeration and mathematical systems, number theory, linear and exponential growth, history of mathematics, voting techniques, graph theory, and consumer mathematics. Pre-requisites: MAT 1033A or higher level math with a grade of “C” or better, or equivalent or appropriate placement score.

MGF 1200  
Practical Mathematics,  
3 credit hours,  
(Of ered as Needed)  
This course is designed for students wishing to enter the fields of computer technology, business and finance, and medical services. It includes basic instruction on decimals, fractions, percents, ratio and proportion, signed numbers, order of operations, solving simple one-step equations, measures of central tendency, interest and discount, weights and measures, temperature conversion, basic geometric figures and formulas, chart and graph interpretation, and solving word problems.

MKA 2021*  
Professional Selling,  
3 credit hours,  
(Of ered as needed)  
Selling, correct attitudes and personal attributes for dealing with the public on a business or professional basis.

MKA 2041*  
Retail Management,  
3 credit hours,  
(Fall, Spring, Summer)  
Retail store management, location, buying merchandise, control policies, services, pricing, expenses, profits: training and supervision of retail sales forces, administrative problems. Also includes a variety of current perspectives in retailing management.

MKA 2511*  
Introduction to Advertising,  
3 credit hours,  
(Fall, Spring, Summer)  
Advertising as a marketing tool, its planning, creation, and use. A survey of copy writing, layout, and media (newspapers, magazines, radio, television, films, etc.)

MNA 1016*  
ISO 9000 – Industrial Management,  
3 credit hours,  
(Of ered as needed)  
The course presents the functions of a manager, the views, techniques, and responsibilities of management. Included also are planning, forecasting, organizing, theory, staffing, and other related topics.

MNA 1161*  
Customer Service,  
3 credit hours,  
(Fall, Spring, Summer)  
Designed to build and maintain the critical skills necessary to be a dynamic and successful professional. Students and front-line individuals who work with customers every day will develop strategies to create positive customer relationships. This course provides a practical approach to the thorny issues of customer dissatisfaction and will enable managers to keep service personnel focused on the organization’s goals and objectives.

MNA 1345*  
Supervision I,  
3 credit hours,  
(Fall, Spring, Summer)  
The course presents the functions of a personnel manager, philosophy of general management, organizational
structure, employer socioeconomic climate and career information. Included also are job descriptions and specifications, recruiting practices, applications, resumes, interviewing, placement, performance appraisals, wage and salary administration and other related topics.

MNA 1346*
Supervision II,
3 credit hours,
(Offered as needed)
The course presents a continuing study of the functions of a personnel manager, philosophy of general management, employee socioeconomic climate and other information. Included, also, are orientation, training, labor unions, safety, health and other related topics.

MNA 2100*
Organizational Behavior,
3 credit hours,
(Fall, Spring, Summer)
Designed to help students develop an understanding of how they may be motivated to work together in greater harmony in all kinds of organizations. The basis of human motivation and how it is influenced by leadership, the organization itself, and the social environment in which the organization exists.

MNA 2141
Leadership Techniques,
3 credit hours,
(Offered as needed)
This interdisciplinary course addresses leadership in a group setting and focuses on leadership development through discussion, readings, group and individual projects and other applied activities.

MNA 2141A
Interdisciplinary
Leadership Development,
3 credit hours,
(Offered as needed)
This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from history, natural science and the humanities, experiential exercises, films, and contemporary readings on leadership and related topics.

MSL 1001
Foundations of Officership,
1 credit hour,
(Fall)
This course examines the unique duties and responsibilities of officers, organization and role of the Army, reviews skills pertaining to fitness and communication, and analyzes Army values and expected ethical behavior. Requires participation in a weekly one-hour leadership laboratory.

MSL 1002
Basic Leadership,
1 credit hour,
(Spring)
This course presents fundamental leadership concepts and doctrine, the practice of basic skills that underlie effective problem solving, and examines the officer experience. This course requires participation in a weekly one-hour leadership laboratory.

MSL 2101
Individual Leadership Studies,
2 credit hours,
(Fall)
This course develops knowledge of self-confidence and individual leadership skills. It develops problem solving and critical thinking skills, as well as how to apply communication, feedback, and conflict resolution skills. This course requires participation in a weekly one-hour leadership laboratory.

MSL 2102
Leadership and Teamwork,
2 credit hours,
(Spring)
This course focuses on self-development guided by knowledge of self and group processes, challenges current beliefs, knowledge, and skills. This course requires participation in a weekly one-hour leadership laboratory.

MTB 1103*
Business Mathematics,
3 credit hours,
(Fall, Spring, Summer)
Presents basic principles used to solve everyday business problems, including a review of basic skills and business terminology. Topics in the course include: base, rate and percentage; trade and cash discounts, wage and salary administration; insurance (fire and automobile); depreciation and business profits; distribution of corporate dividends; simple interest and bank discount and buying and selling of corporation bonds and stocks.

MTB 1321*
Technical Math I,
3 credit hours,
(Fall, Spring, Summer)
This course will include basic arithmetic and algebraic operations, converting between scientific and engineering notations; solving linear equations and inequalities, converting units of measure, using linear equations to solve problems in science and technology applications, and solving geometry applications by geometry of triangle concepts. Prerequisite: MAT 0024 with a “C” or better or satisfactory test scores.

MUH 1001†
Humanities – Music,
3 credit hours,
(Offered as needed)
Designed to develop a more intelligent understanding and appreciation of music. Brings about an awareness of music as a vital source in human life, including the advantageous utilization of leisure time and developing positive attitudes toward culture and the fine arts. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

MUH 2930
Music Humanities – Special Topics,
3 credit hours,
(Fall, Spring Summer)
A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

MUM 1620
Audio and Acoustic Fundamentals,
3 credit hours,
(Offered as needed)
Audio & Acoustic Fundamentals explores the basics of audio systems and equipment and the acoustical environment in which they are used. Emphasis is placed on equipment terminology, function and acoustical listening. The two basic fundamentals are summed together to begin laying the basic foundation required to operate audio & recording equipment. Corequisite: MUM 2600L.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.
MUM 2300  
Introduction to the Music Industry,  
3 credit hours,  
(Fall, Spring, Summer)  
This course is as an introduction to the history, principles, and practices of the music industry. Topics will include music publishing, copyright, distribution, industry organization, producing, and general business functions. Prerequisite: MUM 1620.

MUM 2600  
Recording Techniques I,  
3 credit hours,  
(Fall, Spring, Summer)  
This course is designed as an introduction to basic audio engineering and studio practices. Listening exercises, psychoacoustics, microphone characteristics, and studio etiquette will be studied. In addition the student will study techniques and practices and procedures of multi-track recording, acoustical balancing, editing, and over dubbing in a variety of situations. Prerequisite: MUM 1620; Corequisite: MUM 2600L.

MUM 2600L  
Recording Lab,  
2 credit hour,  
(Fall, Summer, Spring)  
This course is designed to provide students with “hands on” experience in conjunction with live performance activities. This course may be taken four (4) times for credit. Windows 98 or higher is required for students taking the online distance learning version of this course. Prerequisite: Basic computer skills in Windows and Mac.

NOTE: This course is a corequisite for MUM 2600, MUM 2601, and MUM 2604 however MUM 2601 is not a corequisite for these courses. This course may be taken alone.

MUM 2601  
Recording Techniques II,  
3 credit hours,  
(Fall, Spring, Summer)  
This course explores advanced multi-track recording skills and audio production techniques, edits, use of outboard equipment and live multi-track recording. Prerequisite: MUM 2600; Corequisite: MUM 2600L.

MUM 2604  
Multi-Track Mixdown  
(Post Production),  
3 credit hours,  
(Fall, Spring, Summer)  
This course explores the application of signal processing equipment as it relates to multi-track master mixdowns. In addition, software and hardware application of mixdown is applied to post-production practices. Prerequisite: MUM 2601; Corequisite: MUM 2600L.

MUM 1000  
Summer Ensemble Workshop,  
3 credit hours,  
(Summer)  
An ensemble workshop open to any student who desires to improve vocal and physical presentation skills. A variety of musical physical styles will be studied and performed. Students participating in Summer Ensemble Workshop will be expected to participate in several scheduled performances. Prerequisite: experience in high school or a desire to learn.

MUN 1001  
Summer Ensemble Workshop II,  
3 credit hours,  
(Summer)  
An ensemble workshop and performance to improve vocal and physical presentation skills. A variety of musical physical styles will be studied and performed. Students participating in Summer Ensemble Workshop II will be expected to participate in several scheduled performances. Prerequisite: MUM 1000.

MUN 1002  
Summer Ensemble Workshop III,  
3 credit hours,  
(Summer)  
An ensemble workshop open to any student who desires to improve vocal and physical presentation skills. A variety of musical physical styles will be studied. Students participating in Summer Ensemble Workshop will be expected to participate in several scheduled performances. Prerequisite: MUM 1001.

MUN 1180  
OWC Band (Community),  
1 credit hour,  
(Offered as needed)  
A music organization providing an outlet and learning experience to students with “hands on” experience in symphonic band. This course may be taken four (4) times for credit. Prerequisite: experience in symphony orchestra or symphonic band.

MUN 1210  
OWC Symphony Orchestra I,  
1 credit hour,  
(Fall, Spring)  
A music organization providing an outlet and learning experience to students with “hands on” experience in symphony orchestra. This course may be taken four (4) times for credit. Prerequisite: experience in symphony orchestra or symphonic band.

MUN 1240A  
OWC Show Choir I,  
1 credit hour,  
(Fall, Spring)  
A study of the fundamental techniques and principles of integrating dance, voice, music and acting into a performance show choir. Training in voice, jazz movement, character interpretation and personality presentation is covered. Membership is open to all part-time or full-time students on a credit or audit basis. All music majors and performance majors must participate. The show choir appears in public performances at frequent intervals throughout the year. Prerequisite: Audition, consent of Department, music or performance minor. This course may be taken four (4) times for credit.

MUN 1340A  
OWC Show Choir I,  
1 credit hour,  
(Fall, Spring)  
A study of the fundamental techniques and principles of integrating dance, voice, music and acting into a performance show choir. Training in voice, jazz movement, character interpretation and personality presentation is covered. Membership is open to all part-time or full-time students on a credit or audit basis. All music majors and performance majors must participate. The show choir appears in public performances at frequent intervals throughout the year. Prerequisite: Audition, consent of Department, music or performance minor. This course may be taken four (4) times for credit.

MUN 1360  
Madrigal Singers I,  
1 credit hour,  
(Offered Fall, Spring)  
A course teaching madrigal styles to include a cappella, Renaissance madrigals (choral settings of love songs), as well as choral folk songs. May be repeated four times for credit. Prerequisites: audition based on vocal quality, musicianship and sight reading ability.
LOWER DIVISION COURSE DESCRIPTIONS

MUN 1390
Symphonic Chorus I,
1 credit hour,
(Fall, Spring)
A music organization open through auditions to any student. The Symphonic chorus will study and perform literature for the large sized chorus. Prerequisite: Audition or permission of instructor. May be taken up to four (4) times for credit.

MUN 1421
Flute Ensemble,
1 credit hour,
(Fall, Spring)
The study and performance of flute ensemble and flute choir music in a musical group. May be taken four (4) times for credit. Prerequisite: audition or instructor recommendation only.

MUN 1710A
Rock and Jazz Ensembles I,
1 credit hour,
(Offered as needed)
Music performing organization open to any student who wants to develop his or her performance repertoire. Laboratory studies include techniques of performing music, literature, practices, styles and media applicable to designated organized ensemble. May be taken four times for credit. Pre-requisite: Some experience in high school bands, etc. This course may be taken up to four (4) times for credit.

MUN 1711
Jazz Workshop,
1 credit hour,
(Offered as needed)
The study and performance of jazz music in the context of the small ensemble. This will be accomplished through the performance of both stock arrangements and student arrangements. Instrumentation: 5 wind, 4 rhythm, voice. This course may be taken up to four (4) times for credit. Prerequisite: Strong music performance background with basic knowledge of the jazz idiom.

MUN 1720A
Rock and Jazz Ensembles II,
1 credit hour,
(Fall, Spring)
Music performing organization open to any student who wants to develop his/her performance repertoire. Laboratory studies include techniques of performing music, literature, practices, styles and media applicable to designated organized ensemble. Prerequisite: Some experience in high school bands, etc. This course may be taken up to four (4) times for credit.

MUN 2120
OWC Band Community II,
1 credit hour,
(Offered as needed)
A music organization providing an outlet and learning experience for both college students and wind or percussion players to read and perform standard band literature, transcriptions and program selections. Required of all wind or percussion music majors and minors. May be taken four (4) times for credit. Prerequisite: MUN 1180.

MUN 2211
OWC Symphony Orchestra II,
1 credit hour,
(Fall, Spring)
A music organization providing an outlet and learning experience to study and perform standard orchestra literature, to improve individual instrumental skills, and to sharpen ensemble techniques. The Symphony occasionally performs with guest artists, choral groups and theatre ensembles. This course may be taken four (4) times for credit.

MUN 2361
Madrigal Singers II,
1 credit hour,
(Fall, Spring)
Madrigal Singers is an advanced choral ensemble composed of approximately 12 to 14 singers. Maybe taken four (4) times for credit. Prerequisite: MUN 1360.

MUN 2371
OWC Show Choir II,
1 credit hour,
(Fall, Spring)
A study of the fundamental techniques and principles of integrating dance, voice, music and acting into a performance show choir. Training in voice, jazz movement, character interpretation and personality presentation is covered. Membership is open to all part-time or full-time students on a credit or audit basis. All music majors and performance majors must participate. The show choir appears in public performances at frequent intervals throughout the year. Prerequisite: MUN 1340A; Show Choir I. This course may be taken four (4) times for credit.

MUN 2392
Symphonic Chorus II,
1 credit hour,
(Fall, Spring)
A music organization open through auditions to any student. The Symphony Chorus will study and perform literature for the large sized chorus. This course may be taken up to four (4) times for credit. Prerequisite: MUN 1390.

MUS 1905
Independent Study – Music,
1 credit hour,
(Offered as needed)
A defined independent study which is pursued under supervision of a faculty directing teacher and recorded through departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized or advanced nature and not available through classes or courses available on a college schedule. Departmental approval required. Placement test may be required.

NOTE: This course may be used as a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. This course may be taken up to four (4) times for credit.

MUS 2930
Music – Special Topics,
3 credit hours,
(Fall, Spring Summer)
A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

MUT 1001
Fundamentals of Music,
3 credit hours,
(Fall, Spring)
A pre-theory course for the nonmusic major, or for the elementary education major. Included are the studies of reading clefs, rhythm, notation, scales, and doing simple keyboard and sight-singing exercises. The emphasis is on developing music reading skills.
MUT 1121    Music Theory I
Ear Training and Sight Singing,
3 credit hours,
(Offered as needed)
A study of the fundamentals of
basic musicianship, music notation,
understanding of simple rhythms,
key situations, intervals, ear training,
dictation, sight singing, major
and minor scales, intervals, triads,
chords, polyphonic composition
and elementary keyboard work.
Prerequisite: MUT 1001 or instructor
permission.

MUT 1122    Music Theory II
Ear Training and Sight Singing,
3 credit hours,
(Offered as needed)
A continuation of MUT 1121. Basic
musicianship, writing and reading of
music, ear training, dictation, sight
singing will be studied, as well as major
and minor scales, intervals, triads,
seventh chords, inversions, cadences,
periods and progressions in all keys.
Two, three and four part chords and
polyphonic composition. Prerequisite: MUT 1121.

MUT 1641  Jazz Improvisation I,
2 credit hours,
(Fall, Spring)
A course designed to introduce
the student to the concepts of
Jazz Improvisation. Through active
participation the student will develop
the basic skills necessary to become
a competent jazz soloist. This course
may be taken two (2) times for credit.
Prerequisite: MUT 1121.

MUT 2126 Music Theory III
Ear Training and Sight Singing,
3 credit hours,
(Offered as needed)
A continuation of MUT 1121 and
MUT 1122. The harmonization and
modulation of melodies through the
use of nondominant harmony and
the study of sequence writing. Incorporates keyboard harmony plus
sight reading of chromatic melodies,
large intervals, and advanced rhythms.
Prerequisite: MUT 1122.

MUT 2127 Music Theory IV
Ear Training and Sight Singing,
3 credit hours,
(Offered as needed)
The continued study of harmonization of melodies, sequence writing, sight
reading, intervals, advanced rhythms
and structures. Prerequisite:
MUT 2126.

MUT 2351 Introduction to
Jazz Theory/Arranging,
3 credit hours,
(Offered as needed)
A lecture-demonstration-workshop,
approach to jazz/ pop arranging open
to any student who wants to begin
or understand composing/arranging. Studies include jazz/pop harmonies,
arranging fundamentals and
techniques, and the use of jazz/pop
instrumentation. Workshop practices
include assigned arrangements
with the arrangements played by
the jazz ensemble, and other audio
demonstrations. Prerequisite:
MUT 1122.

MUT 2642 Jazz Improvisation II,
2 credit hours,
(Fall, Spring)
A continuation of MUT 1641 Jazz
Improvisation I. This course is designed
to further develop the skills needed
to become a competent soloist in the
jazz idiom. This course may be taken
two (2) times for credit.
Prerequisite: MUT 1641.

MVB 1201 Applied Music Secondary – Brass I,
1 credit hour,
(Offered as needed)
Private instruction: 1/2 hour private
lesson per week. Minimum one hour
daily practice. For nonmusic majors
and music majors. Course may be
taken four (4) times for credit.
Prerequisite: MVP 1201.

MVB 2202 Applied Music Secondary – Brass II,
1 credit hour,
(Offered as needed)
Private instruction: 1/2 hour private
lesson per week. Minimum one hour
daily practice. For nonmusic majors
and music majors. Course may be
taken four (4) times for credit.
Prerequisite: MVB 1201.

MVP 1201 Applied Music Secondary – Percussion I,
1 credit hour,
(Offered as needed)
Private instruction in percussion
instruments to develop the student’s
performance ability in an applied area.
One half-hour private lesson per week.
Minimum of one hour daily practice.
Minimum of one hour daily practice
is required. Course may be taken four (4)
times for credit.
Prerequisite: MVP 1201.

MVP 2202 Applied Music Secondary – Percussion II,
1 credit hour,
(Offered as needed)
Private instruction in percussion
instruments to develop the student’s
performance ability in an applied area.
One half-hour private lesson per week.
Minimum of one hour daily practice.
Course may be repeated four (4) times
for credit.
Prerequisite: MVP 1201.

MVS 1016 Applied Strings – Guitar I,
1 credit hour,
(Fall, Spring, Summer)
Private instruction on guitar. Designed
to equip the student for continuing
study leading progressively to greater
proficiency. May be taken four (4)
times for credit.
MVS 1017  
Applied Strings – Bass Guitar I,  
1 credit hour,  
(Fall, Spring, Summer)  
Private instruction in guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four (4) times for credit.

MVS 1111  
Class Guitar,  
1 credit hour,  
(Fall)  
The study of basic techniques for the beginning and continuing student.

MVS 1201  
Applied Music Secondary – Strings I,  
1 credit hour,  
(Offered as needed)  
Private instruction in violin. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four (4) times for credit.

MVS 2026  
Applied Strings – Guitar II,  
1 credit hour,  
(Fall, Spring, Summer)  
Private instruction in guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four (4) times for credit.

MVS 2027  
Applied Strings – Bass Guitar II,  
1 credit hour,  
(Offered as needed)  
Private instruction in guitar. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four (4) times for credit.

MVS 2202  
Applied Music Secondary – Strings II,  
1 credit hour,  
(Offered as needed)  
Private instruction in violin. Designed to equip the student for continuing study leading progressively to greater proficiency. May be taken four (4) times for credit.

MVV 1211  
Applied Music – Voice I,  
1 credit hour,  
(Fall, Spring, Summer)  
Private instruction in voice, as a secondary instrument, consisting of one half-hour session per week, with a minimum of one hour daily practice. Course may be taken four (4) times for credit.

MVV 2221  
Applied Music – Voice II,  
1 credit hour,  
(Offered as needed)  
Private instruction in voice, as a secondary instrument, consisting of one half-hour session per week, with a minimum of one hour daily practice. Course may be taken four (4) times for credit. Prerequisite: MVV 1211.

MVW 1201  
Applied Music Secondary – Woodwinds I,  
1 credit hour,  
(Offered as needed)  
Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For non-music majors and music majors. Course may be taken four (4) times for credit.

MVW 2202  
Applied Music Secondary – Woodwinds II,  
1 credit hour,  
(Offered as needed)  
Private instruction: one half-hour private lesson per week. Minimum one hour daily practice. For non-music majors and music majors. Course may be taken four (4) times for credit. Prerequisite: MVW 1201.

NUR 1021C  
Nursing Process I,  
6 credit hours,  
(Fall)  
This course introduces concepts and principles of holistic nursing care. Students will build on knowledge obtained in the biophysical and psycho-social sciences in the first of four required clinical teaching experiences in the nursing curriculum. Theory content includes an introduction to the healthcare system; ethical/legal aspects of nursing practice; health and illness with emphasis on the older adult; functional health patterns of clients; stress-adaptation; professional behaviors (e.g., caring behaviors); communications and all steps of the nursing process with emphasis on assessment of clients. Students begin socialization into the role of the Associate Degree Nurse as a member of an interdisciplinary health care team. Prerequisite: Admission to the Nursing Program or permission of the Director of Nursing; Corequisites: BSC 1085C or BSC 1086C, DEP 2004. Special Nursing Program policies may apply to this course.

NUR 1021L  
Nursing Process I Clinical Experience,  
4 credit hours,  
(Fall)  
An introduction to the role of the Associate Degree Nurse in providing direct, holistic nursing care to young, middle-aged and older adults who are hospitalized or receiving care in community settings. Emphasis is on applying all steps of the nursing process with focus on assessment skills. Prerequisite college foundation and nursing courses provide theoretical bases for nursing care. Critical thinking is an expected behavior along with skills in working ethically and effectively with peers and other health care professionals as a team member; caring behaviors and therapeutic communication with clients as a provider of bedside, technical nursing care of hospitalized adults and nursing home residents. The student is expected to demonstrate safe performance of basic nursing skills, e.g., medication administration, physical assessment and comfort care. Prerequisite: Admission to the Nursing Program or permission of the Director of Nursing; Corequisite: NUR 1021C. Special Nursing Program policies may apply to this course.

NUR 1141L  
Pharmacologic Principles in Nursing,  
1 credit hour,  
(Spring)  
This course provides an introduction to concepts and principles of pharmacology related to safe administration of therapeutic agents by the nurse. Students learn major drug classifications and selected prototypes along with principles of safe, effective administration of drugs and other therapeutic agents. By the end of the course, students must apply computation skills to demonstrate administration of drugs without error in order to successfully pass the course and progress in the nursing program. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 1021C, BSC 1085C, BSC 1086C, DEP 2004; Corequisites: NUR 1231C, NUR 1750L; MCB 2010C, SYG 2000. Special Nursing Program policies may apply to this course.
NUR 1200C  
Orientation to AD Nursing,  
5 credit hours,  
(Summer)  
This course gives LPNs and other special students an opportunity for advanced placement in the nursing program via reviewing and validating prior learning. Course content includes review of functional health patterns of the childbearing adult, selected topics related to acute care of hospitalized adults, the geriatric client and the newborn; the nursing process, holistic care planning and pharmacologic principles of nursing. Critical thinking is stressed as students transition into the Associate Degree Nursing student role. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, BSC 1085C, BSC 1086C, HUN 2201, SYG 2000, ENC 1101, DEP 2004 and LPN Licensure or equivalent education; Corequisites: MCB 2010C, NUR 1200L. Special Nursing Program policies may apply to this course.

NUR 1200L  
Orientation to  
AD Nursing Clinical Experience,  
2 credit hours,  
(Summer)  
This course is designed for LPNs and other special students; an opportunity for advanced placement in the nursing program via reviewing and validating prior learning. Students will learn physical assessment skills, holistic care planning and demonstrate nursing skills at the bedside of clients in acute care settings, i.e., the perioperative client, the obstetrical client and newborn. Critical thinking is stressed as students transition into the associate degree nursing student role. Successful completion of this course will allow students to progress to the second year of the nursing program. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, BSC 1085C, BSC 1086C, HUN 2201, SYG 2000, ENC 1101, DEP 2004 and LPN Licensure or equivalent education; Corequisites: MCB 2010C, NUR 1200C. Special Nursing Program policies may apply to this course.

NUR 1231C  
Nursing Process II,  
5 credit hours,  
(Spring)  
The nursing process continues with emphasis on the planning of nursing care for adult clients experiencing threats to functional health patterns, including women and infants within a significant support system (e.g., families). Basic concepts and principles of holistic nursing are built upon with interpersonal relationships focusing on the new parent, grandparents and older adult clients. Practice issues focus on legal-ethical cases related to maternal-child and family care. Professional behaviors, (e.g., therapeutic relationships) continue with students working with the geriatric client through the life review process and with clients in crises. Students further develop critical thinking skills through seminars and computer aided instruction planned to provide students with problem-solving skills in analyzing, planning & prioritizing care for clients whose health problems are more acute or chronic; the client with psycho-emotional dysfunctions, dysfunctional support systems situations, grief & NUR 1231C  
Nursing Process II,  
(Continued)  
loss. Students learn basic management skills as a team member in caring for a limited number of clients in hospitals with emphasis on coordination of nursing care and discharge planning. Conflict management skills are highlighted as the student increases role as client advocate. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 1021C, NUR 1021L, BSC 1085C or BSC 1086C; Corequisites: NUR 1750L, NUR 1141L, MCB 2010C, SYG 2000. Special Nursing Program policies may apply to this course.

NUR 1750L  
Nursing Process II  
Clinical Experience,  
4 credit hours,  
(Spring)  
Continuation of the role of the Associate Degree Nurse in providing direct, holistic nursing care for adult clients during the childbearing process and/or experiencing dysfunctional health patterns. Clinical experiences in hospitals, clinics, long term facilities and community settings provide students with opportunities to plan, prioritize and begin to evaluate the effectiveness of bedside nursing care of adult perioperative clients, elderly geriatric clients who benefit from a life review process, newborns and other clients experiencing situational and/or maturational crises. Students continue to develop management skills through conflict management and other professional behaviors. Students demonstrate self performance of all basic and more complex nursing skills. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 1021C, NUR 1021L; BSC 1085C or BSC 1086C; Corequisites: NUR 1231C, NUR 1141L, MCB 2010C, SYG 2000. Special Nursing Program policies may apply to this course.

NUR 1940L  
Nursing Clinical Externship,  
3 credit hours,  
(Summer)  
This elective course is designed to offer students the opportunity to gain additional clinical skills practice between the first and second year of the program. Working with a preceptor and the nursing faculty, the student will be able to perform all skills learned in the first two nursing courses in area hospitals, clinics or nursing homes as arranged by the instructor. Prerequisites: Admission to the Nursing Program or permission of the Director of Nursing, NUR 1231C/NUR 1750L; NUR 1141L. Special Nursing Program policies may apply to this course.

NUR 2233C  
Nursing Process III,  
6 credit hours,  
(Fall, Spring)  
Students continue to use the nursing process and critical thinking with emphasis on primary and secondary prevention as nursing interventions in clients experiencing threats to functional health patterns, including adults and children whose normal lines of defense have been invaded by stressors to the degree that hospitalization is necessary. Nursing practice issues continue to focus on ethical-legal issues related to acute and/or chronic illness and disability. Management skills include delegation and career development. Prerequisites: NUR 1231C, NUR 2811L; Corequisite: NUR 2233L. Special Nursing Program policies may apply to this course.

NUR 2233L  
Nursing Process III,  
Clinical Experience,  
4 credit hours,  
(Fall, Spring)  
Students continue to apply knowledge and skills learned in previous nursing courses in providing nursing care for hospitalized adults and children whose health problems are more complex and/or chronic. Clinical sites include health departments, clinics, physician offices, schools and other community settings. Students adapt therapeutic skills to meet the needs of clients experiencing psycho-emotional dysfunctions to the extent that they may be hospitalized. Students apply conflict resolution skills as needed to meet client and/or peer learning goals; they also begin to practice
delegation skills with their peers. Students demonstrate continuation of all previously learned nursing skills and must perform safely all advanced nursing skills in this course. Prerequisites: NUR 1231C, NUR 1750L, MCB 2010C; Corequisite: NUR 2233C. Special Nursing Program policies may apply to this course.

NUR 2241C Nursing Process IV, 5 credit hours, (Fall, Spring) Students integrate knowledge and principles of the biophysical and psychosocial sciences to solve life-threatening problems that affect a limited number of critically ill clients in a variety of clinical settings. Students differentiate holistic nursing care therapies in primary, secondary and tertiary care settings. Students become proficient in applying all steps in the nursing process with emphasis on evaluating nursing care outcomes. Students apply critical thinking skills in exploring case-based practice situations and work together in learning seminars to select effective client care improvement processes. Self-evaluation is part of the socialization process to prepare students for the work world as competent, caring staff nurses. Nursing practice issues include licensure standards and continued professional development. Prerequisites: NUR 2233C; Corequisite: NUR 2241L. Special Nursing Program policies may apply to this course.

NUR 2930L Nursing Practice Readiness, 1 credit hour, (Fall, Spring) This elective laboratory course assists the nursing student to prepare for the RN licensure examination (NCLEX-RN). Web-based instructional methodologies allow the student to complete the course within a self-paced time frame. Students practice test taking skills, self-evaluation and other strategies to gain confidence in sitting for the NCLEX-RN. Prerequisites: NUR 2241 or permission from nursing program director. Special Nursing Program policies may apply to this course.

NUR 2931L Special Topics in Associate Degree Nursing, 5 credit hours, (Offered as needed) Students work individually to enhance nursing knowledge and skills applicable to selected topics in Associate Degree Nursing. AD nursing competencies provide the framework for learning prescriptions which include critical thinking and problem-solving. Seminars, journals, CAI, written assignments and student – instructor conferences guide students in meeting course objectives. Flexible schedule. Prerequisite: Admission to the program; permission of program director.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

OST 1107 △ Typing and Word Processing I, 3 credit hours, (Fall, Spring) Integration of basic keyboarding and word processing – learning the keyboard, creating, editing, saving, and other word processing functions.
OST 2117  \( \triangle \)
Type and Word Processing II,
3 credit hours,
(Spring)
Continuation of Typing and Word Processing I – develop keyboarding and document processing using a microcomputer. Prerequisite: OST 1107 or equivalent.

OST 2127  \( \triangle \)
Type and Word Processing III,
3 credit hours,
(Offered as needed)
Development of occupational proficiency in business letter writing, legal papers, executive forms and papers, and manuscripts through the use of a word processor. Prerequisite: OST 2117 or equivalent.

OST 2335
Business Communications,
3 credit hours,
(Fall, Spring, Summer)
Business Communications is a comprehensive coverage of language structure and particular emphasis on writing superior business letters and reports. Instruction in principle, then illustration, and practice in applying the principles. A fundamental concept of the appearance, language and style, tone and psychology of effective business letters. Prerequisites: passing score on English placement test or passing grade of “C” in ENC 0080.

OST 2401*
General Office Management,
3 credit hours,
(Fall, Spring, Summer)
Study of practices and procedures in the modern office. Emphasis on exercising judgment, handling incoming calls and callers, processing mail, word processing systems, editing and composing techniques, travel arrangements, banking procedures, employment applications and resumes. Prerequisite: OST 2117.

PCB 2011C
Cell Biology,
4 credit hours,
(Fall, Spring, Summer)
A study of the cell as the structural and functional unit of living organisms. To include the ultrastructure and biochemical aspects of the cell. Prerequisite: One year of High School chemistry.

PEL 1121
Beginning Golf,
1 credit hour,
(Offered as needed)
Instruction in the fundamental technique and the development of personal skills through participation.

PEL 1212
Advanced Softball,
1 credit hour,
(Offered as needed)
Instruction, practice, and participation in advanced softball. The continuous development of physical skills is of major importance in this course. May be taken four (4) times for credit.

PEL 1217
Advanced Baseball,
1 credit hour,
(Offered as needed)
Instruction, practice, and participation in advanced baseball. The continuous development of physical skills is of major importance in this course. May be taken four (4) times for credit.

PEL 1321
Volleyball,
1 credit hour,
(Offered as needed)
Instruction and practice in the basic skills for full participation and enjoyment of the game of volleyball.

PEL 1441
Beginning Racquetball,
1 credit hour,
(Offered as needed)
Instruction and participation in the skills necessary for satisfactory competition in the sport of racquetball.

PEL 1522M
Advanced Basketball (Men),
1 credit hour,
(Offered as needed)
A continuation of skills learned in beginning racquetball with emphasis on more advanced skills and techniques. Particular emphasis is placed on the strategy of the game. Prerequisites: PEL 1441 or permission of instructor.
PEL 2905  
Directed Work Study  
Physical Education,  
1 credit hour,  
(Offered as needed)  
Directed experience in instructional,  
laboratory and/or materials assistance  
in a designated Physical Education  
area. Entry by permission of  
department chair only. May be taken  
up to four (4) times for credit.

PEM 1104  
Body Conditioning,  
2 credit hours,  
(Fall, Spring, & Summer)  
An in-depth and advanced  
continuation of the exercise  
component of HLP 1081. Using  
progressive goal setting techniques, the  
course is designed to assist the student  
in the development of a regular,  
systemized program of exercise  
into their daily lifestyle. Initially, the  
students’ health and fitness levels are  
evaluated; progress of their personal  
exercise prescriptions monitored, and  
followed with a reevaluation at the  
termination of the course. Prerequisite:  
HLP 1081. May be taken up to two (2)  
times for credit.

PEM 1131A  
Strength Training,  
3 credit hours,  
(Offered as needed)  
This course is a high intensity lecture/  
demonstration and flexible lab hour  
weight training program designed  
to increase the size, strength, and  
endurance of the skeletal muscle  
system. Instruction includes, but is not  
limited to, weight training safety,  
etiquette, history, and nutrition.  
Instruction will be given in the design  
of progressive resistance programs to  
increase total body efficiency and to  
meet the objectives of the individual  
student. Students are responsible for  
determining fitness for training, and  
those with medical problems which  
restrict personal activities  
are encouraged to obtain medical  
clearance before enrolling in the  
course.

PEM 1171  
Aerobic Dance,  
1 credit hour,  
(Offered as needed)  
Instruction and participation in a  
physical fitness program that offers  
conditioning of the figure muscles and  
of the cardiovascular system through  
dance activities.

PEM 1173  
Step Aerobics,  
1 credit hour,  
(Offered as needed)  
Instruction and participation in  
vigorous, low-impact program of  
aerobic exercise, with emphasis on  
correct techniques, safety,  
cardiovascular and muscle  
conditioning.

PEM 1174  
Step Aerobics II,  
1 credit hour,  
(Offered as needed)  
Continuation of techniques and  
combinations from Step Aerobics for  
further cardiovascular and muscle  
conditioning. Prerequisite: PEM 1173.

PEM 2108  
Fitness Lab,  
1 credit hour,  
(Offered as needed)  
Instruction and participation in an  
exercise program with emphasis on  
muscle endurance, strength and  
flexibility. May be taken up to four (4)  
times for credit. Prerequisite: HLP 1081  
or approved wellness assessment by  
the department chair.

PEM 2172  
Aerobic Dance II,  
1 credit hour,  
(Offered as needed)  
Advanced level of instruction and  
participation in a physical fitness  
program that offers conditioning  
of the figure muscles and of the  
cardiovascular system through dance  
activities. Prerequisite: PEM 1171.

PEO 2004  
Theory and Practice of  
Teaching a Specific Sport,  
3 credit hours,  
(Offered as needed)  
This course is designed to provide  
knowledge of the rules, teaching  
progressions and strategies for  
competition. The course includes  
acceptable behavior and ethics for  
coaches. This course will be offered for  
the following specific sports: Baseball/  
Softball, Basketball, Football, Golf,  
Soccer, Swimming, Tennis, Track and  
Field/Cross Country, Volleyball and  
Wrestling.

PEO 2005  
Coaching Theory,  
3 credit hours,  
(Offered as needed)  
This course is designed to provide  
knowledge of the characteristics,  
principles, ethics, and theories related  
to coaching sports in educational  
and recreational settings. Emphasis is  
placed on preparing coaches to train  
athletes to achieve optimal levels of  
performance.

PET 1000  
Introduction to Physical Education,  
3 credit hours,  
(Offered as needed)  
A study of the history of physical  
education and sport with particular  
emphasis placed on present practices  
and trends.

PET 2622  
Care and Prevention  
of Athletic Injuries,  
3 credit hours,  
(Offered as needed)  
Designed to provide students with a  
basic knowledge of the care,  
prevention, and rehabilitation of  
injuries received during participation in  
physical education activities.

PGY 1220C  
Commercial Photography I,  
4 credit hours,  
(Offered as needed)  
A beginning course that introduces  
students to the procedures and  
aesthetics of developing photographic  
illustrations for industrial and  
advertising use. Students will gain  
experience using the view camera,  
electronic lighting, and digital  
applications of their work.

PGY 1401C  
Basic Photography,  
3 credit hours,  
(Offered as needed)  
A beginning course in black and white  
photographic and darkroom technique.  
Students will learn the functions  
of their camera and darkroom  
equipment. Students will apply their  
technical knowledge to various artistic  
challenges. Access to a 35mm camera  
with manual mode required.

△Technology-Across-the-Curriculum  
Course.
† Courses listed with this symbol contain  
an oral communication component and  
may be used to satisfy the Speaking-  
Across-the-Curriculum requirement.
❖ This college credit course qualifies as  
having an international and/or diversity  
focus for Teacher Education Programs  
common prerequisites.
PGY 1420C
Advanced Black and White Photography,
3 credit hours,
(Fall, Spring, Summer)
An advanced course in black and white photography. Students will be exposed to a variety of advanced procedures in the darkroom. Access to a 35mm camera with manual mode required. Prerequisite: PGY 1401C or equivalent.

PHY 1020L
A science laboratory course designed to supplement principles covered in physical science. Specifically experiments in motion, forces, light, electricity, thermodynamics, Astronomy, Earth Science and Meteorology. It is recommended that the student have previously taken PHYS 1020 or be currently enrolled in PHYS 1020.

PHY 1053C
Physics I,
4 credit hours,
(Offered as needed)
The first half of a two term sequence of noncalculus physics designed for the nonphysical science major. Physics I covers the areas of mechanics, mechanical energy, temperature and heat. The entering student is assumed to have a working knowledge of basic algebra and trigonometric functions. Prerequisite: MAC 1114.

PHY 1054C
Physics II,
4 credit hours,
(Offered as needed)
The second half of a two term sequence of noncalculus physics designed for the nonphysical science major. Physics II covers the areas of electricity, magnetism, light, quantum theory, atomic and nuclear structure, and elementary nuclear processes. Prerequisite: PHY 1053C or equivalent.

PHY 2048C
College Physics I,
4 credit hours,
(Offered as needed)
The first half of a two term sequence designed for majors in engineering, math and the physical sciences. Physics I covers the areas of mechanics, mechanical energy, heat, thermodynamics, and mechanical waves. Calculus is used where feasible. Prerequisite: MAC 2311.

PHY 2049C
College Physics II,
4 credit hours,
(Spring, or offered as needed)
The second term of a two term sequence designed for the nonphysical science major. Physics II covers the areas of electricity, magnetism and optics. Calculus is used where feasible. Prerequisite: PHY 2048C and MAC 2312 or equivalent. MAC 2312 may be a corequisite.

PHY 2105
Modern Physics,
3 credit hours,
(Offered as needed)
This course will study topics in the physics of the twentieth century. The student will be introduced to basic quantum mechanics, including Bohr Theory of the Atom, the Schroedinger Equation, molecular structure, radiation, and x-ray spectra. Also, the student will be introduced to solid state physics and electronics, statistical mechanics and atomic and
nuclear physics. Intended for science and engineering students and physics majors. Prerequisite: PHY 2048C
College Physics I.

PLA 1003*
Introduction to Paralegalism,
3 credit hours,
(Offered as needed)
Designed to give students a broad understanding of the nature of the paralegal professional and its responsibility.

PLA 1005*
Legal Terminology,
3 credit hours,
(Offered as needed)
This course is designed to give an explanation of the common legal vocabulary involved in the broad, general principles of substantive and common law.

PLA 1013*
Introduction to the Legal System,
3 credit hours,
(Offered as needed)
A practical introduction to the US legal system, types and sources of law, the courts, and related topics; a beginning course for students seeking careers in legal secretary technology or legal assisting.

PLA 1103*
Legal Research,
3 credit hours,
(Offered as needed)
The student is systematically introduced to the essentials of legal research in such areas as searching for precedence, gathering citations and legal opinions, preparing legal briefs and conducting title searches.

PLA 1114*
Case Analysis and Legal Writing,
3 credit hours,
(Offered as needed)
This course was designed to provide the student with necessary skills and knowledge required in case analysis and legal writing.

PLA 1203*
Introduction to Civil Law,
3 credit hours,
(Offered as needed)
An insight into the system of dispute resolution for private parties and the government provided by the court systems of the various states and the Federal Government in a noncriminal setting.

PLA 1600*
Wills, Trusts, and Probate,
3 credit hours,
(Offered as needed)
An introduction to estate planning, wills, and probate administration.

PLA 1800*
Introduction to Family Law,
3 credit hours,
(Offered as needed)
An introduction to practice as they relate to family law.

PLA 2263*
Rules of Evidence,
3 credit hours,
(Offered as needed)
The student is introduced to the rules of evidence as they apply in civil and criminal court procedures. The student is prepared to locate legal case law in reference to evidence.

PLA 2273*
TORTS: Personal Injury Litigation,
3 credit hours,
(Offered as needed)
This course is designed to provide the student with an introductory knowledge of tort law with objectives centered on personal injury torts.

PLA 2949*
Internship – Paralegal,
3 credit hours,
(Offered as needed)
On-the-job training in the Associate of Applied Science Option program in which the student is enrolled. The student is under the supervision, at work, of a qualified supervisor. The supervisor will rate the student’s performance, knowledge, comprehension, dependability, initiative, cooperativeness, and total performance. A project paper or approved project will be submitted by the student three weeks prior to the close of the semester. May be repeated four (4) times. Only three credits can be applied toward graduation. Prerequisites: Must have completed a minimum of 24 hours credit in the appropriate discipline.

PLA 2946*
Production Technology,
3 credit hours,
(Offered as needed)
Production Technology examines the new manufacturing technology that has resulted from the concepts of automation and integration in manufacturing. Some of the topics covered include: automated manufacturing, computer integrated manufacturing, and other related technologies.

PMT 2512*
Production Technology II,
3 credit hours,
(Offered as needed)
Production Technology II continues to examine the new manufacturing technology that has resulted from the concepts of automation and integration in manufacturing. Some of the topics covered include: automated manufacturing, control solving processes, and other related technologies. Prerequisite: PMT 2406.

POS 1041
American Government,
3 credit hours,
(Fall, Spring, Summer)
Examines government, political ideals, and institutions. Strong emphasis is placed on political thought, the origin of the American federal system, and the distribution of powers between state and national governments. This is a Gordon Rule writing course and is part of the college's Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

POT 1002
History and Ideas of Political Science,
3 credit hours,
(Offered as needed)
This course reviews classical ideas, political theory and institutions from a historical and comparative viewpoint. It examines the rise of the State, its organization, economic systems, the use of force, and persuasion. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

Technology-Across-the-Curriculum Course.
REA 1205
Reading Across the Genres I, 3 credit hours,
(Offered as needed)
This college-level reading course employs a variety of literary genres as the source material for building student skills in comprehension, context clues, reading speed, critical analysis, vocabulary, and other related reading skills. Students will be exposed to numerous styles and levels of reading material including novels, short stories, critical essays, drama, news reporting. Special emphasis will be placed on the mastery of advanced comprehension skills. Prerequisite: FCPT placement score of 83 or higher.

REA 1206
Reading Across the Genres II, 3 credit hours,
(Offered as needed)
This college-level reading course employs a variety of literary genres as the source material for building student skills in comprehension, context clues, reading speed, critical analysis, vocabulary, and other related reading skills. Students will be exposed to numerous styles and levels of reading material including novels, short stories, critical essays, drama, news reporting. Special emphasis will be placed on the mastery of advanced comprehension skills. Prerequisite: FCPT placement score of 83 or higher.

REA 2105
Advanced Reading, 1 credit hour,
(Offered as needed)
An individualized approach designed to improve reading speed, comprehension, and critical analysis skills while reading various types of material for either educational or recreational purposes. Activities and materials are individualized to meet specific needs of students as determined through diagnostic instruments. Also used as a preparation course covering (at a more critical level) the skills tested on the CLAST. Helpful for those students whose speed, comprehension, and analysis skills are weak or inadequate for proper text book analysis. Prerequisite: A passing score of 83 or higher on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

REL 2930
Religion – Special Topics, 3 credit hours,
(Offered as needed)
A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

RMI 1641*
Life and Health Insurance I, 3 credit hours,
(Offered as needed)
This course will prepare the student for the Qualification Examination to gain a license to conduct business in Florida as a Life and Health Insurance Agent.
RTE 1000  
Introduction to Radiologic Technology,  
3 credit hours,  
(Fall)  
An introduction to Radiography to include an introduction to the program, profession, didactic, and clinical environments, radiation protection, x-ray production, interactions, principles of radiographic imaging, imaging equipment and radiographic technique. This course includes an introduction to medical terminology, radiographic terminology, and fundamentals of patient care.

RTE 1418C  
Radiographic Technique I,  
4 credit hours,  
(Fall)  
This course introduces students to comprehensive study and theory of the production of x-rays and primary exposure factors of radiographic imaging. The image parameters of contrast, density, recorded detail, and image distortion will be studied as well as ancillary devices and equipment required to produce quality radiographic images. Laboratory experience is included.

RTE 1457  
Radiographic Technique II,  
3 credit hours,  
(Spring)  
This course is a continuation of RTE 1418C, this course is designed to acquaint the student with the comprehensive analysis of the factors affecting image quality requiring integration of all exposure technical factors previously learned. Includes information on study of image receptors, sensitometry, image intensification, fluoroscopy, and tomography. Prerequisite: RTE 1418C, RTE 1000, RTE 1503C, RTE 1804L; Corequisite: RTE 1814L, RTE 1613, RTE 1457

RTE 1503C  
Radiographic Procedures I,  
4 credit hours,  
(Fall)  
This course is designed to provide the Radiography student with instruction in radiographic examinations of the chest, abdomen, upper extremity and lower extremity. An introduction to medical terminology, radiographic terminology and the fundamentals of patient care is made.

RTE 1513C  
Radiographic Procedures II,  
4 credit hours,  
(Spring)  
This course is a continuation of RTE 1503C. It is designed to provide the student with instruction in radiographic procedures and anatomy in the distal extremities, hip region, spine, ribs and sternum and acute abdominal series. Medical and radiographic terminology is emphasized. Prerequisite: BSC 2020C or equivalent; RTE 1418C, RTE 1000, RTE 1503C, RTE 1804L; Corequisite: RTE 1814L, RTE 1613, RTE 1457

RTE 1613  
Radiographic Physics,  
4 credit hours,  
(Spring)  
The fundamentals of radiographic physics are discussed with a comprehensive look at the principles of radiation. The course includes radiation production and characteristics, electrical generation, properties of X-rays, and special radiology equipment and circuits. Prerequisite: MAC 1105 or comparable or higher math, RTE 1418C, RTE 1000, RTE 1503C, RTE 1804L; Corequisite: RTE 1814L, RTE 1513C, RTE 1457

RTE 1804L  
Radiographic Clinic I,  
3 credit hours,  
(Fall)  
Practical application of the theories covered in RTE 1503C and RTE 1000. Selected rotations provide experience in film filing, film processing and transportation of patients. Students observe, assist and perform basic radiographic procedures (chest and abdomen and extremities) under direct supervision. Uniforms, name badges and radiographic markers required.

RTE 1814L  
Radiographic Clinic II,  
3 credit hours,  
(Spring)  
This course is a continuation of RTE 1503C. It is designed to provide the student with instruction in radiographic procedures and anatomy in the distal extremities, hip region, spine, ribs and sternum and acute abdominal series. Medical and radiographic terminology is emphasized. Prerequisite: RTE 1418C, RTE 1000, RTE 1503C, RTE 1804L; Corequisite: RTE 1814L, RTE 1613, RTE 1513C, RTE 1457

RTE 1824L  
Radiographic Clinic III,  
3 credit hours,  
(Summer)  
This course is a continuation of Radiographic Clinic II. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicums I, II, and III. The student will gain experience and develop clinical competence in specialized imaging procedures, and mobile, surgical and trauma radiography. Advanced imaging skills and exposure techniques will continue to be provided.

RTE 2061  
Radiographic Seminar,  
2 credit hours,  
(Spring)  
This course is provided to students as a review course for the American Registry for Radiologic Technologist Examination. Included is radiation protection, equipment operation and maintenance, image production and evaluation, radiographic procedures, and patient care.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

△ Technology-Across-the-Curriculum Course.

△ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.
RTE 2202  
Administrative/Professional Concerns, 3 credit hours, (Spring)  
This course serves to enhance the student’s understanding of the professional conduct that is expected in the radiology department as it relates to patients, colleagues, other members of the allied professions, and health care consumers. Also resume writing/job interview skills will be covered.

RTE 2385  
Radiographic Protection/Biology, 3 credit hours, (Fall)  
This course is designed to provide the student with fundamental principles of radiobiology and radiation protection. Topics include early and late effects of radiation exposure, basic interactions of ionizing radiation on the body, factors altering the body’s response to radiation, and the monitoring of radiation exposure.

RTE 2473C  
Radiographic Technique III, 4 credit hours, (Spring)  
This course is a continuation of Radiologic Technique II. Emphasis is placed on instruction and laboratory experience in quality assurance and control principles and procedures.

RTE 2563C  
Radiographic Procedures III, 3 credit hours, (Summer)  
This course is a continuation of Radiographic Procedures II. Instruction in upper and lower gastrointestinal systems, biliary system, mammography, urinary system, pediatric radiography, and trauma radiography is emphasized. Radiographic anatomy, pathology, and critique of radiographs are included in this course.

RTE 2573  
Special Imaging Modalities, 3 credit hours, (Fall)  
This course is designed to familiarize the radiologic technologist with the latest advances in radiologic technology. Such topics as radiation protection, arthograms, heart catheterizations, positron emission tomography, computerized tomography, magnetic resonance imaging and radiation therapy will be explored. Cross-sectional anatomy will also be addressed.

RTE 2782  
Radiographic Pathology, 2 credit hours, (Spring)  
This course will introduce disease processes most frequently encountered in the field of radiography. The etiology, pathogenesis, manifestations, radiographic diagnosis and alteration of radiographic technique will be discussed.

RTE 2844L  
Radiographic Clinic V, 3 credit hours, (Spring)  
This course is a continuation of RTE 2924L. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicums I, II, III, and IV. The student will gain experience and develop clinical competence in specialized imaging procedures and mobile, surgical and trauma radiography. Advanced imaging skills and exposure techniques will continue to be provided. Rotations through ancillary areas continue.

RTE 2854L  
Radiographic Clinic VI, 3 credit hours, (Fall)  
The terminal objective for this course is to prepare the student for employment as a competent radiographer. The student is expected to continue to refine those skills related to objectives listed in Clinical Practicums IV-V.

SLS 1102  
Freshman Seminar, 1 credit hour, (Offered as needed)  
A seminar designed to orient entering students to OWC, to familiarize them with the requirements of the College Level Academic Skills program, to assist them in assessing their academic competencies (i.e., identify strengths and weaknesses), to identify means for capitalizing on strengths and for overcoming weaknesses, and to enter and pursue academic specializations (majors) based on reasonable career choices. This course is recommended for all entering A.A. Degree seeking students in their first term.

SLS 1201  
Service Learning Seminar, 1 credit hour, (Offered as needed)  
A seminar course designed to enhance and reinforce the value of civic responsibility and to provide students with a community service program opportunity by volunteering in community agencies in the public and private sectors.

SLS 1301  
Career and Life Planning, 1 credit hour, (Offered as needed)  
The course is designed to help students assess their values, competencies and goals in relation to the selection of careers and lifestyles for which they are best suited. On a national average, two thirds of entering college freshmen have not made a career choice which will form the basis for their life’s work and which will also increase the probability of completing an academic program.

SLS 1340*  
Professional Portfolio Building, 1 credit hour, (Offered as needed)  
This course is designed to increase student success through the development of a professional career portfolio that will help students document and showcase specific skill area achievements, competencies and career readiness for potential employers. The course will include a systematic study and review of the student’s knowledge, skills and attitudes in their specific degree/certificate program. Students pursuing...
this course should have a declared program of study in A.S., A.A.S., A.T.D. or any other Certificate Program.

SLS 1350*  
Job Search Techniques,  
1 credit hour,  
(Offered as needed) 
A course designed to assist students assess interests, aptitudes, abilities and acquire skills necessary to conduct a job search, obtain employment, and maintain employment. This course will cover such topics as current job search techniques, skills identification, resume writing, interview skills, job retention skills and career exploration.

SLS 1501  
Effective Study,  
1 credit hour,  
(Offered as needed) 
Practical application of psychological principles to personal learning and study skills. Recommended for all students who feel deficient in study techniques or who otherwise wish to improve their study skills. May be taken up to four (4) times for credit.

SLS 1502  
Reading Skills/Effective Study Skills,  
2 credit hours,  
(Offered as needed) 
This course is designed to improve reading comprehension and vocabulary. Activities and materials are individualized to meet each student’s specific needs as determined by diagnostic instruments. This course is also designed to improve note-taking, test-taking, memory/recall and time management skills.

SOW 2020  
Introduction to Social Work,  
3 credit hours,  
(Offered as needed) 
This course is a generalist approach to the study of the social work profession focusing on the practice of social work itself, in both its social policy and direct practice perspectives. Among other topics, this ecosystems approach will examine values and ethics, social justice, cultural diversity, and the varied roles of the social worker.

SPA 1612  
American Sign Language I,  
4 credit hours,  
(Fall) 
To introduce the student to the basic vocabulary and finger spelling of American Sign Language. Emphasis will be on learning to express this language in a simple form and have a basic receptive language competency.

SPA 1613 ♦  
American Sign Language II,  
4 credit hours,  
(Spring) 
To increase the student’s ASL vocabulary and use more complex expression of thoughts, ideas, and emotions. To increase the receptive and expressive proficiency of the student in both sign and finger spelling. Prerequisite: SPA 1612.

SPA 2614 ♦  
American Sign Language III,  
4 credit hours,  
(Spring) 
A conversational course in American Sign Language utilizing skills and vocabulary from American Sign Language I and II and building on these to form more complex expressions in American Sign Language. Impromptu and planned stories, dialogues and skits will be performed. Receptive and expressive finger spelling will be advanced. No voice will be used for the majority of classroom time. Prerequisite: SPA 1613 or instructor permission.

SPC 1006 †  
Essentials of Speech,  
1 credit hour,  
(Offered as needed) 
This course can be used to satisfy missing transfer requirements and/or oral components required in certain programs. Individuals participate in the preparation and presentation of speeches.

SPC 1600 †  
Speech,  
3 credit hours,  
(Fall, Spring, Summer) 
Emphasis is on assisting the individual to develop his/her potential in oral communication. Individual participation in preparation and presentation of speeches reinforced by continuing group analysis and constructive criticism.

SPC 2511  
Discussion and Debate,  
3 credit hours,  
(Offered as needed) 
This course is designed to provide learning experiences in rational decision making incorporating the techniques of persuasion through organized procedures for argumentation, debate and discussion. Prerequisite: membership on forensic team.

SPN 1030  
Spanish for Health Care I,  
3 credit hours,  
(Spring, Summer, Fall) 
Spanish for Health Care is designed for individuals majoring or working in health-related areas. The course focuses on vocabulary needed for the workplace, and the grammar is taught as task-based practical skills. Students will conduct interviews, fill out medical forms, write letters, and read medical articles and brochures. 

SPN 1032  
Spanish for Health Care II,  
3 credit hours,  
(Offered as needed) 
Spanish for Health Care is a 3-credit course designed for individuals majoring or working in health-related areas. The course focuses on vocabulary needed for the workplace, and the grammar is taught as task-based practical skills. Students will conduct interviews, fill out medical forms, write letters, and read medical articles and brochures. Does not meet State University System foreign language admissions requirement.

SPN 1042  
Spanish for Law Enforcement I,  
3 credit hours,  
(Spring, Summer, Fall) 
Spanish for Law Enforcement is designed for individuals majoring or working in law-related areas. The course focuses on vocabulary needed for the workplace, and the grammar is taught as task-based practical skills. Students will conduct interviews, fill out medical forms, write letters, and read medical articles and brochures pertaining to law enforcement.

* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.
† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.
❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.
SPN 1120  
Spanish I,  
4 credit hours,  
(Fall)  
Pronunciation and grammatical structures of Spanish, with emphasis upon balanced development of all four skills — listening, speaking, reading, and writing. Covers all basic structures of the language.

SPN 1121  
Spanish II,  
4 credit hours,  
(Spring)  
Pronunciation and grammatical structures of Spanish, with emphasis upon balanced development of all four skills — listening, speaking, reading and writing. Covers all basic structures of the language. Prerequisite: SPN 1120 or its equivalent.

SPN 2220  
Spanish III,  
4 credit hours,  
(Fall)  
Intermediate level review of grammar, readings in Spanish literature, and development of conversational and writing skills. Prerequisite: SPN 1121 or its equivalent.

SPN 2221  
Spanish IV,  
4 credit hours,  
(Spring)  
Completion of intermediate level review of grammar, readings in Spanish literature, and development of conversational and writing skills. Prerequisite: SPN 2200 or its equivalent.

STA 2023  
Statistics,  
3 credit hours,  
(Fall, Spring, Summer)  
General introduction to understanding and applying statistical concepts; topics include descriptive statistics, probability, random variables, distributions, estimations, hypothesis testing, two sample inferences, correlation and simple linear regression. Non-symbolic graphing calculators are required. The TI-83 Series is recommended. Prerequisite: MAT 1033A or equivalent with a “C” or better, or appropriate placement test score.

SUR 2100C*  
Surveying,  
3 credit hours,  
(Fall, Spring)  
Measurement of distances; elevations and angles; analysis of errors; adjustments of instruments; computation of positions, areas and volumes; contours; establishing grades; topographic mapping and land surveying.

SUR 2140C*  
Surveying II,  
3 credit hours,  
(Fall, Spring)  
This course covers advanced surveying concepts. Topics will include: measurement of distances, elevations and angles, analysis of errors, and adjustment of instruments. Additional coverage will include computation of positions, areas and volumes; contours, determining grades; topographic mapping and land surveying. Prerequisite: SUR 2100C or equivalent.

SYG 2000  
Sociology,  
3 credit hours,  
(Fall, Spring, Summer)  
Concentrates on the description of individual and group behavior. Basic concepts are related to the family and the city, individual, industrial, and political problem areas.

SYG 2010  
Social Problems,  
3 credit hours,  
(Fall, Spring, Summer)  
Introduction to the sociological study of the nature of social problems to insure understanding of their impact on the individual, the group and social institutions in societal and cultural settings. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

SYG 2430  
The Family and Society,  
3 credit hours,  
(Offered as needed)  
An examination of the problems which arise out of participation in marriage, family and community situations. Designed to provide students with a basic understanding of the dynamics of family interaction, the effects upon the children, and the family’s relationship to and participation in the community.

TAR 2121C  
Architectural Drafting,  
3 credit hours,  
(Offered as needed)  
Architectural design and development of residential and light commercial buildings to include: development and construction of good architectural freehand lettering, VA and FHA approved residential house plans, “Good Sense” house plans as defined in the Arkansas Plan, and heat loss/heat gain calculations. Prerequisite: ETD 1100 or ETD 1111 or equivalent.

TAX 2000  
Federal Income Tax: Individual,  
3 credit hours,  
(Offered as needed)  

THE 1905  
Independent Study – Theatre,  
1 credit hour,  
(Fall, Spring, Summer)  
A defined independent study which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule. Departmental approval required. Placement test may be required. NOTE: This course may be used as a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. This course may be taken up to four (4) times for credit.

THE 2071 †  
Humanities – Cinema Appreciation,  
3 credit hours,  
(Offered as needed)  
An introduction to the origin, development, cultural aspects and analysis of cinema topics. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.
THE 2080
Amateur Theatre,
3 credit hours,
(Offered as needed)
A course designed to help the theatre student to further examine the elements of performance, and to also assist those who may become active in community theatres or teachers in secondary schools who may be assigned the task to direct plays. Topic include studies in advanced acting and stage techniques, dramatic form and modes of expression as they relate to a specific performance.

THE 2100 †
Introduction to Theatre History,
3 credit hours,
(Fall, Spring, Summer)
An introduction to theatre and theatrical production. Topics span a wide range of interest – critical, historical, aesthetic and practical – intended to lay a foundation for further knowledge and skill of the theatre. This is an AA Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

THE 2300 †
Dramatic Literature,
3 credit hours,
(Offered as needed)
Survey of dramatic works from the Greeks to the 20th century, with emphasis on the plays of the 19th and 20th centuries; intensive investigation and script analysis with reports, lectures and discussions. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: A passing score on the standardized placement test measuring communication/verbal achievement or successful completion of ENC 0080.

THE 2820
Introduction to Creative Dramatics,
3 credit hours,
(Offered as needed)
A course designed to help the theatre student to further examine the elements of performance, and to also assist those who may become active in community theatres or teachers in secondary schools who may be assigned the task to direct plays. Topic include studies in advanced acting and stage techniques, dramatic form and modes of expression as they relate to a specific performance.

THE 2821
Introduction to Creative Dramatics II,
3 credit hours,
(Offered as needed)
Creative Dramatics introduces the many elements of theatre: dance, voice and musical theatre. Topics span a wide range of interests: the creative process, workshop procedures, rehearsal and performance. Creative Dramatics will focus on producing a final performance. Prerequisite: THE 2820.

THE 2930
Theater – Special Topics,
3 credit hours,
(Fall, Spring, Summer)
A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule.

TPA 1210
Stagecraft,
3 credit hours,
(Offered as needed)
This course is an introduction to the principles of stagecraft: stage terminology, stage safety, instruction in proper use of shop tools, basic theatre construction methods, understanding of theatrical rigging, and understanding of general background practices.

TPA 1290
Technical Theatre Lab I,
3 credit hours,
(Offered as needed)
An introduction to technical theatre and scene technology. Topics include scene drawings, safety and health, stage facility, basic crafts, two- and three-dimensional scenery, scene painting, scene assembly, rigging, properties, special effects and shop organization. Prerequisite: TPA 1210.

TPA 2200
Technical Theatre Lab II,
3 credit hours,
(Offered as needed)
An introduction to stage lighting. Topics include history of stage lighting, fundamentals of light and illumination, lighting control, and lighting practices. Prerequisite: TPA 1210.

TPA 2232
Introduction to Costuming Technology,
3 credit hours,
(Offered as needed)
An introduction to costume techniques and wardrobe practices. Topics span a wide range: costume construction techniques, problems in costumes, costume history, construction styles, sewing machine practices, seam finishes, flat pattern layout and production techniques. This course is intended to develop practical experiences in theatre costumes.

TPA 2276C
Entertainment Technology - Crafts,
3 credit hours,
(Offered as needed)
This course presents the practices and principles of advanced woodworking, welding, smithing, casting, ceramics, plaster work, fiberglass and plastic technology for the entertainment industry. State of the art tool technology, shop and field practice, health and safety standards will be emphasized. These crafts are entertainment industry oriented that will use items created in a realized production. Prerequisite: TPA 1210.

TPA 2600
Stage Management,
3 credit hours,
(Offered as needed)
This course is an introduction to the study and application of stage management as it relates to the manager portfolio, the stage manager morgue, rules and regulations relating to I.A.T.S.E.; rules related to contracts, competence in stage management, proper communication with directors, technical directors, designers, cast members and crews, competence in technical discussion areas and basic first aid.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

❖ This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.
TPP 1190
Rehearsal and Performance I,
3 credit hours,
(Offered as needed)
An ensemble theatre performance experience open to any student who wishes to develop rehearsal and performance skills. Students must participate in scheduled rehearsals and performances. Prerequisite: Experience in high school or a desire to learn.

TPP 1191
Rehearsal and Performance II,
3 credit hours,
(Offered as needed)
An ensemble theatre performance experience open to any student who wishes to develop rehearsal and performance skills. Students must participate in scheduled rehearsals and performances. Prerequisites: TPP 1190.

TPP 1192
Rehearsal and Performance III,
3 credit hours,
(Offered as needed)
An ensemble theatre performance experience open to any student who wishes to develop rehearsal and performance skills. Students must participate in scheduled rehearsals and performances. Prerequisites: TPP 1191.

TPP 2110
Acting I,
3 credit hours,
(Offered as needed)
Through in-class performance the student will develop an understanding and proficiency of those skills of movement, voice, and expression which are required of a theatrical performer.

TPP 2111
Acting II,
3 credit hours,
(Offered as needed)
This course is a continuation of TPP 2110, Acting I, with specialization in characterization utilizing scripted materials and scene study. Prerequisite: TPP 2110.

TPP 2118
Acting III,
3 credit hours,
(Offered as needed)
This course is a continuation of TPP 2111, Acting II, with specialization in acting skills and script analysis with specialization in performance. Prerequisite: TPP 2117.

TPP 2119
Acting IV,
3 credit hours,
(Offered as needed)
This course is a continuation of TPP 2118, Acting III, with advanced study of acting skills and script analysis with specialization in performance. Prerequisite: TPP 2118.

TPP 2301
Directing I,
3 credit hours,
(Offered as needed)
A beginning course in the study, development and training in directing for the theatre. Although not a prerequisite, students are encouraged to take Acting I and II before Directing I.

TPP 2302
Directing II,
3 credit hours,
(Offered as needed)
Directing II is a continued study of the basic principles of directing for the theatre with emphasis in the continued study, development and training in directing for the theatre. Prerequisite: TPP 2301.

TPP 2930
Theater Performance – Special Topics,
3 credit hours,
(Offered as needed)
A defined special topics course which is pursued under supervision of a faculty member and recorded through usual departmental procedures. Designed to permit a student to pursue non-scheduled academic and laboratory work which may be of a specialized nature and not available through the college schedule. This course may be taken up to four (4) times for credit.

WOH 1012 ♦
World Civilization I,
3 credit hours,
(Fall, Spring, Summer)
A study of world history from 4000 BC to 1650 AD as it relates to the development of western civilization. History is analyzed in terms of social, religious, philosophical, political, and economic concepts rather than chronological facts. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: A passing score on the standardized placement test measuring communication(verbal) achievement or successful completion of ENC 0080.

WOH 2040 ♦
Twentieth Century,
3 credit hours,
(Offered as needed)
International political and historical affairs in the twentieth century through the institutions and organizations of the Western State System. Attention is on international cooperation, decision making, force, world resources, and international political geography by the selection of a specific problem. This is a Gordon Rule writing course and is part of the college’s Writing-Across-the-Curriculum program. If used to meet AA Gordon Rule requirements for general education, a minimum grade of “C” is required. Prerequisite: A passing score on the standardized placement test measuring communication(verbal) achievement or successful completion of ENC 0080.

ZOO 1010C
Zoology,
4 credit hours,
(Fall, Spring, Summer)
An introduction to the major concepts of animal life, to include the embryology and phylogeny of MAJOR animal groups.

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* This college credit course is not intended for transfer and may not be applied toward the A.A. degree.

† Courses listed with this symbol contain an oral communication component and may be used to satisfy the Speaking-Across-the-Curriculum requirement.

△ Technology-Across-the-Curriculum Course.

This college credit course qualifies as having an international and/or diversity focus for Teacher Education Programs common prerequisites.