

- MTT 126 BASIC BLUEPRINT READING FOR MACHINISTS** 3 Hrs.  
PREREQUISITE: None  
This course covers the basic principles of blueprint reading and sketching. Topics include multiview drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.
- MTT 127 METROLOGY** 3 Hrs.  
PREREQUISITE: None  
This course introduces the use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion students should be able to demonstrate correct use of measuring instruments.
- MTT 129 LATHE OPERATIONS** 6 Hrs.  
PREREQUISITE: None  
This course includes more advanced lathe practices such as taper turning, threading, boring, and set-up procedures. Emphasis is placed on safety procedures and the machinist responsibility in the set-up and operation of lathes. Upon completion, students should be able to apply lathe techniques to produce tool projects.
- MTT 131 INTERMEDIATE BLUEPRINT READING** 3 Hrs.  
PREREQUISITE: None.  
The purpose of this course is for students to further apply knowledge and skills with reading and interpreting blue prints for machining operations. Specific topics include: calculating missing dimensions from drawings, drawing different views of an object, knowledge of features and types of threads and fasteners used in mechanical objects, types of surface requirements on blueprints, and interpreting blueprints for casting and weldments.
- MTT 136 MILLING OPERATIONS** 6 Hrs.  
PREREQUISITE: None  
This course provides basic knowledge of milling machines. . Emphasis is placed on types of milling machines and their uses, cutting speed, feed calculations, and set-up procedures. Upon completion, students should be able to apply milling techniques to produce machine tool projects.
- MTT 146 PRECISION GRINDING MACHINES I** 6 Hrs.  
PREREQUISITE: None  
This course is the study of precision grinding machines and their operations. The course will also focus on the different types of grinding machines, different setup procedures, grinding wheel characteristics and selection, and surface finish requirements and characteristics.
- MTT 152 METALLURGY** 3 Hrs.  
PREREQUISITE: None.  
This course covers the production, properties, testing, classification, microstructure, and heat treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, the student should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.
- MTT 181/182/281/282 SPECIAL TOPICS IN MACHINE TOOL TECHNOLOGY** 1-3 Hrs.  
PREREQUISITE: None.  
This course is a guided independent study of special projects in machine tool technology. Emphasis is

placed on the student's needs. Upon completion, the student should be able to demonstrate skills developed to meet specific needs.

- MTT 291 COOPERATIVE EDUCATION IN MACHINE TOOL TECHNOLOGY** 3 Hrs.  
PREREQUISITE: None  
Students work on a part-time basis in a job directly related to machine tool technology. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

## MASS COMMUNICATIONS (MCM)

- MCM 100 INTRODUCTION TO MASS COMMUNICATION** 3 Hrs.  
This course provides the student with general study of mass communication and journalism. This course includes theory, development, regulation, operation, and effects upon society.
- MCM 113-114-115. 213-214-215 STUDENT PUBLICATIONS** 1-2 Hrs.  
PREREQUISITE: RDG 084 or equivalent placement score.  
These courses offer practical experience in journalism skills through working on the staff of student publications.
- MCM 120 INTRODUCTION TO JOURNALISM** 3 Hrs.  
PREREQUISITE: None.  
A first writing course in journalism, this course features journalistic style, copy reading, story types, headlines, typography, and page make-up.
- MCM 130 NEWS REPORTING** 3 Hrs.  
PREREQUISITE: RDG 084 or equivalent placement score.  
This course includes instruction and practice in news gathering and news writing techniques, including methodology, observation, interviews, and use of sources.
- MCM 200 NEWS PHOTOGRAPHY** 3 Hrs.  
PREREQUISITE: None.  
COREQUISITE: ENG 101  
This course includes practice in camera techniques, film developing, and print making for newspapers and other publications.
- MCM 230 SURVEY OF ADVERTISING** 3 Hrs.  
PREREQUISITE: None.  
COREQUISITE: ENG 101  
This course includes instruction in the structure and functions of the advertising agency and the elements of effective advertisement.
- MCM 240 INTRODUCTION TO PUBLIC RELATIONS** 3 Hrs.  
PREREQUISITE: None.  
COREQUISITE: ENG 101  
This course is an introduction to public relations techniques, including the grouping of publics, publication strategies, and preparation of publicity for various media.

## MATHEMATICS (MTH or MAH)

- MAH 101 INTRODUCTORY MATHEMATICS I** 3 Hrs.  
PREREQUISITE: None.  
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include business and industry related arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear

equations, formulas, and statistics. Upon completion, the student should be able to solve practical problems in his or her specific occupational areas of study. This is a course designed for the student seeking a certificate and does not meet the general core requirement for mathematics.

**MTH 080 MATHEMATICS LABORATORY 1-2 Hrs.**

PREREQUISITE: None.

This course is designed to offer supplemental help to students in mathematics. Students work in a laboratory situation with qualified instructors. This course may be repeated as needed. Emphasis is on arithmetic and algebra as determined by the individual need of the student.

**MTH 090 BASIC MATHEMATICS 4 Hrs.**

PREREQUISITE: None.

This is a developmental course reviewing arithmetical principles and computations designed to help the student's mathematical proficiency for selected curriculum entrance.

**MTH 098 ELEMENTARY ALGEBRA 4 Hrs.**

PREREQUISITE: MTH 090 or equivalent placement score.

This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs.

**MTH 100 INTERMEDIATE COLLEGE ALGEBRA 3 Hrs.**

PREREQUISITE: MTH 098 or equivalent placement score.

This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirements for mathematics.

**MTH 110 FINITE MATHEMATICS 3 Hrs.**

PREREQUISITE: A grade of C or better in MTH 100 or equivalent placement score.

This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by the student who is not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method, and applications.

**MTH 112 PRECALCULUS ALGEBRA 3 Hrs.**

PREREQUISITE: A grade of C or better in MTH 100 or equivalent placement score.

This course emphasizes the algebra of functions - including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.

**MTH 113 PRECALCULUS TRIGONOMETRY 3 Hrs.**

PREREQUISITE: A grade of C or better in MTH 112 or equivalent placement score.

This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems.

**MTH 116 MATHEMATICAL APPLICATIONS 3 Hrs.**

PREREQUISITE: A grade of S in MTH 090 or equivalent placement score.

This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for the student seeking an AAS degree and does not meet the general core requirement for mathematics.

**MTH 120 CALCULUS AND ITS APPLICATIONS 3 Hrs.**

PREREQUISITE: A grade of C or better in MTH 112 or equivalent placement score.

This course is intended to give a broad overview of calculus and is taken primarily by the student majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L'Hopital's Rule, and multiple integration (including applications).

**MTH 125 CALCULUS I 4 Hrs.**

PREREQUISITE: A grade of C or better in MTH 113 or equivalent placement score.

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

**MTH 126 CALCULUS II 4 Hrs.**

PREREQUISITE: A grade of C or better in MTH 125 or equivalent placement score.

This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations.

**MTH 227 CALCULUS III 4 Hrs.**

PREREQUISITE: A grade of C or better in MTH 126 or equivalent placement score.

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem.

**MTH 231 MATH FOR THE ELEMENTARY****TEACHER I****3 Hrs.**

PREREQUISITE: A grade of C or better in MTH 100 or higher level mathematics course.

This course is designed to provide appropriate insights into mathematics for the student majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, the student is required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts.

**MTH 232 MATH FOR THE ELEMENTARY****TEACHER II****3 Hrs.**

PREREQUISITE: A grade of C or better in MTH 231.

This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade.

**MTH 238 APPLIED DIFFERENTIAL EQUATIONS I****3 Hrs.**

COREQUISITE: MTH 227.

An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order; the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous.

**MILITARY SCIENCE (MSC)****MSC 101 MILITARY SCIENCE I: COLLEGE SURVIVAL SKILLS****2 Hrs.**

PREREQUISITE: None

Instruction on enhancing reading, note taking, time management, writing, and memory skills. Role of the Army and its components, customs and traditions of the military, and the organization of the Army.

**MSC 101a ADVENTURE TRAINING****2 Hrs.**

PREREQUISITE: None

Action oriented alternative to MS 101. Helps you meet everyday adversity and shows you how resourcefulness can help you survive an emergency, ensuring a safe and enriching adventure in the

wilderness. Includes First Aid, map reading, orienteering, rifle marksmanship, water survival, repelling, and outdoor wilderness training. Fully substitutes for MS 101 in ROTC curriculum.

**MSC 102 MILITARY SCIENCE I: CONTINUATION OF COLLEGE SURVIVAL SKILLS****2 Hrs.**

PREREQUISITE: None

Instruction on enhanced thinking, test-taking, and money and relationship skills. Review of MS 101 military skills for students who opted for MS 101a. First aid techniques, concepts of military leadership, and counseling.

**MSC 110 PHYSICAL TRAINING****1 Hr.**

PREREQUISITE: None

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

**MSC 111 PHYSICAL TRAINING****1 Hr.**

PREREQUISITE: None

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

**MSC 112 PHYSICAL TRAINING****1 Hr.**

PREREQUISITE: None

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

**MSC 113 PHYSICAL TRAINING****1 Hr.**

PREREQUISITE: None

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

**MSC 114 PHYSICAL TRAINING****1 Hr.**

PREREQUISITE: None

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

**MSC 115 PHYSICAL TRAINING****1 Hr.**

PREREQUISITE: None

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

**MSC 116 PHYSICAL TRAINING****1 Hr.**

PREREQUISITE: None

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

**MSC 117 PHYSICAL TRAINING****1 Hr.**

PREREQUISITE: None

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

**MSC 118 PHYSICAL TRAINING****1 Hr.**

PREREQUISITE: None

Instruction on Army Physical Fitness Program. Students must sign health form and have physician approval. Equivalent to a college level PE course.

**MSC 201 GENERAL MILITARY SCIENCE****2 Hrs.**

PREREQUISITE: None

Classroom study and hands on application in professional and college related skills. Emphasis on leadership, first aid, oral/written and interpersonal communication skills. Includes principles and techniques considered essential in reading military maps.

**MUSIC (MUL) (MUP) (MUS)**

- MUL SEE LIST CLASS PERFORMANCE INSTRUCTION 1 Hr.**  
**PREREQUISITE:** None.  
 Group instruction is available in voice, piano, strings, woodwinds, brass, percussion, and fretted instruments for the student with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique, and general musicianship skills. Upon completion of one or a sequence of courses, the student should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.
- MUL 101-02; 201-02 CLASS PIANO I, II, III, IV**  
**MUL 111-12; 211-12 CLASS VOICE I, II, III, IV**  
**MUL 141-42; 241-42 CLASS BRASS I, II, III, IV**  
**MUL 151-52; 251-52 CLASS PERCUSSION I, II, III, IV**  
**MUL 161-62; 261-62 CLASS FRETTED INSTRUMENTS I, II, III, IV**  
**MUL 170-171; 270-71 MUSIC WORKSHOP I, II, III, IV 1-3 Hrs.**  
**PREREQUISITE:** Permission of the instructor.  
 This course is a seminar clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, the student should be able to effectively participate in performances presented by this type of ensemble.
- MUL 172-73; 272-73 MUSICAL THEATRE WORKSHOP 1, II, III, IV 1-2 Hrs.**  
**PREREQUISITE:** Permission of the instructor.  
 This course includes the study of musical theatre history, styles, performance, and technical production. Emphasis is placed on the supervised study, preparation, production, and performances of scenes or complete works of musical theatre. Upon completion, the student should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.
- MUL 174-75; 274-75 OPERA WORKSHOP I, II, III, IV 1-2 Hrs.**  
**PREREQUISITE:** Permission of the instructor.  
 This course includes the study of opera history, styles, performance, and technical production. Emphasis is placed on the supervised study, preparation, production, and performance of scenes or complete works of opera. Upon completion, the student should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.
- MUL SEE LIST MUSIC ENSEMBLES 1-2 Hr.**  
**PREREQUISITE:** Permission of the instructor.  
 This course provides an opportunity for the student to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, the student should be able to effectively participate in performances presented by the ensemble.
- MUL 180-81; 280-81 CHORUS I, II, III, IV**  
**MUL 182-83; 282-83 VOCAL ENSEMBLE I, II, III, IV**  
**MUL 184-85; 284-85 JAZZ/SHOW CHOIR I, II, III, IV**  
**MUL 190-91; 290-91 CONCERT BAND I, II, III, IV**  
**MUL 192-93-292-93 INSTRUMENTAL ENSEMBLE I, II, III, IV**  
**MUL 194-95; 294-95 ORCHESTRA I, II, III, IV**  
**MUL 196-97; 296-9 JAZZ/SHOW BAND I, II, III, IV**
- MUL 198-99; 298-99 MARCHING BAND I, II, III, IV**  
**MUP SEE LIST INDIVIDUAL PERFORMANCE INSTRUCTION 1-2 Hrs.**  
**PREREQUISITE:** Permission of the instructor.  
 Applied study in voice and instrumental areas is limited to 4 semesters of study. Additional study for students may be requested of the instructor. Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed on developing technique, repertoire, and performance skills commensurate with the student's educational goals. The student is required to practice a minimum of five hours per week for each credit hour. Upon completion, the student should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.
- MUP 101-02; 201-02 PRIVATE PIANO I, II, III, IV**  
**MUP 111-12; 211-12 PRIVATE VOICE I, II, III, IV**  
**MUP 133-34; 233-34 PRIVATE GUITAR I, II, III, IV**  
**MUP 141-42; 241-42 PRIVATE FLUTE I, II, III, IV**  
**MUP 143-44; 243-44 PRIVATE CLARINET I, II, III, IV**  
**MUP 145-46; 245-46 PRIVATE SAXOPHONE I, II, III, IV**  
**MUP 151-52; 251-52 PRIVATE OBOE I, II, III, IV**  
**MUP 161-62; 261-62 PRIVATE TRUMPET I, II, III, IV**  
**MUP 163-64; 263-64 PRIVATE FRENCH HORN I, II, III, IV**  
**MUP 165-66; 265-66 PRIVATE MELLOPHONE I, II, III, IV**  
**MUP 171-72; 271-72 PRIVATE TROMBONE I, II, III, IV**  
**MUP 173-74; 273-74 PRIVATE EUPHONIUM I, II, III, IV**  
**MUP 175-76; 275-76 PRIVATE TUBA I, II, III, IV**  
**MUP 181-82; 281-82 PRIVATE PERCUSSION I, II, III, IV**
- MUS 100 CONVOCATION 1 Hr.**  
**PREREQUISITE:** None.  
 This course (required for music majors/minors each semester) is designed to expose the student to a variety of repertory styles and to give the student an opportunity to practice individual performance skills. Emphasis is placed on exposure to performances and lectures by guest artists, faculty, or students, and on personal performance(s) in class each semester.
- MUS 101 MUSIC APPRECIATION 3 Hrs.**  
**PREREQUISITE:** None.  
 This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multi-cultural perspective, and include both vocal and instrumental genres. Upon completion, the student should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.
- MUS 110 BASIC MUSICIANSHIP 3 Hrs.**  
**PREREQUISITE:** Permission of the instructor.  
 This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords, and basic sight singing and ear training skills. Upon completion, the student should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody, and harmony.

- MUS 111 MUSIC THEORY I** 3 Hrs.  
 PREREQUISITE: MUS 110 or permission of the instructor.  
 COREQUISITE: MUS 113, if ear training lab is a separate course.  
 This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, the student should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills.
- MUS 112 MUSIC THEORY II** 3 Hrs.  
 PREREQUISITE: MUS 111.  
 COREQUISITE: MUS 114, if ear training lab is a separate course.  
 This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases, and periods. Upon completion, the student should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills.
- MUS 113 MUSIC THEORY LAB I** 1 Hr.  
 PREREQUISITE: MUS 110 or permission of the instructor.  
 COREQUISITE: MUS 111, if ear training lab is a separate course.  
 This course provides the practical application of basic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter, and four-part triadic progressions in root position. Upon completion, the student should be able to write, sing, and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads, and short four-part progressions in root position.
- MUS 114 MUSIC THEORY LAB II** 1 Hr.  
 PREREQUISITE: MUS 113.  
 COREQUISITE: MUS 112, if ear training lab is a separate course.  
 This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter, and four-part diatonic progressions in all inversions. Upon completion, the student should be able to write, sing, and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies, and four-part diatonic progressions.
- MUS 115 FUNDAMENTALS OF MUSIC** 3 Hrs.  
 PREREQUISITE: None.  
 This course is designed to teach the basic fundamentals of music and develop usable musical skills for the classroom teacher. Topics include rhythmic notation, simple and compound meters, pitch notation, correct singing techniques, phrases, keyboard awareness, key signatures, scales, intervals, and harmony using I, IV, and V with a choral instrument. Upon completion, the student should be able to sing a song, harmonize a simple tune, demonstrate rhythmic patterns, and identify musical concepts through written documentation.
- MUS 116 COMPUTER APPLICATIONS IN MUSIC** 2 Hrs.  
 PREREQUISITE: MUS 111 or equivalent.  
 This course introduces the history and use of computer applications in music. Topics include an introduction to computer skills, MIDI and the application of notation, and sequencing software programs (i.e. Finale, Performer). Upon completion, the student should be able to demonstrate basic competency in the use of computers in music.
- MUS 161 DICTION FOR SINGERS** 2-3 Hrs.  
 PREREQUISITE: Permission of the instructor.  
 This course introduces the basic rules of diction in Italian, French, and German for singers. Emphasis is placed on the use of the International Phonetic Alphabet. Upon completion, the student should be able to sing art songs in Italian, French, and German with correct diction.
- MUS 170 INTRODUCTION TO CHURCH MUSIC** 2-3 Hrs.  
 PREREQUISITE: None.  
 This course provides an overview of church music as a career choice, and includes the organization and operation of a graded church choir program. Topics include an introduction to conducting, rehearsal techniques, administrative skills, and may include a supervised practicum field experience. Upon completion, the student should be able to select, prepare, teach, and conduct a simple anthem for a graded church choir and demonstrate a knowledge of church music administration through written documentation.
- MUS 211 MUSIC THEORY III** 3 Hrs.  
 PREREQUISITE: MUS 112.  
 COREQUISITE: MUS 213, if ear training lab is a separate course.  
 This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms. Upon completion, the student should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation, and keyboard skills.
- MUS 212 MUSIC THEORY IV** 3 Hrs.  
 PREREQUISITE: MUS 211.  
 COREQUISITE: MUS 214, if ear training lab is a separate course.  
 This course completes the study of chromatic harmonic practices in the Common Practice Period and introduces the student to twentieth-century practices. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony, and twentieth-century practices and forms. Upon completion, the student should be able to demonstrate competence using chromatic harmony and basic twentieth-century techniques through analysis, writing, sight singing, dictation, and keyboard skills.
- MUS 213 MUSIC THEORY LAB III** 1 Hr.  
 PREREQUISITE: MUS 114.  
 COREQUISITE: MUS 211, if ear training lab is a separate course.  
 This course provides the practical application of chromatic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include melodies with simple modulations, complex rhythms in simple and compound meter, and secondary function chords. Upon completion, the student should be able to write, sing, and play modulating melodies, rhythmic patterns with beat subdivisions, and four-part chromatic harmony.

- MUS 214 MUSIC THEORY LAB IV** 1 Hr.  
PREREQUISITE: MUS 213.  
COREQUISITE: MUS 212, if ear training lab is a separate course.  
This course provides the practical application of chromatic musical materials and simple twentieth-century practices through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include chromatic and atonal melodies; complex rhythmic patterns in simple, compound, and asymmetric meters; chromatic chords, and twentieth-century harmony. Upon completion, the student should be able to write, sing, and play chromatic and atonal melodies, complex rhythms and meters, four-part chromatic harmony, and simple twentieth-century chord structures.
- MUS 215 COMPOSITION I** 1-2 Hrs.  
PREREQUISITE: MUS 112 or permission of the instructor.  
This course introduces the basic techniques and applications of musical composition. Emphasis is placed on creativity and original thought processes in music. Upon completion, the student should be able to create an original musical composition.
- MUS 251 INTRODUCTION TO CONDUCTING** 3 Hrs.  
PREREQUISITE: MUS 110 or permission of the instructor.  
This course introduces the fundamentals of conducting choral and/or instrumental ensembles. Topics include a study of simple and compound meters, score reading, and techniques for conducting effective rehearsals. Upon completion, the student should be able to prepare and conduct a choral and/or instrumental score in a rehearsal or performance setting.
- MUS 270 ORGANIZATION OF THE CHURCH MUSIC PROGRAM** 2 Hrs.  
PREREQUISITE: None.  
This course is designed to explore administrative models of a comprehensive church music program. Topics include leadership, administrative structure, music personnel, facilities, equipment, vestments, music library, budgeting, planning, vocal and instrumental ensembles, and scheduling for a music program. Upon completion, the student should be able to demonstrate how to plan, coordinate, and administer a comprehensive church music program.
- MUS 271 CHURCH MUSIC LITERATURE** 2 Hrs.  
PREREQUISITE: MUS 170 or permission of the instructor.  
This course provides an historic survey of traditional church music from the 17th century to the present and introduces contemporary Christian styles. Topics include criteria for choosing appropriate music for graded church choirs at easy, medium, and advanced levels of difficulty, and a survey of publishing resources, and cataloging systems. Upon completion, the student should be able to demonstrate a knowledge and understanding of church music literature.
- MUS 272 THE CHILDREN'S CHOIR** 2 Hrs.  
PREREQUISITE: Permission of the instructor.  
This course is designed to provide techniques for working with the child's voice in a choral setting. Topics include working with children's voices, rehearsal techniques, selecting literature, vestments, and organizing a graded choir program. Upon completion, the student should be able to demonstrate how to plan, coordinate, and administer a graded choir program in a church.
- MUS 279 CHURCH MUSIC PRACTICUM** 1 Hr.  
PREREQUISITE: Permission of the instructor.  
This course is designed to provide supervised experience in the various areas of church music through directed study, practice, observation, and other supervised experiences. Emphasis is placed on designing, implementing, and documenting a Practicum project related to a particular area of church music. Upon completion, the student should be able to produce documentation that demonstrates the scope of the project.
- NURSING ASSISTANT (NAS)**
- NAS 100 LONG TERM CARE NURSING ASSISTANT** 4 Hrs.  
PREREQUISITE: None.  
This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion, the student should demonstrate satisfactory performance on written examinations and clinical skills. (Clinical laboratory required)
- NAS 111 FUNDAMENTALS OF LONG TERM CARE** 5 Hrs.  
PREREQUISITE: None.  
COREQUISITE: NAS 112 and NAS 115  
This course provides the student with necessary theory and laboratory experiences for the development of skills required of the long term care nursing assistant. Emphasis is placed on infection control, safety, body mechanics, communications, observation, and personal and restorative care. Upon completion, the student should be able to apply theoretical concepts to care of the resident/client and perform skills in accordance with the Omnibus Budget Reconciliation Act (OBRA) 1987 guidelines. (Laboratory required)
- NAS 112 FUNDAMENTALS OF LONG TERM CARE CLINICAL** 2 Hrs.  
PREREQUISITE: None.  
COREQUISITE: NAS 111 and NAS 115  
This course is designed to assist the student to develop the knowledge, attitudes, and skills needed to perform basic nursing care safely and efficiently in a supervised long term care clinical setting. Emphasis is placed on the application of knowledge, attitudes, and skills appropriate for the long term care nursing assistant. Upon completion, the student should demonstrate beginning competence in the delivery of care to the client in a long term care facility. (Clinical required)
- NAS 113 FUNDAMENTALS OF HOME HEALTH CARE** 5 Hrs.  
PREREQUISITE: None.  
COREQUISITE: NAS 114  
This course provides the student with the necessary theory and laboratory experiences for the development of skills required to qualify as a Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, mobility, personal care, and infection control necessary to care for the home-bound client of all ages. Upon completion, the student should be able to apply concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA) and the National Association of Home Care. (Laboratory required)
- NAS 114 HOME HEALTH AID CLINICAL** 2 Hrs.  
PREREQUISITE: None.  
COREQUISITE: NAS 113.  
This course is designed to assist the student to devel-

op knowledge, attitudes, and skills needed to perform basic nursing care safely and efficiently in a supervised home health care clinical setting. Emphasis is placed on application of knowledge, attitudes, and skills needed appropriate for the home health care aide. (Clinical is required) Upon completion, the student will demonstrate beginning competence in care of the client in the home care setting.

**NAS 115 CPR and BASIC FIRST AID 2 Hrs.**

PREREQUISITE: None

COREQUISITE: NAS 111 and NAS 112

This course is designed to help the student feel more confident and act appropriately in an emergency situation. Emphasis is placed on providing the student with theoretical concepts to develop skills in basic first aid and cardiopulmonary resuscitation. Upon completion, which includes specific competencies in basic life support, the student will receive appropriate course completion documentation.

## NURSING (NUR)

**NUR 101 BODY STRUCTURE AND FUNCTION 4 Hrs.**

Prerequisite: Acceptance into Practical Nursing Program

COREQUISITE: NUR 102, NUR 103, NUR 104, BIO 201 (Required AD Track; if elected for PN Track), MTH 116 or higher

This course provides students with basic knowledge of the normal structure and function of the human body. Major content focuses on the interrelations among the organ systems and the relationship of each organ system to homeostasis. Medical terminology is integrated throughout course content. Upon completion of this course, students will be able to demonstrate basic knowledge of body systems, their interrelationships and associated medical terminology.

**NUR 102 FUNDAMENTALS OF NURSING 6 Hrs.**

PREREQUISITE: Acceptance into Practical Nursing or Associate Degree Nursing Program

COREQUISITE: NUR 101 (if elected for PN Track), NUR 103, NUR 104, BIO 201 (Required for AD Track; if elected PN Track), and MTH 116 or higher

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations.

**NUR 103 HEALTH ASSESSMENT 1 Hr.**

PREREQUISITE: Acceptance into Practical Nursing or Associate Degree Nursing Program

COREQUISITE: NUR 101 (if elected for PN Track), NUR 102, NUR 104, BIO 201 (Required for AD Track; if elected PN Track), and MTH 116 or higher

This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages,

with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting finding appropriate to nursing.

**NUR 104 INTRODUCTION TO PHARMACOLOGY 1 Hr.**

PREREQUISITE: Acceptance into Practical Nursing or Associate Degree Nursing Program

COREQUISITE: NUR 101 (if elected for PN Track), NUR 102, NUR 103, BIO 201 (Required for AD Track; if elected PN Track), and MTH 116 or higher

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Students will be able to calculate and administer medications.

**NUR 105 ADULT NURSING 8 Hrs.**

PREREQUISITE: NUR 101 or BIO 201, NUR 102, NUR 103, NUR 104, and MTH 116 or higher

COREQUISITE: ENG 101, BIO 202, (Required for AD Track; if elected PN Track), and NUR 106

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastrointestinal, cardiovascular, endocrine, and integumentary systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 106 MATERNAL AND CHILD NURSING 5 Hrs.**

PREREQUISITE: NUR 101 or BIO 201, NUR 102, NUR 103, NUR 104, and MTH 116 or higher

COREQUISITE: ENG 101, BIO 202, (Required for AD Track; if elected PN Track), and NUR 105

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal, and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage for maternal and pediatric clients in a variety of settings.

**NUR 107 ADULT/CHILD NURSING 8 Hrs.**

PREREQUISITE: NUR 101 or BIO 201 and BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, and ENG 101

COREQUISITE: NUR 108 and NUR 109

This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process in a variety of settings. Emphasis is placed on providing care to individuals experiencing complex alterations in: sensory/perceptual reproductive, endocrine, genitourinary, neurological, immune, cardiovascular, and

lower gastrointestinal systems. Additional instruction is provided for care for clients experiencing burns, cancer, and emergent conditions. Nutrition, pharmacology, therapeutic communication, community, cultural diversity, health promotion, error prevention, critical thinking, impacts on maternal and child clients are integrated throughout the course.

**NUR 108 PSYCHOSOCIAL NURSING 3 Hrs.**  
PREREQUISITE: NUR 101 or BIO 201 and BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, and ENG 101

COREQUISITE: NUR 107 and NUR 109

This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, students will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process.

**NUR 109 ROLE TRANSITION FOR THE PRACTICAL NURSE 3 Hrs.**  
PREREQUISITE: NUR 101 or BIO 201 and BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, and ENG 101

COREQUISITE: NUR 107 and NUR 108

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of practical nursing.

**NUR 200 NURSING CAREER MOBILITY ASSESSMENT 6 Hrs.**  
PREREQUISITE: MTH 116 or higher, BIO 201, BIO 202, and ENG 101 and acceptance to the Nursing Program

This course is designed to provide LPN mobility students self-directed opportunities to prepare for placement into the third semester of the ADN program. Emphasis is on assessment and validation of selected theory, process, and skills covered in NUR 102, 103, 104, 105, and 106. Upon successful completion of assessments, students are eligible for entry into NUR 201. Students who successfully complete this course are awarded 15 non-traditional hours at the completion of the LPN mobility curriculum.

**NUR 201 NURSING THROUGH THE LIFESPAN I 5 Hrs.**  
PREREQUISITE Two-Year Track: BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, and ENG 101

PREREQUISITE Mobility Track: MTH 116 or higher, BIO 201, BIO 202, ENG 101, and NUR 200

COREQUISITE: PSY 200 and BIO 220

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in gastrointestinal, reproductive, sensory, and endocrine systems in a variety of settings. Additional instruction is provided for oncology, mental health, teaching/learning concepts, and advanced dosage calculations. Nutrition,

pharmacology, communication, cultural, and community concepts are integrated.

**NUR 202 NURSING THROUGH THE LIFESPAN II 6 Hrs.**  
PREREQUISITE Two-Year Track: BIO 201, BIO 202, BIO 220, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, ENG 101, and PSY 200  
PREREQUISITE Mobility Track: MTH 116 or higher, BIO 201, BIO 202, BIO 220, ENG 101, NUR 200, and PSY 200

COREQUISITE: SPH 106 or higher and PSY 210

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additional instruction is provided for psychiatric disorders, and high-risk obstetrics. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 203 NURSING THROUGH THE LIFESPAN III 6 Hrs.**  
PREREQUISITE Two-Year Track: BIO 201, BIO 202, BIO 220, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, ENG 101, SPH 106 or higher, PSY 200, and PSY 210

PREREQUISITE Mobility Track: MTH 116 or higher, BIO 201, BIO 202, BIO 220, ENG 101, NUR 200, SPH 106 or higher, PSY 200, and PSY 210

COREQUISITE: Humanities elective

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of settings. Additional instruction is provided care for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

**NUR 204 ROLE TRANSITION FOR THE REGISTERED NURSE 4 Hrs.**  
PREREQUISITE Two-Year Track: BIO 201, BIO 202, BIO 220, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, MTH 116 or higher, ENG 101, SPH 106 or higher, PSY 200, and PSY 210

PREREQUISITE Mobility Track: MTH 116 or higher, BIO 201, BIO 202, BIO 220, ENG 101, NUR 200, SPH 106 or higher, PSY 200, and PSY 210

COREQUISITE: Humanities elective

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in health care, nursing leadership and management, professional practice issues for registered nurses, and transition into the workplace. Additional instruction is provided for preparing for the NCLEX-RN. Precept experience is required.

## OFFICE ADMINISTRATION (OAD)

**OAD 101 BEGINNING KEYBOARDING 3 Hrs.**  
PREREQUISITE: None.

This course is designed to enable the student to use the touch method of keyboarding through classroom

instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbolic, and numeric information using the keyboard. Upon completion, the student should be able to demonstrate proper technique at an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables.

**OAD 102 SPEED AND ACCURACY 3 Hrs.**  
PREREQUISITE: OAD 103.

This course is designed to build speed while maintaining a high degree of accuracy and accomplishes this through a diagnostic approach of identifying individual keystroking weaknesses and prescribing specific drills to correct those weaknesses. Upon completion, the student should be able to demonstrate proper technique and improve speed and accuracy, as defined by the course syllabus.

**OAD 103 INTERMEDIATE KEYBOARDING 3 Hrs.**  
PREREQUISITE: OAD 101.

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memorandums, letters, reports, and tables. Upon completion, the student should be able to demonstrate proficiency at an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.

**OAD 125 WORD PROCESSING 3 Hrs.**  
PREREQUISITE: OAD 101.

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is placed on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software and generate appropriately formatted, accurate, and attractive business documents such as memos, letters, tables, and reports.

**OAD 126 ADVANCED WORD PROCESSING 3 Hrs.**  
PREREQUISITE: OAD 125/CIS 196A.

This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and outside lab. Emphasis is on the use of software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

**OAD 130 ELECTRONIC CALCULATIONS 3 Hrs.**  
PREREQUISITE: None.

This course is designed to teach the touch system and problem solving methods of machine calculators. Emphasis is on basic mathematical functions. Upon completion, the student should be able to demonstrate an acceptable rate of speed and accuracy, as defined by the course syllabus to solve problems based on typical business applications.

**OAD 131 BUSINESS ENGLISH 3 Hrs.**  
PREREQUISITE: None.

This course is designed to develop the student's ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion, the student should be able to write and speak effectively.

**OAD 133 BUSINESS COMMUNICATIONS 3 Hrs.**  
PREREQUISITE: OAD 131.

This course is designed to provide the student with skills necessary to communicate effectively. Emphasis is on the application of communication principles to produce clear, correct, logically-organized business communications. Upon completion, the student should be able to demonstrate effective communication techniques in written, oral, and nonverbal communication.

**OAD 135 FINANCIAL RECORDKEEPING 3 Hrs.**  
PREREQUISITE: None.

This course is designed to provide the student with an understanding of accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equations as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation.

**OAD 136 ADVANCED FINANCIAL RECORDKEEPING 3 Hrs.**  
PREREQUISITE: None

This course is designed to provide more in-depth principles and practices of the accounting cycle. Emphasis is on the preparation of financial records such as payroll records, vouchers, accruals, deferrals and related documents. Upon completion, the student should be able to demonstrate the ability to prepare and manage financial records and information, both manually and electronically.

**OAD 137 ELECTRONIC FINANCIAL RECORDKEEPING 3 Hrs.**  
PREREQUISITE: OAD 243 or CIS 286 and MTH 116 or MAH 101 or MTH 098 or MTH 100 or equivalent placement score.

This course is designed to provide the student with skill in using the microcomputer to enter financial data through classroom instruction and outside lab. Emphasis is on the use of appropriate software in the preparation of journals, financial statements, and selected payroll records. Upon completion, the student will be able to demonstrate the ability to use a microcomputer system to record financial data.

**OAD 138 RECORDS AND INFORMATION MANAGEMENT 3 Hrs.**  
PREREQUISITE: None.

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures, both manually and electronically.

**OAD 200 BEGINNING MEDICAL TRANSCRIPTION 3 Hrs.**  
PREREQUISITE: OAD 103, BIO 120, and BIO 150

This course is designed to orient students to operating a transcribing machine efficiently and on transcribing documents through classroom instruction and outside lab. Emphasis is placed on transcribing documents and operating a transcribing machine efficiently. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.

**OAD 202 LEGAL TRANSCRIPTION 3 Hrs.**  
PREREQUISITE: OAD 103 and PRL 101.

This course is designed to familiarize the student with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and outside lab. Emphasis is on transcrib-

ing legal documents from dictated recordings. Upon completion, the student should be able to demonstrate the ability to accurately transcribe legal documents.

**OAD 212 INTERMEDIATE MEDICAL TRANSCRIPTION**

**3 Hrs.**

PREREQUISITE: OAD 200.

This course is designed to develop skill in the transcription of documents generated in the medical office through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Topics for reports include pathology, cardiology, and radiology. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings.

**OAD 213 ADVANCED MEDICAL TRANSCRIPTION**

**3 Hrs.**

PREREQUISITE: OAD 212.

This course is designed to develop marketable skills in transcribing dictated material through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Topics include radiology, gastrointestinal, and orthopedics. Upon completion, the student should be able to demonstrate proficiency in the preparation of a variety of reports and forms used in the medical environment.

**OAD 214 MEDICAL OFFICE PROCEDURES**

**3 Hrs.**

PREREQUISITE: OAD 125/CIS 196A OR OAD 231/CIS 196C.

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and outside lab. Emphasis is on medical terms, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform support tasks required for employment in a medical environment.

**OAD 218 OFFICE PROCEDURES**

**3 Hrs.**

PREREQUISITE: OAD 125/CIS 196A OR OAD 231/CIS 196C.

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction and outside lab. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

**OAD 230 ELECTRONIC PUBLISHING**

**3 Hrs.**

PREREQUISITE: OAD 101.

This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and outside lab. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print professional publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.

**OAD 231 WORDPERFECT**

**3 Hrs.**

PREREQUISITE: OAD 101.

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is placed on the utilization of software features to create, edit, and

print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software and generate appropriately formatted, accurate, and attractive business documents such as memos, letters, tables, and reports. The State Department of Education refers to this course as Office Applications.

**OAD 232 THE ELECTRONIC OFFICE**

**3 Hrs.**

PREREQUISITE: OAD 125/CIS 196A OR OAD 231/CIS 196C OR CIS 146.

Electronic Office is designed to work with each of the four Microsoft Office programs: Word, Excel, PowerPoint, and Access to create meaningful projects and perform business tasks. The student will learn how to streamline specific applications by integrating two or more of the Office programs, and how to use the World Wide Web to gather information. Upon completion, the student should be able to demonstrate the ability to use industry-standard software and generate appropriately formatted, accurate, and attractive business documents.

**OAD 233 TRENDS IN OFFICE TECHNOLOGY**

**3 Hrs.**

PREREQUISITE: As required by college.

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position.

**OAD 242 OFFICE INTERNSHIP**

**3 Hrs.**

This course is designed to address current trends in office technology through classroom instruction and outside lab. Emphasis is on technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office.

**OAD 243 MICROSOFT EXCEL**

**3 Hrs.**

PREREQUISITE: OAD 101

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and outside lab. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets. The State Department of Education refers to this course as Spreadsheet Applications.

**OAD 244 MICROSOFT ACCESS AND POWERPOINT**

**3 Hrs.**

PREREQUISITE: OAD 101

Access is a computer program used to enter, maintain, and retrieve related data in a format known as a database. Upon completion, the student should be able to create a database, organize and update the data, prepare queries to find the needed information, and choose attractive and functional methods for viewing the information on screen and in printed reports.

PowerPoint is a presentation graphics program that is used to organize and present information directly from a computer or printed for distribution. Upon completion, the student should be able to prepare a PowerPoint presentation, modify a presentation, format slides, add visual appeal and animation to presentations, share and connect data, link and embed objects and files, and save a presentation as a Website. The State Department of Education refers to this course as Database Applications.

**ORIENTATION (ORI)**

- ORI 101 ORIENTATION TO COLLEGE** 1-2 Hrs.  
PREREQUISITE: None.  
This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.

**PARALEGAL (PRL)**

- PRL 101 INTRODUCTION TO PARALEGAL STUDY** 3 Hrs.  
PREREQUISITE: None.  
This course introduces the paralegal profession and the legal system. Topics include an overview of major areas of legal practice, ethics, legal analysis and research, professional development including certification and employment, and related topics.
- PRL 102 BASIC RESEARCH AND WRITING** 3 Hrs.  
PREREQUISITE: None.  
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and validating sources of law. Topics include legal research, legal writing, proper citation, and electronic research..
- PRL 103 ADVANCED LEGAL RESEARCH AND WRITING** 3 Hrs.  
PREREQUISITE: PRL 102.  
This course requires the student to apply research, analysis, and writing techniques to substantive legal issues. Assignments include preparation of legal memoranda and other documents and the more efficient use of electronic research methods.
- PRL 150 COMMERCIAL LAW** 3 Hrs.  
PREREQUISITE: None.  
This course covers contracts, selected portions of the Uniform Commercial Code, and forms of business organization.
- PRL 160 CRIMINAL LAW AND PROCEDURE** 3 Hrs.  
PREREQUISITE: None.  
This course introduces substantive and procedural criminal law including elements of state and federal crimes, defenses, constitutional issues, pre-trial process, and other related topics.
- PRL 192 SELECTED TOPICS IN PARALEGAL I** 3 Hrs.  
PREREQUISITE: None.  
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline.
- PRL 193 SELECTED TOPICS IN PARALEGAL II** 3 Hrs.  
PREREQUISITE: None  
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline.
- PRL 220 CORPORATE LAW** 3 Hrs.  
PREREQUISITE: None.  
This course covers the legal aspects of creating, operating, and maintaining a business and includes a review of commonly used forms of business organization
- PRL 230 DOMESTIC LAW** 3 Hrs.  
PREREQUISITE: None.  
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics.
- PRL 240 WILLS, TRUSTS, AND ESTATES** 3 Hrs.  
PREREQUISITE: None.  
This course covers wills, trusts, and inheritance. Topics include types of wills, the law of intestacy (inheritance), probating estates, and alternatives to probate. The course also covers trusts, medical directives, and associated litigation.
- PRL 250 BANKRUPTCY AND COLLECTIONS** 3 Hrs.  
PREREQUISITE: None.  
This course provides an overview of laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure.
- PRL 262 CIVIL LAW AND PROCEDURES** 3 Hrs.  
PREREQUISITE: None.  
This course examines the Federal Rules of Civil Procedure, the Alabama Rules of Civil Procedure, and trial procedure.
- PRL 265 CONSTITUTIONAL LAW** 3 Hrs.  
PREREQUISITE: None  
This course is designed to give an overview of the United States Constitution and its application in the American Legal System.
- PRL 282 LAW OFFICE MANAGEMENT AND PROCEDURES** 3 Hrs.  
PREREQUISITE: None  
This course focuses on the management, organization and policies and procedures of a law office.
- PRL 291 INTERNSHIP IN PARALEGALISM** 3 Hrs.  
PREREQUISITE: PRL 101 and PRL 102.  
This course provides students opportunities to work in paid or unpaid positions in which they apply paralegal skills and knowledge. This course requires a minimum of 100 hours of practical experience in the legal fields.

**PHILOSOPHY (PHL)**

- PHL 106 INTRODUCTION TO PHILOSOPHY** 3 Hrs.  
PREREQUISITE: ENG 092 or equivalent placement in ENG 101  
This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision making. The student should have an understanding of major philosophical ideas in an historical survey from the early Greeks to the modern era.
- PHL 206 ETHICS AND SOCIETY** 3 Hrs.  
PREREQUISITE: ENG 093 or equivalent placement in ENG 101  
This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.

**PHYSICAL EDUCATION (PED)**

- PED 101 SLIMNASTICS (BEGINNING)** 1 Hr.  
PREREQUISITE: None.  
This course provides an individualized approach to physical fitness, wellness, and other health-related factors. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, the student should

be able to set up and implement an individualized physical fitness program. (Lecture will be provided with this activity.)

- PED 102 SLIMNASTICS (INTERMEDIATE) 1 Hr.**  
**PREREQUISITE:** None.  
 This course is an intermediate-level slimnastics class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems, nutrition, and weight control. Upon completion, the student should be able to implement and evaluate an individualized physical fitness program. (Lecture will be provided with this activity.)
- PED 103 WEIGHT TRAINING (BEGINNING) 1 Hr.**  
**PREREQUISITE:** None.  
 This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, the student should be able to establish and implement a personal weight training program. (Lecture will be provided with this activity.)
- PED 104 WEIGHT TRAINING (INTERMEDIATE) 1 Hr.**  
**PREREQUISITE:** None.  
 This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, the student should be able to establish and implement an individualized advanced weight training program. (Lecture will be provided with this activity.)
- PED 105 PERSONAL FITNESS 1 Hr.**  
**PREREQUISITE:** None.  
 This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility, and body composition.
- PED 106 AEROBICS 1 Hr.**  
**PREREQUISITE:** None.  
 This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility, and on safety precautions. Upon completion, the student should be able to select and implement a rhythmic aerobic exercise program. (Lecture will be provided with this activity.)
- PED 107 AEROBICS DANCE (BEGINNING) 1 Hr.**  
**PREREQUISITE:** None  
 This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, the student should be able to participate in basic dance aerobics. (Lecture will be provided with this activity.)
- PED 108 AEROBICS DANCE (INTERMEDIATE) 1 Hr.**  
**PREREQUISITE:** None.  
 This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, the student should be able to participate in and design an aerobics routine. (Lecture will be provided with this activity.)
- PED 109 JOGGING 1 Hr.**  
**PREREQUISITE:** None.  
 This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, the student should be able to understand and appreciate the benefits derived from these activities.
- PED 118 GENERAL CONDITIONING (BEGINNING) 1 Hr.**  
**PREREQUISITE:** None.  
 This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, the student should be able to set up and implement an individualized physical fitness and conditioning program. (Lecture will be provided with this activity.)
- PED 119 GENERAL CONDITIONING (INTERMEDIATE) 1 Hr.**  
**PREREQUISITE:** None.  
 This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, the student should be able to implement and evaluate an individualized physical fitness and conditioning program. (Lecture will be provided with this activity.)
- PED 123 GOLF (BEGINNING) 1 Hr.**  
**PREREQUISITE:** None.  
 This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, the student should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.
- PED 124 GOLF (INTERMEDIATE) 1 Hr.**  
**PREREQUISITE:** PED 123 or permission of instructor.  
 This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, the student should be able to demonstrate the knowledge and ability to play a recreational round of golf.
- PED 128 RACQUETBALL 1 Hr.**  
**PREREQUISITE:** None.  
 This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, the student should be able to play recreational racquetball.
- PED 130 HANDBALL 1 Hr.**  
**PREREQUISITE:** None.  
 This course introduces the fundamentals of handball. Emphasis is placed on rules, fundamentals, and strategies of beginning handball. Upon completion, the student should be able to play recreational handball.
- PED 131 BADMINTON (BEGINNING) 1 Hr.**  
**PREREQUISITE:** None.  
 This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, the student should be able to apply these skills in playing situations.
- PED 133 TENNIS (BEGINNING) 1 Hr.**  
**PREREQUISITE:** None.  
 This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, the student should be able to play recreational tennis.

- PED 134 TENNIS (INTERMEDIATE) 1 Hr.**  
PREREQUISITE: PED 133 or permission of instructor.  
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, the student should be able to play competitive tennis.
- PED 150 TAI CHI 1 Hr.**  
PREREQUISITE: None.  
Tai Chi is an ancient martial art from through which the student will improve flexibility, balance, strength, and mental discipline. By learning the slow and deliberate movements of Tai Chi, the student will also develop proper breathing and relaxation techniques and enhance joint flexibility. Tai Chi skills are a combination of stretching, isometrics, and isotonic movements in combination with diaphragmatic breathing and postural maintenance.
- PED 151 JUDO (BEGINNING) 1 Hr.**  
PREREQUISITE: None.  
This course introduces the basic discipline of judo. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, the student should be able to demonstrate the procedures of judo.
- PED 152 JUDO (INTERMEDIATE) 1 Hr.**  
PREREQUISITE: PED 151.  
This course introduces more detailed aspects of the discipline of judo. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, the student should be able to demonstrate advanced procedures of judo.
- PED 153 KARATE (BEGINNING) 1 Hr.**  
PREREQUISITE: None.  
This course introduces the martial arts using the Japanese Shotokan form. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, the student should be able to perform line drill techniques and Kata for various ranks.
- PED 154 KARATE (INTERMEDIATE) 1 Hr.**  
PREREQUISITE: PED 153.  
This course is a continuation of beginning Karate. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, the student should be able to perform line drill techniques and Kata for various ranks.
- PED 155 SELF DEFENSE 1 Hr.**  
PREREQUISITE: None.  
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, the student should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.
- PED 157 FENCING (BEGINNING) 1 Hr.**  
PREREQUISITE: None.  
This course introduces the fundamentals of fencing. Emphasis is placed on grip, stance, and establishment of good techniques for attacks and parries. Upon completion, the student should be able to perform elementary foil techniques and demonstrate the basic skills of fencing.
- PED 158 FENCING (INTERMEDIATE) 1 Hr.**  
PREREQUISITE: PED 157.  
This course covers more advanced fencing techniques. Topics include advanced foil techniques and elementary sabre techniques. Upon completion, the student should be able to participate in competitive fencing.
- PED 159 KICKBOXING 1 Hr.**  
PREREQUISITE: None.  
This course develops cardiovascular muscular endurance and flexibility through the skill and techniques of kickboxing. The student will learn basic conditioning skills and fundamentals of kickboxing that will enhance his or her total fitness ability.
- PED 160 SOCIAL DANCE 1 Hr.**  
PREREQUISITE: None.  
This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, the student should be able to demonstrate specific dance skills and perform some dances.
- PED 163 SQUARE DANCING (BEGINNING) 1 Hr.**  
PREREQUISITE: None.  
This course introduces the terminology and skills necessary to perform square dancing. Topics include working from squared sets-squared circles to squared throughs, right and left throughs, and Dixie Chains. Upon completion, the student should be able to perform square dance routines and recognize the calls made for all formations.
- PED 164 SQUARE DANCING (INTERMEDIATE) 1 Hr.**  
PREREQUISITE: PED 163 or permission of instructor.  
This course includes additional variations and forms of square dancing. Topics include such routines as turns, grand swing, triple trades, wheel and deal, T-cup chain, and arky change. Upon completion, the student should be able to demonstrate and perform country and western square dance routines.
- PED 166 MODERN DANCE 1 Hr.**  
PREREQUISITE: None.  
This course introduces the fundamentals of modern dance. Emphasis is placed on basic modern dance techniques, dances, and a brief history of modern dance. Upon completion, the student should be able to demonstrate specific dance skills and perform some dances.
- PED 171 BASKETBALL (BEGINNING) 1 Hr.**  
PREREQUISITE: None.  
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, the student should be able to participate in recreational basketball.
- PED 172 BASKETBALL 1 Hr.**  
PREREQUISITE: PED 171 or permission of instructor.  
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, the student should be able to play basketball at a competitive level.
- PED 176 VOLLEYBALL (BEGINNING) 1 Hr.**  
PREREQUISITE: None.  
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, the student should be able to participate in recreational volleyball.

- PED 177 VOLLEYBALL (INTERMEDIATE) 1 Hr.**  
PREREQUISITE: PED 176 or permission of instructor. This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, the student should be able to participate in competitive volleyball.
- PED 178 SOCCER (BEGINNING) 1 Hr.**  
PREREQUISITE: None. This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, the student should be able to participate in recreational soccer.
- PED 179 SOCCER (INTERMEDIATE) 1 Hr.**  
PREREQUISITE: PED 178 or permission of instructor. This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and advanced techniques, skills, and strategies. Upon completion, the student should be able to participate in introductory competitive soccer.
- PED 180 FLAG FOOTBALL 1 Hr.**  
PREREQUISITE: None. This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, the student should be able to participate in recreational flag football.
- PED 181 BASEBALL (BEGINNING) 1 Hr.**  
PREREQUISITE: None. This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, the student should be able to participate in recreational baseball.
- PED 182 BASEBALL (INTERMEDIATE) 1 Hr.**  
PREREQUISITE: None. This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, the student should be able to play baseball at a competitive level.
- PED 186 SOFTBALL (BEGINNING) 1 Hr.**  
PREREQUISITE: None. This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, the student should be able to participate in recreational softball.
- PED 187 SOFTBALL (INTERMEDIATE) 1 Hr.**  
PREREQUISITE: None. This course presents advanced skills and competitive practice in softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, the student should be able to participate in competitive softball.
- PED 216 SPORTS OFFICIATING 3 Hrs.**  
PREREQUISITE: None. This course surveys the basic rules and mechanics of officiating a variety of sports, including both team and individual sports. In addition to class work, the student will receive at least 3 hours of practical experience in officiating.
- PED 223 METHODS OF INSTRUCTION 3 Hrs.**  
PREREQUISITE: None. This course provides instruction for the student on specialized teaching techniques in becoming a wellness exercise instructor. The student will learn the basics of instruction in the area of aerobic types of exercise and weight training. This course will enable the student to instruct as well as supervise these types of programs. The student will learn basic anatomy and exercise physiology as it applies to the movement of the body during exercise. This course will address and explain safety and teaching methods for the exercise instructor in the development of a comprehensive fitness program.
- PED 236 CANOEING 1 Hr.**  
PREREQUISITE: None. This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, the student should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills.
- PED 245 CYCLING 1 Hr.**  
PREREQUISITE: None. This course is designed to promote physical fitness through cycling. Emphasis is placed on selection and maintenance of the bicycle, gear shifting, pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion, the student should be able to demonstrate safe handling of a bicycle for recreational use.
- PED 251 VARSITY BASKETBALL 1 Hr.**  
PREREQUISITE: Permission of instructor. This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, the student should be able to participate in competitive basketball.
- PED 252 VARSITY BASEBALL 1 Hr.**  
PREREQUISITE: Permission of instructor. This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, the student should be able to play baseball at a competitive level.
- PED 254 VARSITY SOFTBALL 1 Hr.**  
PREREQUISITE: Permission of instructor. This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, the student should be able to play competitive softball.
- PED 255 VARSITY TENNIS 1 Hr.**  
PREREQUISITE: Permission of instructor. This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace, and strategies in singles and doubles play. Upon completion, the student should be able to play competitive tennis.
- PED 257 VARSITY CHEERLEADING 1 Hr.**  
PREREQUISITE: Permission of instructor. This course covers advanced co-ed cheerleading techniques. Emphasis is placed on refining skills and improving all areas related to co-ed cheerleading including: knowledge of safety techniques, partner stunts, tumbling, basket tosses, pyramids, motions, physical conditioning, and mental preparation. Upon completion, the student should be able to participate in a competitive program at the university level.
- PED 258 VARSITY VOLLEYBALL 1 Hr.**  
PREREQUISITE: Permission of instructor. This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and

developing more advanced strategies and techniques. Upon completion, the student should be able to participate in competitive volleyball.

**PED 260 VARIETY SOCCER 1 Hrs.**  
**PREREQUISITE:** Permission of instructor.  
 This course covers advanced fundamentals of soccer. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive soccer.

**PED 295 PRACTICUM IN PHYSICAL EDUCATION 1-3 Hrs.**  
**PREREQUISITE:** PED 223.  
 This course is designed to provide field experience in observation and assistance in the student's area of specialization. The student will work under the supervision of trained physical education teachers.

## PHYSICAL SCIENCE (PHS)

**PHS 112 PHYSICAL SCIENCE II 4 Hrs.**  
**PREREQUISITE:** None.  
 This course provides the non-technical student with an introduction to the basic principle of chemistry and physics. Laboratory is required.

## PHYSICS (PHY)

**PHY 201 GENERAL PHYSICS I -TRIG BASED 4 Hrs.**  
**PREREQUISITE:** MTH 113 OR equivalent mathematics placement score.  
 This course is designed to cover general physics at a level that assures previous exposure to college algebra, and basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. Laboratory is required.

**PHY 202 GENERAL PHYSICS II-TRIG BASED 4 Hrs.**  
**PREREQUISITE:** PHY 201.  
 This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required.

**PHY 213 GENERAL PHYSICS WITH CAL I 4 Hrs.**  
**PREREQUISITE:** MTH 125.  
 This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy, including thermodynamics. Laboratory is required.

**PHY 214 GENERAL PHYSICS WITH CAL II 4 Hrs.**  
**PREREQUISITE:** PHY 213.  
 This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity, and magnetism. Laboratory is required.

## POLITICAL SCIENCE (POL)

**POL 200 INTRODUCTION TO POLITICAL SCIENCE 3 Hrs.**  
**PREREQUISITE:** ENG 093 or equivalent placement in ENG 101  
 This course is an introduction to the field of political science through examination of the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems. Topics include approaches to political science, research methodology, the state, government, law, ideology, organized political influences, governmental bureaucracy, problems in political democracy, and international politics. Upon completion, the student should be able to identify, describe, define, analyze, and explain relationships

among the basic principles and concepts of political science and political processes and institutions of contemporary political systems.

**POL 211 AMERICAN NATIONAL GOVERNMENT 3 Hrs.**  
**PREREQUISITE:** ENG 093 or equivalent placement in ENG 101

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U. S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, the student should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.

**POL 236 SURVEY OF INTERNATIONAL RELATIONS 3 Hrs.**  
**PREREQUISITE:** ENG 093 or equivalent placement in ENG 101

This course is a survey of the basic forces affecting international relations. Topics include bases of national power, balance of power, causes of war, the international political economy, international law, international organization, and possible futures of international relations. Upon completion, the student should be able to identify and discuss relevant terms and concepts, and identify, analyze, evaluate, and discuss the primary factors influencing the international relations of selected states.

## PSYCHOLOGY (PSY)

**PSY 106 CAREER EXPLORATION 1 Hr.**  
**PREREQUISITE:** None.

This course is designed for the student to explore potential career fields. This course includes an assessment, through testing of strengths and weaknesses, general information about careers and job skills, value and decision making techniques, and a career research.

**PSY 107 STUDY SKILLS 1 Hr.**  
**PREREQUISITE:** None.

In this course, emphasis is placed on the skills of "how to study". The course introduces the student to effective techniques for listening in class, note taking, preparation for test taking, and an overall system of successful study.

**PSY 108 STRESS MANAGEMENT 2 Hrs.**  
**PREREQUISITE:** None.

This course is designed to improve the stress management skills of the student. Stress management techniques will be described and evaluated and the relationship between stress and disease will be discussed.

**PSY 200 GENERAL PSYCHOLOGY 3 Hrs.**  
**PREREQUISITE:** ENG 093 or equivalent placement in ENG 101

This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

**PSY 207 PSYCHOLOGY OF ADJUSTMENT 3 Hrs.**  
**PREREQUISITE:** ENG 093 or equivalent placement in ENG 101

This course provides an understanding of the basic principles of mental health and an understanding of the individual modes of behavior.

**PSY 210 HUMAN GROWTH AND DEVELOPMENT 3 Hrs.**  
 PREREQUISITE: PSY 200.  
 This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death.

**PSY 220 HUMAN SEXUALITY 3 Hrs.**  
 PREREQUISITE: ENG 093 or equivalent placement in ENG 101  
 This course is a comprehensive and integrated approach to human sexuality emphasizing biological, psychological, social, and emotional aspects.

**PSY 230 ABNORMAL PSYCHOLOGY 3 Hrs.**  
 PREREQUISITE: PSY 200.  
 This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders, and mental deficiencies will be covered.

### READING (RDG)

**RDG 083 DEVELOPMENTAL READING I 4 Hrs.**  
 PREREQUISITE: None.  
 This course is designed to assist the student whose placement test scores indicate difficulty with decoding skills, comprehension, vocabulary, and study skills.

**RDG 084 DEVELOPMENTAL READING II 4 Hrs.**  
 PREREQUISITE: RDG 083 or equivalent placement score.  
 This course is designed to assist the student whose placement test scores indicate difficulty with decoding skills, comprehension, vocabulary, and study skills.

**RDG 085 DEVELOPMENTAL READING III 4 Hrs.**  
 PREREQUISITE: RDG 084 or equivalent placement score.  
 This course is designed to assist the student whose placement test scores indicate difficulty with decoding skills, comprehension, vocabulary, and study skills.

**RDG 114 CRITICAL READING FOR COLLEGE 3 Hrs.**  
 PREREQUISITE: RDG 085 or equivalent placement score.  
 This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, the student should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines.

### REAL ESTATE (RLS)

**RLS 101 REAL ESTATE PRINCIPLES 4 Hrs.**  
 PREREQUISITE: None.  
 This is an introductory real estate course providing the necessary terminology, background, and understanding of real estate principles. Topics include history of property ownership, real estate finance, real estate law, and the mechanics of listing and closing the sale. This course is designed to assist those preparing for the real estate salesman's licensing examination in Alabama.

### RECREATION (REC)

**REC 231 HEALTH AND FITNESS CLUB MANAGEMENT 3 Hrs.**  
 PREREQUISITE: None.  
 This course is designed to introduce the student to all facets of proper management of a modern fitness facility.

**REC 232 HEALTH AND FITNESS CLUB INTERNSHIP 3 Hrs.**  
 PREREQUISITE: REC 231 or  
 COREQUISITE: REC 231  
 This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, the student should be able to demonstrate an understanding of the concepts covered through application.

### RELIGION (REL)

**REL 100 HISTORY OF WORLD RELIGIONS 3 Hrs.**  
 PREREQUISITE: ENG 093 or equivalent placement in ENG 101  
 This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions in the world.

**REL 151 SURVEY OF THE OLD TESTAMENT 3 Hrs.**  
 PREREQUISITE: ENG 093 or equivalent placement in ENG 101  
 This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. Upon completion, the student should have an understanding of the significance of the Old Testament writings.

**REL 152 SURVEY OF THE NEW TESTAMENT 3 Hrs.**  
 PREREQUISITE: ENG 093 or equivalent placement in ENG 101  
 This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. Upon Completion, the student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.

### RESPIRATORY (RPT)

**RPT 210 CLINICAL PRACTICE I 2 Hrs.**  
 PREREQUISITE: BIO 201, ENG 101, MTH 100, CIS 146, RPT 256 and acceptance into the Respiratory Therapist Program  
 COREQUISITE: BIO 202, RPT 211, RPT 212, RPT 213, and RPT 214  
 This clinical course provides for initial hospital orientation and development of general patient assessment and communication skills required for safe and effective patient care. Emphasis is placed upon application of classroom and laboratory experiences within the clinical environment. Upon completion, students should demonstrate adequate psychomotor skills and cognitive abilities necessary for initial patient contact and safe and effective performance of basic respiratory care procedures.

**RPT 211 INTRODUCTION TO RESPIRATORY CARE 2 Hrs.**  
 PREREQUISITE: BIO 201, ENG 101, MTH 100, CIS 146, RPT 256 and acceptance into the Respiratory Therapist Program  
 COREQUISITE: BIO 202, RPT 210, RPT 212, RPT 213, and RPT 214  
 This course is designed to acquaint the student with responsibilities of the respiratory care practitioner (RCP) as a member of the health care team. Areas of