

# COLLEGE CATALOG | 2011-2013



DELAWARE  
TECHNICAL  COMMUNITY  
COLLEGE

SPRING 2013

## Table Of Contents

<b>An Equal Opportunity Institution</b> .....	4
STATEMENT OF NONDISCRIMINATION POLICY .....	4
POLICY STATEMENT ON SEXUAL HARASSMENT .....	4
PROCEDURE FOR THE RESOLUTION OF STUDENT SEXUAL HARASSMENT COMPLAINTS .....	5
GUIDE TO REQUESTING ACADEMIC ACCOMMODATIONS AND/OR AUXILIARY AIDS .....	7
PROCEDURE FOR THE RESOLUTION OF DISCRIMINATION COMPLAINTS AGAINST A STUDENT .....	10
<b>A Message From the President</b> .....	14
<b>Board of Trustees</b> .....	15
BOARD OF TRUSTEES .....	15
PRESIDENT'S OFFICE .....	16
THE DELAWARE TECHNICAL COMMUNITY COLLEGE EDUCATIONAL FOUNDATION .....	16
ACCREDITATION STATEMENT .....	16
<b>General Information</b> .....	16
DELAWARE TECHNICAL COMMUNITY COLLEGE .....	16
HISTORY .....	16
MISSION STATEMENT .....	17
GOALS .....	17
INSTITUTIONAL EFFECTIVENESS .....	17
ADVISORY COMMITTEES .....	17
<b>Services for Students</b> .....	17
ADMISSIONS .....	17
COLLEGE ADMISSIONS PROCEDURE .....	18
ADVISORY STATEMENT .....	19
DEGREE-SEEKING STUDENT .....	19
NON-AWARD SEEKING STUDENT .....	19
VISITING STUDENTS .....	20
HIGH SCHOOL STUDENTS EARLY ADMISSIONS AND ENROLLMENT PROGRAMS .....	20
FOREIGN STUDENTS .....	20
PLACEMENT IN COLLEGE LEVEL COURSES .....	20
ACADEMIC ADVISEMENT .....	21
REGISTRATION .....	21
FACILITIES AND SERVICES FOR STUDENTS WITH DISABILITIES .....	21
CAREER PLANNING AND PLACEMENT .....	22
HOUSING & PARKING .....	22
CAMPUS PUBLIC SAFETY .....	22
NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT .....	22
CONDUCT .....	22
DRUG FREE SCHOOLS & CAMPUSES .....	22
TOBACCO-FREE POLICY .....	23
HEALTH SERVICES .....	23
STUDENT ACTIVITIES .....	23
ATHLETIC PROGRAM .....	23
JOB PLACEMENT FOR GRADUATES .....	23
TRANSCRIPTS .....	23
TRANSFER OUT AND ARTICULATED PROGRAMS .....	24
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED .....	24
TUTORING .....	25
<b>Financial Information</b> .....	25
TUITION .....	25
SENIOR CITIZEN TUITION POLICY .....	26
RESIDENCY POLICY .....	26
INSTALLMENT PAYMENT PLAN .....	27
TUITION/FEE ADJUSTMENT POLICY .....	28
COURSE OR SEMESTER WITHDRAWAL .....	28
EARNED TITLE IV FINANCIAL AID .....	28
BOOKS & SUPPLIES .....	28
MALPRACTICE INSURANCE .....	28

STUDENT SERVICE FEE	28
APPLICATION FEE	29
LAB FEES	29
REGISTRATION FEE	29
TECHNOLOGY SUPPORT FEE	29
LATE REGISTRATION FEE	29
EVALUATION OF PRIOR LEARNING/WORK EXPERIENCE FEE	29
OTHER FEES AND CHARGES	29
FINANCIAL AID STUDENT FINANCIAL ASSISTANCE PROGRAMS	29
GENERAL STUDENT ELIGIBILITY REQUIREMENTS FOR ALL FINANCIAL AID PROGRAMS	29
APPLYING FOR FINANCIAL AID	30
SCHOLARSHIPS	30
VETERANS, SERVICE MEMBERS AND DEPENDENTS OF DECEASED/DISABLED VETERANS AND SERVICE MEMBERS	30
OTHER MILITARY PERSONNEL	31
VOCATIONAL REHABILITATION	31
<b>Academic Policies and Procedures</b>	<b>31</b>
ADVANCED STANDING	31
ATTENDANCE	33
CONTRACT YEAR	33
CURRICULUM CHANGES	33
COURSE DROP PROCEDURE	34
WITHDRAWAL FROM THE COLLEGE	34
COURSE ADD PROCEDURE	34
READMISSION TO THE COLLEGE	35
AGE LIMITS FOR COURSES APPLIED TO GRADUATION	35
GRADE POINT SYSTEM (4.00)	35
ACADEMIC AMNESTY PROCEDURE	36
TRANSFER CREDIT EFFECT ON CUMULATIVE GRADE POINT AVERAGE	36
GRADE POINT AVERAGE ADDENDUM	36
FRESH START POLICY	37
INCOMPLETE "I" STUDENT EVALUATION	37
SATISFACTORY "S" STUDENT EVALUATION	37
LISTENER/AUDIT "L" EVALUATION	37
ACADEMIC RECOGNITION	37
PART-TIME STUDENTS	38
GRADUATION HONORS	38
COLLEGE POLICY ON ACADEMIC HONESTY	38
PROCEDURES FOR FACULTY MEMBERS WHO SUSPECT ACADEMIC DISHONESTY	38
FORMS OF ACADEMIC DISHONESTY	38
ADJUDICATION PROCEDURES	39
ACADEMIC STANDING POLICY	40
ACADEMIC STANDING POLICY FOR DEVELOPMENTAL EDUCATION	41
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS	41
CREDIT HOURS	43
CREDITS IN RESIDENCE	43
CREDITS IN RESIDENCE FOR ACTIVE-DUTY SERVICE	44
GRADUATION POLICY	44
<b>Campuses</b>	<b>44</b>
SUSSEX COUNTY LOCATION	44
NEW CASTLE COUNTY LOCATIONS	45
KENT COUNTY LOCATION	47
<b>Programs of Study</b>	<b>47</b>
At Delaware Technical Community College students may be accepted in associate degree, diploma or certificate programs.	47
ASSOCIATE DEGREE PROGRAMS	47
DIPLOMA & CERTIFICATE PROGRAMS	48
STUDY ABROAD OPPORTUNITIES	48
COOPERATIVE EDUCATION/INTERNSHIP PROGRAMS	48
ENGLISH AS A SECOND LANGUAGE	48
SPECIALIZED OCCUPATIONS	48
SERVICE MEMBERS OPPORTUNITY COLLEGE (SOC)	48

CORPORATE AND COMMUNITY PROGRAMS .....	48
DISTANCE EDUCATION .....	49
DELAWARE TECHNICAL COMMUNITY COLLEGE/UNIVERSITY OF DELAWARE ASSOCIATE IN ARTS DEGREE PROGRAM .....	50
DELAWARE TECHNICAL COMMUNITY COLLEGE ACCREDITATIONS AND CERTIFICATIONS .....	51
<b>Administrative, Instructional, and Student Services Personnel</b> .....	54
Board of Trustees Academic Degrees .....	54
Office of the President .....	55
Owens Campus .....	56
Stanton/Wilmington Campus .....	62
Terry Campus .....	71
<b>Program Directory</b> .....	76
Associate in Applied Science Degree Programs (A.A.S.) .....	76
Associate of Arts in Teaching Degree Programs (A.A.T.) .....	134
Diploma Programs .....	139
Certificate Programs .....	144

## An Equal Opportunity Institution

### STATEMENT OF NONDISCRIMINATION POLICY

It is the policy of the College that no person shall, on the basis of race, color, creed, sex, national origin, age-disability, sexual orientation (defined exclusively as heterosexuality, homosexuality, or bisexuality), or genetic information be subjected to any discrimination prohibited by the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act, as amended; Americans with Disabilities Act, as amended; Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendments of 1972; the Genetic Information Nondiscrimination Act of 2008 and other applicable laws, regulations and Executive Orders. This policy applies to recruitment, employment and subsequent placement, training, promotion, compensation, continuation, probation, discharge and other terms and conditions of employment over which the College has jurisdiction as well as to all educational programs and activities.

The College has designated a Civil Rights Coordinator, who serves as the College's Title IX Coordinator and the College's ADA/Section 504 Coordinator, to carry out its commitment to equal opportunity and nondiscrimination. Inquiries or complaints by students or employees regarding the College's nondiscrimination policies may be addressed to:

**Barbara Mignon Weatherly, Esq.**

Civil Rights Coordinator, Office of the President  
P.O. Box 897  
Dover, DE 19903  
(302) 739-6356  
[civilrights@dtcc.edu](mailto:civilrights@dtcc.edu)

### POLICY STATEMENT ON SEXUAL HARASSMENT

All students have a right to attend the College in an environment that is free of discrimination and sexual harassment. Therefore, it is the policy of the College that no student may sexually harass another member of the College community while present on any property owned or controlled by the College or while participating in any College-related activity or event.

Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either

explicitly or implicitly a term or condition of an individual's education; or

2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. If non-physical, such conduct is so severe, pervasive, and objectively offensive that the victim is effectively denied equal access to the College's resources and opportunities.

Sexual harassment may involve individuals of the same or different gender. Sexual harassment is most frequently associated with those situations in which a power differential exists between persons involved; however, it also may occur between individuals of the same College status, i.e., student-student.

The College is also committed to the principles of free expression and academic freedom. Delaware Tech encourages academic exploration and recognizes that our campuses contribute to the marketplace of ideas. Consistent with the College's academic mission, this Student Sexual Harassment Policy is not intended to restrict student speech protected by the First Amendment to the Constitution in the academic setting. However, non-physical expressive activity that is so severe, pervasive, and objectively offensive that the victim is effectively denied equal access to the College's resources and opportunities is not legally protected and does not promote free inquiry on our campuses.

Examples of severe and pervasive non-physical conduct, which may constitute sexual harassment when such expression is so objectively offensive that it denies the victim equal access to the College's resources and opportunities include, but are not limited to:

1. Unwelcome sexual advances, requests for sexual favors, or other non-physical conduct of a sexual nature;
2. Sexually explicit statements, comments, questions, pictures, objects, jokes, or anecdotes;
3. Unwelcome use of the electronic mail or telephone communication system to communicate prohibited conduct or activities; or
4. Graphic comments about a person's clothing or body.

However, physical conduct, such as unwelcome touching, patting, hugging, and sexual assault, is not protected under free speech principles and need not be repeated in order to constitute sexual harassment. Thus, physical conduct of a sexual nature results in sexual harassment when it is unwelcome, intentional, and so severe and/or pervasive that it denies the victim equal access to the College's resources and opportunities under the circumstances presented.

Sexual harassment is a violation of the Student Rights

and Standards of Student Conduct Policy and will not be tolerated by the College. Sexual harassment complaints involving a student will be resolved according to the Procedure for the Resolution of Student Sexual Harassment Complaints as contained in the Student Handbook.

Any student that violates this Policy will be subject to disciplinary action including, but not limited to, dismissal from the College. In addition, the College reserves the right to notify law enforcement authorities of incidents of sexual harassment alleged to have occurred on any property owned or controlled by the College or during any College-related activity or event upon reasonable belief that such incidents rise to the level of criminal activity.

## **PROCEDURE FOR THE RESOLUTION OF STUDENT SEXUAL HARASSMENT COMPLAINTS**

It is the policy of the College that no student may sexually harass another member of the College community while present on any property owned or controlled by the College or while participating in any College-related activity or event. The College does not tolerate sexual harassment and is firmly committed to resolving sexual harassment complaints in a prompt and equitable manner.

As a result, the College has adopted the following procedures to provide an internal mechanism to resolve sexual harassment complaints. These procedures shall be utilized whenever a student is accused of sexual harassment by another student, employee, or third party in violation of the College's Policy Statement on Student Sexual Harassment. Employees who are accused of sexually harassment by a student shall be subject to the Procedure for the Resolution of Sexual Harassment Complaints Against An Employee as contained in Section XIII of the College's Personal Policy Manual.

No individual shall be subject to retaliation at any time for making a claim of sexual harassment or for participating in these procedures. It is a violation of College policy for any member of the College community to retaliate against the Complainant, any individual who participates in any sexual harassment investigation or proceeding, or against the Respondent who has been accused of engaging in sexual harassment. While all sexual harassment allegations will be reviewed in accordance with these procedures, the College Community is advised that a claim of sexual harassment is not proof of prohibited conduct. Anyone who believes that he/she has been subject to retaliation

arising from sexual harassment allegations is encouraged to report such behavior to a College official as set forth below. Students accused of engaging in retaliatory conduct shall be subject to the College's Student Rights and Standards of Student Conduct Policy and the disciplinary action set forth therein, up to and including dismissal from the College.

Making a false or malicious accusation of sexual harassment and/or retaliation is also prohibited by the College. A student who is found to have made an allegation of sexual harassment against another student or employee that is intentionally false, or made in reckless indifference or disregard for the truth, shall be subject to the College's Student Rights and Standards of Student Conduct Policy and the disciplinary action set forth therein, up to and including dismissal from the College.

Additionally, at any stage of these procedures, the Dean of Student Services at the campus where the alleged sexual harassment and/or retaliation is alleged to have occurred (hereinafter the "Dean") shall have the authority to take any and all reasonable steps necessary to protect all parties involved under these procedures from harassment and retaliation. The occurrence or non-occurrence of any protective measure initiated by the Dean is neither an indicia of guilt nor innocence under these procedures. Any such steps taken by the Dean to protect members of the College community from harassment and retaliation shall be final pending the resolution of the allegation as set forth under these procedures.

Furthermore, these procedures, and all aspects thereof, will be kept confidential to the maximum extent provided by state and federal law, including, but not limited to, the Family Educational Rights and Privacy Act ("FERPA"). The College will take all reasonable steps to investigate and respond to complaints in a confidential manner. Complainants, however, are advised that the College's ability to investigate and to respond to complaints may be limited in circumstances where the Complainant does not wish to disclose his or her identity. The College reserves the right to notify law enforcement authorities about allegations of sexual harassment upon reasonable belief that such incidents rise to the level of criminal activity. The use of these procedures does not preclude a Complainant from seeking recourse through the appropriate state or federal criminal law enforcement agencies at any time. College personnel will assist the Complainant in notifying these authorities in the event that the Complainant requests such assistance.

### **Reporting Procedures**

The College encourages any student who believes that he/she has been a victim of sexual harassment at the College to report the offensive conduct to a College official as soon as possible. For purposes of these



procedures, a College official shall include any faculty member, academic counselor, administrator, or Public Safety Officer on the campus where the conduct is alleged to have occurred. Students may also contact the College's Civil Rights Coordinator to report incidents of alleged sexual harassment.

The College's Civil Rights Coordinator shall be notified of all claims of sexual harassment involving a student as soon as reasonably practical. The Civil Rights Coordinator shall promptly appoint a Sexual Harassment Review Officer ("Review Officer") from the campus where the conduct is alleged to have occurred to investigate the claim. The Review Officer shall advise the alleged offender that a complaint of sexual harassment has been filed against him/her and explain the College's prohibition against retaliation. The Review Officer shall document receipt of the complaint by letter or other written communication to the alleged offender and to the Complainant, a copy of which shall also be provided to the Dean and to the College's Civil Rights Coordinator. The Review Officer shall investigate the complaint to determine whether or not there are sufficient grounds to support a charge of sexual harassment as set forth in the College's Policy Statement on Student Sexual Harassment. The Review Officer shall encourage and/or assist the Complainant to reduce his/her claims to writing, which shall serve as the basis for the complaint of sexual harassment. Whenever possible, the investigation shall include interviews with both parties involved in the complaint and/or may include interviews with individuals who may have observed the alleged conduct or may have relevant knowledge of the incident. The Review Officer shall also have access to such written documents in the possession of the College, including student records, that he/she believes may contain relevant information or which may lead to the discovery of relevant information.

The Review Officer shall make a written determination regarding whether or not sufficient evidence exists which, if true, would constitute sexual harassment. All evidence shall be viewed by the Review Officer in the light most favorable to the Complainant when making the determination of whether or not a claim has been stated or substantiated. The determination shall be made within ten (10) working days following the Review Officer's appointment, include the grounds and findings upon which the determination was based, and be delivered to the parties, the Dean, and the College's Civil Rights Coordinator. In extenuating circumstances, including but not limited to those incidents that require evidence gathering by law enforcement officials, the Review Officer may extend the ten (10) working day deadline to make the determination. The parties, as well as the Civil Rights Coordinator, shall be notified in writing by the Review Officer about the reasons for the delay and the time frame in which the determination shall be made.

The Complainant may appeal a determination that insufficient evidence exists to support a claim of sexual harassment to the Civil Rights Coordinator. An appeal must be submitted in writing within ten (10) working days following the date of the Review Officer's determination. The decision of the Civil Rights Coordinator regarding the sufficiency of the allegations, or the evidence in support thereof, shall be final.

In the event the Civil Rights Coordinator determines that further proceedings are warranted, the Complainant shall be offered the opportunity to mediate the claim or to have the matter submitted to the Dean for a Sexual Harassment Review Committee Hearing.

*Note: Mediation is not required to resolve a sexual harassment complaint. The Complainant may end mediation at any time in favor of a Sexual Harassment Review Committee Hearing. In addition, mediation is not available to resolve claims involving allegations of sexual violence as defined by state and/or federal law.*

### **Mediation**

Mediation is an informal and confidential way for the parties to resolve the complaint with the help of the Review Officer. The Review Officer will not decide who is right or wrong or issue a decision. Instead, the Review Officer will help the parties work out their own voluntary solution to the complaint.

Mediation should begin as soon as reasonably practical following an election by the Complainant but in no event greater than 10 working days absent agreement by the Complainant or extenuating circumstances that make commencement of the process impractical within the 10 day limit. Except as limited by the foregoing, in the event efforts to mediate do not begin within 10 working days, then the matter shall proceed to a Sexual Harassment Review Committee Hearing. Examples of such mediated options include, but are not limited to:

**A.** One or more meetings between the Complainant and the Respondent, mediated by the Review Officer, to discuss and resolve the alleged sexual harassment to the satisfaction of both parties.

**B.** In the event that the Complainant does not wish to confront the Respondent, one or more meetings in which the Review Officer meets separately with the Complainant and the Respondent to discuss options to resolve the matter. The Review Officer shall notify the parties in writing if a settlement is reached, and shall attach a proposed form of agreement for signature. The failure or refusal of a party to execute the agreement within a reasonable time shall result in the matter proceeding to a Sexual Harassment Review Committee Hearing.

C. An agreement between the parties and delivered in writing to the Review Officer containing: 1) a statement describing the alleged sexual harassment and requesting that such alleged conduct stop, signed by the Complainant; and 2) and acknowledgement of the complaint without admission of guilt and affirmation that the Complainant will not be the subject of sexual harassment in the future, signed by the Respondent.

Mediation may be discontinued: at any time by the Complainant; by the Review Officer, when he/she feels that further efforts will be non-productive; or when a voluntary agreement has been reached. The Review Officer shall prepare a written report documenting the success or failure of mediation to the Civil Rights Coordinator, the Dean, and the parties. If the mediation results in a voluntary settlement, a copy of the agreement, signed by the parties, shall be included, together with a statement that the College considers the matter to be closed. In the event that mediation resolves the matter, all documentation arising out of the allegation of sexual harassment, including the mediation agreement shall be separated from the student's educational file. In the event mediation is unsuccessful, the matter shall proceed to a Sexual Harassment Review Committee Hearing.

### **Sexual Harassment Review Committee Hearing**

A Sexual Harassment Review Committee shall hear and determine claims of sexual harassment against a student in situations where mediation is not available, unsuccessful, or declined by the Complainant. The Committee shall consist of the Civil Rights Coordinator, who shall serve as the Committee Chairperson, one Sexual Harassment Review Officer on the campus who was not involved in the investigation of the allegation; and the Dean.

The College Civil Rights Coordinator shall provide written notice to the parties of the date, time, and place for the Sexual Harassment Review Committee hearing. Such notice shall also include the following:

1. A copy of the complaint or a summary of the allegations;
2. A copy of the Review Officer's report; and
3. A summary of the rules that will govern how the hearing will be conducted.

Absent extenuating circumstances, or an agreement by the parties, the hearing shall take place within ten (10) working days following receipt of notification from the Review Officer that mediation was unsuccessful, unavailable or declined by the Complainant. The role of the Committee shall be to hear and consider testimony and other relevant, reliable evidence and make findings of fact related thereto. In addition, the Committee shall be charged with determining by a preponderance of the evidence whether or not a violation of the College's Policy Statement on Student Sexual Harassment has

occurred.

The Committee shall submit a written report to the parties setting forth the findings of fact and its determination as to whether a violation of the College's Policy Statement on Student Sexual Harassment has occurred within five (5) working days following the conclusion of the hearing. In the event a violation is found to have occurred, the report shall also include a recommendation of appropriate relief and/or disciplinary action, up to and including dismissal from the College.

The Committee's decision may be appealed by either party to the Vice President and Campus Director at the campus where the conduct is alleged to have occurred (hereinafter the "Campus Director"). The Committee's decision shall be final unless a timely appeal is made by one or both parties. A recommendation that the Respondent be dismissed from the College shall automatically be reviewed by the Campus Director.

Either party may appeal the Committee's decision, or any recommended relief and/or disciplinary action contained therein. All appeals shall be made in writing and delivered to the Civil Rights Coordinator within ten (10) working days following the date of the Committee's decision. The Campus Director's decision to affirm, deny, or modify the Committee's recommendations and determinations shall be based upon the record of the proceedings made by the Review Committee. All such decisions by the Campus Director are final and shall be delivered in writing to the parties within ten (10) working days following receipt of the appeal.

In the event that a violation of the College's Policy Statement on Student Sexual Harassment is determined through this hearing process, all documentation arising out of the allegation of sexual harassment, including any and all resulting disciplinary action imposed to resolve the matter, shall be maintained in the student's educational file.

## **GUIDE TO REQUESTING ACADEMIC ACCOMMODATIONS AND/OR AUXILIARY AIDS**

### **GETTING STARTED**

Delaware Technical and Community College is committed to providing reasonable academic adjustments for students with disabilities which may include auxiliary aids and/or accommodations that do not alter a fundamental requirement of our academic programs. Since every disability manifests itself differently in each individual, every attempt will be made to tailor all academic adjustments to meet individual needs. Students with disabilities who wish to



request academic adjustments must see the campus ADA contact. The campus ADA contact will evaluate the request and engage in an interactive process to determine what, if any, academic adjustments are warranted. Students seeking academic adjustments must request the same at least 4 weeks prior to the start of each semester for which academic adjustments are sought. Academic adjustments requested by students who fail to follow these procedures may be denied or may not be available prior to the start of classes.

### **CAMPUS ADA CONTACTS**

The following individuals are the ADA contacts for their respective campuses. They will assist you in fulfilling the requirements to obtain reasonable and necessary academic adjustments.

#### **Victoria Chang**

Wilmington Campus  
(302) 434-5553  
[vchang1@dtcc.edu](mailto:vchang1@dtcc.edu)

#### **Sherri Niblett**

Owens Campus – Georgetown  
(302) 855-1681  
[sniblett@dtcc.edu](mailto:sniblett@dtcc.edu)

#### **Charles Mundell**

Terry Campus – Dover  
(302) 857-1349  
[cmundell@dtcc.edu](mailto:cmundell@dtcc.edu)

#### **Heather M. Statler**

Stanton Campus  
(302) 454-3927  
[hstatler@dtcc.edu](mailto:hstatler@dtcc.edu)

In addition, inquiries or complaints pertaining to this Guide may be addressed to the College's Civil Rights Coordinator, who serves as the College's ADA/Section 504 Coordinator, at the following:

#### **Barbara Mignon Weatherly, Esq.**

Civil Rights Coordinator, Office of the President  
P.O. Box 897  
Dover, DE 19903  
(302) 739-6356  
[civilrights@dtcc.edu](mailto:civilrights@dtcc.edu)

### **REQUIRED DOCUMENTATION**

Students must provide the campus ADA contact with documentation of their disability. Information should include diagnosis of disability, functional limitations, psycho-education testing results, most recent IEP (if available), and any other information that may provide insight, clarification or support of the student's condition and how that may impact the student's ability to perform in an academic setting. If you need

additional examples of the types of documentation which we encourage, ask the ADA campus contact and s/he will give them to you. This documentation should be three years old or less. However, older documentation may be accepted in cases where the campus ADA contact determines in his or her sole discretion that a meaningful interactive process can occur and reasonable adjustments can be approved on the basis of such older documentation. Students must sign a release authorizing the information to be given to the campus ADA contact. **PROVIDING THIS DOCUMENTATION IS THE OBLIGATION OF THE STUDENT, AT THE STUDENT'S SOLE EXPENSE.**

The student and the campus ADA contact (together with such other parties as may be designated by the Campus ADA Contact) will discuss which academic adjustments are appropriate for the student's individual situation and coursework.

### **CONFIDENTIALITY**

The ADA campus contact will maintain appropriate confidentiality of records or communication, except when disclosure is authorized by the student or by law.

### **EXAMPLES OF ACADEMIC ADJUSTMENTS PROVIDED BY THE COLLEGE**

In providing academic adjustments, we do not lower or effect substantial modifications to essential technology requirements nor do we make modifications that would fundamentally alter the nature of a program.

Examples of the types of academic adjustments which may be provided are as follows:

**Accessible Furniture:** Providing classroom furniture, which is most appropriate for the student in light of their disability.

**Assistive Listening Device:** An amplification system designed to help the student hear better by minimizing background sounds and amplifying desired sound.

**Clear View/Lip-Reading:** The process of viewing the speaker's lips to facilitate communication (requires unobstructed view of the speaker).

**Course Reductions which do not fundamentally alter the nature of the program:** Students may elect to attend on a part-time basis. Part-time study may impact the length of time to complete program requirements and/or financial aid.

**Course Substitutions** will be considered so long as the modification does not fundamentally alter the nature of a program.

**Early Access to Course Syllabus:** Providing the

student with a course syllabus prior to the beginning of the term. A student who needs class material in alternate format or who requires additional time to complete reading or writing assignments will benefit from having early access to course requirements. Early access to the course syllabus allows the accommodation process to begin early and reduces chances of delays in services.

**Large Print Handouts:** Enlarging written material on standard photocopier or word processor to facilitate reading for a student with various processing or sensory impairments.

**Note taker/Scribe:** Individual assigned to assist a student by recording class lecture notes of instructor's spoken words. The scribe may also assist student to record in-class assignments.

**Priority Seating:** Allowing the student to choose the class seating arrangement which is most appropriate in light of the disability.

**Sign Language Interpreter(s):** A person who translates spoken English into American Sign Language (ASL) and vice versa for students with significant hearing loss or deafness. A student using an Interpreter should be allowed to choose classroom seating which is most appropriate for that student's particular need. The college will provide the interpreter; it is not reasonable to expect the College will pay for an interpreter you have used before or currently use on a daily basis.

**Tape Recording/Transcribing Lectures:** Recording spoken material presented in the classroom using a tape recorder.

**Visual Media:** Using graphics or other visual methods, such as PowerPoint slides or handouts, to supplement class lecture and spoken information.

**The following is a list of testing adjustments which may be made, depending upon the course and the needs of the student:**

**Alternative Test Design:** Changing test format or design to allow the student to demonstrate mastery of course material while minimizing the interference of their disability. For example, one might use a multiple-choice design instead of an essay design.

**Alternative Test Location:** The student is assigned to take an exam in a mutually agreeable location. Arranged and coordinated by the ADA campus contact.

**Computer Usage:** Use of a personal computer during testing allowing the student to use a spellchecker, word processing capabilities, or special assistive software required for their specific disability needs.

**Distraction - Free Environment:** An environment free from noise and other distractions (classroom activities, phones, loud talking, operating machinery) that might interfere with the testing process.

**Electronic Speller/Dictionary:** An electronic speller is a portable device, which assists the student in spelling correctly.

**Extended Time:** Additional time given to complete a test. Length of extension varies according to the student's needs and documented disability. The standard time extension is "time and a half."

**Individual Test Proctor:** Individual assigned to personally administer a test to the student.

**Large Print Test:** Enlarging tests to provide the student with visual access to the test.

**Oral Test:** Administering test orally to the student and allowing the student to provide oral responses.

**Reader:** Individual assigned to read test directions and/or test questions to the student with a disability.

**Scribe:** Individual assigned to record test responses of the student with a disability but who does not offer assistance with content of test responses.

**Sign Language Interpreter(s):** A person who translates directions and/or information given during test administration from English into American Sign Language (ASL). It may also include allowing the student to ask questions for further clarification using his/her ASL interpreter during test questions.

**Test on Tape:** Tape recording test questions so the students can listen to the questions. This might include allowing the student to tape record the answers.

**Voice Calculator:** A calculator that provides voice output of mathematical data and mathematical processes.

#### **EXAMPLES OF REQUESTS WHICH ARE NOT REASONABLE**

The following is a list of services that the college will not provide. This is not an exhaustive list, but rather provides examples of unreasonable requests. The ADA campus contact may be able to provide community referrals to these services, if appropriate.

1. Providing personal attendants (aides)
2. Feeding students
3. Administering and storing of medications
4. Assisting with personal hygiene (catheter bags, etc.)
5. Writing and proofreading papers
6. Tutoring (will be referred to campus tutorial)

- support)
7. Psychological counseling
  8. Storage of medical supplies and equipment (oxygen tanks, wheelchairs, etc.)
  9. Diagnosis of disability condition
  10. Providing care for service animals

## **COMMUNICATION WITH FACULTY**

The ADA campus contact will send notification to faculty and campus offices of the academic adjustments that will be provided. Students are encouraged to discuss their academic adjustment (s) with their instructors; however, students are NOT obligated to self-disclose the nature of their disability to the instructors. Students are responsible for communicating the effectiveness of the academic adjustment(s) with the instructors and the campus ADA contacts.

## **GRIEVANCE PROCEDURE**

If a student is not satisfied with the academic adjustment(s) that, after discussion with all parties, has been determined to be appropriate by the campus ADA contact, then s/he may use the following grievance procedure.

Students who are unsatisfied with the academic adjustments approved by the campus ADA contact or otherwise feel they have been the subject of discrimination on the basis of disability shall state their concerns in writing to the appropriate Dean of Student Services. The inquiry shall be made as soon as reasonably possible after the action occurs but in no case later than 10 working days after such occurrence. The time for filing a grievance can be waived for good cause at the discretion of the Dean of Student Services.

The Dean of Student Services, or designee, shall conduct a thorough investigation of the grievance, affording all interested persons and their representatives an opportunity to submit relevant information. The Dean of Student Services shall consult with the College's Civil Rights Coordinator, or designee, and shall issue a written response, with a description of the resolution, if any, to the grievant and other appropriate persons within 15 working days of receipt of the complaint.

The decision of the Dean of Student Services shall be final.

Nothing in this procedure prevents any individual who believes he or she may have been discriminated against from pursuing any and all legal remedies.

## **RETURNING STUDENTS**

Accommodation(s) plans are NOT carried over from

semester to semester. A new request for academic adjustments must be made for each semester that adjustments are desired. Once a request is made, students must allow the campus ADA contact up to four weeks to facilitate appropriate academic adjustments.

## **PROCEDURE FOR THE RESOLUTION OF DISCRIMINATION COMPLAINTS AGAINST A STUDENT**

### **Introduction**

It is the policy of the College that no student shall be subject to unlawful discrimination in the educational programs and activities over which the College has jurisdiction. The College does not tolerate discriminatory conduct and is firmly committed to resolving complaints of discrimination in a prompt and equitable manner.

As a result, the College has adopted the following procedures to provide an internal mechanism to resolve complaints of discrimination. These procedures shall be utilized whenever a student is accused of engaging in discriminatory conduct in violation of the College's Statement of Nondiscrimination Policy. However, complaints against another student or employee for violating the College's Policy Statement on Student Sexual Harassment or the College's Policy on Employee Sexual Harassment, respectively, shall be reviewed under those procedures. In addition, student complaints pertaining to academic accommodations shall be reviewed under the College's Guide to Requesting Academic Accommodations and/or Auxiliary Aids. Furthermore, complaints made against an employee who is accused of violating the College's Statement of Nondiscrimination Policy shall be reviewed under the Procedure for the Resolution of Discrimination Complaints Against an Employee as contained in Section XIII of the College's Personal Policy Manual.

No individual shall be subject to retaliation at any time for making a complaint of discrimination or for participating in these procedures. It is a violation of College policy for any member of the College community to retaliate against the Complainant, any individual who participates in any discrimination investigation or proceeding, or against the Respondent who has been accused of engaging in discrimination. While all discrimination allegations will be reviewed in accordance with these procedures, the College community is advised that a claim of discrimination is not proof of prohibited conduct. Anyone who believes that he/she has been subject to retaliation arising from discrimination allegations is encouraged to report such behavior to a College official as set forth below. Accusations of

retaliatory conduct are subject to disciplinary action, up to and including dismissal from the College.

Making a false or malicious accusation of discrimination and/or retaliation is also prohibited by the College. A student who is found to have made an allegation of discrimination against another student or employee that is intentionally false, or made in reckless indifference or disregard for the truth, shall be subject to disciplinary action, up to the College's Student Rights and Standards of Student Conduct Policy and the disciplinary action set forth therein, up to and including dismissal from the College.

Additionally, at any stage of these procedures, the Dean of Student Services at the campus where the alleged discrimination and/or retaliation is alleged to have occurred (hereinafter the "Dean") shall have the authority to take any and all reasonable steps necessary to protect all parties involved under these procedures from further discriminatory conduct and/or retaliation. The occurrence or non-occurrence of any protective measure initiated by the Dean is neither an indicia of guilt nor innocence under these procedures. Any such steps taken by the Dean to protect members of the College community from further discriminatory conduct and/or retaliation shall be final pending the resolution of the allegation as set forth under these procedures.

Furthermore, these procedures, and all aspects thereof, will be kept confidential to the maximum extent provided by state and federal law, including, but not limited to, the Family Educational Rights and Privacy Act ("FERPA"). The College will take all reasonable steps to investigate and respond to complaints in a confidential manner. Complainants, however, are advised that the College's ability to investigate and to respond to complaints may be limited in circumstances where the Complainant does not wish to disclose his or her identity. The College reserves the right to notify law enforcement authorities about allegations of discrimination upon reasonable belief that such incidents rise to the level of criminal activity. The use of these procedures does not preclude a Complainant from seeking recourse through the appropriate state or federal criminal law enforcement agencies at any time.

### **Reporting Procedures**

The College encourages any student who believes that he/she has been subjected to discrimination to report the offensive conduct to a College official as soon as possible. For purposes of these procedures, a College official shall include any faculty member, academic counselor, administrator, or Public Safety Officer on the campus where the conduct is alleged to have occurred. Students may also contact the College's Civil Rights Coordinator to report incidents of alleged discrimination.

The College's Civil Rights Coordinator shall be notified of all claims of discrimination as soon as reasonably practical. The Civil Rights Coordinator shall promptly appoint a Civil Rights Review Officer ("Review Officer") from the campus where the conduct is alleged to have occurred to investigate the claim. The Review Officer shall advise the alleged offender that a complaint of discrimination has been filed against him/her and explain the College's prohibition against retaliation. The Review Officer shall document receipt of the complaint by letter or other written communication to the alleged offender and to the Complainant, a copy of which shall also be provided to the Dean and to the College's Civil Rights Coordinator. The Review Officer shall investigate the complaint to determine whether or not there are sufficient grounds to support a charge of discrimination as set forth in the College's Statement of Nondiscrimination Policy. The Review Officer shall encourage and/or assist the Complainant to reduce his/her claims to writing, which shall serve as the basis for the complaint of discrimination. Whenever possible, the investigation shall include interviews with both parties involved in the complaint and/or may include interviews with individuals who may have observed the alleged conduct or may have relevant knowledge of the incident. The Review Officer shall also have access to such written documents in the possession of the College, including student records, that he/she believes may contain relevant information or which may lead to the discovery of relevant information.

The Review Officer shall make a written determination regarding whether or not sufficient evidence exists which, if true, would constitute discriminatory conduct in violation of the College's Statement of Nondiscrimination Policy. All evidence shall be viewed by the Review Officer in the light most favorable to the Complainant when making the determination of whether or not a claim has been stated or substantiated. The determination shall be made within ten (10) working days following the Review Officer's appointment, include the grounds and findings upon which the determination was based, and be delivered to the parties, the Dean, and to the College's Civil Rights Coordinator. In extenuating circumstances, including but not limited to those incidents that require evidence gathering by law enforcement officials, the Review Officer may extend the ten (10) working day deadline to make the determination. The parties, as well as the Civil Rights Coordinator, shall be notified in writing by the Review Officer about the reasons for the delay and the time frame in which the determination shall be made.

The Complainant may appeal a determination that insufficient evidence exists to support a claim of discrimination to the Civil Rights Coordinator. An appeal must be submitted in writing within ten (10) working days following the date of the Review Officer's determination. The decision of the Civil Rights Coordinator regarding the sufficiency of the allegations,

or the evidence in support thereof, shall be final.

In the event the Civil Rights Coordinator determines that further proceedings are warranted, the Complainant shall be offered the opportunity to mediate the claim or to have the matter submitted to the Discrimination Review Committee for a hearing.

*Note: Mediation is not required to resolve a complaint of discrimination. The Complainant may end mediation at any time in favor of a hearing before the Discrimination Review Committee.*

### **Mediation**

Mediation is an informal and confidential way for the parties to resolve the complaint with the help of the Review Officer. The Review Officer will not decide who is right or wrong or issue a decision. Instead, the Review Officer will help the parties work out their own voluntary solution to the complaint.

Mediation should begin as soon as reasonably practical following an election by the Complainant but in no event greater than 10 working days absent agreement by the Complainant or extenuating circumstances that make commencement of the process impractical within the 10 day limit. Except as limited by the foregoing, in the event efforts to mediate do not begin within 10 working days, then the matter shall proceed to a hearing before the Discrimination Review Committee. Examples of such mediated options include, but are not limited to:

**A.** One or more meetings between the Complainant and the Respondent, mediated by the Review Officer, to discuss and resolve the complaint of discrimination to the satisfaction of both parties.

**B.** In the event that the Complainant does not wish to confront the Respondent, one or more meetings in which the Review Officer meets separately with the Complainant and the Respondent to discuss options to resolve the matter. The Review Officer shall notify the parties in writing if a settlement is reached, and shall attach a proposed form of agreement for signature. The failure or refusal of a party to execute the agreement within a reasonable time shall result in the matter proceeding to a hearing before the Discrimination Review Committee.

**C.** An agreement between the parties and delivered in writing to the Review Officer containing: 1) a statement describing the allegation of discrimination and requesting that such alleged conduct stop, signed by the Complainant; and 2) and acknowledgement of the complaint without admission of guilt and affirmation that the Complainant will not be subjected to discriminatory conduct in the future, signed by the Respondent.

Mediation may be discontinued: at any time by the Complainant; by the Review Officer, when he/she feels that further efforts will be non-productive; or when a voluntary agreement has been reached. The Review Officer shall prepare a written report documenting the success or failure of mediation to the Civil Rights Coordinator, the Dean, and the parties. If the mediation results in a voluntary settlement, a copy of the agreement, signed by the parties, shall be included, together with a statement that the College considers the matter to be closed. In the event that mediation resolves the matter, all documentation arising out of the allegation of discrimination, including the mediation agreement shall be separated from the student's educational file. In the event mediation is unsuccessful, the matter shall proceed to a hearing before the Discrimination Review Committee.

### **Discrimination Review Committee Hearing**

A Discrimination Review Committee shall hear and determine claims of discrimination against a student in situations where mediation is not available, unsuccessful, or declined by the Complainant. The Committee shall consist of the Civil Rights Coordinator, who shall serve as the Committee Chairperson, one Civil Rights Review Officer who was not involved in the investigation of the allegation, and the Dean. The College Civil Rights Coordinator shall provide written notice to the parties of the date, time and place for the hearing before the Discrimination Review Committee. Such notice shall also include the following:

1. A copy of the complaint or a summary of the allegations;
2. A copy of the Review Officer's report; and
3. A summary of the rules that will govern how the hearing will be conducted.

Absent extenuating circumstances, or an agreement by the parties, the hearing shall take place within ten (10) working days following receipt of notification from the Review Officer that mediation was unsuccessful, unavailable or declined by the Complainant. The role of the Committee shall be to hear and consider testimony and other relevant, reliable evidence and make findings of fact related thereto. In addition, the Committee shall be charged with determining by a preponderance of the evidence whether or not a violation of the College's Statement of Nondiscrimination Policy has occurred.

The Committee shall submit a written report to the parties setting forth its findings of fact and its determination as to whether a violation of the College's Statement of Nondiscrimination Policy has occurred within five (5) working days following the conclusion of the hearing. In the event a violation is found to have occurred, the report shall also include a recommendation of appropriate relief and/or disciplinary action, up to and including dismissal from the College.



The Committee's decision may be appealed by either party to the Vice President and Campus Director at the campus where the conduct is alleged to have occurred (hereinafter the "Campus Director"). The Committee's decision shall be final unless a timely appeal is made by one or both parties. A recommendation that the Respondent be dismissed from the College shall automatically be reviewed by the Campus Director.

Either party may appeal the Committee's decision, or any recommended relief and/or disciplinary action contained therein. All appeals shall be made in writing and delivered to the Civil Rights Coordinator within ten (10) working days following the date of the Committee's decision. The Campus Director's decision to affirm, deny, or modify the Committee's recommendations and determinations shall be based upon the record of the proceedings made by the Discrimination Review Committee. All such decisions by the Campus Director are final and shall be delivered in writing to the parties within ten (10) working days following receipt of the appeal.

In the event that a violation of the College's Statement of Nondiscrimination Policy is determined through the hearing process, all documentation arising out of the allegation of discrimination, including any and all resulting disciplinary action imposed to resolve the matter, shall be maintained in the student's educational file.

## A Message From the President

Delaware Technical Community College is a statewide institution of higher learning where all students have an opportunity to reach their goals and potential. Several factors make Delaware Tech an outstanding college - excellent programs, high quality instruction and a commitment to serving our students and our business community.

Our programs of instruction are career relevant, and our faculty members are dedicated professionals who are well versed in their fields. Students entering college for the first time and those seeking to finish their degrees find a great deal of support and encouragement as they pursue their studies at any of our four campus locations.

Attending college requires commitment - a commitment you make to yourself and your future. It is a choice you make when you come to the realization that knowledge is power, and the power of the future lies with those who are prepared to handle its challenges. Believe in yourself and your abilities, and you will make a difference in your life. I assure you that our faculty and staff will be there to make certain that you gain the education you need in order to succeed, not only at Delaware Tech, but in your chosen profession as well.

My best wishes for a rewarding educational experience.

Sincerely,

Dr. Orlando J. George, Jr.



*Dr. Orlando J. George, Jr.*

## Board of Trustees

### BOARD OF TRUSTEES

The Board of Trustees of Delaware Technical Community College is the governing body of the institution. All members are appointed by the Governor of the State of Delaware with the consent of a majority of the State Senate. Six members are appointed for three-year terms - one from the City of Wilmington, one from New Castle County outside of the City of Wilmington, one from Kent County and one from Sussex County, with the remaining two from anywhere in the State. The seventh member, the Chairperson, is appointed by and serves at the pleasure of, the Governor. No more than four members may be of the same political party. The Board of Trustees sets policy for the College and is responsible for ensuring that the institutional mission is carried out. Among its numerous responsibilities, the Board approves the College plan, is responsible for the management and control of the institution, has the power to appoint administrative and teaching staff, sets the tuition rate, and approves fees. The Board also reviews fiscal matters and approves budgets.



Mark S. Stellini  
*Chairman*



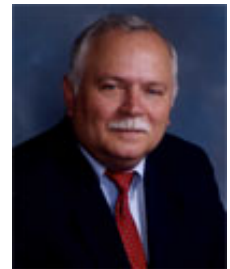
John M. Maiorano  
*Vice-Chairman*



William G. Bush, IV, Esq.



Norman D. Griffiths, Esq.



Louis F. Owens, Jr., M.D.



Selham Sue Saliba.



Audrey Van Luven

## **PRESIDENT'S OFFICE**

The President's Office maintains an administrative staff to provide Collegewide leadership and perform specialized administrative and service roles for the Institution. These roles include strategic planning, institutional research, institutional effectiveness, marketing and public relations, human resources, legal affairs, college relations, computer services, academic affairs, curriculum development, student services, corporate and community programs, international education, purchasing, financial planning, and accounting. In addition, each campus has its own administration with leadership provided by the Vice President and Campus Director.

## **THE DELAWARE TECHNICAL COMMUNITY COLLEGE EDUCATIONAL FOUNDATION**

The College exists to improve the quality of life for all Delawareans through education and training. In order to fulfill its mission, the College requires private support to maintain excellence in its offerings. Established in 1968, Delaware Technical Community College's Educational Foundation provides funding for student scholarships, staff development projects, and specialized equipment. Gifts may be given to the Foundation and designated for specific purposes. The Educational Foundation provides an opportunity for members of the community, College employees, alumni, students, and corporations to actively participate in the continued development of Delaware Technical Community College.

## **ACCREDITATION STATEMENT**

The College and its campuses are accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. In addition, several curricula have earned program-based accreditation by various professional organizations.

## **General Information**

### **DELAWARE TECHNICAL COMMUNITY COLLEGE**

Delaware Tech, the state's only community college, is guided by the values of providing access, opportunity, excellence, and hope for each student. Delaware Tech is an open admission institution that offers credit and non-credit education and training opportunities including more than 100 associate degree, diploma, and certificate programs. Programs are offered in fields

such as energy management, engineering technology, business, computer information systems, nursing, allied health, education, criminal justice, and human services. Sixty-three of the associate degree programs at the Campuses have earned program accreditation by their state or national accrediting agency, demonstrating the College's full commitment to meeting industry standards of excellence. Delaware Tech also has 119 articulation agreements with four-year institutions, providing seamless pathways for graduates seeking a bachelor's degree. In the area of continuing education, offerings are provided in career training, customized training, personal enrichment, and youth programs.

In addition to traditional classroom instruction, Delaware Tech offers courses in multiple locations and formats that enable students to select the course type and delivery method that best fits their educational goals and objectives. Most on-campus courses and every distance learning course uses Blackboard, an industry-leading learning management system. In addition to Blackboard, faculty also have access to distance learning classrooms which feature state-of-the-art video conferencing and learning technologies, synchronous communication tools, as well as other course-specific interactive elements and applications.

Since 1967, when the College was founded, thousands of graduates have entered the workforce with the knowledge and skills they need to be successful. Leaders in business, industry, government, education, and health serve on College advisory committees, providing guidance to Delaware Tech as it develops and evaluates curricula to ensure its programs are up to date and relevant in the modern workplace.

Delaware Tech has earned its place as an educational leader in the State. The College is respected and trusted at the state and national levels because of its responsiveness to the needs of business and industry, commitment to quality and vision that supports economic development and educational needs of Delawareans.

## **HISTORY**

The Delaware General Assembly created Delaware Technical Community College in 1966, when it approved House Bill 529, signed into law by then-Governor Charles L. Terry, Jr. A Board of Trustees was appointed to oversee development of the statewide institution. The Board Chairman was E. Hall Downes; members were William A. Carter, Edward W. Comings, William C. Kay, Clement J. Lemon, John H. Long, and Charles L. Simms.

The studies and reports of the original Board were used to create the Southern Campus which opened in September 1967, near Georgetown in Sussex County,

with 367 students enrolled. The name was changed to the Jack F. Owens Campus in May 1995. A temporary Northern Campus opened in New Castle County in 1968. The Northern location was replaced by two campuses-Stanton in the fall of 1973 and Wilmington in the spring of 1974. The Terry Campus opened in 1972 and moved to its current location north of Dover in 1974.

The President's Office, located adjacent to the Terry Campus, functions as a central office by providing collegewide leadership and a variety of services in support of the campuses. Students of all ages, backgrounds, and walks of life have benefited from the training and education that Delaware Tech has provided. It is estimated that one-fourth of Delaware's population has taken courses at Delaware Technical Community College during its short history.

## MISSION STATEMENT

Delaware Technical Community College is a statewide multi-campus community college committed to providing open admission, post-secondary education at the associate degree level. The College offers comprehensive educational opportunities that support economic development and are relevant and responsive to the needs of the community including career, general, developmental, and transfer education; workforce training; professional development; and lifelong learning. The College believes in the practical value of higher education as a means of economic and personal advancement. The College respects its students as individuals and as members of diverse groups and is committed to fostering student success.

## GOALS

The College will achieve its mission through the goals listed below:

- Academic programs will prepare students for successful employment upon completion and/or transfer to a senior institution.
- Developmental education will prepare students in mathematics, reading, and writing to be successful in entry-level College courses and workforce training.
- Workforce training and professional development programs will prepare and support a competitive workforce.
- Personal enrichment programs will provide lifelong learning opportunities for the community.
- Programs, activities, and services will create a welcoming and inclusive environment that promotes respect for diverse cultures, backgrounds, and points of view.

- The College will provide an environment that cultivates student learning and success.
- Public and private resources will be sought, obtained, and utilized to advance the College Mission and Goals.

## INSTITUTIONAL EFFECTIVENESS

The College has established an institutional effectiveness structure that demonstrates effectiveness through the assessment and improvement of mission goal outcomes at the institutional level, student learning outcomes at the program level and educational support outcomes at the unit level. Outcomes assessment information relevant to potential students is available from the specific academic program and may include performance indicators such as national examination pass rates, internship or clinical performance ratings, portfolio or capstone project assessment, job placement rates, etc. Students interested in this information should talk with the academic program chairperson.

## ADVISORY COMMITTEES

The College uses advisory committees to guide development and maintenance of educational programs. The committees are composed of public-spirited, knowledgeable citizens with expertise in business, industry, government, education, and health-related fields relevant to the education programs. Committee members meet periodically with department chairpersons, instructors, and deans. Advisory committees review curricula, arrange internships for students, and help the staff to assure that graduates will be prepared for entry into career fields.

## Services for Students

The Division of Student Services is a partner in the student-centered learning community at Delaware Technical Community College. The Division provides programs, activities and services that promote student learning, engagement, development and achievement of goals. Students are respected as individuals and supported in their aspirations for a better life.

## ADMISSIONS

Delaware Technical Community College has an open-door admissions policy limited only by the following criteria: a student must be a high school graduate or the equivalent, **or** at least eighteen years



of age and able to benefit from instruction.

Before enrollment in credit courses, award-seeking students are required to submit proof of high school or equivalent graduation **or** demonstrate through approved means the ability to benefit from the College's instructional programs.

### High School Graduation And Ability To Benefit

Proof of high school graduation is required for award-seeking students who are applying for financial aid, the Student Success Equals Degree (SEED) Scholarship, and/or admission to academic programs with selective admission criteria (including competitive and wait list processes). The following proof of high school graduation is acceptable:

- High school transcript;
- Copy of high school graduation diploma or General Educational Development (GED) credential;
- Letter from school district or state department of education attesting to high school graduation or attainment of GED credential; or
- Secondary school completion credential for home school or proof of having completed a secondary school education in a home school setting that qualifies as an exemption from State compulsory attendance requirements.

As an alternative to providing proof of high school graduation or the equivalent (as described above), award-seeking students who are *not* applying for financial aid, the Student Success Equals Degree (SEED) Scholarship, and/or admission to academic programs with selective admission criteria may demonstrate the ability to benefit from the College's instructional programs by earning at least the minimum score set by Delaware Tech for the College Board Accuplacer test, the Scholastic Aptitude Test or the ACT national college admissions examination, that is required to place the student in the College's Basic Reading, Basic Writing or Basic Mathematics courses. These minimum scores are available on the College admissions web page. Continued enrollment is contingent on the student earning grades as required by the Academic Standing Policy and the Academic Standing Policy for Developmental Education.

The College's open-door college admissions policy does not mean that every academic program/curriculum is open-door. Students must meet course pre-requisites before enrollment and program/curriculum specific criteria for program admission.

Admission requirements for non-award seeking students (high school students, visiting college

students, and adults who want to enroll in credit courses for personal enrichment and lifelong learning) are delineated in separate policies.

### Operational Information

A high school diploma or GED credential is one of the eligibility requirements for Federal financial aid. The College's Adult Basic Education program prepares students for GED testing and/or to strengthen academic skills in preparation for college course placement.

Reasonable academic adjustments for testing are available for students with disabilities, which may include auxiliary aids and/or accommodations that do not alter a fundamental requirement of demonstrating college readiness.

## COLLEGE ADMISSIONS PROCEDURE

For admission to the College and for full access to services, applicants should plan to complete the admissions process at least 30 days before the first day of class. Applicants should review their selected program as shown in the College Catalog to determine if there are additional admission requirements related to their specific program of study. The following procedures for admission to any campus should be followed.

1. Submit an Application to the College with a \$10 non-refundable application fee payment. Applicants can apply on-line (<http://www.dtcc.edu/admissions-financial-aid/apply/admissions>), download a paper application (<http://www.dtcc.edu/admissions-financial-aid/apply/admissions>), or contact any campus for a paper application. Checks or money orders should be made out to Delaware Technical Community College.
2. Request that your high school and/or college transcript or GED certificate be sent immediately to the Admissions Office on the campus to which you are applying. Submit Advanced Placement Test scores from your high school, as well as Tech Prep verification, CLEP or DANTES scores. (See information above about this requirement.)
3. Demonstrate College readiness in one of the following ways:
  - a. Take the Accuplacer test for writing, reading, and math.
  - b. Provide a copy of your SAT or ACT test scores.

### Academic Program Admission Information

Delaware Tech is an open access college, but students must demonstrate academic readiness for college

courses, satisfy course pre-requisites, and additionally be selected for admission into some academic programs that have limited seats and specific program admission criteria and requirements. Selection for admission is not guaranteed into these programs, which currently include Nursing, Allied Health, and several others such as Airframe Maintenance.

The academic programs with specific admission criteria, requirements and limited seats offer admission to qualified students through either a **Competitive Process** or a **Wait List Process**.

In the **Competitive Process**, qualified students are ranked on the basis of their performance in meeting admission criteria and completing admission requirements. Performance measures may include but not be limited to grades, course pass attempts, scores on national and college specific examinations, etc. Ranking is conducted each time program admission is open so a student's chances of admission change in relationship to the performance of other student applicants. In this process, program admission is not guaranteed to any student.

In the **Wait List Process**, qualified students are placed on a wait list for program admission after they meet all admission criteria and requirements at the minimal prescribed level. In this process, all qualified students who meet the admission criteria and requirements are eventually offered a seat in the program.

Additional typical requirements for program admission and for employment include the following: satisfactory criminal background check, possession of a valid social security number and legal status to work, satisfactory physical examination, the ability to perform physical tasks, negative drug testing, and no record of abuse.

Academic programs with competitive or wait list admission procedures provide this information on their specific web page.

Programs with limited seats and specific program admission criteria and requirements may afford preference to residents of the State of Delaware. Delaware residency is determined in accordance with the requirements contained in the College's Residency policy.

The President of Delaware Technical Community College is authorized to establish enrollment quotas for qualified candidates by county for these programs which are offered in one or two counties and not offered in the other county or counties. At no time shall the quota for the campus offering the program be less than two-thirds of the entering enrollment.

## ADVISORY STATEMENT

Delaware Technical Community College is an open admissions institution with degree, diploma, and certificate programs that require completion of courses, internships, practicums, clinical, and field work assignments and other experiential learning requirements. Approval of a student's placement in settings, such as health care facilities, schools and human services agencies, which provide these experiences is the prerogative of the organization providing the setting and not the College. Although requirements vary by organization and are constantly evolving, common criteria include:

- the lack of a criminal history including a review of the adult abuse and child protection registries;
- a satisfactory health exam including proof of immunizations and drug screenings;
- a valid Social Security number and proof of legal residency;
- and other applicable licensing/credentialing requirements.

Legal residency is required to work. Students should be aware that these requirements could limit or prevent their ability to complete an academic program or to find employment in the field. Students are responsible for all arrangements and costs associated with these requirements.

It is the student's responsibility to inquire about conditions and acceptance into courses and programs that may have special requirements. A student may seek the assistance of an Academic Counselor, Academic Advisor or academic program Department Chairperson in identifying conditions of acceptance and enrollment in all programs and courses at Delaware Technical Community College.

Conditions of employment are established by potential employers and not by Delaware Technical Community College and such conditions of employment may include or exceed any or all of the above requirements.

## DEGREE-SEEKING STUDENT

Students who have completed the admission process and are enrolled in an associate degree, diploma or academic certificate program. This group includes students who intend to earn an award, but have an undeclared major. Award-seeking students must demonstrate college readiness or complete designated developmental education courses.

## NON-AWARD SEEKING STUDENT

A *non-award seeking student* is one who has not matriculated and enrolled in a Delaware Tech degree, diploma or credit certificate program, but is enrolling in credit courses. Non-Award Seeking includes visiting college and high school students, and students taking courses for their own enjoyment or professional enhancement. Visiting college students are assumed to be college ready. High school students must demonstrate college readiness through approved means. Non-award seeking students who are enrolling in courses for personal or professional enrichment do not have demonstrate college readiness if they enroll in Listener status.

## **VISITING STUDENTS**

### **COLLEGE**

Students pursuing a degree program at another college or university who want to take Delaware Tech courses to transfer back to their home institution. This includes University of Delaware Associate in Arts students.

Students are not required to demonstrate college readiness because their advisement derives from their home institution. It is the visiting student's responsibility to obtain authorization from the home institution regarding the transferability and applicability of the Delaware Tech course to their curriculum.

### **HIGH SCHOOL**

High school rising junior or senior students may enroll in Delaware Tech courses with permission from their high school counselor/principal and their parents. Completion of the Early Enrollment form is required. In order to assure high school students are prepared to succeed at the college level, students must provide evidence of college readiness through the means approved by Delaware Tech prior to registration.

## **HIGH SCHOOL STUDENTS EARLY ADMISSIONS AND ENROLLMENT PROGRAMS**

Rising junior or senior high school students may enroll at Delaware Technical Community College while concurrently enrolled in high school. Students must complete the admission procedures and a Request for Early Admission/Enrollment form which verifies the approval of the parent/guardian and the high school principal or counselor.

The approval of the campus Dean of Student Services is required prior to acceptance into the College and course registration. Students must be college-ready for enrollment in college level courses and meet course pre-requisites. Students may enroll in developmental

courses with appropriate test scores for placement.

Students must register for the Delaware Tech course(s) and pay tuition and appropriate fees. Students must satisfy program specific requirements applicable to each selected college course.

### **Early Admissions**

A rising senior high school student can be admitted and enroll in a degree or diploma program at Delaware Technical Community College on a full or part-time basis.

### **Early Enrollment**

A rising junior high school student may enroll in up to two credit courses per semester at Delaware Technical Community College on a part-time basis. Specific programs, including over-subscribed programs, may be exempt from this policy.

## **FOREIGN STUDENTS**

Delaware Technical Community College welcomes members of our international community. Prospective "F-1" applicants who intend to apply for a student visa must obtain the "Guidelines for Prospective F-1 Students" packet from the Admissions Office. This packet contains information regarding eligibility for admission. For more information, please visit the college web site at [www.dtcc.edu/future/international/](http://www.dtcc.edu/future/international/)

## **PLACEMENT IN COLLEGE LEVEL COURSES**

Applicants seeking degrees, diplomas or credit certificates must provide evidence of readiness for college level courses. A variety of means are accepted including Accuplacer SAT, ACT, AP, CLEP or DANTES scores; transfer of college credit for required courses, in reading, writing and mathematics; or possession of an associate or higher degree. Placement cut-off scores are available from the Campus Admissions Office.

The College Board's Accuplacer is a standardized test used for placement purposes only. Applicants are tested in reading, writing and mathematics. Results of the test are used to determine the level of courses at which students will begin. Applicants who have earned college credit for reading, writing and/or mathematics courses are exempt from from part of or the entire placement test as described below:

(a) Transfer credit approved for a developmental reading, writing or math course waives the relevant Accuplacer test.

(b) Completion of a college level composition course with a grade of "C" or better waives the Accuplacer Sentence Skills test.

(c) Completion of a college level mathematics course with a grade of "C" or better waives the Accuplacer Arithmetic and/or Algebra test.

(d) Completion of a college level reading or critical thinking course with a grade of "C" or better waives the Accuplacer Reading test.\*

(\*While completion of college level courses provides evidence of college readiness, it does not guarantee transfer of credit. In addition, course pre-requisites must be observed.)

Exemption of placement testing will be based upon evaluation of an official college transcript.

Students are eligible to retake the Accuplacer test or any portion of the test. The Accuplacer test may be waived for students who present their SAT/ACT score reports upon admission. Applicants will be placed according to the Collegewide SAT/ACT Score Placement Matrix. Students may opt to take one or more Accuplacer test(s) if their SAT/ACT score(s) is/are below college level in English, math and/or reading.

## ACADEMIC ADVISEMENT

At Delaware Tech, academic advisement is an essential part of the student's learning experience and a critical component of student success. Academic advisement teaches the student to navigate the college experience, identify goals, understand program and course options, connect to campus resources and activities, and develop and implement strategies to successfully achieve the student's goals.

Faculty and staff throughout the College community collaborate to provide comprehensive academic advisement. Initial advisement is provided in the advisement center. In addition, the student is assigned a program advisor based on the selected program of study. Together, the advisors and student develop a Student Educational Plan focused on achieving the student's educational, professional, and life goals.

### *Advisement Center*

The advisement center provides general advisement by appointment and walk-in hours.

At the advisement center, Academic Counselors work with the student to begin the Student Educational Plan.

The Academic Counselors guide the student in navigating the steps to enrollment, exploring career options, selecting a program of study, learning to access MyDTCC, selecting first semester courses, and identifying opportunities for engagement and strategies for success. The student is encouraged to visit an advisement center throughout the educational experience to clarify goals, answer questions, seek referrals, and discuss additional opportunities for

success.

### *Program Advisor*

The program advisor provides ongoing advisement specific to the student's area of study and collaborates with the student to continue to develop the Student Educational Plan. The program advisor mentors the student in evaluating career options, understanding program requirements, making effective decisions about course enrollment, developing professional behaviors, and reviewing progress towards goal achievement. Regular, ongoing meetings with the advisor are essential in helping the student achieve goals in a timely manner.

### *Student Educational Plan*

The Student Educational Plan (SEP) is an electronic tool that enables consistent communication between the College and the student to identify goals and develop comprehensive strategies to achieve them. The SEP is created at the initial meeting with an advisor. Each student is required to meet with a program advisor to continue developing the SEP before enrolling for a second semester. The student is expected to work with a program advisor on an ongoing basis to update the SEP. The SEP is accessible through BannerWeb.

## Registration

After selecting courses for the upcoming semester(s), the student must complete the registration process to enroll in the courses. Students may register online through BannerWeb or at the Registrar's Office. Designated registration periods for each semester are posted on the Academic Calendar. **Early registration is recommended for greater course availability.**

## REGISTRATION

*Registration* is the period of time set aside each semester during which students select and enroll in courses for the following semester(s). Students are encouraged to meet with their assigned academic advisor as early as possible after admission, but must meet with their academic advisor to develop their individual Student Educational Plan prior to second semester enrollment. Students may obtain walk-in assistance from campus advisement centers. Students must have the signature of both the advisor and department chairperson to register for more than 21 credits per semester. Students are encouraged to register as early as possible to ensure course availability. Students may register in-person or via the College's website at [www.dtcc.edu/reg](http://www.dtcc.edu/reg).

## FACILITIES AND SERVICES FOR STUDENTS WITH DISABILITIES



Delaware Technical Community College is committed to complying with the Americans with Disabilities Act of 1992. The College provides students with disabilities, resources and support to assist in their academic success by engaging in an interactive process with each student. Each campus has a professional staff member assigned to provide necessary resources and services to students who have unique needs due to their disabilities. Faculty and staff work cooperatively to assist students with special needs in their educational endeavors and adjustment to the campus community. Each of the campuses is architecturally accessible to disabled students. Barrier-free restroom, telephone and eating facilities are provided at all campuses. Automatic doors and elevators are installed in appropriate areas. Reasonable academic accommodations will be provided for students needing specific assistance. Students are urged to request resources and services prior to the beginning of the semester. The College requires appropriate documentation of the need for assistance. Prospective students are encouraged to visit the campus to become familiar with the campus and meet the support staff prior to making their decision to apply and enroll.

Information for requesting reasonable accommodations and building a plan of academic support can be found on the College web page at <http://www.dtcc.edu/student-resources/learning-support/disability-services>

## **CAREER PLANNING AND PLACEMENT**

Career planning and placement information is available to help students plan for the future. The Career Center is a useful resource for students who are trying to decide upon a major, find a job or internship, write a resume or improve interviewing skills.

Students may use a computer based career planning program that includes information concerning job duties and responsibilities, opportunities for growth and advancement, and salary structures in career fields of their interest. In addition, students may review catalogs of area institutions, view videos on interviewing techniques, receive information regarding resume and cover letter development and protocol, and participate in mock job interviews with the career counselors. For more information, students may visit the campus Career Center or the web site at <http://www.dtcc.edu/student-resources/career-services>

## **HOUSING & PARKING**

The College does not maintain student housing of any type; therefore, the College cannot accept responsibility for students housed locally. Parking facilities are available at each campus on a first-come first-serve

basis. Parking for students with disabilities is also provided.

## **CAMPUS PUBLIC SAFETY**

Delaware Technical and Community College encourages each member of the campus community to report any crimes or criminal activity to the Public Safety Department. The Campus Public Safety officers are empowered with the authority and responsibility to provide immediate assistance with safety and security issues. The Public Safety Department has a close working relationship with local law enforcement agencies. The local and state police will be called for assistance when needed.

## **NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT**

Delaware Technical Community College maintains an annual security report as required by the Clery Act. The College's annual Clery Act report contains information on campus security and personal safety, including crime prevention, the law enforcement authority of College public safety officers, crime reporting policies, certain specific College policies, and other important matters about security on campus. The report also contains statistics for the three previous calendar years on crimes that were reported to have occurred on campus, in certain off-campus buildings or property owned or controlled by the College, and on public property within or immediately adjacent to and accessible from the campus.

The College's annual Clery Act report is available on the Delaware Tech Web site at <https://www.dtcc.edu/about/public-safety/campus-crime-statistics>. A printed report may also be obtained free of charge from the Office of Public Safety at each campus upon your request.

## **CONDUCT**

Members of the College community have an obligation to participate in the life of the College in a responsible manner. Students are citizens as well as members of the College community. As citizens, they have the rights that other citizens have such as freedom of speech, peaceful assembly and petition. As members of the College community, students remain citizens with responsibilities and duties commensurate with their rights and privileges. Further information regarding the Board of Trustees' policy on student conduct and student rights may be found in the Student Handbook. The Student Handbook is available online at [www.dtcc.edu/handbook/](http://www.dtcc.edu/handbook/)



## **DRUG FREE SCHOOLS & CAMPUSES**

The College believes that the illicit use of drugs and the abuse of alcohol by students have no place in the college environment. The unlawful possession, use or distribution of drugs and alcohol by students on any of the campuses or as any part of the institution's activities is strictly prohibited. Students violating the College policy will have sanctions imposed upon them as outlined in the Drug-Free School and Workplace Policy and Student Responsibilities and Student Rights.

## **TOBACCO-FREE POLICY**

In order to ensure a safe, healthy environment, all Delaware Tech facilities are tobacco free for employees, students, and visitors effective January 1, 2011. The use of all tobacco products is prohibited within the boundaries of all College locations including all buildings, facilities, indoor and outdoor spaces and grounds owned, rented, operated, and/or licensed by the College. This policy applies to parking lots, walkways, sidewalks, sports venues, State vehicles and private vehicles parked or operated on College property. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, electronic cigarettes, pipes, bidis, hookahs, smokeless or spit tobacco or snuff.

The enforcement of this policy is intended to be educational, but repeat violators will be subject to disciplinary action as outlined in the Personnel Policy Manual, Section XII, Conduct and Corrective or Disciplinary Action.  
(Board of Trustees, 9/14/10)

## **HEALTH SERVICES**

Health services are limited to basic first aid and early critical care such as CPR and use of an 'D. Emergency Medical Services (911) will be called for assistance when the injury or illness is of a serious nature. If the injured/ill student has provided a designated emergency contact, the College will attempt to contact that person upon the request of the student or if the student is unable to make a request.

## **STUDENT ACTIVITIES**

Delaware Technical Community College provides a balanced student activities program which contributes significantly to the total educational experiences of its students. The Student Activities program is designed to foster the intellectual, social, emotional and physical development of students through participation in

educational, cultural, recreational and athletic activities. These activities are planned by the Student Activities Coordinator and/or student organizations with funds provided by the Student Services fees and individual club fundraisers. Student activities provide opportunities for development of leadership skills, social interaction, relaxation, and improved physical fitness.

The general administrative responsibility for the Student Activities program rests with the Dean of Student Services at each campus. Details regarding specific activities may be found in the campus Student Handbook. The Student Handbook is available online at [www.dtcc.edu/handbook/](http://www.dtcc.edu/handbook/)

## **ATHLETIC PROGRAM**

Delaware Technical Community College is a member of the National Junior College Athletic Association (NJCAA). Eligibility rules, codes of conduct, substance abuse policies as well as gender equity policies are mandated or suggested by the NJCAA.

Eligibility is reviewed both on the national and regional level. Problems with eligibility or ethical behavior are brought before the Regional Standards and Ethics Committee.

All high school graduates are eligible for intercollegiate competition. Once a student begins taking college courses, his/her eligibility is determined by the number of college credit hours attempted and the grades earned in those courses. Transfer students from other colleges must produce a college transcript to determine eligibility.

Any additional information concerning athletic matters (forms, scholarships, eligibility, etc.) should be referred to the Campus Athletic Director.

## **JOB PLACEMENT FOR GRADUATES**

Delaware Technical Community College measures its success in large part by the success of its graduates' successful entry into career field employment. Graduate job placement is a "critical effectiveness indicator" that is annually assessed by the College. Academic programs are developed and maintained in consultation with advisory committees that include employers. Academic counselors and faculty meet with business and industry representatives to stay abreast of job opportunities and refer students to potential employers. They also prepare students for job seeking by assisting with skills such as interview techniques and resume preparation. Annual placement reports document graduates' employment.

## TRANSCRIPTS

A transcript is an official historical academic record of all courses for which a student has registered. A copy of this record may be obtained from the Registrar's Office.

Requests for Delaware Technical Community College Official Transcripts should be made on a Transcript Request Form or by personal letter to the Registrar. *Telephone requests will not be honored.* Normal time for processing transcript requests is two working days or less. Every effort will be made to accommodate verifiable emergency requests that day except during peak registration days, end of term grade processing and graduation. The Registrar's Office cannot issue transcripts from other colleges or high schools.

## TRANSFER OUT AND ARTICULATED PROGRAMS

The College has articulation agreements with universities and colleges in specific programs. These agreements enable a student to transfer to the senior institution as a junior, provided the required courses have been completed and the appropriate Cumulative Grade Point Average (CUM GPA) has been achieved as required by the receiving institution. The student must apply to the senior institution and complete all required admissions processes. Students need to see their advisor for information on articulation agreements called "Connected Degree Programs." Connected Degree Sheets which summarize these program articulation opportunities are available on campus and on the college web site at [www.dtcc.edu/connecteddegree/](http://www.dtcc.edu/connecteddegree/)

The Student Services Division will assist students in making transfer inquiries, obtaining information, and completing applications to other colleges and universities.

A transfer matrix outlining pre-approved specific course by course transfers with Delaware and a variety of out-of-state institutions is available on the College's website.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Some, but not all, of the exceptions are explained in this notice.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including campus public safety personnel and health staff, if any); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as National Student Clearinghouse, an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Upon request, the College also discloses education records without consent to officials of another school in which a

student seeks or intends to enroll.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

FERPA also allows the College to disclose appropriately designated "directory information" without written consent, unless the student has advised the College to the contrary in accordance with the procedures set forth in this notice. The primary purpose of directory information is to allow the College to include this type of information from your education records in certain school publications. Examples include:

A playbill, showing a student's role in a drama production;  
The annual yearbook;  
Honor roll or other recognition lists;  
Graduation programs; and  
Sports activity sheets showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. If a student does not want the College to disclose directory information from the student's education records without prior written consent, the student must notify the Registrar of the campus in writing within 30 days of the issuance of this notice.

Delaware Technical Community College defines directory information as follows:

- Name
- Address
- College E-mail Address
- Field of Study
- Full- or Part-time Enrollment Status
- Dates of Attendance
- Degrees and Awards
- Honors (President's List, Dean's List, Academic Recognition, and Honor Societies)
- Participation in Officially Recognized Activities and
- Sports
- Date of Birth
- Most Recent Previous High School Attended
- Weight and Height of Athletes
- Photograph\*

\*Use of Student Photographs: Photographers employed or contracted by the College regularly take photographs of students to illustrate or

describe various aspects of the College and campus life. These photographs will be taken at public venues such as athletic events, concerts and graduation, and/or in other organized campus photo shoots where the subjects will have given verbal consent to be photographed. Individuals who are photographed while attending a public event or who verbally agree to participate in a photo shoot will be understood to have authorized Delaware Technical Community College to use their likeness in print and electronic materials to promote the College. The College will retain the usage rights to the photographs in perpetuity.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## TUTORING

Tutoring is a service designed to help students master a subject, prepare for tests, and sharpen their skills in order to become independent learners. Tutoring services are free for all students and are provided to the extent of campus resources.

Some departments recommend students to work as Peer Tutors to provide extra help for students in various courses. Advanced students work with individuals or small groups to increase understanding of course material.

Comprehensive tutoring services are available during the fall and spring semesters. Students generally receive up to one hour of tutoring per course each week, as necessary. Limited tutorial services may be provided during the summer sessions.

## Financial Information

### TUITION

**(for the 2012-2013 academic year)**

**In-State Students** (Day and Evening) \$120.00 per credit hour per semester for all catalog courses. Maximum tuition for full-time students--\$1,440.00 per semester, 12 credits or more.

**Out-of-State Students** (Day and Evening) \$300.00 per credit hour per semester for all catalog courses. Maximum tuition for full-time students--\$3,600.00 per semester, 12 credits or more.

Students registered for 12 credit hours per semester or the equivalent are considered "full-time" for purposes of tuition payments.

This policy applies equally to students who take courses on more than one campus.

Tuition for non-credit courses will be charged on a per course basis as stated in the Corporate and Community Programs Division brochure or other literature describing the course.

A student may pay tuition at any of the campuses.

## SENIOR CITIZEN TUITION POLICY

Residents of the State of Delaware who are 60 years old or older may enroll at Delaware Tech tuition free, in any catalog course, technical or related studies, day or evening. Delaware Tech/University of Delaware AA Program credit courses are also included. Special interest courses are excluded. Persons eligible for this privilege are not required to pay application, course registration, or other related fees. They shall pay the cost of all books, supplies, laboratory/ material fees, and shop fees. The Application and Student Services fee is waived. This privilege may be limited or denied in courses for which selective admissions criteria have been established. This privilege is granted on a space-available basis.

## RESIDENCY POLICY

1. Residency status is determined when a student first registers at the College and when reentering after an absence. Students whose in-state status (see items 3. and 4. below) changes will be charged out-of-state tuition when they re-register at the College.
2. A student may have his/her residency status changed for a future semester's registration period if the student provides documentation that he/she has met the requirements in items 3. and 4. below.
3. Students 18 years old or older are considered to be Delaware residents if one of the following conditions are met immediately prior to registration:
  - Delaware has been their domicile and continuous residence for at least six (6) months.
  - They have been employed (full-time) at

least 30 hours per week in Delaware for at least six (6) consecutive months, or

- They were dependents of their parents or guardians, who met the Delaware residency requirements above. The student must have been a dependent, as defined by the Internal Revenue Service, in the tax year immediately preceding the current College fiscal year. A copy of IRS Form 1040 or Form 1040A, or a state income tax return showing the student is a dependent, is the only acceptable documentation.
4. Students who are minors (under 18 years old) are considered to be Delaware residents if their parent or guardian meet one of the following conditions immediately prior to registration:
    - Delaware has been their domicile and continuous residence for at least six (6) months, or
    - They have been employed full-time in Delaware for at least six (6) consecutive month
  5. Conditions for foreign students:
    - Students who are permanent or temporary resident aliens are considered to be Delaware residents if they meet the residency requirements in items 3. and 4. above. The six-month period of domicile and continuous residence commences when the student has received an INS Form I-797 indicating receipt of an application for such immigration status.
    - A student who has sought the protection of the United States by applying for refugee, asylee, parolee or temporary protected status may be entitled to in-state status if such student otherwise qualifies for in-state tuition based on six months domicile and continuous residence in Delaware from the date of the applicable INS Form I-797 or at least six (6) consecutive month's full-time employment in Delaware immediately prior to registration.
    - A student who is present in the United States and has an immigration status that does not require such student to maintain a foreign domicile as a condition of immigration status may acquire in-state status if such student otherwise meets the six (6) month domicile and continuous residence and/or six (6) consecutive month full-time employment in Delaware requirement immediately prior to registration.
    - A student with an F, J or M visa or who otherwise must not abandon or has no

intention of abandoning his or her residence in a foreign country will not be afforded in-state status.

6. Documentation establishing residency or Delaware employment shall be required for all new or reactivated students.

A. Documentation of residency shall require one of the following:

- Delaware driver's license or Delaware identification card dated at least six months prior registration.
- A copy of a Delaware Resident Income Tax Form in the name of the student or the student's parent, legal guardian or spouse with whom the student resides listing a date of residency at least six (6) months prior to registration.
- Copies of utility bills in the name of the student or the student's parent, legal guardian or spouse with whom the student resides for six (6) consecutive months prior to registration.
- A copy of a fully executed lease, HUD-1 settlement statement or deed in the name of the student or the student's parent, legal guardian or spouse with whom the student resides dated at least six (6) months prior to registration.
- Copies of bank statements in the name of the student or the student's parent, legal guardian or spouse with whom the student resides for six (6) consecutive months prior to registration and bearing a Delaware address (other than a post office box.)
- Copies of official documents confirming the receipt of any type of social service assistance from the State of Delaware or any political subdivision thereof (i.e. WIC benefits, food stamps, Medicaid, etc.) in the name of the student or the student's parent, legal guardian or spouse with whom the student resides for six (6) consecutive months prior to registration.

B. Documentation of Delaware employment shall require all of the following:

- Pay stubs or other official written confirmation from an employer demonstrating that the student or the student's parent, legal guardian or spouse with whom student resides has worked an average of at least 30 hours per week during the six (6) consecutive months prior to registration. A letter from the employer on the employer's letterhead shall be sufficient.
- IRS Form W-2 showing payment of Delaware income taxes or a copy of any

state income tax return for the immediately preceding tax year showing the payment of income taxes to the State of Delaware.

7. Residency status shall be determined by the Registrar's Office at the student's home campus. Chief Legal Counsel may approve the payment of in-state tuition based upon documentation that is not listed in paragraph 6. when he or she determines that such documentation is authentic and represents proof of Delaware residency or employment.
8. This policy is primarily for tuition payment purposes and is not applicable for determination of student financial aid eligibility.
9. Implementation details for this policy may be specified in the College's Manual of Procedural Guidelines.
10. Active duty military personnel and their dependents stationed in the State of Delaware are exempt from the six (6) month residency requirement and are considered in-state residents for tuition purposes.  
  
In addition, military, civilian and contractor personnel and their dependents that are reassigned to Aberdeen Proving Ground, Maryland from Ft. Monmouth, New Jersey on or before September 15, 2011, and chose to reside in Delaware shall be exempt from the six (6) month residency requirement and shall be considered in-state residents for purposes of tuition.
11. Contracts written with businesses or other groups sending their employees or members to the College may include a provision for the contracting party to be charged in-state tuition.

## INSTALLMENT PAYMENT PLAN

### Fall and Spring Semesters:

Students may use the College's Installment Payment Plan. The first installment payment is due at the time of registration. The amount of this payment is equal to one-third of the total tuition and course fees, or \$175.00, whichever amount is greater. The second installment payment is equal to one-half of the remaining account balance, and it is due four (4) weeks from the beginning of the semester. The third and final installment payment is due eight (8) weeks from the beginning of the semester, and it is equal to the remaining account balance.

### Summer Semester:

Students may use the College's Summer Installment Payment Plan. The first installment payment is due at the time of registration. The amount of this payment is equal to one-third of the total tuition and course fees, or



\$175.00, whichever amount is greater. The second installment payment is equal to one-half of the remaining account balance, and it is due three (3) weeks from the beginning of the semester. The third and final installment payment is due six (6) weeks from the beginning of the semester, and it is equal to the remaining account balance.

**Important:** Final payment must be made prior to the first day of registration for the following semester. A data hold will be placed on any student account that has a past due balance, and delinquent accounts are referred to a third party collections agency.

## **TUITION/FEE ADJUSTMENT POLICY COURSE OR SEMESTER WITHDRAWAL**

To receive an adjustment for a course drop, the student must first officially drop the course. See Course Drop procedure or Registrar for details on officially dropping a course. To receive an adjustment for a semester withdrawal, the student must first officially withdraw from all courses. Students will not be charged any tuition or refundable fees (lab, technology support and telecourse) for courses dropped during the first week of the session. Students will be responsible for 50% of the assessed tuition and refundable fees for courses dropped during the second week of the session. After the second week, any courses dropped are not refundable. The following fees are non-refundable: application, registration, late registration, student services, credit by examination, and evaluation of work experience. The official drop/add/withdrawal period for each session is listed on the academic calendar.

## **EARNED TITLE IV FINANCIAL AID**

Students who receive federal financial aid are eligible for payment according to their enrollment status and attendance. Students who attend more than 60 percent of a semester (approximately 9.6 weeks of a 16 week semester) are eligible to receive 100 percent of their payment. Students who attend 60 percent or less of a semester are eligible to receive a percentage of their payment, depending on the date of withdrawal from all classes. This percentage payment is done according to the Return of Title IV Funds Regulations. (34 CFR 668.22)

1. If the amount of earned federal financial aid is not adequate to pay institutional charges, the student is liable for any outstanding debt the student may owe the college. In addition, the student may be responsible for repaying a portion of his/her federal financial aid to the federal government.
2. Earnings from the Federal Work Study Program are not used in this calculation. The student is

paid what he/she earns.

3. Students receiving loans must maintain half-time enrollment (at least 6 credits) in order to receive payment of the loan.
4. Basic-level courses (courses beginning with 00) do not count toward enrollment status for Title IV Funds.

This policy applies to federal financial aid money only and will be the policy applied to students who withdraw from all classes.

The date of withdrawal from all classes that will be used in the calculation is the date that the Registrar's Office processes the official College Withdrawal Form used by students who wish to withdraw from all their classes during the semester. Students must contact the Registrar's Office to obtain this form. The withdrawal date for students who drop all their classes without using the official College Withdrawal Form will be the last documented dates of attendance or the mid-point (50% point) of the semester without documentation. Withdrawing from the College may affect a student's eligibility for future financial aid funding.

Federal law requires that students who receive federal financial aid must attend the classes for which they register in order to receive financial aid payment. Students who never attend a class will not receive any federal financial aid relating to that class, even if an official drop/withdrawal procedure is completed.

The complete policy and additional information about financial aid are available on the Delaware Tech Web page, [www.dtcc.edu/financialaid](http://www.dtcc.edu/financialaid), that provides ongoing updates to all financial aid opportunities and the College's refund policies.

## **BOOKS & SUPPLIES**

Books and supplies vary in cost according to course requirements. Instructors will inform students about texts, supplies and materials required in each course. This information is also available on the College's website.

## **MALPRACTICE INSURANCE**

Students enrolled in allied health and nursing programs are required to purchase malpractice insurance through Delaware Technical Community College.

## **STUDENT SERVICE FEE**

For students taking credit courses, a nonrefundable fee of \$20 per semester for full-time students and \$10 per semester for part-time students will be charged by each campus. Senior citizens are exempt from paying this fee. The Delaware Tech/University of Delaware Associates in Arts Degree Program student service fee is the same.

## APPLICATION FEE

For new students taking credit courses - \$10. This fee is non-refundable.

## LAB FEES

Fees vary -- \$10 per lab hour up to a maximum of 6 hours or \$60 per course. There are program specified exceptions wherein the lab fees may be less or more, depending on program needs. Industrial education course lab fees are determined by the specialized equipment utilized in the course.

## REGISTRATION FEE

All students who register for fall, spring, and summer sessions will be assessed a \$15.00 Registration Fee per session for credit courses only. Students can make registration changes without an additional fee being charged. The Registration Fee is non-refundable.

## TECHNOLOGY SUPPORT FEE

\$7.75 per credit hour per semester to support cost of technology, instructional/course materials, and Internet e-mail/access for all credits taken.

## LATE REGISTRATION FEE

Students registering on or after the first day of the session, will be charged a late registration fee of \$25. The fee may be waived by the campus Dean of Student Services for the following reasons: (1) a disabling accident, certified by a physician; (2) a serious illness, certified by a physician; or, (3) campus or College functions that are beyond the control of the student, such as campus closings or problems with administrative systems.

The late registration fee is to apply only to credit courses and other courses listed in the College catalog. The fee will not apply to students who register during the open registration period and find a need to add courses afterward.

## EVALUATION OF PRIOR LEARNING/WORK EXPERIENCE FEE

For students seeking College credit through the evaluation of prior learning or work experience, a fee equivalent to tuition for a one-credit course will be charged for each course in which a student requests credit, effective with the fall semester 1993.

## OTHER FEES AND CHARGES

- Credit by Examination Fee
- Graduation Fee - \$25
- Additional fees or changes to existing fees are subject to action by the Board of Trustees.

All fees listed above are non-refundable. All tuition and fees are accepted for payment of student accounts, pending final audit of those accounts by the Business Office.

Students will be responsible for reimbursing the College for payments made to third parties on their behalf for charges such as online access for distance education courses, telecourse rental fees, student malpractice insurance, etc. These "pass through" charges are non-refundable.

## FINANCIAL AID STUDENT FINANCIAL ASSISTANCE PROGRAMS

The College offers financial assistance to students through federal, state, institutional and scholarship programs. Financial aid information is available on the Delaware Tech Web site at [www.dtcc.edu/financialaid](http://www.dtcc.edu/financialaid). Students are encouraged to use these resources.

The Free Application for Federal Student Aid (FAFSA) and scholarship applications may be obtained from the Financial Aid Office at each campus or on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Follow the instructions included with the application(s) to apply for any type of financial assistance. All students are encouraged to apply for financial aid as early as possible - before the start of a new academic year. It is important to ask questions, read all information carefully, keep copies of everything, and answer all questions on the application(s) accurately. The Financial Aid Office makes all decisions regarding financial aid eligibility.

For more information call:

<b>Owens</b>	(302) 855-1693
<b>Stanton</b>	(302) 454-3997
<b>Terry</b>	(302) 857-1040
<b>Wilmington</b>	(302) 434-5552

## GENERAL STUDENT ELIGIBILITY REQUIREMENTS FOR ALL FINANCIAL AID PROGRAMS

The applicant must:

1. Be a U.S. citizen or eligible non-citizen.
2. Have a high school diploma, a GED, or demonstrate the ability to benefit from instruction by passing an approved test.
3. Have a valid Social Security number.
4. Be enrolled as a regular student in an eligible program of study leading to a degree or diploma. New students must apply for admission in order to select a major/program. Undeclared or nondegree seeking students (students with program designation UND or NASNAD) are not eligible for financial aid.
5. Maintain satisfactory academic progress as defined by the College's Academic Standing Policy for financial aid recipients.
6. Not be in default on a previous student loan nor owe a refund on any federal grant received at Delaware Tech or any other institution the applicant may have attended.
7. Demonstrate financial need based on federal or institutional policies.
8. Comply with all procedures for verification.
9. Meet any other legal requirements passed into law and regulation at any time by the federal government, or any policy change made by the College or any other applicable entity, and any procedure required by the Financial Aid Office in order to ensure that a proper financial aid decision can be made.

## APPLYING FOR FINANCIAL AID

The College will attempt to assist any student seeking financial aid. Financial aid eligibility decisions for all financial aid programs are made by each individual campus.

A student seeking financial aid must apply to the campus he/she will attend.

The steps for applying for financial aid are as follows:

1. Apply each academic year.
2. Students are encouraged to apply online at FAFSA.ED.GOV or mail the application in the envelope provided.
3. Obtain the financial aid application (the Free Application for Federal Student Aid-FAFSA) from any campus. This application is appropriate for applying for all types of federal, state and institutional aid. Scholarship programs require a separate application.

4. Complete the FAFSA using the appropriate federal 1040 income tax form, as filed by the students and parents, and any other supporting documents such as W-2 forms, state tax returns and Social Security, welfare, bank and investment statements.
5. Complete all institutional forms and supporting documentation as requested by the campus.
6. The campus will receive an electronic Institutional Student Information Record, which will be used to determine eligibility for financial aid. Students will receive an electronic or a paper Student Aid Report.

A student must file the FAFSA, complete a Master Promissory Note and complete Loan Counseling to be considered for a Stafford Loan. Stafford Loans are available through the Federal Family Educational Loan Program (FFELP).

## SCHOLARSHIPS

Various scholarships are offered at all campuses. A student should contact the Financial Aid Office, at the campus where he/she is enrolled, for a list of scholarships offered at that campus. Scholarship information is also available on the College's website.

## VETERANS, SERVICE MEMBERS AND DEPENDENTS OF DECEASED/DISABLED VETERANS AND SERVICE MEMBERS

Delaware Technical Community College is approved for the educational training of veterans, qualified spouses, and dependents of deceased/ disabled veterans under Public Law 89-358. Veterans and dependents of deceased/disabled veterans interested in obtaining information and applying for benefits should contact the Office of Veterans Affairs at the campus they plan to attend.

<b>Owens</b>	(302) 855-3450
<b>Stanton</b>	(302) 454-3926
<b>Terry</b>	(302) 857-1043
<b>Wilmington</b>	(302) 571-5315

Veterans seeking educational VA benefits for the first time must submit a copy of their Service Discharge Form DD-214, DD-215 or DD Form 2384-1 to the Office of Veterans Affairs and complete a VA Form 22-1990, Application for VA Educational Benefits. Dependents of deceased/disabled veterans seeking educational VA benefits for the first time must complete and submit a VA Form 22-5490, Application for Survivors' and Dependents' Educational Assistance. These forms are available in the Office of Veterans Affairs.

The Department of Veterans Affairs issue a Certificate

of Eligibility to the applicant as verification of entitlement. All veterans and dependents of deceased/disabled veterans must complete the College admission process before educational benefits can be received.

## **OTHER MILITARY PERSONNEL**

Active military, National Guard and Military Reserve personnel may be eligible for educational benefits related to their service category. Information concerning these benefits is available from the Educational Office of each service category. The College will verify enrollment for students so that benefits may be accurately processed.

## **VOCATIONAL REHABILITATION**

The Delaware Division of Vocational Rehabilitation and the Vocational Rehabilitation Education Division of the Veteran's Administration have funds available for students with physical disabilities. Applications for these services should be made to the appropriate Rehabilitation Office.

## **Academic Policies and Procedures**

### **ADVANCED STANDING**

Students are encouraged to pursue advanced standing during the admissions process. Credits earned through advanced standing will be entered on the student transcript by the Registrar as they are received from the Dean of Instruction. Types of advanced standing are explained below.

#### CLEP and DANTES

Students who have taken CLEP (College-Level Examination Program) or DANTES (Defense Activity for Non-Traditional Education Support) tests may request CLEP or DANTES to forward the results to Delaware Tech for evaluation for credit for courses. Specific CLEP or DANTES tests which apply to the student's academic program may be granted corresponding Delaware Tech credit.

#### Credit by Examination

A student may receive credit for courses offered at Delaware Technical Community College by taking a competency evaluation administered by the department chairperson or his/her designee. The exact nature of the evaluation will be determined by the evaluator. In order to apply for credit by examination, the student must have completed the admissions process and request approval in writing for the course in which he/she wishes to receive credit by

examination. In addition, the student must not have received prior instruction at Delaware Tech in the course in which he/she is seeking credit by examination.

Since no instruction has taken place, a grade will not be assigned to credits awarded by examination. Successful completion of a course by examination will appear on the student's transcript as "Advanced Credits." Credits earned by way of examination may not be applied toward the residency requirement of the College. A fee equivalent to tuition for one credit hour will be assessed for each course which a student attempts to complete by examination.

Advanced standing credits will appear on the transcript of a declared student only upon completion of at least one term of instruction and provided the student is in satisfactory academic standing.

#### Credit for Advanced Placement Tests

The College recognizes the Advanced Placement Program offered through the College Board of the Educational Testing Service and grants credit, upon documentation, for Advanced Placement Test scores of three or higher. In order to obtain Advanced Placement credit, the student must submit official test scores to the Admissions Office for review by the appropriate chairperson.

#### Credits from Foreign Institutions

College-level credits earned at institutions outside the United States may be evaluated for transfer. Students will be required to submit transcripts with an official English translation by a professional foreign educational credentials evaluation service such as Worldwide Educational Service, North American Educational Group, AACRAO International Education Services, or International Education Research Foundation, if the original language for the institution is not English.

#### Evaluation of Transfer Credits

Credits from postsecondary institutions that are accredited by a U.S. Department of Education approved regional accrediting association will be accepted, if they apply to the established curricula of Delaware Technical Community College (Delaware Tech) and meet other requirements listed below.

#### ***Transfer Credit Evaluation Process:***

- The student must request and arrange for an official transcript from transferring institution to be sent to Delaware Tech.
- The student must be admitted to Delaware Tech before transfer credits will be evaluated or

posted to the student's academic history/transcript.

- The Delaware Tech department chairperson who has oversight for the subject will evaluate course(s) for equivalent learning outcomes to a Delaware Tech course(s) when the following criteria is met:
  - The student earned a grade of "C" or better in the course being evaluated for transfer;
  - The course is applicable to a Delaware Tech major;
  - The course was completed within the last ten years, unless the academic department has established a shorter time limit. The list of departmentally established time limits which are less than 10 years is documented in the chart below and can be found on the Delaware Tech transfer web page. Approval of transfer credit for a course does not mean the transfer credit will satisfy selective programs' admission requirements.

**AGE LIMIT FOR TRANSFER COURSES**

DEPARTMENT	DTCC COURSE	YR. LIMIT
Allied	Technical Courses	5
Health/Science		
Automotive	Automotive Courses	5
Biology	Biology with Lab	5
Buiness	ACC 211, ACC 212, ACC 221, ACC 231, ACC 232, ACC 251, MIS 220	5
Chemistry	Chemistry Courses	5
Computer Information Systems and Computer Science	CIS and CSC Courses	5
Criminal Justice	CRJ Courses	10 unless working in the criminal justice field
Culinary	CUL 119	5
Education	EDC 230	5
Engineering	'T, CEN, CET, EDD, ELC, ELM, MET Courses	5
Nursing	Nursing Courses	2
Office Administration	OAT Courses	5
Physical Therapy	PTA Courses	2
Radiologic Technology	RAD Courses	2
Respiratory Care	All RCT courses and HLH 120	3 (derived from NBRC standard)

- Students requesting transfer credit may be

required to provide supporting materials such as the course description(s) from the institution's catalog and/or course syllabus (syllabi) to complete the transcript evaluation.

- Once evaluation of the course(s) is complete, Delaware Tech will post all transferred courses to the student's Delaware Tech academic history/transcript.
- Notification of accepted and/or declined courses will be sent to students via the Delaware Tech email system.
  - Students may inquire with the appropriate department chairperson about declined transfer courses.
- Transfer credits may not be applied toward the residency requirements of the College.
- Students may check with their department chairperson regarding time limits and applicability of transfer courses to program admission and completion. Departmentally established time limits for transfer of courses will be available to students on the Delaware Tech web page.
- Transfer credits for developmental courses will be accepted if the Delaware Tech department chairperson responsible for the developmental course(s) approves the transfer course as equivalent to the Delaware Tech course(s). Transfer credit for a developmental course exempts relevant portions of the Accuplacer test.
- Students transferring to Delaware Tech with a previously awarded associate, baccalaureate, master, or doctoral degree from a postsecondary institution accredited by a U.S. Department of Education approved regional accrediting association will receive advanced standing (transfer) credit for Composition (ENG 121), and for Critical Reading and Thinking (RDG 120).

Inter-Campus Transfer of Advanced Standing Credits

Advanced standing credits approved by a Delaware Tech campus department chairperson and dean of instruction become a part of the student's permanent record and will not be suppressed or negated by any other campus of Delaware Technical Community College.

Internal Career Education Pathways Guidelines

Internal Career Education Pathways Guidelines provide a bridge for completion of Corporate and Community Programs' (CCP) non-credit programs/courses to advanced standing in designated Instructional Division credit programs/courses. A list of these approved opportunities is available from the campus CCP office, the campus Registrar and academic counselors. To receive advanced standing, the student must:



- Successfully complete the approved CCP course(s) and demonstrate mastery of course objectives as required for advanced standing.
- Request to receive advanced standing within the credit program's time frame for credit course transfer.
- Be admitted into the credit program.

Advanced standing for a non-credit course(s) does not exempt students from demonstrating college readiness. If the student's Accuplacer scores indicate they need developmental course work the completed non-credit course(s) does not exempt them from the required developmental courses.

#### Military Credits

Credits earned through military training and service with a grade of "C" or better may be evaluated for transfer if the courses were taken at a regionally accredited college or university. Courses must meet time limit guidelines, be applicable to a Delaware Tech major, and have equivalent learning outcomes to a Delaware Tech course. The American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services is used in the evaluation of military training and experience for academic credit.

#### Prior Learning/Work Experience Assessment

Students seeking college credit through evaluation of non-credit prior learning or work experience must complete the competency based evaluation form to initiate an application for Prior Learning/Work Experience evaluation by the Department Chairperson. Students must be accepted in a program to apply for the evaluation process. Upon acceptance for the process, the student will pay a fee equivalent to tuition for a one-credit course.

Once the department chairperson accepts the student for the evaluation process, the chairperson or his/her faculty designee will guide the student to submit documentation to complete the evaluation process.

#### Transfer-Back Policy

Students who have transferred from Delaware Tech without earning an associate degree, diploma, or credit certificate may complete program requirements by transferring back courses that have been earned at other institutions and are approved as relevant to the award requirements of the major at Delaware Tech. If the student attended Delaware Tech within two calendar years, the transfer-back course(s) would be entered upon the student's record when the courses are accepted by Delaware Tech. If the student has not been enrolled in Delaware Tech for any of six consecutive terms, including summer sessions (two calendar years), the student must follow the readmission process and

current curricular requirements for graduation. Time limits on completed Delaware Tech courses, as well as courses being transferred back, must meet departmental guidelines. The student must satisfy all requirements for graduation, including credits in residence.

#### Appeals Process

To appeal the evaluation or transferability of a course or prior learning/work experience evaluation, the student must submit a written request to the department chairperson responsible for the course for re-evaluation of advanced standing credit. The appeal must be made within 60 days of the notification of the declined course(s) and must include documentation for re-evaluation. Upon receipt of the appeal, the department chairperson will submit a copy of the appeal to the dean of instruction. The department chairperson will inform the student in writing within 14 working days if additional documentation for further evaluation is needed. The department chairperson will inform the student in writing of the final transfer credit decision.

## **ATTENDANCE**

Each student is expected to attend class regularly in order to achieve maximum benefit from instruction. Course requirements and evaluation measures are specified in writing and distributed at the beginning of the course. Attendance per se is not an approved evaluation measure. However, evaluation measures may necessitate attendance in order to demonstrate mastery of course objectives.

Faculty must maintain attendance records to comply with requirements related to veterans' and service members' benefits, social security benefits, and financial aid and scholarship programs, etc. (Rev. 6/29/12)

## **CONTRACT YEAR**

The student's contract year, as used to determine the curriculum requirements necessary for graduation, is determined by the date the student is formally accepted into an approved curriculum. As some students may change their majors from time to time, so may the contract year change. The contract year can never be earlier than the curriculum acceptance date. The contract year will always be the same as or later than the acceptance date that the student chooses to fulfill the curriculum requirements of the accepted curriculum.

## **CURRICULUM CHANGES**

A student may change his/her curriculum by consulting with a faculty advisor or counselor. Signatures are required from the advisor and counselor of the department from which the student is withdrawing, as well as from the advisor and counselor of the department to which the student seeks to be admitted. A completed Change of Program/Status Form must be returned to the Registrar's Office for the change of curriculum to become official.

## **COURSE DROP PROCEDURE**

Students may choose to drop a course(s) by submitting a completed drop form to the Registrar or by completing the online drop procedure in Banner Web. (The day the completed form is received by the Registrar's Office determines the official date of the course drop.) No approvals are required for students to drop a course(s) within the established time frames explained below. The following guidelines apply.

Courses dropped during the first two weeks of the semester (including the first two weeks of sessions 1, 2 and 3) will not show on the student's transcript and no grade will be recorded. Students will not be charged any tuition or refundable fees (lab, technology support and distance learning) for courses dropped during the first week of the semester (including week one of sessions 1, 2 and 3). Students will be responsible for 50% of the assessed tuition and refundable fees for courses dropped during the second week of the semester (including week two of sessions 1, 2 and 3). The following fees are non-refundable: application, registration, late registration, student service, credit by examination and evaluation of work experience. (See Tuition/Fee Adjustment Policy for detailed rules.) If a student drops a course and still maintains full-time load status, then he/she will not receive a refund.

From the third week through the tenth week of the semester (session 1), students may drop a course(s) and receive a "W" grade on their transcript. The "W" grade does not impact cumulative GPA, but it may negatively impact "time to completion" under the Financial Aid Satisfactory Academic Progress policy.

After the tenth week, courses may not be dropped. Student requests to drop a course(s) after the tenth week, with a grade of "W" for the course, will be considered only under extraordinary circumstances, which must be documented and approved by the Dean of Instruction or the Dean's designee.

The above timeframes for dropping a course(s) will be adjusted for academic sessions shorter than sixteen weeks.

Students who do not officially drop a course(s)

according to these guidelines, but stop attending the course will receive an Unofficial Withdrawal grade (U) for the course. An Unofficial Withdrawal grade is calculated in the cumulative index as 0 quality points. An Unofficial Withdrawal grade in a course may affect financial aid or veterans' service members' benefits eligibility. The College is required by law to submit attendance reports on students who are funded by veterans' service members' benefits, social security payments and other state, federal and private financial aid and scholarship programs.

Students considering a course drop or withdrawal should weigh the impact on completion of their educational goals. Students should also check with the Financial Aid Office regarding the impact of dropping or withdrawing from courses on their financial aid eligibility and responsibility for costs. Instructions for dropping courses are available on the College's website.

## **WITHDRAWAL FROM THE COLLEGE**

Students who wish to drop all of their courses should notify their department chairperson or academic advisor. The chairperson or advisor will provide information to the student to help him/her consider the implications of the withdrawal and inform him or her of any college services and programs that may help him or her remain enrolled. The student's decision will be recorded in his/her Student Educational Plan. Students who decide to officially withdraw from the College with no plans to return within two years (six semester timeframe) should complete an Official Withdrawal form. Students are advised that Official Withdrawal will result in the requirement for re-admission, should the student decide to return in the future. In that event, the student will be required to complete the academic program requirements in effect at the time of readmission.

## **COURSE ADD PROCEDURE**

Students may add a course or switch course sections by submitting a completed add form to the Registrar or by completing the online add procedure in Banner Web. (The day the completed form is received by the Registrar's Office determines the official date the course is added/section is changed.) The following guidelines apply for session 1, 2 and 3 courses.

During week one of the semester (including sessions 1, 2 and 3), students may add a course(s) or change sections if a seat is available. No approval signatures are required except under circumstances in which the course is part of a program with a selective admission process. In those cases, the signature of the Department Chairperson/designee responsible for the course is required.

During week two of the semester (including sessions 1, 2 and 3), students may add a course(s) or change sections if a seat is available and they obtain the approval of (1) the instructor and (2) their academic advisor or the chairperson of the department that offers the course.

During week three of the semester, students may add a course(s) or change sections if a seat is available and they obtain the approval of (1) the instructor, (2) their academic advisor or the chairperson of the department that offers the course, and (3) the dean of instruction or designee for the campus where the course is offered.

The above timeframes for adding a course(s) will be adjusted for academic sessions shorter than eight weeks.

Students should check with the Financial Aid Office regarding the impact that adding courses may have on their financial aid eligibility and responsibility for costs.

## READMISSION TO THE COLLEGE

Students who have previously attended Delaware Technical Community College must follow the readmission process when they have not been enrolled at Delaware Tech for six consecutive terms including summer sessions (two calendar years). Readmitted students will be responsible for the current requirements of the program they are entering. Readmitted students will have a new contract year to reflect the current graduation requirements of the program. Readmitted students whose courses were completed 10 or more years ago may not apply those courses towards a certificate, diploma or degree.

## AGE LIMITS FOR COURSES APPLIED TO GRADUATION

Continuously enrolled students may apply all completed courses toward certificate, diploma and degree requirements as long as they meet program specific requirements for currency relevant to the career field. Students should be aware that these courses may not transfer to other institutions based on age limits.

Program specific course age limits are collegewide decisions approved by the academic program Chairperson(s), Collegewide Curriculum Committee, Deans of Instruction, and Associate Vice President for Academic Affairs/Vice President for Academic Affairs. They are available from the Department Chairperson and are on file in the Dean of Instruction's office. These decisions are not subject to appeal. Readmitted students will be responsible for the current requirements of the program they are entering.

Readmitted students will have a new contract year to reflect the current graduation requirements of the program. Readmitted students whose courses were completed 10 or more years ago may not apply those courses towards a certificate, diploma or degree.

## GRADE POINT SYSTEM (4.00)

The grade point average (GPA) for each student is based upon the scale of grade point values, and it is weighted for each course by its credit value. Cumulative grade point averages (CUM) are also based on the grade point values, and these have been maintained for all students enrolled since the fall of 1977. Effective fall 2012, the following grading policy is in effect:

### Grading Policy

**A** 92-100

**B** 83-91

**C** 75-82

**F** 0-74

**Note:** From fall 1991 until fall 2012 a "R" grade was used instead of an "F."

The following is the College's grading interpretation:

### Grading Interpretation

**A** Student meets the measurable objectives in an outstanding manner

**B** Student meets the measurable objectives in an above-average manner

**C** Student meets the measurable objectives

**F** Student has not met the measurable objectives and must repeat the course

**L** Listener/Auditor (with approval only)

**I** Incomplete

**S** Continuing Satisfactory (used only in courses with numbers under 100)

**W** Withdrawal with approval from College

**U** Withdrawal without approval from College

The following grades are included in the GPA calculation:

**A** 4.0 grade point value

**B** 3.0 grade point value

**C** 2.0 grade point value

**F** 0.0 grade point value

**U** 0.0 grade point value

The CUM includes the inactive grades "D" (Distinctive) and "P" (Proficient), which became inactive in the Fall Quarter of 1978.

**D** 4.0 grade point value

**P** 2.5 grade point value

*Note: Students who receive an "S" grade and are receiving veterans Administration educational benefits will be paid for the course during the first term of enrollment only. If the student reregisters for the course, the course cannot be included in the total*

*Veterans Administrations credit hours reported for benefits.*

*All students who receive an "S" grade must re-enroll in the course within the succeeding term in order to improve his/her grade unless exception is made by the Dean of Instruction or his/her designee.*

The following grades are excluded from the GPA calculation:

**I** Incomplete

**L** Listener/Auditor

**W** Withdrawal with approval from the College

The following grades are given in Basic and Pre-Tech courses and are excluded in the GPA calculation:

**AE** Meets measurable objectives in an outstanding manner

**BE** Meets measurable objectives in an above average manner

**CE** Meets the measurable objectives

**FE** Has not met the measurable objectives and must repeat course

**SE** Continuing satisfactory

Definition of Terms:

**Grade Point Value**

is the value assigned to grades "A", "B", "C", "F" and "U". The inactive grades of "R," "D" and "P" will continue to carry grade point value historically.

**Quality Point**

is the product of the grade point value multiplied by the quality hours of the course.

**Quality Hours**

are the credit-hour value of those courses which are used in the calculation of the grade point average.

**The Term GPA**

is the total quality points earned during the term divided by the total quality hours attempted. Pre-tech and Basic courses will not be included in the calculation of term GPA. Term GPA will not be recalculated unless one of the two following conditions occurs: (1) an "I" grade is resolved or (2) a grade change is authorized.

**Cumulative GPA**

is the total cumulative quality points earned divided by the total cumulative quality hours attempted. The cumulative GPA is an historic index of all work taken at Delaware Tech and is not recalculated when a student changes majors. Work taken at other institutions is not included in the calculation of the cumulative GPA. Pre-tech and basic courses are no longer included in the cumulative GPA. The cumulative GPA at the end of each term will not be recalculated unless one of the two following conditions occur: (1) an "I" grade is resolved or (2) a grade change is authorized.

## ACADEMIC AMNESTY PROCEDURE

The following criteria and application has been created to aid currently enrolled students who began their studies at Delaware Technical Community College prior to the conversion to a Semester system in the Fall of 1993 (94-1). To qualify, a student must complete The Petition for Academic Amnesty form and submit the form to the Dean of Instruction or his/her designee.

The following conditions apply:

1. Any student who has a non-completion grade (R, U) in a course prior to the Fall of 1993 (94-1) or has an enrollment date prior to 94-1 and has successfully repeated the course(s) (A, B, C grade) or the semester equivalent may petition the Dean of Instruction or his/her designee to eliminate the non-completion grade from the CUM grade point average calculation. Each non-completion grade in the same course will be eliminated from the CUM GPA calculation.
2. The student must submit a written application for Academic Amnesty to the Dean of Instruction or his/her designee.
3. If the request for Academic Amnesty is approved, the non-completion grade (R, U) will be replaced with an administrative grade (AR, AU). The administrative grade (AR, AU) will not be included in the students new CUM Grade Point Average.
4. All students are cautioned that many undergraduate professional programs, graduate and professional schools consider all grades listed on a transcript when considering applications for admission and scholarship.
5. Academic Amnesty does not change accumulated Financial Aid history. Accumulated term and award limits include all terms of enrollment.

## TRANSFER CREDIT EFFECT ON CUMULATIVE GRADE POINT AVERAGE

Students who have received approval for the transfer credit for courses previously completed at Delaware Tech with grades of "R," "F" or "U" may request that the effect of the "R," "F" or "U" grade be removed from their cumulative grade point average by submitting a request to the Registrar's Office with a copy of their unofficial transcript. All grades and courses remain on the student's transcript.



## GRADE POINT AVERAGE ADDENDUM

When a student repeats a course, the first passing grade will be calculated in the cumulative grade point average (CUM GPA). A student can request that a higher grade (for coursework 1994-01 forward) be included in the CUM GPA by submitting a request to the Register's Office for coursework that was repeated spring 2007 forward. All courses taken and grades received will remain on the student's transcript, even though some will not be used to determine GPA. Selective admissions processes, scholarships and academic award decisions at other colleges and universities may take into consideration the complete academic record of the student.

## FRESH START POLICY

Any student who has not attended Delaware Tech for a minimum of three years and upon readmission, completes a minimum of 12 college-level credits in consecutive terms with at least a 2.00 G.P.A. may petition the Dean of Instruction to eliminate the course grades received prior to the readmission term in the cumulative G.P.A. calculation except courses that fulfill graduation requirements. Fresh Start is granted only one time per student and is irreversible.

Fresh Start is effective the term a student is readmitted to the College and will not exclude credits from the earned hours calculation. All grades and courses remain on the student's transcript.

## INCOMPLETE "I" STUDENT EVALUATION

### Incomplete ("I") Student Evaluation

An Incomplete "I" evaluation may be awarded by an instructor in situations where extenuating circumstances prevent the student from completing the course work. The following conditions must be met:

1. The extenuating circumstances must occur after the drop/withdraw period has ended.
2. The student must be making satisfactory progress in the course.
3. It must be reasonable to complete the remaining course work and objectives under "I" circumstances (i.e., outside of the regular course format).
4. Prior to an instructor agreeing to give or post an "I" grade, approval for an "I" grade must be given by the department chairperson and Dean of Instruction responsible for the course.

Students who receive an incomplete course evaluation must complete the requirements for the course within the time frame specified by the instructor or by the end

of the semester following the term in which the "I" is received if no time frame is specified. Otherwise the incomplete grade will be changed to a "F" grade, and the student must register for the course in a future term. For "I" grades earned at the end of the spring semester, the student will have until the end of the fall semester to complete the requirement, unless a shorter time period is specified by the instructor. The student and instructor determine how the incomplete portion of the course will be completed. If an instructor deems it essential that an incomplete be extended beyond the deadline, a request in writing should be sent to his/her chairperson for endorsement and then to the Dean of Instruction for approval. The request should include a projected date of completion and the reason for the requested extension. A student who receives an incomplete grade does not reregister for the course.

## SATISFACTORY "S" STUDENT EVALUATION

The "S" evaluation is used only in courses with numbers under 100 where the student has progressed satisfactorily. This grade can be received only one time per course. The student must re-enroll in the course within the succeeding term in order to improve his/ her grade, unless an exception is made by the Dean of Instruction or his/her designee.

Note: Students who receive an "S" grade and are receiving Veterans Administration educational benefits will be paid for the course during the first term of en-rollment only. If the student reregisters for the course, the course cannot be included in the total Veterans Administrations credit hours reported for benefits.

## LISTENER/AUDIT "L" EVALUATION

Students who wish to change from credit to Listener status must change their registration status prior to the end of the "add" period and will receive an evaluation of "L" at the end of the semester.

Students may change from Listener to credit status under the following conditions:

- The request must be made prior to the end of the "add" period;
- The student must meet all admission requirements for the College Instructional Division credit programs; and,
- Must have instructor, department chair and Dean of Instruction approval



## ACADEMIC RECOGNITION

### President's List

To be eligible for the President's List, a student must:

1. Earn 12 or more credit hours in courses at the 100 level or above in one term.
2. Have a term GPA of at least 3.8.
3. Have no "I" or "S" grades. If "I" grades are later changed to passing grades, thereby affecting President's List eligibility, the student may request a letter noting President's List recognition. This letter may be used for employment, college transfer or other personal purposes.
4. Receive an "A," "B," "C," or "W" in all courses of enrollment below the 100 level.

### Dean's List - Full-Time Students

To be eligible for the Dean's List, a student must:

1. Earn 12 or more credit hours in courses at the 100 level or above in one term.
2. Have a term GPA of at least 3.25.
3. Have no "I" or "S" grades. If "I" grades are later changed to passing grades, thereby affecting Dean's List eligibility, the student may request a letter noting Dean's List recognition. This letter may be used for employment, college transfer, or other personal purposes.
4. Receive an "A," "B," "C," or "W" in all courses of enrollment below the 100 level.

## PART-TIME STUDENTS

A student will receive a letter of recognition, signed by the Dean of Instruction and Dean of Student Services, if the student has earned at least 6 credit hours but less than 12 credit hours in courses in one term at the 100 level or above, has a term GPA of at least 3.25, and meets requirement 3 of the Dean's List criteria.

## GRADUATION HONORS

Students earning a Cumulative Grade Point Average between 3.25 and 3.49 will graduate *cum laude*. Those earning a CUM GPA between 3.5 and 3.79 will graduate *magna cum laude*. Those earning a CUM GPA between 3.8 and 4.0 will graduate *summa cum laude*. The Graduation Honors are printed on the graduation program and the student's final transcript.

## COLLEGE POLICY ON ACADEMIC HONESTY

Students and staff of Delaware Technical Community College have an obligation to participate in the academic life of the college in a responsible and intellectually honest manner. As members of the Delaware Tech community, the students have responsibilities and duties commensurate with their rights and privileges. One of these responsibilities is to be honest and forthright in their academic work. To falsify the results of one's work, to steal the words or ideas of another, or to cheat on an examination corrupts the academic process. This policy was developed to define academic dishonesty and to outline sanctions for those rare occasions when academic honesty is breached. Students concede to the College the right to require the withdrawal of any student at any time when it is necessary to safeguard the College's ideals of scholarship and character.

## PROCEDURES FOR FACULTY MEMBERS WHO SUSPECT ACADEMIC DISHONESTY

1. Faculty members must review the evidence to ensure it is sufficient to warrant a charge of academic dishonesty.
2. Faculty members shall contact the student regarding the incident. If the student is unable to satisfactorily explain the discrepancies, the faculty member will collect or acquire additional evidence of the incident. The original copy of the assignment, test or examination must be kept by the faculty member. A photocopy of the assignment must be made available to the student. The department chair will be informed of the alleged incident. A meeting will be arranged between the faculty member and the student. If requested by either party, the department chair may be present at this meeting.
3. If the alleged violation has not been resolved by the time grades are due, the faculty member must assign the student an "I" grade. This grade will remain until the alleged violation is adjudicated.

An instructor may not assign a disciplinary grade such as a "F" or zero to an assignment, test or other coursework as a sanction for admitted or suspected dishonesty in lieu of formally charging the student with academic dishonesty.

## FORMS OF ACADEMIC DISHONESTY

### 1. Cheating

An act of deception by which a student

misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered:

- A. Copying from another student's test paper, project, or computer programs.
- B. Allowing another student to copy from a test paper.
- C. Using the course textbook or other material, such as a notebook brought to a class meeting but not authorized for use during a test.
- D. Collaborating during a test with any other person by receiving information verbally, in writing or electronically without authority.
- E. Using specifically prepared materials during a test (e.g. notes, formula lists, notes written on the student's clothing, etc.).

## 2. Academic Misconduct

The intentional violation of college policies, by tampering with grades, or taking part in obtaining or distributing any part of an unadministered test:

- A. Stealing, buying, selling, or otherwise obtaining all or part of an unadministered test.
- B. Selling or giving away all or part of an unadministered test, including answers to an unadministered test.
- C. Bribing any other person to obtain an unadministered test or any information about the test.
- D. Entering a building, office or computer system for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
- E. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the College which relate to grades.
- F. Entering a building or office for the purpose of obtaining an unadministered test.

## 3. Fabrication

The intentional use of invented information or the falsification of research or other findings with the intent to deceive:

- A. Citation of information not taken from the source indicated.
- B. Listing sources in a bibliography not used in the academic exercise.
- C. Inventing data or source information for research or other academic exercise.
- D. Submitting as your own any academic exercise (e.g., written work, printing, etc.) prepared totally or in part by another.
- E. Taking a test for someone else or permitting someone else to take a test for you.

## 4. Plagiarism

The inclusion of someone else's words, ideas or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific footnote references, and if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgment. The student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness:

- A. Whenever one quotes another person's words.
- B. Whenever one uses another person's idea, opinion or theory, even if it is completely paraphrased in one's own words.
- C. Whenever one borrows facts, statistics, or other illustrative materials-unless the information is common knowledge.

## ADJUDICATION PROCEDURES

### First Infraction

1. The instructor must meet with the student regarding the alleged academic dishonesty within ten (10) working days of the incident.
2. Upon meeting with the student, the instructor must file an infraction form with the Dean of Instruction and forward a copy to the Department Chairperson.
3. The Dean of Instruction, upon review and concurrence with the instructor's charge, will formally notify the student of the misconduct by registered letter within five (5) working days of reaching a determination that an infraction of the policy has occurred.
4. The instructor must give the student a zero for the assignment/examination; in accordance with school policy, the student must demonstrate competency on the applicable objectives before the end of the course.

### Second Infraction

1. Steps 1 through 3 in "First Infraction" must be followed.
2. If a determination is made that a second infraction occurred in either the same or another course, the student will be given an automatic "F" in the course in which the second infraction occurred.

### Third Infraction

1. Steps 1 through 2 under First Infraction must be followed.
2. A third infraction shall be grounds for dismissal from the College.
3. Within ten (10) working days of the Dean of Instruction's determination that a third infraction occurred, the Dean will notify the student of the infraction, his/her dismissal and the right to a due process hearing before the Campus Academic Honesty Committee.
4. If the student chooses to exercise his/her right to a hearing, he/she must notify the Dean of Instruction in writing within fifteen (15) working days of the receipt of the dismissal letter of such a request.
5. A campus Academic Honesty Appeal Committee, comprised of the Dean of Instruction from another campus, the chairperson of the campus Faculty Senate, and a member of the faculty who shall be appointed by the Vice President and Campus Director, will consider the student's appeal of dismissal from the College. The committee shall review all relevant documentation generated by all infractions of this Policy and may call upon the instructors, department chairs, counselors, and anyone else who may provide relevant information, to present facts regarding the dismissal. The student shall have the opportunity to refute anything brought forth to the committee and present any relevant information in his/her defense.

The committee shall render a decision, in writing, within fifteen (15) working days of the Dean's receipt of the student's request for a hearing. The decision must be forwarded to the student via registered mail.

## ACADEMIC STANDING POLICY

### 1. Academic Standing

A student's Cumulative Grade Point Average (CUM GPA) for total credits attempted must be equal to or greater than that indicated on the "Minimum Cum GPA for Satisfactory Academic Standing Table" (below) in order to be in Satisfactory Academic Standing at Delaware Tech.

The table below represents the Minimum Cumulative Grade Point Average for total credits attempted needed to be in Satisfactory Academic Standing at Delaware Tech. Official withdrawal from courses (W grades) are not

counted in the GPA calculation.

<u>Credits</u>	<u>Credits</u>
1 - 15	>1.5
16 - 30	>1.6
31 - 45	>1.8
46+	>2.0

### 2. Academic Warning

The first semester a student does not earn the minimum CUM GPA required for Satisfactory Academic Standing, the student will be placed on Academic Warning and restricted to a maximum of 13 credits in the next semester of attendance.

A student who pre-registers for more than 13 credits in the next semester and is classified as in Academic Warning status after grades are processed, must make the necessary course credit load adjustment. If a student does not reduce his/her credit load to 13 or less, he/she will have their course load reduced by the academic advisor. The academic advisor will contact the student to provide advisement and assistance to make the credit load reduction. If the student cannot be reached or not follow-up as agreed, the student will be informed in writing, either by letter or email, before the academic advisor reduces the student's credits to 13.

### 3. Academic Probation

A student will be placed on Academic Probation if in two successive semesters he/she does not earn the minimum CUM GPA required for Satisfactory Academic Standing for the number of credits attempted.

A student on Academic Probation is restricted to a maximum of 9 credits. A student who pre-registers for more than 9 credits in the next semester and is classified as in Academic Probation status after grades are processed, must make the necessary course credit load adjustment. If a student does not reduce his/her credit load to 9 or less, he/she will have their course load reduced by the academic advisor. (The same procedure applies (explained above) as when a student must reduce his/her credit load to 13.)

### 4. Status after Readmission

A student who withdraws from the College while on Academic Warning or Probation will retain that status when readmitted until he/she earns the minimum CUM GPA required for Satisfactory Academic Standing.

### 5. Appeal of Credit Load Restriction

A student on Academic Warning or Probation may appeal the credit restriction by completing the Academic Plan form and presenting it in person to the academic advisor and Dean of Instruction/designee for approval to register for more credits than Academic Warning and Academic Probation status allow.

### 6. Successive Academic Probation

A student in Academic Probation status who does not earn the minimum CUM GPA required for Satisfactory Academic Standing or a semester GPA of at least 2.0 in the next or subsequent semesters will not be allowed to register for the next semester unless the student establishes an Academic Plan with his advisor that is approved by the advisor and the Dean of Instruction/designee. The academic advisor and Dean may approve any number of credits for registration including none for that semester.

A student who preregisters and is in the above situation after grades are processed, but does not establish an approved Academic Plan will have his/her registration deleted by the academic advisor. The academic advisor will contact the student to provide advisement and assistance to establish an Academic Plan. If the student cannot be reached or does not follow-up as agreed, the student will be informed in writing, either by letter or email, before the academic advisor reduces the student's credits to 0.

### 7. Academic Suspension

Academic Suspension status is eliminated at the conclusion of summer semester 2011 (2012-53.) Students who would have been in Academic Suspension status under the previous policy will be treated as students who have been on Academic Probation for more than one semester.

**Note:** Satisfactory Academic Standing is just one of the three components required for "Financial Aid Satisfactory Academic Progress." The other two components are meeting "Maximum Timeframe" requirements and "Percentage of Courses Completed" requirements. See the Financial Aid Satisfactory Academic Progress Policy.

## ACADEMIC STANDING POLICY FOR DEVELOPMENTAL EDUCATION

The Academic Standing Policy for Developmental Education serves to identify students enrolled in

developmental education (courses below the 100 level) who are at risk for continuing academic failure and in need of academic advisement to support their future success and retention. The non-completion course grades listed below will trigger the following academic standing actions.

- 1 FE, RE or UE grade in the same developmental course = Academic Warning (13 credit limit) plus Data Hold on registration. The academic advisor's approval signature is required to register.
- 2 FE, RE or UE grades in the same developmental course = Probation 1 (9 credit limit) and Data Hold on registration. The academic advisor's approval signature is required to register. Students must complete an Academic Plan with their academic advisor.
- 3 FE, RE or UE grades in the same developmental course = Continuing probation status. Student must have an Academic Plan and the approval of the academic advisor and the Dean of Instruction to register for courses. The Dean may disapprove registration and recommend other courses of action the student must implement before subsequent registration is allowed. The Dean's decision is final.
- After completion of developmental course in subject area with a grade of CE or better, satisfactory academic standing would be restored.

In cases in which a student is enrolled in college level credit and developmental courses, the lowest level of academic standing will take precedence. Students may initiate the academic standing review procedure to request approval to exceed credit limits imposed by academic warning and probation.

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Effective July 1, 2011, financial aid recipients at the College are required to maintain Financial Aid Satisfactory Academic Progress (FASAP) in accordance with this policy. This policy supersedes all previous satisfactory academic progress eligibility requirements. Federal financial aid regulations require the College to consider the student's entire academic history, including any periods of enrollment in which the student did not receive federal/state financial aid, under this FASAP policy.

FASAP includes Cumulative Grade Point Average (CGPA), completion rate, and maximum time frame requirements, as set forth below, that a student must meet in order to be eligible to receive federal/state financial aid. FASAP is just one of the financial aid

award conditions that must be met. Students should see <http://www.dtcc.edu/financialaid/> for a complete list of financial aid eligibility requirements. This FASAP policy is limited to the determination of federal/state financial aid eligibility and is separate from and in addition to the Delaware Tech Academic Standing Policy and any other academic policy at the College.

The College's Financial Aid Office shall review academic progress at the end of the fall, spring and summer semesters, each of which is financial aid payment period.

As a condition of receiving federal/state financial aid, each student at the College must make satisfactory academic progress toward the attainment of his or her degree according to the following three requirements that comprise FASAP. (Other award requirements also apply.)

#### **Minimum Cumulative Grade Point Average:**

The table below represents the minimum CGPA needed to be eligible for federal/state financial aid. Official withdrawal grades are not calculated in this CGPA calculation. The CGPA is calculated using all courses taken.

Credits Attempted	CGPA
1 - 15	>1.5
16 - 30	>1.6
31 - 45	>1.8
46+	>2.0

#### **Completion Rate:**

Students at the College must successfully complete, on a cumulative basis, 67 percent of all credits attempted. All non-completion grades ("W," "U," "R," "F" and "I") are used in the calculation of completion rates.

#### **Maximum Time Frame for a Degree/Diploma or Previous Associate Degree:**

A financial aid recipient is restricted to a maximum number of credits for which he/she can receive financial aid. The maximum time frame (MTF) credit allowance is 150% of the published length of the eligible educational program in which the student is currently enrolled. For example, if 60 credits are required for a specific degree, the MTF for the degree program would be 90 credits (60 x 150% = 90). The published program lengths are available on the College web site and in the Catalog.

In addition, the credits from a previous diploma or degree program earned at Delaware Tech or elsewhere that are applied to a new degree program at Delaware Tech will be counted toward the MTF for the new degree program.

#### **Maximum Time Frame for Remedial Courses:**

Basic and Pre-technical classes are considered remedial courses. Basic classes are not eligible for federal financial aid payment, but are used in calculating the remedial MTF.

The MTF for a student enrolled in remedial courses is 30 semester hours. This MTF value is separate from the degree or diploma MTF value. No extension is permitted for a student who exceeds the 30-credit remedial limit.

#### **Repeat Coursework:**

Repeating failed coursework may be funded by financial aid. In addition, one repetition of previously passed coursework is eligible for federal financial aid. However, a previously passed course is not eligible for financial aid if it is being repeated because the student failed other coursework (e.g., must repeat the course again because of co-requisite requirements).

Repeating a course may improve CGPA, but each attempt impacts the completion rate and maximum time frame.

#### **Transfer Students:**

Coursework completed at another institution that is officially accepted as transfer credit by the College counts toward MTF and the cumulative completion rate. However, the grades from other institutions do not transfer to the College and are not considered under the minimum CGPA component of FASAP.

#### **FASAP Process**

##### ***End of Semester Review***

The Financial Aid Office will review the academic record of each financial aid recipient at the end of each semester to determine if she/he is making satisfactory academic progress for program completion. Students who do not meet one or more of the CGPA, completion rate, or MTF requirements listed above are not considered to be making satisfactory academic progress and are subject to the following:

##### ***Financial Aid Warning***

Beginning with the Fall 2011 semester, the first time the student has not met the CGPA or the completion rate, the student will be notified that he/she has been placed on *Financial Aid Warning status*. A *Financial Aid Warning* allows a student to continue to receive financial aid for only the next semester. A Financial Aid Warning will be assigned automatically and does not require an appeal or other action by the student. At the end of the *Financial Aid Warning* semester, the student who does not meet the FASAP requirements is ineligible to receive further federal/state financial aid unless the student makes a successful *Financial Aid Appeal* as described below. In the absence of a successful Financial Aid Appeal, the student may only regain eligibility for federal/state financial aid by meeting the College's FASAP requirements at his or her own expense.

A student who exceeds MTF requirements is not eligible to be placed on *Financial Aid Warning* status. Instead, beginning with the Fall 2011 semester, the first time the student has not met MTF the student must make a



successful *Financial Aid Appeal* in order to be eligible for further federal/state financial aid.

### **Financial Aid Appeal and Probation**

A student who does not meet FASAP requirements after the *Financial Aid Warning* semester, or a student who exceeds MTF for the first time, may appeal to have financial aid eligibility reinstated if extenuating circumstances prevented the student from meeting FASAP. Such circumstances include:

- Medical condition, illness or injury, to the student or an immediate family member (*Provide documentation*)
- Death of an immediate family member (*Provide documentation*)
- Change or loss of employment for you or an immediate family member (*Provide documentation*)
- Other special circumstance (*Be Specific*)

The *Financial Aid Appeal* process requires the student to complete a Delaware Tech Financial Aid Appeal Form. The student must explain on the Appeal Form the reason(s) the student failed to make FASAP and what has changed in the student's situation that would allow the student to make FASAP at the next evaluation. Relevant documentation must be attached.

In addition, the *Financial Aid Appeal* process requires the student to submit an academic plan signed by an Academic Advisor with the completed Financial Aid Appeal Form to the Financial Aid Office by the appeal deadline for that semester. The academic plan sets forth the requirements the student must meet to make FASAP. The academic plan must include the maximum number of credits recommended by the Academic Advisor for the time period of the academic plan. Please note that if a student registers for additional credits beyond the number approved in the academic plan, then the student is responsible for the cost of those additional credits. However, a student *may* receive financial aid for additional credits beyond those approved in the academic plan only if a new academic plan signed by an Academic Advisor and Dean of Instruction authorizing these additional credits is submitted by the student to the Financial Aid Office by the appeal deadline for that semester.

The Financial Aid Office will respond in writing with the results of the appeal and explain what the student must do to reestablish eligibility for federal/state financial aid. Submitting an appeal does not guarantee that the student will regain financial aid eligibility. The decision of the Financial Aid Office regarding the *Financial Aid Appeal* is final.

If a FASAP appeal is not approved, then the student is ineligible for financial aid until satisfactory academic progress is achieved at his/her own expense.

If the appeal is approved by the Financial Aid Office, the student is then placed on Financial Aid Probation. A student placed on Financial Aid Probation may receive federal/state financial aid as long as the student is satisfying the requirements of an approved academic plan.

### **Financial Aid Probation**

If after the one semester of *Financial Aid Probation*, the College determines that the student achieved FASAP, he/she will have his/her financial aid eligibility reinstated for the next semester of attendance. Thereafter, such student's academic progress will be evaluated in accordance with this FASAP policy.

If after the one semester of *Financial Aid Probation*, the College determines that the student met all the requirements of his/her academic plan, but did not achieve FASAP, he/she will be permitted to continue to receive financial aid for the next semester and subsequent semesters of attendance provided that the student continues to meet all of the requirements of the academic plan.

If after the one semester of *Financial Aid Probation*, the College determines that the student did not meet all the requirements of the academic plan nor successfully achieved FASAP, the student will lose financial aid eligibility until the student achieves FASAP at his or her own expense. Students may make another appeal for financial aid eligibility by submitting a new Financial Aid Appeal Form and providing a new academic plan. However, students are advised that Financial Aid Appeals for academic plan deficiencies will only be approved for changes to the student's major and required courses - or in the most extenuating of circumstances- as determined by the Financial Aid Office.

*All information is subject to change based on revisions to federal laws, regulations, or college policies and procedures. Students are required to abide by any such revision*

## **CREDIT HOURS**

Students registered for 12 or more credit hours (or equivalent) are considered full-time. A student registered for less than 12 credit hours per semester is considered to be part-time. The class hours, laboratory hours, and total credits are printed in the College Catalog following each course description. The total credits, class hours and laboratory hours are printed. *Example: (4:3:3)*

## **CREDITS IN RESIDENCE**

Candidates for the associate degree must complete a minimum of twenty-four (24) credits of course work at Delaware Technical Community College. At least twelve (12) credits of the residence requirement must be major courses from the program in which the degree is awarded. Candidates for the diploma must complete twelve (12) credits of the residence requirement with six (6) credits in major courses. Candidates for the certificate must complete all course credits at Delaware Technical Community College. Credits earned under the Advanced Standing Policy may not be applied toward the residency requirements of the College. Exceptions to this policy may be made with the approval of the Deans of Instruction, Assistant Vice President for Curriculum and Instruction and Vice President for Academic Affairs.

## **CREDITS IN RESIDENCE FOR ACTIVE-DUTY SERVICE**

Academic residence for all degrees for active-duty service members is limited to no more than twenty-five percent of the degree requirements. Of the twenty-five percent, at least twelve credits of the residence requirement must be in major courses from the program in which the degree is awarded. Academic residence can be completed at any time while active-duty service members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

## **GRADUATION POLICY**

A student is eligible for graduation when the following requirements have been met: (1) The student has satisfactorily completed courses specified for a degree or diploma in his/her program/major area as certified by the department chairperson and the Dean of Instruction and verified by the Registrar; (2) The student has filed an official application for graduation with the Office of the Dean of Student Services; (3) The student has satisfied all financial obligations owed the College; (4) The graduation fee has been paid; and (5) The Credits in Residence requirements have been met. No Delaware Technical Community College diploma or degree is to be awarded or the student allowed to participate in official graduation ceremonies unless that student has completed all requirements for said diploma or degree. Exceptions to this policy may be made by the Vice Presidents/Campus Directors and/or the Vice President of Academic Affairs.

## **Campuses**

### **SUSSEX COUNTY LOCATION**

#### **JACK F. OWENS CAMPUS**

**Route 18, P.O. Box 610  
Georgetown, Delaware 19947  
(302) 856-5400**

The Owens Campus, named for the College's first Vice President and Campus Director, is the county hub for higher education. The 146-acre campus provides Sussex County with comprehensive educational opportunities, including degree programs, skill development, pre-college youth programs, and community outreach. This optimum level of programming enables the campus to serve 16,000 people each year.

The College is accredited by the Middle States Commission on Higher Education. In addition, 13 programs have earned national program accreditation by their professional accrediting organization. This status ensures that the educational processes at the campus are of the highest quality, meeting rigorous national standards. Each program has a community-based advisory board of employers that enables programs to be up-to-date and to produce work-ready graduates.

The complex of buildings includes: the Jason Technology Center (classrooms, engineering, computer and medical labs, educational technology labs, faculty offices, bookstore); the Arts & Science Center (health programs, the Learning Center, theatre, art gallery); Student Services Center (admissions, registration, business, financial aid, counseling services, student activities, dining hall); Stephen J. Betze Library; Child Development Center; Trades & Industry Building; Environmental Training Center; the Center for Language and Culture; and the William A. Carter Partnership Center, which features partnerships between the College and the county's public schools and senior institutions of higher education.

Through its partnerships with Delaware State University, Wilmington College, and the University of Delaware, Delaware Technical Community College graduates have the opportunity to pursue selected bachelors, masters, and doctoral degree programs at the Owens Campus.

Other facilities on campus are the horticulture center and a recreational complex. Off-campus sites include a facility for Commercial Transportation training located at the county industrial airpark, and the John & Elsie Williams Conference Center in Millsboro.

To broaden and strengthen the educational opportunities for its students, Delaware Technical Community College has "connected degrees" with colleges/universities in Delaware, Maryland, and Pennsylvania. Following an established curriculum for a connected degree, students earn the associate degree at Delaware Technical Community College and then take specific courses to complete the bachelor's degree

with the partner institution.

Reinforcing its commitment to community service, the Owens Campus has established educational partnerships with Cape Henlopen School District, Gumboro Community Center, and Bethany/Fenwick Chamber of Commerce. These partnerships enable residents to seek higher education or pursue non-credit offerings at a convenient local site.

#### **STEPHEN J. BETZE LIBRARY**

The Stephen J. Betze Library maintains a print collection of over 60,000 volumes of technical, specialized, and general interest, and 300 periodicals on general and technical topics, and approximately 100,000 federal government publications. The library online databases provide numerous full-text articles from journals, technical magazines, periodicals, and reference materials. Delaware Library Catalog provides information on the book, audiovisual, magazine, and journal holdings as well as the holdings of the public and some academic libraries in Delaware. Daily courier service transports books and other materials between campus sites and other libraries in the state.

Owens campus library offers a number of desktop computers. Microfilm/microfiche reader/printers and DVD players are also available for use. Study rooms, carrels, and small conference rooms further enhance study and research. Additional information about the library is available on the "libraries" page of the college website at <http://www.library.dtcc.edu>.

#### **INSTRUCTIONAL COMPUTER**

Twenty instructional computer labs are located in the Jason Technology Center. Each lab contains a total of 20 student workstations and one instructor's workstation that is connected to an overhead video projection unit for student viewing. The labs also contain a VCR and a high speed laser printer.

The Open Lab, available to all students during the day and evening, has 34 computers with CD-RW drives that contain the same software utilized in the classroom labs. Specialized software offers additional support to students in their areas of study. The Open Lab also contains transcription machines, workstations, four videotape viewing stations, scanners, laser and color printers.

The Learning Center offers peer and instructor tutoring, computer assistance, and course related software programs. The programs and services of the Learning Center are available to all students at Delaware Technical Community College, Owens Campus.

#### **CAREER PLANNING & PLACEMENT**

The Career Services Center is the point of contact for students and alumni who want to learn about career opportunities.

The Career Services Center is the central location for reference books, online college catalogs, and resume critique services. The Center offers a variety of services including an internet-based career planning program, interviewing techniques, job search strategies, occupational information, career building workshops, an electronic employment data bank that offers employers, students, and alumni an exclusive opportunity to post jobs and resumes, as well as college transfer information and internet access.

#### **ATHLETICS/RECREATION**

##### **Intercollegiate Athletics**

The Owens Campus competes in Region 19 of the National Junior College Athletic Association (NJCAA) in three sports: baseball, softball and golf. Athletic eligibility is certified through the Athletic Director's Office and verified on the regional and national level by the NJCAA.

##### **Recreation Facilities**

As a community focal point, recreational activities are planned for both student and community use. Outdoor amenities include a Life Course, picnic pavilion, baseball and softball fields, regulation horseshoe pits, a marked walking track, volleyball courts and an Olympic-size swimming pool with an adjacent 12-foot diving pool. Indoor facilities available for students include basketball, volleyball, table tennis, a fitness and wellness center.

#### **NEW CASTLE COUNTY LOCATIONS**

***Delaware Technical Community College's Stanton/Wilmington Campus has two locations in New Castle County. The Stanton Campus location is in a suburban area of the county, and the Wilmington Campus location is about seven miles away in downtown Wilmington. Free shuttle bus services run between the two locations during daytime hours.***

##### **Stanton/Wilmington Campus**

***STANTON:  
400 Stanton-Christiana Road  
Newark, Delaware 19713  
(302) 454-3900***

Situated on a hundred acres of rolling countryside, the suburban Stanton Campus site is located just off Exit 4 of Interstate 95. The campus' convenient location allows easy access from all parts of New Castle County. Instructional facilities at Stanton include nursing, computer, science, and engineering technology laboratories, a culinary arts kitchen and demonstration dining room, automotive programs and laboratories, a newly renovated library and career center, and

computer labs. The campus has a spacious and modern cafeteria and bookstore, a conference center which holds up to 250 people, and instructional television classrooms. Instructional television classrooms are equipped with state-of-the-art distance learning technology; both fiber optic and satellite equipment are utilized. The Industrial Training Facility houses the industrial training programs in areas such as employee development and environmental health and safety.

Stanton Campus enrolls more than 11,000 students in day and evening credit courses and non-credit corporate and community program courses.

Programs offered include science and engineering technologies, nursing, criminal justice, and culinary arts.

**WILMINGTON:**  
**333 Shipley Street**  
**Wilmington, DE 19801**  
**(302) 571-5300**

Located in the Christina Gateway section of downtown Wilmington, the campus consists of three modern education buildings. The East Building houses the cafeteria, bookstore, classrooms, career center and laboratories for instructional purposes. The West Building contains instructional classrooms and laboratories, and the library. A 450-car capacity garage and surface parking facilities are adjacent to the Campus. The Southeast building includes classrooms, labs, offices, a dental clinic, an amphitheater with seating for 100, and an instructional television studio.

Credit and non-credit enrollment at Wilmington totals over 6,000 students yearly. Academic programs offered include allied health, public service and business/computer-related programs.

An extensive English as a Second Language program and federal and state-funded job training programs offered by the Corporate and Community Programs Division are also available at the Wilmington Campus site.

#### **STANTON/WILMINGTON CAMPUS LIBRARIES**

The Stanton/Wilmington Campus has library collections which are tailored to the technologies offered at each location. The library databases provide numerous articles from journals, technical magazines, other periodicals, and reference works. The Delaware Library Catalog provides information on the book, audiovisual, magazine, and journal holdings of both campus sites as well as the holdings of the public and some academic libraries in Delaware. The combined library collections have over 69,000 volumes/items and 600 periodicals on general and technical topics. Daily courier service transports books and other materials from one campus site to the other and to other libraries in the state.

Both libraries offer a number of desktop and laptop computers for in-house use. Listening and viewing equipment is available along with scanners, and copy machines. Group study rooms, individual study carrels, study tables, and comfortable lounge seating are provided as well. Additional information about the libraries is available on the "Libraries" page of the College website.

Stanton Campus Library has a Web presence at [library.dtcc.edu/stantlib/index.html](http://library.dtcc.edu/stantlib/index.html), and Wilmington Campus Library at <http://www.library.dtcc.edu/wilmlib/index.html>.

#### **MICROCOMPUTER LABS**

Both campuses have several computer classrooms as well as a designated open lab that students can use outside of class hours. Lab personnel are always available to offer assistance.

All students taking credit classes will receive an Internet e-mail account after registration. The account will remain active as long as the student continues to register for each semester without interruption. The Internet is used in many classes for research as well as communication with the instructor. All computer labs and libraries on campus have Internet access. Limited remote access allows students with suitable home computer equipment to check their e-mail from home.

#### **CAREER PLANNING & PLACEMENT**

The Career/Placement Centers offer career assistance to students and members of the community. Services include DISCOVER (a computerized career planning program), individual and group counseling, interest and skills assessment, job search strategies, and college and transfer information. The centers hold career and job information in the forms of publications, slides, films, videos and books. Students receive assistance in the total job-hunting process including interview preparation, resume writing and job-search techniques. A list of up-to-date full-time and part-time jobs is also available for students.

#### **ATHLETICS/RECREATION**

##### **Intercollegiate Athletics**

The Stanton/Wilmington Campus competes in intercollegiate athletics as a member of the National Junior College Athletic Association (NJCAA), which includes schools in New Jersey, Southeastern Pennsylvania and Delaware. The women's volleyball team has been consistent Region 19 Champions, and many campus athletes from all sports have been named to All-American teams.

Athletic eligibility is certified through the Athletic Director's Office and verified on the regional and national level by the NJCAA. Students from either campus compete in: women's volleyball, men's soccer, men's basketball, and women's softball. The campuses have also sponsored students with outstanding success



in individual sports (for example, golf, tennis, cross country, wrestling) in NJCAA regional and national events.

### **Recreational Facilities**

The Stanton/Wilmington Campus has a variety of recreational facilities for student use. A multipurpose gymnasium and athletic fields accommodating a wide range of recreational, intramural and collegiate sporting events are located at the Stanton Campus site.

Racquetball and basketball courts are available at Wilmington. Both locations contain Fitness Centers housing Nautilus and other fitness-related equipment. Activity Coordinators organize intramural sport programs throughout the school year.

## **KENT COUNTY LOCATION**

**CHARLES L. TERRY CAMPUS**  
**100 Campus Drive**  
**Dover, Delaware 19904-1383**  
**(302) 857-1000**

Named in honor of the late Governor Charles L. Terry, Jr., the Terry Campus is located in the northern part of Dover, Delaware's capital city. The Campus serves as a higher education resource located in central Delaware. The Terry Campus prides itself on the personal attention it provides its students. Each matriculated student is assigned both a counselor and an advisor to help guide them through their chosen academic program. More than 4,000 full-time and part-time students enroll each year in diversified associate degree programs, diploma and certificate programs and special interest offerings.

All degree, diploma and credit certificate programs have published competencies students will master upon program completion. Program areas include energy management, engineering technology, health care, surgical technology, business, and public services. The Campus' Corporate and Community Programs Division provides an additional resource for individuals and employers with customized training and retraining services.

The Campus' learning environment offers on-campus and distance education courses to meet students' educational needs. Classes meet in the Terry Building, Science and Engineering Technology Center, Conference and Training Center, Center for Energy Education and Training, and Education & Technology Building. Classroom instruction is supplemented by individualized resource learning labs. The lab facilities provide students with flexible and varied opportunities to master course objectives and curriculum competencies.

Classes are conducted year-round with day, evening and weekend offerings. Applicants are accepted for each of the academic semesters, as well as the summer session. Financial aid and scholarships are available to qualified applicants. The Conference Center provides WiFi capability, Voice and Video over Internet Protocol (VoIP) technology that enhances distance learning in the classroom, and seating for up to 600 people, which can be divided to accommodate simultaneous programs.

### **TERRY CAMPUS LIBRARY**

The Terry Campus library is located in the Terry Building, on the first floor, directly behind the receptionist desk. Library hours are posted and online at our College wide Library web site for each library at <http://www.library.dtcc.edu>. The Terry library provides academic support to students and faculty of Delaware Tech through a variety of services. A technical lending library of resources is available through the Delaware Library Catalog and college specific databases are available through the Blackboard portal.

A Delaware Tech I. D. is required to register as a library patron and to utilize the library services.

Terry Library offers a number of desktop computers for in-house use. Group study rooms are also provided.

Terry Library has a Web presence at <http://www.dtcc.edu/terry/library/>

### **RECREATION FACILITIES**

The Terry Campus has a Wellness Center that houses a variety of strength training and cardiovascular equipment. The programs provide regular exercise, health/wellness education and recreational workouts for the benefit of the students and employees. Cardio-Kinetics, Inc. has a full-time Exercise Physiologist who manages and operates the Wellness Center Monday through Friday. The professionally staffed facility is open daily to all students and employees who present a current Delaware Tech ID card. Outdoor facilities include tennis, volleyball and basketball courts, athletic fields, walking trails, and a picnic pavilion.

## **Programs of Study**

**At Delaware Technical Community College students may be accepted in associate degree, diploma or certificate programs.**

## **ASSOCIATE DEGREE PROGRAMS**

The Associate in Applied Science degree curricula prepare students for immediate employment and provide a balance between the studies necessary to



earn a livelihood and those needed for understanding and participating in social, political, and cultural activities. The Associate of Arts in Teaching Degree curriculum prepares students to transfer to a senior institution in order to complete a baccalaureate degree in teaching. Classes are scheduled in the early morning, late afternoon, evening and/or weekends to meet the students' demands. Distance Education classes are also available. The College provides quality instructors, experienced Academic counselors, and other support staff to all students.

If you plan to transfer to another college after completing an associate degree at Delaware Technical Community College, consult with your academic advisor to determine whether your associate degree program is articulated with a senior institution. These connected degree programs ([www.dtcc.edu/connecteddegree/](http://www.dtcc.edu/connecteddegree/)) have transfer provisions you need to know. For other transfers, consult the College catalog or the Admissions Office of the institution which you plan to attend as soon as possible. Transferability of courses and programs is determined solely by the institution to which the student transfers.

## **DIPLOMA & CERTIFICATE PROGRAMS**

Diploma and certificate programs and courses prepare students for specific employment. All programs are tailored to meet the needs and abilities of the individual and to provide a marketable skill which will enable him/her to compete successfully in the job market. Additional information may be obtained by calling the Admissions Office at your nearest campus.

## **STUDY ABROAD OPPORTUNITIES**

Delaware Technical Community College is currently offering short-term study abroad courses. These credit courses with an integrated study abroad component are generally offered during the summer semester lasting approximately ten to twenty-one days. Many of these courses can/will be accepted as an elective to curriculum programs. For a list of current study abroad opportunities, contact your International Education Coordinator at your home campus or visit the International Education webpage at: <http://www.dtcc.edu/future/international>.

## **COOPERATIVE EDUCATION/INTERNSHIP PROGRAMS**

Cooperative Education/Internship is a partnership between the student, business, industry, government, or service agencies, and the College. This work experience is available in selected academic programs

and may be scheduled for one or two semesters. The College classroom exposes the students to facts, theories, and principles; the student applies those principles and theories in an actual job environment. A student on a co-op/internship can receive training and experience in a professional environment that supplements learning in a campus lab, classroom, or library.

## **ENGLISH AS A SECOND LANGUAGE**

The ESL program serves the varied needs of persons for whom English is not a native language. Participants can develop communication skills which will enable them to succeed in the United States. English skills will be developed so that students can prepare themselves to participate more independently in American society and, if they desire, pursue a college degree.

## **SPECIALIZED OCCUPATIONS**

The Specialized Occupations program was established to meet the special training needs of Delaware business, industry, and professions. The objectives are twofold:

1. To satisfy the educational needs of employers and employees in areas where employment opportunities are too limited to justify establishment of formal education programs.
2. To prepare employees for new or increased responsibilities at their present place of employment through a combination of college-level studies and appropriate on-the-job experience.

## **SERVICE MEMBERS OPPORTUNITY COLLEGE (SOC)**

As a recognized service member's Opportunity College, the College has established programs geared to the needs of veterans and service members. Advanced credit for non-traditional and/or military education and experience is available through departmental testing and evaluation. The College grants credit by examination through the use of departmental examinations, the College-Level Examination Program (CLEP) and/or DANTES (Defense Activity for Non-Traditional Education Support). SOC guidelines are applicable to all programs offered by the College.

## **CORPORATE AND COMMUNITY**

## PROGRAMS

The Corporate and Community Programs Division provides a broad range of education and training geared to meet specific corporate and community needs. The Division serves its constituency through programs in four main areas: Conferences & Seminars, Community & Continuing Education, Corporate & Contract Training, and Workforce Training. The Corporate and Community Programs Division is the outreach arm of the College, encompassing special projects not available through other instructional areas.

## DISTANCE EDUCATION

### Delaware Technical Community College offers The Center for Creative Instruction and Technology (CCIT)

#### **Mission**

The mission of the Center for Creative Instruction and Technology at Delaware Technical Community College is to assist and inspire educational creativity and excellence.

The CCIT staff pledges to enable, educate, and support our academic partners as they combine their subject matter expertise with our understanding of instructional design and state of the art educational technology applications. Together, we will strive to design experiences that increase student performance, satisfaction, and demonstrate innovation in both face-to-face and virtual learning environments.

#### **Services**

The CCIT staff is available to provide the following services.

- Instructional Design and Technology Consulting and Services
- Administration of the Instructional Design and Technology Certificate Program
- Multimedia Consulting, Training and Production
- Foundational Technology Consulting, Training and Support
- Research Assistance and Support
- Special Projects

## Blackboard 9

### **Overview**

Blackboard 9 features a streamlined navigation system and improved course setup process. The latest version of Blackboard offers new and improved social learning tools such as blogs and journals, easier navigation, and other Web 2.0 technologies that allow for greater interactivity and collaboration. Blackboard 9 uses a Web 2.0 interface that allows users to drag and drop items that appear on the screen, select from drop down menus, and access contextual help.

### **Interface**

Course content creation and editing tools are embedded throughout the course and no longer require the instructors to access the Control Panel. Instructors click on the Edit Mode switch in the top right corner of any Blackboard page.

All options in the Control Panel are available from the main Course Menu. Instructors have direct access to edit and organize the Course Menu and may use the drag and drop feature to change the order of menu items. Course Menu items that do not contain any content are automatically hidden from student view but are visible to the instructor while in Edit Mode.

In addition, Bb 9 has eliminated the separate receipt page that the user sees every time they successfully perform an action. Confirmations now appear on the same page on which the user is working.

### **File Collection and Exchange**

The Digital Drop Box has been replaced by the Assignments Tool. This tool allows instructors to download all of the student files for a particular assignment in a single zip file. Blackboard automatically renames each student's file to include the name of the assignment, the student's username, and the filename the student originally submitted. There is a Group File Exchange that works like the old Digital Drop Box, for Groups only.

### **Blogging and Journal Tools**

Blackboard 9 has a built in private Blog and Journal tools that allow students to create and share ideas with their instructors or other students enrolled in the same class. Both of these tools may not be viewed outside Blackboard.

Individual journals allow students to record what they are learning. These thoughts can be private between a student and instructor or shared with others in the course. The author and the instructor can add comments. Group journals allow groups of students to reflect collaboratively and comment on group member's finding.

Individual blogs provide each student in a course with their own area to share thoughts and work with others in the course. Students are able to receive comments and feedback on their individual blog from others in the course. Course blogs allow users in a particular course to share thoughts and work in a common area where all the students in the same course can read and add comments. Group blogs allow groups of students in a course to collaboratively post thoughts and comments on each other's work while everyone else in the course can view and comment on the groups' entries.

### **Groups**

Instructors can now create any number of groups at once. Students can randomly be assigned to groups, manually assigned by the instructor, or asked to sign-up

for a group themselves. Students can create their own self-enrollment groups, although instructors have the option of modifying or restricting access to the student created groups.

Redesigned Grade Center (formerly the Grade Book) Instructors can enter results, scores, percentages, and other forms of grading directly into the Grade Center spreadsheet. This inline editing process is similar to Microsoft Excel. Each grade entered into the Grade Center is automatically saved.

The Grade Center automatically records each grade's history. If an instructor or TA changes a grade, the grade history will show the new grade, the old grade(s), when the grade(s) was changes and who made the changes. Instructors can create "Smart Views" that categorize students based on selected criteria. This is helpful for courses that have been combined as instructors are now able to view students by section. It also works well for instructors who use TA's and want to divide the management of student grades between those TA's. The Grade Center supports average grade and minimum/maximum grade calculations. Instructors are now able to drop the lowest score easily. Instructors have the ability to create and print grade reports.

### **Wimba**

Many instructors consider live, personal interaction to be the most valuable element of teaching and learning. Wimba Classroom allows educators and students to build relationships by combining interactive technologies with instructional best practices.

Educators and students can engage in verbal and nonverbal communication to increase psychological closeness among learners. Designed exclusively for education, Wimba Classroom focuses attention on the content and speaker, not on the technology. The Wimba Collaboration Suite is a live, virtual classroom environment which features robust capabilities including audio, video, application sharing and content display, and MP4 capabilities. Its pedagogical design and ease-of-use ensures that educators and students engage as if they were meeting face-to-face.

Advanced features such as polling, white boarding, presenter on-the-fly, resizable chat areas and participant lists, usage analytics tools, and MP3 or MP4 downloads enable further dynamic interaction between students and educators. Recent enhancements leverage existing video infrastructure, eliminate unsupervised or unmonitored communications, and expand access for learning opportunities.

### **Blackboard Technical Support**

To speak with a support analyst, call toll free 1-855-836-3517 weekdays 8:00 am to midnight and anytime on the weekends. Delaware Tech Blackboard Support Chat is always available, 24x7, 365 days a year by visiting <https://chat.perceptis.com/c/dtcc>.

## **DELAWARE TECHNICAL COMMUNITY COLLEGE/UNIVERSITY OF DELAWARE ASSOCIATE IN ARTS DEGREE PROGRAM**

### **Owens, Terry and Wilmington Campuses**

The Delaware Technical Community College/ University of Delaware Associate in Arts Degree Program is a liberal arts program primarily for students interested in areas of study offered by the University of Delaware's Colleges of Arts and Sciences, Business and Economics, Education, Agriculture and Human Resources. The program consists of University courses taught by University faculty.

A student may earn a University of Delaware associate degree by completing 60 credit hours of instruction in his/her area of concentration. A bachelor's degree is awarded by the University of Delaware to a student who continues at the University, completing a minimum of 124 credits, including general University requirements, group and major requirements. (Minimum credits may be higher in certain majors.) Admissions decisions consider the student's academic record, Scholastic Aptitude Test scores, and recommendations from their high school. A student is offered admission and provided with an evaluation of total qualifications that indicate potential for success.

Financial aid is available to assist qualified students. Applicants must complete the College Scholarship Service Financial Aid Form. Application is made through the University of Delaware Admissions Office. Applications are available at Delaware Technical Community College, the University, or at any Delaware high school guidance office.

Please visit the Delaware Technical Community College or University of Delaware Web sites at [www.udel.edu](http://www.udel.edu) or [www.dtcc.edu](http://www.dtcc.edu) for more information.

## DELAWARE TECHNICAL COMMUNITY COLLEGE ACCREDITATIONS AND CERTIFICATIONS

<u>CAMPUS</u>	<u>TECHNOLOGY</u>	<u>AGENCY</u>
Owens Owens	Airframe Maintenance Technology Architectural Engineering Technology	Federal Aviation Administration (FAA) Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC of ABET)
Owens	Automotive Technology	National Automotive Technicians Education Foundation (NATEF) for Automotive Service Excellence (ASE)
Owens	Business Accounting, General Business, Management, Marketing	Association of Collegiate Business Schools and Programs (ACBSP)
Owens	Civil Engineering Technology	Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC of ABET).
Owens	Commercial Transportation (Tractor Trailer Driver Training)	Professional Truck Driver Institute, Inc.
Owens	Design Engineering Technology	Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC of ABET).
Owens	Diagnostic Medical Sonography	Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Owens	Early Childhood Education Early Care and Education (Birth to Second Grade)	Delaware Department of Education
Owens	Early Childhood Education Early Childhood Development	Delaware Department of Education
Owens	Education*	Delaware Department of Education
Owens	Math Secondary Education Education*	Delaware Department of Education
Owens	Elementary Education Option Education*	Delaware Department of Education
Owens	Paraeducator Human Services	Council for Standards in Human Service Education (CSHSE)
Owens	Medical Laboratory	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
Owens	Nursing	National League for Nursing Accrediting Commission
Owens	Occupational Therapist Assistant	Accreditation Council for Occupational Therapy Education (ACOTE)
Owens	Office Administration Office Software Specialist, Paralegal	Association of Collegiate Business Schools and Programs
Owens Owens	Office Administration Paralegal Physical Therapist Assistant	American Bar Association Approval Commission on Accreditation in Physical Therapy Education (CAPTE)
Owens	Radiologic Technology	Joint Review Committee on Education in Radiologic Technology (JRCERT)
Owens	Refrigeration, Heating, & Air-Conditioning	Partnership for Heating, Ventilation, Air-Conditioning, Refrigeration Accreditation (PAHRA)
Owens	Respiratory Care	Committee on Accreditation of Respiratory Care (COARC)
Owens	Veterinary Technology	American Veterinary Medical Association
Stanton	Associate Degree Nursing	National League for Nursing

Stanton	Culinary Arts	Accrediting Commission American Culinary Federation, Foundation Inc.'s Accrediting Commission
Stanton	Electronics and Computer Engineering Technology	Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC of ABET).
Stanton	Electronics and Electrical Engineering Technology Math/Science Concentration	Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC of ABET).
Stanton	Food Service Management	American Culinary Federation, Foundation Inc.'s Accrediting Commission
Stanton	Mechanical Engineering Technology	Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc.(TAC of ABET)
Terry	Business Accounting, General Business, Hospitality Management, Management, Marketing	Association of Collegiate Business Schools and Programs (ACBSP)
Terry	Culinary Arts	American Culinary Federation Education Foundation
Terry	Early Childhood Education Early Care and Education (Birth to Second Grade)	Delaware Department of Education
Terry	Early Childhood Education Early Childhood Development	Delaware Department of Education
Terry	Education*	Delaware Department of Education
Terry	Math Secondary Education Education*	Delaware Department of Education
Terry	Elementary Education Option Education*	Delaware Department of Education
Terry	Paraeducator	
Terry	Human Services	Council for Standards in Human Services Education (CSHSE)
Terry	Human Services Drug and Alcohol Counseling	Council for Standards in Human Services Education (CSHSE)
Terry	Associate Degree Nursing	National League for Nursing Accrediting Commission
Terry	Paramedic	Commission on Accreditation of Allied Health Education programs (CAAHEP) Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)
Terry	Practical Nursing	National League for Nursing Accrediting Commission
Wilmington	Business Accounting, General Business, Management, Marketing, Hospitality Management	Association of Collegiate Business Schools and Programs (ACBSP)
Wilmington	Dental Hygiene	American Dental Association, Commission on Dental Accreditation
(Terry/Owens Extension)	Dental Hygiene	American Dental Association, Commission on Dental Accreditation
Wilmington	Diagnostic Medical Sonography, General Concentration	Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Wilmington	Cardiovascular Sonography	Commission on Accreditation of Allied Health Education Programs (CAAHEP)



Wilmington	Human Services	Council for Standards in Human Service Education (CSHSE)
Wilmington	Human Services Drug and Alcohol Counseling	Council for Standards in Human Service Education (CSHSE)
Wilmington	Early Childhood Education	Delaware Department of Education
Wilmington	Early Childhood Education: Early Care and Education (Birth to Second Grade)	Delaware Department of Education
Wilmington	Early Childhood Education: Early Childhood Development Education*	Delaware Department of Education
Wilmington	Math Secondary Education Education*	Delaware Department of Education
Wilmington	Elementary Education Option Education*	Delaware Department of Education
Wilmington	Paraeducator	Delaware Department of Education
Wilmington	Early Childhood Education, Child Development Center	National Association for the Education of Young Children (NAEYC)
Wilmington	Histotechnology	National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
Wilmington	Medical Assistant	Commission on Accreditation of Allied Health Education Programs (CAAHEP) Curriculum Review Board of American Association of Medical Assistants' Endowment (AAMAE)
Wilmington	Nuclear Medicine	Joint Review Committee on Education Programs in Nuclear Medicine Technology (JRCNMT)
Wilmington	Occupational Therapy Assistant	The Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association (ACOTE)
Wilmington	Physical Therapist Assistant	Commission on Accreditation in Physical Therapy Education (CAPTE)
Wilmington	Radiologic Technology	Joint Review Committee on Education in Radiologic Technology (JRCERT)
Wilmington	Respiratory Care	Committee on Accreditation of Respiratory Care (COARC)

\* Provisional approval is granted to institutions until a larger number of graduates are produced.

## Administrative, Instructional, and Student Services Personnel

### Board of Trustees Academic Degrees

**BUSH, IV, WILLIAM G.**

*Member, Kent County*  
B.S., University of Delaware  
J.D., Widener University School of Law

**GRIFFITHS, NORMAN D.**

*Member, City of Wilmington*  
B.S., American University  
J.D., Catholic University, Columbus School of Law

**MAIORANO, JOHN M.**

*Member, New Castle County (Vice Chairman)*  
B.A., University of Delaware  
M.A., Middlebury College/  
University of Maine

**OWENS, JR., LOUIS F.**

*Member, Sussex County*  
B.S., Duke University  
M.D., Medical College of Virginia/VCU

**SALIBA, SELHAM SUE**

*Member-at-Large*  
A.A.S., Delaware Tech  
B.S., Wilmington College

**STELLINI, MARK S.**

*Chairman*  
Honorary Degree, Delaware Tech

**VAN LUVEN, AUDREY**

*Member-at-Large*  
A.A.S., Delaware Tech  
B.S., Wesley College  
M.S., Wilmington University

## Office of the President

**BUCKWALTER, VERONICA S.**

*Director, Center for Industry  
Research & Workforce Alignment  
(CIRWA)*

B.A., Indiana University of  
Pennsylvania  
M.P.A., Penn State University

**GEORGE, JR., ORLANDO J.**

*President*

B.A., University of Delaware  
M.Ed., University of Delaware  
Ed.D., University of Delaware

**LARSON, DANIEL W.**

*Acting Director of Institutional  
Research*

B.A., Moravian College  
M.A., Lehigh University

**RHODES, CAROL C.**

*Assistant Vice President for Finance*

A.A.S., Delaware Tech  
B.S., Wesley College  
M.B.A., Wesley College

**SCIPLE, JUDITH A.**

*Vice President for Institutional  
Effectiveness and College Relations*

B.S., Wesley College  
M.P.A., University of Delaware  
Ed.D., University of Delaware

**WATKINS, TAMMY K.**

*Assistant Vice President for  
Marketing & Public Relations*

B.A., Shippensburg University  
M.Ed., University of Delaware

**COOPER, LAURETTA A.**

*Articulation Coordinator*

B.S., Delaware State University  
B.S., Delaware State University  
M.B.A., University of Delaware

**JOYCE, KIMBERLY L.**

*Assistant Vice President for  
Educational Support*

B.A., Rutgers University  
M.A., Rowan University  
Ed.D., Rowan University

**McNESBY, GERARD M.**

*Vice President for Finance*

B.S., University of Delaware  
M.B.A., Wilmington College

**RIDGELY, BARBARA S.**

*Associate Vice President for  
Institutional Advancement*

B.A., George Washington University  
M.B.A., Southern Illinois University  
Ed.D., Wilmington College

**SHIREY, BRIAN D.**

*Chief Legal Counsel & Vice President  
for Human Resources*

B.S., Delaware State University  
J.D., Widener University

**DePLASCO, PATRICIA A.**

*Assistant Vice President for Human  
Resources*

A.A.S., Delaware Tech  
A.A.S., Delaware Tech  
B.S., University of State of New York  
M.S., University of Maryland  
University College  
Ed.D., Wilmington University

**KRALEVICH, RICHARD**

*Assistant Vice President for  
Instructional Design and Technology*

M.A., Penn State University  
M.S., Bloomsburg University  
Ed.D., University of Delaware

**MESSNER, ROBERT H.**

*Chief Technology Officer*

B.S., Wilmington College  
M.S., Wilmington College

**ST. JEAN, DEBORAH L.**

*Planning & Institutional Effectiveness  
Director*

A.A., University of Delaware  
B.A., Delaware State University  
M.A., Delaware State University

**SMITH, STEPHANIE S.**

*Vice President for Academic Affairs*

B.A., University of Delaware  
M.S.S., Bryn Mawr College

## Owens Campus

**AKEY, JENNIFER L.**

*Instructor, Nursing*  
B.S.N., State University of New York  
at Plattsburgh  
M.S.N., University of Delaware  
Ed.D., Delaware State University

**BARENDT, BOBBI J.**

*Dean of Instruction*  
B.S., University of Pittsburgh  
M.S., College Misericordia

**BELCHER, BRIAN K.**

*Academic Counselor*  
B.S., Southern Illinois University at  
Carbondale  
M.Ed., Wilmington College

**BOYER, JANELLE T.**

*Instructor, English*  
B.A., University of Delaware  
M.Ed., Wilmington College

**BROUGHTON, TAMEKIA J.**

*Instructor/Program Coordinator, Food  
Safety*  
B.S., Virginia Union University  
M.S., North Carolina A & T State  
University

**BUTTERLY, THOMAS T.**

*Instructor, Social Sciences*  
B.A., University of Delaware  
M.A., Delaware State University

**CASSIDY, JOANNE**

*Instructor/Dept. Chair, Occupational  
Therapy*  
B.S., University of New Hampshire  
M.Ed., University of Vermont

**CHISENHALL, DEBRA**

*Instructor, Education Department*  
A.A.S., Delaware Tech  
B.S., Wilmington College  
M.I., University of Delaware

**ANTONIK, CHRISTOPHER G.**

*Instructor/Instructional Coordinator,  
Commercial Transportation*  
A.A.S., Delaware Tech  
B.S., Wilmington College

**BATES, ROBERT S.**

*International Education Coordinator/  
Academic Counselor*  
A.A.S., Delaware Tech  
B.S., Wilmington College  
M.Ed., Wilmington College

**BIRD, PATRICIA**

*Instructor/Dept. Chair, Physical  
Therapy*  
B.S., University of Virginia  
M.S., Medical College of Virginia

**BRITTINGHAM, SAMUEL V.**

*Instructor/Dept. Chair, Automotive  
Technology and Commercial  
Transportation*  
A.A.S., Delaware Tech

**BUONI, MICHAEL**

*Instructor/Academic Challenge  
Program Coordinator*  
B.A., University of Delaware  
M.A., University of Delaware

**CAMPBELL, NANCY S.**

*Instructor/Dept. Chair, Education  
Department*  
B.A., Western Maryland College  
M.Ed., Towson University  
Ed.D., University of Delaware

**CASTELLANOS, ALLISON**

*Instructor, Language*  
B.A., University of Richmond

**COLLINS, LINDA A.**

*Instructor, Science/Medical  
Laboratory Technician*  
A.A.S., Delaware Tech  
B.S., Salisbury State College  
M.S., California College

**AUBREY, LINDA A.**

*Instructor, Nursing*  
B.S.N., Wesley College  
M.S.N., Wilmington University

**BEAUCHAMP, WILLIAM**

*Instructor, Energy Management &  
Renewable Energy*  
A.A.S., Delaware Tech

**BOOTH, GEORGE E.**

*Assistant Director of Administrative  
Services*  
B.S., University of Delaware  
M.Ed., Delaware State University

**BROADHURST, NANCY K.**

*Instructor, Occupational Therapy  
Assistant*  
A.A.S., Delaware Tech  
B.S., Wilmington College  
M.Ed., University of Delaware

**BURTON, KIMBERLY A.**

*Instructor, Office Administration  
Technology*  
B.S., Centenary College  
M.Ed., Wilmington College

**CARTER, MOLLI M.**

*Instructor, Developmental Studies*  
B.S., Towson University  
M.Ed., Wilmington University

**CHARRIER, GAIL B.**

*Instructor, Developmental Studies*  
B.A., Salisbury State University  
M.Ed., Salisbury State University

**CUBBAGE, CLIFFORD D.**

*Instructor/Dept. Chair, Criminal  
Justice*  
A.A.S., Delaware Tech  
B.A., Delaware State University  
M.S.W., Rutgers State University

**CUNNINGHAM, CINDY L.**

*Instructor, Nursing*  
R.N., Peninsula General Hospital  
School of Nursing  
B.S., Delaware State University  
M.S., Wilmington College  
M.S., University of Delaware

**DANZ, SALLY A.**

*Instructor, Nursing*  
A.S.N., Gwynedd-Mercy College  
B.S.N., Gwynedd-Mercy College  
M.S.N., University of Delaware  
Ed.D., University of Delaware

**DENNIS, DRAKE**

*Instructor, Developmental Studies*  
B.A., University of Delaware  
M.Ed., Wilmington College

**FARLEY, JESSICA M.**

*Instructor, Communications*  
B.S., Frostburg State University

**FAULKNER, KEITH I.**

*Instructor, Criminal Justice*  
B.S., Wilmington College

**GIVENS, MICHELLE**

*Instructor, Nursing*  
B.S., Wilmington University  
M.S.N., Wilmington University

**GREGORY, LINDA S.**

*Instructor, Education Department*  
B.S., Delaware State University  
M.S.C., Wilmington College

**HARRISON, VALERIE A.**

*Instructor, Nursing*  
A.A.S., Delaware Tech  
B.S.N., Wilmington College  
M.S.N., Wilmington College

**HEARN, KAREN L.**

*Instructor, Nursing*  
B.S.N., Salisbury State University  
M.S.N., Wilmington University

**HENRY, NANCY B.**

*Instructor/Instructional Coordinator,  
Nursing*  
B.S.N., Salisbury State University  
M.S.N., University of Delaware

**CUSTER, KENNETH I.**

*Instructor, Computer Information  
Systems*  
A.S., Broward Community College  
A.A., Broward Community College  
B.I.S., University of South Florida  
M.Ed., Wilmington University

**DAVIS, KELLY L.**

*Instructor, Nursing*  
B.S.N., University of Rhode Island  
M.S.N., University of Delaware

**DOCKEY, MARIBETH B.**

*Director of Human Resources*  
B.A., Florida State University  
M.A., Marymount University

**FAUCETT, KERRI L.**

*Instructor /Instructional Coordinator,  
Developmental Studies*  
B.S., Salisbury State University  
M.I., University of Delaware

**FLEETWOOD, MARGARET**

*Instructor, Nursing*  
A.A.S., Delaware Tech  
M.S.N., Wesley College

**GOODMAN, MARTHA D.**

*Instructor, Language*  
B.A., Bellhaven College  
M.S.W., University of South Carolina

**GUYER, ELENA**

*Instructor Program Coordinator,  
Diagnostic Medical Sonography*  
A.A.S., Delaware Tech  
B.S., Wilmington University

**HAZEL, NIKKI L.**

*Instructor, Nursing*  
B.S.N., Indiana University of  
Pennsylvania  
M.S.N., Wesley College

**HEARN, JR., ROBERT W.**

*Campus Business Manager*  
B.S., University of Delaware  
M.B.A., Wilmington College

**HETTINGER, KAREN E.**

*Instructor, Human Services/Social  
Sciences*  
A.A.S., Delaware Tech  
B.S., Wilmington College  
M.P.A., University of Delaware

**DAISEY, VICKI E.**

*Instructor, Developmental Studies*  
B.S., Salisbury State University  
M.Ed., Salisbury State University

**DELNEGRO, ANN L.**

*Dean of Student Services* A.A.S.,  
Delaware Tech  
B.S., Goldey Beacom  
M.S., Wilmington College  
M.S., Wilmington College  
Ed.D., Wilmington College

**DRUGASH, MARY SUE**

*Librarian*  
B.S., Millersville State College

**FAUCETT, III, LINFORD P.**

*Director of Administrative Services*  
A.A.S., Delaware Tech  
B.S., Wilmington College  
M.S., Wilmington College

**GARRISON, LISA M.**

*Instructor, Veterinary Technology*  
A.A.S., Northern Virginia  
Community College  
B.S., St. Petersburg College

**GRABEL, SHELLEY P.**

*Educational Training Specialist,  
Corporate & Community Programs*  
B.S., Brooklyn College

**HARMON, KERRI L.**

*Academic Counselor*  
A.A.S., Community College of Air  
Force  
B.S., Southern Illinois University  
M.Ed., Wilmington College

**HEACOCK, KATHLEEN M.**

*Instructor, Nursing*  
A.D.N., Montgomery County  
Community College  
B.S.N., Wilmington College  
M.S.N., Wilmington College

**HELLENS, KRISTIE L.**

*Instructor, Radiologic Technology*  
A.A.S., Delaware Tech  
B.S., Wilmington University

**HICKS, DOUGLAS C.**

*Instructor/Dept. Chair, Engineering  
Technology*  
B.S., Rutgers State University  
M.S., University of Delaware  
Ph.D., University of Delaware



**HILTON, ANNE**

*Instructor, Education Dept.*  
B.S., Millersville University  
M.I., University of Delaware

**HUGHES, ALISON**

*Instructor, Developmental Studies*  
B.A., University of Delaware  
M.Ed., University of Delaware

**JAMASB, SHIRIN**

*Head Librarian*  
B.A., University of Tehran  
M.Phil., New York University  
M.L.S., Queens College  
Ph.D., New York University

**KILE, MARCIA T.**

*Instructor, Physical Therapist Assistant*  
B.S., University of Maryland  
D.P.T., Regis University

**LAFAZIA, DAVID**

*Instructor/Dept. Chair/Refrigeration, Heating and Air Conditioning and Energy*  
B.A., University of Delaware  
M.S., Delaware State University

**LOWE, FAITH P.**

*Instructor/Instructional Coordinator, Nursing*  
B.S., Toccoa Falls College  
B.S.N., Delaware State University  
M.S.N., University of Delaware

**MADDEN, HEATHER A.**

*Instructor/Department Chair, Office Administration*  
B.S., Salisbury State University  
M.S., Johns Hopkins University

**MCELROY II, CHARLES H.**

*Instructor, Respiratory Care*  
A.A.S., Northern Virginia  
Community College  
B.S., James Madison University

**MITCHELL, BRENT A.**

*Instructor/Dept. Chair, Electronics & Computer Engineering Technology*  
B.S., DeVry Institute of Technology  
M.Ed., Wilmington College

**HILTON, JOHN M.**

*Instructor, Mathematics*  
B.S.E., Millersville University  
M.S., Delaware State University  
Ed.D., University of Delaware

**HUGHEY, MARILYN F.**

*Instructor, Nursing*  
B.S.N., Elizabethtown College  
M.S.N., Gwynedd-Mercy College

**KEENAN, MICHELLE**

*Instructor, English*  
B.A., University of Delaware  
M.Ed., Wilmington University

**KING, BRENDA I.**

*Instructor, Nursing*  
B.S.N., University of Delaware  
M.S.N., Wilmington College

**LITTLE, JAMES G.**

*Instructor/Dept. Chair, Respiratory Care*  
A.A.S., Delaware Tech  
M.Ed., Antioch/New England  
Graduate School

**LUCAS, PAULA L.**

*Instructor, Office Administration*  
B.S., Indiana University of  
Pennsylvania  
M.Ed., Wilmington College

**MARAMANTE, LORI S.**

*Instructor, Science/Medical Laboratory Technology*  
B.S., University of Miami  
M.A., University of California

**MCKASKILL, SUZANNE M.**

*Instructor, Computer Information Systems*  
A.A.S., Delaware Tech  
B.S., Goldey Beacom College  
M.Ed., Wilmington College

**MITCHELL, CYNTHIA M.**

*Instructor, Language*  
B.A., Salisbury University  
M.A., Salisbury University

**HITCHENS, SELENA T.**

*Instructor, Radiologic Technology*  
R.T.R., Peninsula General Hospital  
School of Radiologic Technology  
A.A.S., Delaware Tech  
B.S., Wilmington University

**INDELICATO, SAM L.**

*Instructor/Instructional Coordinator, Human Services*  
B.A., Brooklyn College  
M.S., Fordham University

**KIDD, DANIELE B.**

*Instructor, Applied Agriculture*  
B.S., Mississippi State University  
M.S., North Carolina State University

**KING, SALLY J.**

*Instructor, Human Services*  
A.A.S., Delaware Tech  
B.A., Wilmington College  
M.A., Washington College

**LORD, BRIAN C.**

*Instructor, Computer Information Systems*  
A.A.S., Delaware Tech  
B.S., Wilmington College

**MACKLIN, GREGORY L.**

*Instructor/Instructional Coordinator, Mathematics*  
A.A., University of Delaware  
B.S., Salisbury University  
M.Ed., Salisbury University

**MARSHALL, ELLEN K.**

*Instructor, Criminal Justice*  
B.A., Norwich University  
M.A., Norwich University  
Ph.D., Union Institute & University

**MERRITT, GLEN E.**

*Instructor, Business Administration*  
A.A.S., Delaware Tech  
B.S., Wilmington College  
M.B.A., Wilmington College

**MITCHELL, DONALD M.**

*Instructor, Science/Medical Laboratory Technician*  
B.S., University of Delaware  
M.C.C., Christian International School of Theology

**MOODY, CHRISTOPHER M.**

*Director of Corporate & Community Programs*  
B.S., University of Delaware  
M.Ed., Wilmington College

**MORLEY, JENNIFER J.**

*Instructor, English*  
B.A., Cedar Crest College  
M.A., Temple University

**MUMFORD, SUSAN P.**

*Instructor, Nursing*  
A.D.N., Delaware Tech  
B.S.N., Wilmington College  
M.S.N., Wilmington College

**NAUMANN, SANDRA P.**

*Instructor, Social Sciences*  
B.S., Millersville University  
M.C., University of Delaware  
Ph.D., Century University

**O'DONNELL, DEBORAH**

*Instructor, Business Administration*  
B.S., Wilmington College  
M.B.A., Wilmington College

**PARSON, MITCHELL D.**

*Instructor, Electronics Technology*  
A.A.S., ITT Technical Institute  
B.S., ITT Technical Institute  
M.Div., New Orleans Baptist Theological Seminary

**PHILLIPS, IV, EDWARD**

*Instructor, Airframe Maintenance Technology*  
B.A., University of North Dakota

**QUEEN, GALEN**

*Instructor, Science/Medical Laboratory Technician*  
B.S., Fairmont State College  
B.S., University of Tennessee Center for the Health Services  
M.S., East Tennessee State University  
Ph.D., University of Tennessee Center for the Health Services

**RECTOR, ROBERT B.**

*Instructor/Dept. Chair, English and Communications*  
B.A., University of Delaware  
M.Ed., Wesley College

**MOORE, SARA D.**

*Academic Counselor*  
B.S., University of Delaware  
M.Ed., Wilmington University

**MORRA, WAYNE M.**

*Instructor, Nursing*  
B.S.N., Delaware State University  
M.S.N., Wilmington College

**MUMFORD, III, THOMAS J.**

*Instructor/Dept. Chair, Human Services/Social Sciences Depts.*  
B.A., Salisbury State University  
M.Ed., Salisbury State University  
Ph.D., University of Maryland

**NIBLETT, SHERRI L.**

*Academic Counselor*  
A.A.S., Delaware Tech  
B.A., Wilmington University  
M.S., Wilmington University

**ONEY, VERONICA E.**

*Financial Aid Officer*  
A.A.S., Brandywine College  
B.S., Wilmington College  
M.Ed., Wilmington College

**PAXTON, TAMALA D.**

*Instructor/Instructional Director/Department Chair, Nursing*  
B.S.N., University of Maryland  
M.S., University of Maryland

**PINI, VICTORIA K.**

*Instructor, Nursing*  
B.S.N., Wesley College  
M.Ed., Wilmington College  
M.S.N., Wesley College

**QUILLEN, VALERIE J.**

*Instructor/Dept. Chair, Veterinary Technology*  
B.S., University of Delaware  
D.V.M., Ohio State University

**ROACH, JR., JOHN B.**

*Instructor/Dept. Chair, Environmental and Civil Engineering Technology*  
A.A.S., Delaware Tech  
B.S., Pennsylvania State University  
M.Ed., Wilmington College

**MORIARTY, CHRISTY A.**

*Assistant Dean of Instruction*  
A.A.S., Hagerstown Junior College  
B.S., Salisbury State University  
M.Ed., Wilmington College

**MULLANEY, DAN**

*Instructor, Refrigeration, Heating & Air Conditioning*  
A.A.S., Delaware Tech  
B.S., Averett University

**MURRAY, SHIRLEY A.**

*Instructor, Science/Medical Laboratory Technician*  
B.S., Bloomsburg University  
M.Ed., Wilmington College

**NORWOOD, VELMA**

*Instructor, Nursing*  
A.D.N., Delaware Tech  
B.S.N., Wilmington College  
M.S.N., Wilmington College

**PARSELL, JESSICA**

*Instructor, Mathematics*  
A.A.S., Northern Virginia Community College  
B.S., Christopher Newport University  
M.Ed., Liberty University

**PEDERSEN, DAVID A.**

*Instructor/Instructional Coordinator, Engineering Technology*  
B.A., Vassar College  
M.Arch, Tulane University School of Architecture

**PORTER, ERIKA L.**

*Instructor, Nursing*  
B.S.N., Northeastern University  
M.S.N., Wesley College

**RAKES, MELISSA L.**

*Academic Counselor*  
B.A., Montana State University  
M.Ed., University of Delaware  
Ed.D., University of Delaware

**ROBINSON, CARRIE**

*Instructor, Nursing*  
B.S.N., Delaware State University  
M.S.N., Wesley College

**RODIER, ELIZABETH A.**

*Assistant to the Campus Director*  
B.A., Rosemont College  
M.S., John Hopkins University

**SCHRANCK, SUSAN R.**

*Instructor/Dept. Chair, Language*  
B.A., University of Delaware  
M.A., Villanova University  
Ed.D., University of Delaware

**SHARMAN, RHONDA**

*Instructor, Developmental Studies*  
B.A., Loma Linda University

**SIRKIS, ROBIN G.**

*Instructor, Mathematics*  
B.S., Tulane University  
M.B.A., Wilmington College

**SMITH, WILLIAM H.**

*Instructor, Medical Laboratory Technician*  
B.S., Drexel University  
M.Ed., Wilmington College

**STAYTON, JANE L.**

*Instructor, Office Administration*  
B.S., Delaware State University  
M.S., Wilmington College

**THOMAS, AMY S.** *Instructor, Respiratory Care*

B.S., Salisbury State University  
M.Ed., Wilmington College

**VALENTINE, HILARY A.**

*Instructor, Environmental/Civil Engineering Technology*  
A.A.S., Delaware Tech  
B.S., Wesley College  
M.S., Wesley College

**WAJDA, C. LYNN**

*Instructor, Developmental Studies*  
A.A.S., Delaware Tech  
B.S., Wilmington College

**ROSS, KEENA P.**

*Instructor, Entrepreneurship*  
B.A., Salisbury State University  
M.B.A., Wilmington University

**SEELEY, JULIA C.**

*Instructor, Nursing*  
B.S.N., University of Maryland  
M.S.N., University of Texas

**SHIREY, JOANNE K.**

*Instructor, Nursing*  
A.A.S., Delaware Tech  
A.A.S., University of Delaware  
B.S.N., Wilmington College  
M.S.N., Wesley College

**SMITH, ILEANA M.**

*Vice President & Campus Director*  
B.A., University of Delaware  
M.Ed., University of Delaware  
Ed.D., Wilmington College

**SOCKRITER, MELISSA B.**

*Instructor, Nursing*  
A.A.S., Delaware Tech  
B.S.N., Wilmington University  
M.S.N., Wesley College

**SUESS, WILLIAM A.**

*Instructor, Engineering Technology*  
B.S., Millersville University  
M.S., University of Delaware

**THOMAS, WILLIE G.**

*Registrar*  
B.S., Delaware State University  
M.A., Delaware State University

**VEZMAR, KATHY A.**

*Instructor/ Dept. Chair, Mathematics and Academic Challenge Program*  
B.A., University of Delaware  
M.I., University of Delaware  
Ed.D., University of Delaware

**WATTS, KAREN S.**

*Instructor, Nursing*  
A.A.S. Delaware Tech  
B.S., University of Delaware  
B.S., Wilmington College  
M.S.N., Wilmington University

**SAPNA, JUSTINA M.**

*Instructor/Dept. Chair, Developmental Studies*  
B.S., Salisbury State University  
M.I., University of Delaware

**SERMAN, KYLE L.**

*Instructor/Dept. Chair, Applied Agriculture*  
B.S., Lincoln Memorial University  
M.Ed., Wilmington College

**SUPE, SHERIDAN A.**

*Instructor/Instructional Coordinator, Medical Laboratory Technician*  
A.A.S., Delaware Tech  
B.S., Wesley College  
M.Ed., University of Delaware

**SMITH, KAREN C.**

*Instructor/Dept. Chair, Business Administration*  
B.S., Salisbury State University  
M.B.A., Wilmington College  
Ed.D., University of Delaware

**STACK, GEORGEANN K.**

*Instructor, Developmental Studies*  
B.S., University of Delaware  
M.I., University of Delaware

**SWARBRICK, MARK E.**

*Instructor, Automotive Technology*  
A.A.S., Delaware Tech  
B.S., Wilmington College  
M.Ed., Wilmington College

**TYNDALL, SUSAN L.**

*Instructor, Nursing*  
B.S.N., University of Delaware  
M.S.N., Wilmington College

**VINCENT-MARTINEZ, LESLIE C.**

*Instructor, Computer Information Systems*  
B.S., University of Cincinnati  
M.Ed., Wilmington College

**WEISS, BARRY**

*Instructor/Dept. Chair, Airframe Maintenance Technology*  
B.S., Valley Forge Christian College  
M.Ed., Salisbury University

**WELLER, LACEY D.**

*Instructor /Instructional Coordinator,  
English*

B.A., University of Delaware  
M.Ed., University of Delaware

**WEST, III, HUEY W.**

*Instructor, Automotive Technology  
A.A.S., Delaware Tech*

**WHEELER, BERNADETTE A.**

*Instructor, Nursing  
A.D.N., Delaware Tech  
B.S., Salisbury State University  
B.S.N., Salisbury State University  
M.S.N., Salisbury State University*

**WIGGINS, BARBARA H.**

*Instructor/Instructional Director/Dept.  
Chair, Medical Laboratory Technician*

B.A., Millersville State College  
M.Ed., Temple University

**WILLIAMS, ALLEN JERRY**

*Instructor/ t. Chair, Corporate and  
Community Programs*

B.S., United States Military Academy -  
West Point  
M.P.A., Golden Gate University

**WROTEN, BRIDGETTE M.**

*Educational Training Specialist,  
Corporate & Community Programs*

B.A., Wilmington College

## Stanton/Wilmington Campus

### **ABED, DONNA M.**

*Head Librarian/Dept. Chair*  
B.A., University of Pittsburgh  
M.L.S., University of Pittsburgh

### **ALVAREZ, VICTOR G.**

*Instructor, Biology/Chemistry*  
B.A., University of Delaware  
M.A., University of Delaware  
D.C., LIFE College

### **BAILEY, BERTINIA H.**

*Instructor, Social Sciences*  
B.A., Wells College  
M.A., Liberty University

### **BALKE, VIRGINIA L.**

*Instructor, Biology/Chemistry*  
B.A., San Francisco State University  
M.A., UCLA  
Ph.D., UCLA

### **BIANCHI, MAURIZIO**

*Instructor, Bio/Chem*  
Ph.D., University of Rome

### **BOBIAK, KATHY L.**

*Instructor, Nursing*  
A.S.N., Delaware Technical  
Community College  
B.S.N., Wilmington University  
M.S.N., Wilmington University

### **BRADLEY, DIANE L.**

*Instructor, Nursing*  
B.S.N., West Virginia University  
M.S., West Virginia University  
M.S.N., Walden University

### **BRAINARD, MARK T.**

*Vice President & Campus Director*  
A.A.S., Delaware Tech  
B.A., Wilmington University  
J.D., Widener University

### **BUDISCHAK, CORY**

*Instructor, Electronics*  
B.A., University of Delaware

### **ADEWOLE, AKIN A.**

*Instructor, Mechanical Engineering  
Technology*  
B.A., Harvard University  
M.S., Massachusetts Institute of  
Technology  
Ph.D., Loughborough University (UK)

### **ANDERSON, DAVID C.**

*Instructor, Corporate and Community  
Programs*

### **BAIST, HEIDI**

*Instructor, Allied Health/Science  
Dept./Occupational Therapy Assistant*  
A.A.S., Herkimer County  
Community College  
B.S., Dominican College of Blauvelt  
M.Ed., University of Delaware.

### **BARBER, JOAN I.**

*Instructor/ Instructional Director/  
Dept. Chair, Biology/Chemistry*  
B.A., University of Vermont  
Ph.D., University of Minnesota

### **BLACKMAN, BONITA J.**

*Instructor, Nursing*  
B.S.N., University of Delaware  
M.S.N., University of Delaware

### **BONAVITA, DAWN M.**

*Instructor/Coordinator, Social  
Sciences/Criminal Justice*  
B.A., Wesley College  
J.D., Widener University

### **BRADY, JULIE E.**

*Instructor/Coordinator,  
Biology/Chemistry*  
B.S., University of Wisconsin  
M.S., University of Minnesota

### **BRISIEL, SANDRA C.**

*Instructor/Coordinator, Human  
Services*  
A.A.S., Delaware Tech  
B.A., Wilmington College  
Ed.D., University of Delaware

### **BURGESS, RONALD E.**

*Academic Counselor*  
B.S., Wilmington College

### **ADKINS, FRANCIS**

*Instructor, Automotive*  
A.A.S., Delaware Technical  
Community College

### **ANGELUCCI, DONNA T.**

*Instructor, Social Sciences*  
A.A.S., Delaware Tech  
B.S., Wilmington University  
M.S., Wilmington University

### **BAKER, SHADRIC S.**

*Instructor, English*  
B.A., Bucknell University  
M.A., Southern Illinois University

### **BEITMAN, VIVIAN R.**

*Instructor, English*  
B.A., University of Delaware  
M.I., University of Delaware

### **BLACKSON, TOM**

*Instructor, Allied Health/Science  
Dept./Respiratory Care*  
A.A.S., Delaware Tech  
B.S., Widener University

### **BOYKIN, DIANE W.**

*Instructor, Biology/Chemistry*  
B.S., Virginia Polytechnic Institute  
Ph.D., Duke University

### **BRAINARD, CHARLOTTE A.**

*Instructor, English*  
B.A., King's College  
M.A., University of Delaware

### **BROWN, GAIL S.**

*Instructor, Social Sciences*  
B.A., West Chester University

### **BYERS, JUDITH H.**

*Instructor, English*  
B.A., University of Pennsylvania  
M.S., University of Pennsylvania



**CANNON, JR., STEPHEN A.**

*Instructor, Civil Engineering  
Technology*  
B.A., Norwich University

**CHAMBERLAIN, CHRISTOPHER J.**

*Instructor, Computer-Aided  
Engineering Drafting & Design  
Technology*  
B.S., California University of  
Pennsylvania

**CHEN, MARY M. Y.**

*Assistant Business Manager*  
B.S., Wilmington College  
M.B.A., Wilmington College  
Ed.D., Wilmington University

**CHRISTOPHER, III, WILLIAM J.**

*Instructor, English*  
B.A., University of Delaware

**COOK, GERARD S.**

*Instructor, Industrial Engineering  
Technology*  
B.S., Lehigh University  
M.B.A., Oklahoma City University

**COYLE, JOANNE B.**

*Instructor, Nursing*  
A.A.S., Delaware Tech  
B.S.N., Gwynedd Mercy College  
M.P.H., John Hopkins University  
M.S.N., Villanova University

**CYR, LAKSHMI V.**

*Instructor, Allied Health/Science*  
B.S., Osmania University, India  
M.S., Osmania University, India  
Ph.D., University of Akron  
Post Doctoral, University of Georgia

**DRUSHLER, ALFRED**

*Instructor, Business Administration*  
B.S., Saint Bonaventure University  
M.I., University of Delaware

**EHMANN, DANIEL R.**

*Campus Business Manager*  
B.S., University of Massachusetts,  
Amherst  
M.B.A., Wilmington College

**CARTER, ANN CATHERINE**

*Instructor, Mathematics*  
B.A., University of Delaware  
M.Ed., University of Delaware

**CHANCE, ELIZABETH L.**

*Instructor, Nursing*  
B.S.N., Wilmington College  
M.S.N., Wilmington College  
Ed.D., Delaware State University

**CHESTER, KARENE C.**

*Librarian*  
B.S., University of Delaware  
M.S., Drexel University

**CIARLO, JR., JOSEPH A.**

*Instructor/Coordinator, Allied  
Health/Science Dept./Respiratory  
Care*  
B.A., University of Delaware

**CORRALIZA, CHRISTOPHER**

*Instructor, Mathematics*  
A.A., Cumberland County College  
B.A., The Richard Stockton College of  
New Jersey  
M.A., West Chester University

**CULLING, STEPHEN**

*Instructor, Mechanical Engineering  
Technology*  
B.M.E., University of Delaware  
M.Ed., Wilmington University

**DOODY, MARY M.**

*Instructor/Dept. Chair, English*  
B.S., University of Delaware  
M.Ed., Wilmington College

**DUNPHY, ANNE S.**

*Instructor, Nursing*  
B.S., Mt. St. Vincent  
M.A., New York University

**EUGANEO, KATHLEEN D.**

*Instructor/Coordinator, Allied  
Health/Science Dept./Radiologic  
Technology*  
B.S., Widener University  
M.S., St. Joseph's University

**CASSIDY, ALLISON L.**

*Instructor, Human Services*  
B.S., West Chester University  
M.S.S., Bryn Mawr College

**CHANGO, EDWARD J.** *Instructor,  
Language & Culture* B.A. University  
of Delaware M.A., University of  
Delaware

**CHIN, JANET M.**

*Librarian*  
B.A., SUNY at Binghamton  
M.S., Columbia University

**CIUFFETELLI, ANTHONY**

*Instructor, Language & Culture*  
B.A., University of Delaware  
M.Ed., University of Delaware

**COX, KENYA F.**

*Instructor, Language/Culture*  
B.A., Pontifical Catholic University of  
Sao Paulo  
M.A., University of Delaware

**CUNNINGHAM, EDWARD D.**

*Assistant Director of Administrative  
Services*

**DOUGHERTY, JASON**

*Instructor, Allied Health/Science  
Dept/Physical Therapist Assistant*  
B.S. Neumann College

**EGNOR, MAURICE K.**

*Instructor, Nursing*  
B.S.N., Salisbury State University  
M.S.N., Wilmington College

**FARRELL, MARY ANNE**

*Librarian*  
B.A., Hiram College  
M.L.S., Kent State University

**FERRIS, LAUREL A.**

*Librarian*

B.A., University of Delaware  
M.B.A., University of Delaware  
M.L.S., Drexel University

**FOGELGREN, JR., JOHN**

*Director of Administrative Services*

A.S., Widener University  
B.S., University of Delaware  
M.S., Wilmington College

**FREEMAN, ROBERT J.**

*Instructor/Coordinator,*

*Language/Culture*

B.A., Grove City College  
M.Ed., University of Delaware

**GIRARDI, MELINDA H.**

*Academic Counselor*

B.A., Saint Mary's Collage  
M.Ed., Wilmington Collage

**GOLDSMITH, PRISCILLA A.**

*Instructor, English*

B.A., University of Delaware  
M.A., University of Delaware

**GOTTSHALL, NANCY D.**

*Academic Counselor*

A.S., Nassau Community College  
B.S., West Chester State University  
M.Ed., West Chester State University

**GRANISON, VICTORIA L.**

*Instructor, English*

B.A., Delaware State University

**GROVES, DENISE K.**

*Instructor, Allied Health/Science*

*Dept./Radiologic Technology*  
B.S., Widener University

**HAMILTON, MARY LOU L.**

*Instructor, Nursing*

B.S.N., University of Delaware  
M.S.N., University of Delaware

**FIGAROLA, TERI R. L.**

*Instructor, Mathematics/Physics*

B.A., Glassboro State College  
M.A., Glassboro State College

**FOLEY, HENRY W.**

*Instructor, Electronics/Electrical*

*Engineering Technology*

A.A.S., Delaware Tech  
B.E.E., Widener University  
M.Ed., Penn State University

**FRIEL, KATHERN R.**

*Assistant Dean of Instruction*

B.S., Baylor College of Dentistry  
M.S., Old Dominion University  
Ed.D., University of Delaware

**GLENN-EL, CHARLES**

*Instructor, Corporate and Community*  
*Programs*

B.A., Cheyney State College

**GONZALEZ, TWAIN H.**

*Academic Counselor*

B.S., Bloomberg University  
M. Ed., Temple University  
M.S., Philadelphia College of  
Osteopathic Medicine  
Psy.D., Philadelphia College of  
Osteopathic Medicine

**GRABER, JENNIFER S.**

*Instructor, Nursing*

B.S.N., University of Delaware  
M.S.N., University of Pennsylvania

**GREGOR, KIMBERLY A.**

*Instructor/Coordinator /Dept. Chair,*  
*Mathematics*

A.S., Jamestown Community College  
B.S., State University of New York at  
Fredonia  
M.B.A., Widener University  
Ed.D., University of Delaware

**HALL, DAVID J.**

*Instructor, Business Administration*

B.A., Lebanon Valley College  
M.S., Wilmington University

**HANDLEY, MARK E.**

*Instructor/Coordinator, Business*  
*Administration*

A.G.S., Indiana University  
B.G.S., Indiana University  
M.B.A., Ball State University

**FISHER, TERRY**

*Instructor, Human Services*

B.A., Temple University  
M.S.S., Bryn Mawr College  
Ph.D., Bryn Mawr College

**FOSTER-BROWN, LINDA**

*Instructor/Coordinator, Allied*

*Health/Science Dept./Histotechnician*

B.A., National College  
M.S., Saint Francis College

**GELDOLF, DAWN M.**

*Instructor, Nursing*

A.D.N., Delaware Tech  
B.S.N., Wilmington College  
M.S.N., Wilmington College

**GOLDBERG, VIVIAN R.**

*Instructor, Mathematics*

B.A., City College of New York  
M.Ed., Long Island University (Conolly  
College)

**GORECKI, JAN C.**

*Instructor/Coordinator, Allied*

*Health/Science Dept./Occupational*  
*Therapy Assistant*

B.S., Frostburg State University  
M.S., Towson State University

**GRAJALES, MARY E.**

*Instructor, English*

B.A., University of Delaware

**GRIFFITH, KAREN L.**

*Instructor, Allied Health/Science*

*Dept/Nuclear Medicine*

A.A.S., Delaware Tech

**HAMALAK, DIANE**

*Academic Counselor*

A.A.S., Delaware Tech  
B.S., Neumann College  
M.Ed., Wilmington College

**HANDLIN, THOMAS**

*Instructor, Human Services*

A.A.S., Delaware Tech  
B.S., Wilmington University

**HAYES, COLLETTE M.**

*Registrar*  
B.A., State University of New York at  
Potsdam  
M.A., Cornell University

**HENRY, MARGARET ROSE**

*Assistant Dean of Student Services*  
B.A., Texas Southern University  
M.A., Springfield College

**HINES, KIM M.**

*Instructor, Nursing*  
B.S.N., University of North Carolina  
M.S.N., Duke University

**HOLDREN, TAMMY L.**

*Instructor/Coordinator, Allied  
Health/Science Dept./Nuclear  
Medicine*  
A.A.S., Delaware Tech  
B.S., Wilmington University

**HOUGH, LAURA J.**

*Instructor, Allied Health/Science*  
B.S., Bucknell University

**HUISENGA, DOUG**

*Instructor/Coordinator, Allied  
Health/Science Dept./Physical  
Therapist Assistant*  
B.S., California  
University of Pennsylvania  
M.P.T., Gannon University

**JEFFERY, STEPHANIE E.**

*Instructor, English*  
B.S., Salisbury University  
M.Ed., Wilmington University

**JOHNSON, JESSE E.**

*Instructor, Social Sciences*  
A.A.S., Delaware Tech  
B.A., University of Delaware

**KAMINSKI, JOHN P.**

*Instructor/Coordinator, Allied  
Health/Science*  
B.A., University of Delaware  
M.Ed., Wilmington College

**HEDGES, JOHN A.**

*Educational Training Specialist,  
Corporate and Community Programs*  
B.M., University of Delaware  
M.M., West Chester State University  
M.A., Delaware State University

**HICKS, ELIZABETH N.**

*Instructor, Mathematics*  
B.S., Bucknell University

**HOCH, CHRISTINE R.**

*Instructor, Nursing*  
B.S.N., University of Delaware  
M.S.N., University of Delaware

**HOOPES, JOHN A.**

*Instructor/Dept. Chair, Automotive  
GM-ASEP*  
A.A.S., Delaware Tech  
B.S., Delaware State University  
M.A., University of Delaware

**HOWELL, THOMAS P.**

*Instructor, Culinary Arts*  
A.A.S., Johnson & Wales University

**JACKSON, CHANTAL H.**

*Academic Counselor*  
B.A., Hampton University  
M.S.W., Norfolk State University

**JENKINS, JACQUELINE D.**

*Director of Human Resources*  
A.A.S., Brandywine College  
B.S., Wilmington College  
M.S., Wilmington College  
Ed.D., University of Delaware

**JOHNSON, LORA A.**

*Assistant to the Campus Director*  
B.A., University of Delaware  
M.B.A., University of Delaware

**KAVANAGH, CATHERINE O.**

*Instructor/Coordinator Human  
Services*  
B.S., University of Delaware  
M.Ed., University of Delaware  
Ph.D., University of Delaware

**HENAGHAN, JACQUELINE B.**

*Instructor, Nursing*  
B.S.N., Molloy College  
M.S.N., Adelphi University

**HICKS-GOLDSTEIN, REGAN**

*Dean of Student Services*  
B.A., Albright College  
M.S., Southern Illinois University  
Ed.D., Delaware State University

**HOESS, CHRISTOPHER A.**

*Instructor, Applied Sciences*  
B.A., University of Pennsylvania  
M.S., Weill-Cornell Graduate School of  
Medical Sciences

**HORNING, JENNIFER M.**

*Instructor/Coordinator, Mathematics*  
B.S., University of Delaware  
M.Ed., University of Delaware

**HSU, LIFENG L.**

*Instructor, Computer Information  
Systems*  
B.A., Tamkang University (Taiwan)  
M.S., West Chester University

**JANVIER, KATHY A.**

*Dean of Instruction*  
B.S., University of Delaware  
M.S., University of Delaware  
Ph.D., University of Delaware

**JOHNSON, CORNELIA**

*Assistant Dean of Student Services*  
B.S.B.U., University of Delaware  
M.B.A., Delaware State University

**KAHLER, ELAINE**

*Academic Counselor*  
B.A., University of Maryland  
M.Ed., University of Delaware

**KAVANAGH, III, GERALD P.**

*Instructor, English*  
B.A., East Carolina University

**KEITH, HENRY**

*Instructor/Instructional Director/Dept. Chair, Human Services*  
B.S., Worcester State College  
M.S., Nova University

**KNOTTS, RACHEL**

*Academic Counselor*  
B.S., University of Delaware  
M.Ed., Wilmington College

**KUHN, LESLIE A.**

*Educational Training Specialist, Corporate and Community Programs*  
B.S., Millersville University  
M.Ed., University of Delaware

**LEE, LILY O.**

*Instructor/Coordinator, Allied Health/Science Dept./Diagnostic Medical Sonography*  
A.A.S., Delaware Tech  
B. S., University of California

**LYNCH, JR., WILLIAM R.**

*Instructor, Allied Health/Science Dept.*  
B.S., University of Georgia  
M.D., Medical College of Georgia

**MANCINI, LYNN S.**

*Instructor, Computer Information Systems*  
B.S., Penn State University  
M.A., University of Delaware  
Ph.D., University of Delaware

**MARCHEGIANO, MARY K.**

*Instructor/Dept. Chair, Electronics/Electrical Engineering Technology and Computer Engineering Technology*  
B.E.E., University of Delaware  
M.E.E., University of Delaware

**MASTRIPPOLITO, KAREN M.**

*Instructor, Nursing*  
B.S.N., Immaculata College  
M.S.N., West Chester University  
Ed.D., Delaware State University

**MCHALE, DORINA A.**

*Instructor, Mathematics*  
B.S., Widener University

**KELLEHER, ELIZABETH**

*Instructor/Coordinator, English*  
B.A., Waynesburg College  
M.E.C., Wilmington College

**KOPISHKE, LYND A**

*Instructor, Nursing*  
B.S.N., Wilmington University  
M.S.N., Wilmington University

**LAFFERTY, MARK A.**

*Instructor/Coordinator, Allied Health/Science Dept., Exercise Science Program*  
B.A., West Chester University  
B.S., West Chester University  
M.S., University of Delaware  
M.Ed., University of Delaware  
Ph.D., University of Delaware

**LEOUNES, RONALD**

*Instructor, Culinary Arts*  
B.A., University of Delaware  
M.Ed., Wilmington College

**MACPHERSON, PAMELA M.**

*Instructor/Coordinator, English*  
B.A., Immaculata College  
M.Ed., Wilmington College

**MANIS, MARY V.**

*Instructor/Dept. Chair, Language/Culture*  
B.A., University of Delaware  
M.A., Marywood College

**MARIANIELLO, VINCENT**

*Instructor, Business Administration*  
B.S., University of Delaware  
M.B.A., Syracuse University  
M.S., Widener University

**MCCRACKEN, WILLIAM B.**

*Instructor, Human Services*  
B.A., University of Delaware  
M.S.W., University of Pennsylvania

**MONEY, EVELYN T.**

*Instructor, Business Administration*  
B.S., Salisbury University  
M.B.A., Salisbury University

**KELLY, KYMBERLIE**

*Instructor, Civil Engineering Technology*  
A.A.S., Delaware Tech  
B.F.A., American Intercontinental University

**KRZANOWSKI, KIMBERLY L.**

*Instructor/Coordinator, Early Childhood Education*  
B.S., University of Delaware  
M.Ed., Wilmington University

**LEACH, FRANCES H.**

*Assistant Campus Director*  
B.A., University of Delaware  
M.Ed., University of Delaware  
Ed.D., Wilmington College

**LU, HSEUH-MING TOMMY**

*Instructor/Depart. Chair, Computer Information Systems*  
B.S., National Chung-Hsing University - Taichung, Taiwan  
M.S., University of Southern Mississippi  
Ed.D., University of Delaware

**MALKIN, CAROL**

*Instructor/Coordinator, Allied Health*  
A.A.S., Delaware Technical & Community College  
B.S., University of Delaware

**MANRAKHAN, WAYNE N.**

*Instructor, Mathematics*  
B.S., University of the West Indies, St. Augustus  
M.S., University of Delaware

**MARTZ, LINDA O.**

*Instructor/Coordinator, Nursing*  
B.S.N., Westminster College  
M.S.N., University of Utah

**MCFETRIDGE, KIMBERLY C.**

*Instructor, English*  
B.A., University of Tampa  
M.A., West Chester University

**MOORE, PATRICK B.**

*Counselor, Financial Aid*  
B.A., Ambassador University  
M.A., California State University

**BANCROFT-MORLEY, CAROL** *Acting Assistant Dean of Instruction*  
B.S., Temple University  
M.Ed., University of Delaware

**MOZEIK, CELESTE K.** *Instructor/Coordinator, Business Administration*  
A.O.S., The Culinary Institute of America  
B.S., University of Delaware  
M.S., University of Delaware

**MURRAY, ANNE S.** *Instructor, Nursing*  
B.S.N., Medical University of South Carolina  
M.S.N., University of Delaware

**NESTOR, GERALDINE A.** *Instructor, Nursing*  
B.S.N., Neumann College  
M.S.N., Villanova University  
N.P., LaSalle University

**NOVAL, MARK E.** *Instructor, Fire Protection Engineering Technology*  
A.A.S., Delaware Tech  
A.A.S., Delaware Tech  
B.A., Holy Family College  
M.S., St. Joseph's University

**ONEY, JR., WILFORD L.** *Academic Counselor*  
B.S., Delaware State University  
M.Ed., Wilmington College  
D. Min., Logos Christian College

**PAOLA, JR., JOSEPH C.** *Instructor, Mathematics*  
B.A., Widener University  
M.A., Villanova University

**PHEASANT, MELISSA** *Instructor, English/Reading*  
B.A., University of Delaware

**PULINKA, JEAN** *Academic Counselor*  
B.A., Millersville University  
M.Ed., Wilmington University

**MORRIS, PAUL T.** *Director of Corporate and Community Programs*  
A.A.S., Delaware Tech  
B.A., Wilmington College  
M.Ed., Wilmington College

**MUKERJI, TIA** *Instructor/Coordinator Mathematics*  
B.A., University of Calcutta  
M.B.A., University of Delaware

**MURVIN, HARRY** *Instructor, Business Administration*  
B.S., Penn State University  
M.Ed., Penn State University  
M.B.A., Widener University  
M.S., Widener University

**NEWCOTT, MARY ANN T.** *Academic Counselor*  
B.A., Dominican College of Blauvelt  
M.S., Wilmington College

**O'BRIAN, DONNA** *Instructor, Allied Health/Science Dept., Diagnostic Medical Sonography*  
A.A.S., Delaware Tech  
B.S. Wilmington University

**PABIAN, BRUCE** *Instructor, Social Sciences*  
B.A., University of Delaware

**PATSON, LAUREN M.** *Instructor, Mathematics*  
B.S., University of Delaware  
M.S., University of Delaware

**POPLOS, III, CHARLES M.** *Educational Training Specialist, Corporate and Community Programs*  
B.A., University of Maryland  
M.P.A., Angelo State University  
M.A., University of Oklahoma  
Ed.D., Wilmington College

**QVIGSTAD, ROBERT E.** *Instructor, Automotive GM-ASEP*

**MOSSMAN, SHARON** *Instructor, Allied Health/Science Dept., Dental Hygiene*  
A.A.S., Delaware Tech  
B.S., West Chester University  
M.Ed., University of Delaware

**MULSKI, RICHARD N.** *Instructor/Dept. Chair, Mechanical Engineering Technology*  
B.S., State University of N.Y. Oswego  
M.B.A., Goldey-Beacom College

**NEFFERDORF, ERIC M.** *Instructor/Coordinator, English*  
B.S., Temple University  
M.Ed., University of Delaware

**NOLKER, DAVID** *Instructor/Dept. Chair, Culinary Arts/Food Service Management*  
C & G, Thanet Technical College, England  
C & G, Ealing Technical College, England

**OGBURN, BARBARA** *Instructor, Business Administration*  
B.S., Virginia Commonwealth University

**PABIAN, CAROLYN R.** *Instructor, Mathematics*  
B.S., St. Joseph's University  
M.A., Delaware State University

**PARKER, PRISCILLA L.** *Instructor, Nursing*  
B.S.N., University of Delaware  
M.S.N., University of Delaware

**PRICE, NANCY L.** *Instructor, Nursing*  
B.S.N., Our Lady of Angels  
M.S.N., Widener University

**RAMAGE, DONNA M.** *Instructor, Nursing*  
B.S.N., West Chester University  
M.S.N., University of Delaware



**RANDALL, ALISON J.**

*Instructor, English*  
B.Ed., Hockerill College, England  
M.A., West Chester University

**REINHOLD, DAVID W.**

*Instructor/Dept. Chair,*  
*Architectural/Civil/Computer-Aided*  
*Engineering Drafting &*  
*Design/Construction Management*  
*Technology/Fire Technology*  
B.S., University of Delaware

**RIZZO, VIVIAN**

*Instructor/Dept. Chair, Allied*  
*Health/Science Dept./Dental Hygiene*  
A.A.S., Delaware Tech  
B.S., University of Maryland  
M.Ed., Wilmington College

**ROLLO, KAREN**

*Instructor, Nursing*  
B.S.N., Wilmington College  
M.S.N., Wilmington College

**ROUX, JUNE N.**

*Instructor/Instructional Director/Dept.*  
*Chair, Business Administration*  
B.S., University of Delaware  
M.B.A., Columbia University

**RUTH, WALTER**

*Instructor/HVAC*

**SCHARMBERG, GAIL M.**

*Instructor, Allied Health/Science*  
*Dept./Radiologic Technology*  
A.S.R.T., College Misericordia

**SCHUBERT, JOSEPH A.**

*Instructor, Business Administration*  
A.A.S., Delaware Tech  
B.B.A., Wharton School of Business  
M.B.A., Widener University

**SENSENY, HELEN**

*Instructor, Nursing*  
B.S.N. University of Delaware  
M.S.N., Wilmington University

**SHUTAK, DAWN**

*Instructor, Allied Health/Science*  
*Dept./Radiologic Technology*  
A.A.S., Delaware Tech  
B.S., Widener University

**RATHMANNER, ELAINE M.**

*Educational Training Specialist,*  
*Corporate and Community Programs*  
A.S., University of Delaware  
B.S., University of Delaware  
M.S., University of Delaware

**RIGGITANO, DIANE M.**

*Instructor, Criminal Justice*  
B.A., Neumann College  
M.Ed., Wilmington University

**ROBERTS, DAVID**

*Instructor, English*  
B.A., Ursinus College  
M.A., Westminster Seminary

**ROSE, JEFFREY R.**

*Academic Counselor*  
B.A., University of Delaware  
M.S., Wilmington University

**ROWE, ERIN WILSON**

*Instructor, Language and Culture*  
B.A., University of Delaware  
M.A., University of Delaware

**SAU, JYOTSNA**

*Instructor/Coordinator, Mathematics/*  
*Physics*  
B.S., Patna University  
M.S., University of Massachusetts

**SCHLIFKIN, GEORGE A.**

*Instructor, Mathematics*  
B.Ed., University of Delaware  
M.Ed., University of Delaware

**SCHUTTE, KATE**

*Instructor/Coordinator, Mathematics*  
B.S., University of Delaware

**SHARMA, ARCHANA**

*Instructor/Coordinator, Computer*  
*Information Systems*  
B.A., University of Delaware  
M.A., University of Delaware

**SIKES, JR., RAYMOND E.**

*Instructor, English*  
B.S., University of Maryland  
M.Ed., University of Maryland

**RAWLS, MICHELE L.**

*Instructor, Office Systems*  
A.A.S., LaGuardia Community College  
B.B.A., Pace University  
M.A., Delaware State University

**RITCHIE, ELIZABETH A.**

*Instructor, Early Childhood Education*  
A.A.S., Delaware Tech  
B.S., University of Delaware

**ROLL, JENNIFER L.**

*Instructor, Early Childhood Education*  
B.S., University of Delaware

**ROSE, JR., ALBERT F.**

*Instructor, Social Sciences*  
B.S., University of Delaware  
M.S., Wilmington University

**RUDDER, DAVID I.**

*Academic Counselor*  
B.A., Canisius College  
M.S., State University of New York at  
Buffalo  
Ph.D., University of Delaware

**SCARPITTI, CATHLEEN**

*Instructor, English*  
B.A., University of Delaware

**SCHROEDER, SUE**

*Instructor, Allied Health/Science*  
*Dept./Dental Hygiene*  
B.S. Old Dominion University

**SCOTT, JR., JOSEPH**

*Instructor, Mathematics*  
B.S., University of Maryland, Eastern  
Shore

**SHEPPARD, BARBARA L.**

*Instructor/Dept. Chair, Early*  
*Childhood Education*  
B.S., Delaware State University  
M.S., Nova University

**SIKINA, CHI-CHING**

*Instructor, Computer Information*  
*Systems*  
B.A., Tunghai University (R.O.C.)  
M.Ed., University of Delaware

**SIMMONS, LEE ANN B.**

*Instructor, Allied Health/Science  
Dept./Dental Hygiene*  
B.S., Old Dominion University  
M.S., Old Dominion University

**SMEE-FLEURY, CAROLYN L.**

*Instructor, Nursing*  
B.S.N., Wilmington College  
M.S.N., Wilmington College

**SOKOLA, KATHY M.**

*Instructor, Nursing*  
B.S.N., University of Delaware  
M.S.N., University of Delaware  
Ed.D., Delaware State University

**STABOSZ, WILLIAM**

*Instructor, Electronics/Electrical  
Engineering Technology*  
A.A.S., Delaware Tech  
B.A., University of Illinois

**STATLER, HEATHER M.**

*Academic Counselor*  
B.A., Salisbury State University  
M.A., Delaware State University  
Ed.D., Delaware State University

**STROCKO, PATRICIA A.**

*Instructor/Instructional  
Director/Assessment  
Coordinator/Dept. Chair,  
Mathematics/Physics*  
B.S., University of Delaware  
M.A., University of Delaware

**SUNYATA**

*Instructor, Computer Information  
Systems*  
B.A., University of Delaware

**TERRANOVA, LISA M.**

*Academic Counselor*  
B.S., Wilmington College  
M.S., Wilmington College

**THORNGATE, III, BRUCE W.**

*Instructor/International Education  
Coordinator, Civil Engineering  
Technology*  
A.A.S., Delaware Tech

**TROXLER, DEBRA J.**

*Financial Aid Officer*  
B.A., Shippensburg University  
M.S., Shippensburg University  
Ed.D., Delaware State University

**SIMON, AURELIA**

*Librarian*  
B.A., The George Washington  
University  
M.L.I.S., University of Maryland

**SMICK, JANICE L.**

*Instructor, Nursing*  
B.S.N., University of Delaware  
M.S.N., University of Delaware

**SPINELLI, LOUIS**

*Instructor/Coordinator, Automotive  
GM-ASEP*  
A.A.S., Delaware Tech

**STANARD, CARA**

*Academic Counselor*  
B.A., College of Wooster  
M.Ed., Wilmington College

**STICINSKI, E. VIRGINIA**

*Instructor/Coordinator, Social  
Sciences*  
B.A., University of Delaware  
M.Ed., Wilmington University

**SUCHANEC, REID S.**

*Instructor, Nursing*  
B.S.N., University of Delaware  
M.S.N., University of Delaware

**TAGGART, KRISTEN**

*Instructor, Nursing*  
B.S.N., University of Delaware  
M.S.N., Wilmington University

**TERRANOVA, MICHAEL A.**

*Instructor/Dept. Chair, Criminal  
Justice*  
A.A.S., Delaware Tech  
B.S., Wilmington College  
B.A., Wilmington College  
M.S., Wilmington College

**TOTO, DIANE L.**

*Instructor, Nursing*  
B.S.N., Wilmington College  
M.S.N., University of Delaware

**TUCKETT, TRIMIKA**

*Instructor, English*  
B.A., Hampton University  
M.T., Hampton University  
Ph.D., University of Virginia

**SIMPSON, GAIL M.**

*Instructor, Nursing*  
B.S.N., University of Pennsylvania  
M.S.N., University of Pennsylvania

**SMILEY, KERRYANNE**

*Instructor, Allied Health/Science  
Dept, Dental Hygiene*  
B.S., Marquette University

**STABOSZ, ISHMAEL**

*Instructor, English*  
B.A., University of Delaware  
M.A., Northeastern University

**STANLEY, KELLY M.**

*Instructional Designer*  
B.S.Ed., West Chester University  
M.Ed., Widener University

**STOLLER, SUSAN B.**

*Academic Counselor*  
B.A., Hood College  
M.S., Shippensburg University

**SULPIZI, LYNN E.**

*Instructor, Nursing*  
B.S.N., University of Delaware  
M.S.N., University of Delaware

**TAYLOR, SANDRA N.**

*Instructor, Biology/Chemistry*  
B.S., Rutgers University  
M.Ed., Wilmington College

**THEIS, DEBORAH S.**

*Instructor, Biology/Chemistry*  
B.S., Spring Garden College  
M.S., Thomas Jefferson University

**TROTT, WENDY C.**

*Instructor, English*  
B.A., University of South Carolina  
M.A., Temple University  
Ph.D., Temple University

**TUTHILL, SUZANNE W.**

*Instructor, Human Services  
Technology*  
B.A., University of Michigan  
M.Ed., University of Delaware  
M.A., University of Delaware  
Ph.D., University of Delaware

**VILLARREAL, JAMES A.**

*Instructor, Human Services*  
B.A., San Beda College  
M.Ed., Temple University

**WATSON, CYNTHIA A.**

*Instructor, Nursing*  
A.A.S., Gloucester County Community  
College  
B.S.N., University of Maryland  
M.S.N., Wesley College

**WELLS, REGINA A.**

*Head Librarian/Dept. Chair*  
B.A., George Washington University  
M.S., Florida State University  
M.Lit.St., University of Queensland,  
Australia

**WINNINGTON, DARLENE F.**

*Instructor, Mathematics*  
B.S., Wilmington College  
M.Ed., Wilmington College

**VOPALECKY, ALBERT C.**

*Instructor, Computer Information  
Systems*  
B.S., Southland University  
M.S., Wilmington College

**WATTS, LINDA A.**

*Counselor, Financial Aid*  
A.A.S., Delaware Tech  
B.A., Wilmington College

**WELSH, PATRICIA O.**

*Instructor/Dept. Chair/Instructional  
Director, Nursing*  
B.S.N., University of Delaware  
M.S.N., Villanova University  
Ed.D., Delaware State University

**WRIGHT-HENDERSON, JACQUITA  
L.**

*Assistant to the Campus Director*  
B.A., University of Delaware  
M.S., Wilmington College  
Ed.D., University of Delaware

**WANG, ZAI G.**

*Instructor, Mathematics*  
B.S., Tsing Hua University

**WEIS, ROBERT S.**

*Instructor/Coordinator, Chemical  
Process Operator*  
B.S., Purdue University  
M.S., Purdue University

**WETTERAU, FRANK P.**

*Instructor, Business Administration*  
B.S., Rensselaer Polytechnic Institute  
M.B.A., University of Delaware

**WYCHE, CARL**

*Instructor, Criminal Justice*  
B.S., Old Dominion University  
M.P.A., George Washington University  
Ed.D., George Washington University

## Terry Campus

**ALWARD, THERESA**

*Instructor, Electronics/Electrical Engineering Technology*  
B.S., University of Connecticut  
M.S., University of Connecticut

**AYERS, WILLIAM J.**

*Director of Administrative Services*  
B.S., University of Delaware  
M.S., Wilmington College

**BATES, KIM M.**

*Instructor, Human Services*  
B.A., University of Delaware  
M.Ed., Boston University  
Ph.D., Capella University

**BETCH, PEGGY H.**

*Instructor, Nursing*  
A.A.S., Delaware Tech  
M.S.N., Wesley College

**BRITTINGHAM, NELSON**

*Instructor, Mathematics*  
B.S., University of Tampa

**BUTLER, SCOTT**

*Instructor, Nursing*  
B.S., Ohio University  
B.S.N., University of Delaware  
M.S.N., Wilmington University

**CEBAN, BONNIE J.**

*Instructor, English/Reading*  
B.A., University of Delaware  
M.Ed., Wilmington University

**CRAFT, REBECCA**

*Academic Counselor*  
A.A.S., Wesley College  
B.S.W., Delaware State University

**DAVID, NICHOLAS**

*Instructor, English/Reading*  
B.A., Howard University  
M.A., University of Maryland

**ENGSTROM, JOYCE E.**

*Instructor, Dept. Chair, Science Dept.*  
B.S., Ball State University  
B.S., St. John's Medical Center  
Ph.D., Indiana University School of Medicine

**ANDRADE, PAMELA**

*Instructor, Nursing*  
B.S.N., Salve Regina College  
M.S.N., University of Delaware

**BAKER, JOANN M.**

*Instructor/Instructional Director, Dept. Chair, Nursing*  
Nursing Diploma, Milford Hospital School  
B.S.N., Wilmington College  
M.S.N., Wilmington College

**BEAUDET, STEPHANIE P.**

*Academic Counselor*  
B.S., University of Delaware  
M.S., West Chester State University

**BISHOP, PATRICIA L.**

*Instructor, Visual Communications*  
A.A.S., Art Institute of Philadelphia  
B.S., Wilmington College  
M.A., Delaware State University

**BROWN, KRISTIN E.**

*Instructor, Human Services*  
B.A., Wesley College

**CARROLL, STACI M.**

*Instructor, Transitional Studies*  
B.S., Lynn University

**CHANDLER, REGINALD J.**

*Instructor, Engineering*  
B.A., Howard University

**CURRY, MICHAEL**

*Instructor, English/Reading*  
B.A., University of Delaware  
M.Ed., Wilmington University

**DEHNER, SUSAN A.**

*Instructor, Business Administration*  
B.B.A., Iona College  
M.B.A., Iona College

**EYONG, DOROTHY**

*Instructor, Nursing*  
B.S.N., Delaware State University  
M.S.N., Wesley College

**AUSTIN, KIMBERLY A.**

*Academic Counselor*  
B.S., Wilmington College  
M.S.A., Wilmington College

**BATES, JERROD**

*Instructor, Computer Information Systems*  
B.S., Wilmington University  
M.B.A., Wilmington University

**BERNAT, CHRISTINA M.**

*Instructor/Dept. Chair, Transitional Studies*  
B.S., Villanova University  
M.S., University of Delaware

**BRANNOCK-NAYLOR, CARRIE**

*Instructor, Nursing*  
B.S.N., Delaware State University  
M.S.N., University of Delaware

**BUCKLEY, JOHN M.**

*Dean of Instruction*  
B.S., Delaware State University  
M.S., Delaware State University

**CARROW, CHRISTOPHER J.**

*Instructor, Science*  
B.S., Delaware State University  
M.Ed., Wilmington University

**CLEMONS, JENNIFER**

*Instructor, Engineering Technology*  
B.S., Pennsylvania State University  
M.S., Pennsylvania State University

**D'ALLESANDRO, MARK**

*Instructor, Engineering Technology*  
A.A.S. Community College of the Air Force

**EBERLY, BARRY R.**

*Instructor, Paramedic Program*  
A.A., Thomas Edison State College

**FERNANDES, LINDA**

*Instructor, Nursing*  
B.S.N., University of Pittsburgh  
M.S.N., Johns Hopkins University

**GALLO, PATRICIA**

*Instructor, English/Reading*  
B.A., Fordham University

**GAYNOR, BEATRICE**

*Instructor, Nursing*  
B.S.N., University of Delaware  
M.S.N., Wilmington University

**GORLICH, ANDREW**

*Instructor, Transitional Studies*  
A.A.S., Delaware Tech  
B.A., Delaware State University

**HARRISON, ARTHUR F.**

*Instructor, Human Services*  
A.A.S., Community College of the Air  
Force  
B.S., University of Maryland  
University College  
B.A., Delaware State University  
M.A., Washington College

**HOFFECKER, KEVIN**

*Instructor, Human Services*  
B.S., Loma Linda University  
M.S., Walla Walla College

**JOHNSON, ANNAMARIE B.**

*Instructor, Mathematics*  
B.S., Delaware State University  
M.A., Delaware State University

**KRAUSE, CAROLYN T.**

*Instructor, Mathematics*  
B.S., Delaware State University  
M.A., Temple University

**LEGATES, THEODORE**

*Instructor, English/Reading*  
B.A., Washington College  
M.A., Washington College  
Ed.D., Wilmington University

**LISTER, CHARLOTTE T.**

*Director of Human Resources*  
B.A., University of Delaware  
M.S., Wilmington College

**GAREY, MICHELLE**

*Instructor/Dept. Chair, Mathematics*  
B.S., Towson State University

**GOLDEN, CHERRY P.**

*Instructor, Nursing*  
A.A.S., Delaware Tech  
M.S.N., Wesley College

**GRUNDEN, JENNIFER J.**

*Financial Aid Officer*  
A.S., Widener University/  
Brandywine College  
A.A.S., Delaware Tech  
B.S., Delaware State University

**HAZEL, RALPH H.**

*Instructor, Science*  
B.S., Salisbury State University  
M.S., Morgan State University

**HOFSTETTER, MARTHA**

*Assistant to the Campus Director*  
B.F.A., Louisiana Tech University  
B.A., Louisiana Tech University  
M.M., University of Southern  
Mississippi  
Ed.D., Wilmington College

**JOPP, SUMMER**

*Educational Training Specialist*  
B.S., College of Charleston

**KULHANEK, JUDITH L.**

*Instructor, Nursing*  
A.A.S., Delaware Tech  
B.S., Delaware State University  
M.S.N., University of Delaware

**LEWIS, SUSAN E.**

*Instructor, Nursing*  
B.S.N., University of Delaware  
M.S.N., Wilmington College

**LLOYD, DEBRA L.**

*Librarian*  
A.A., University of Delaware  
B.A., University of Delaware  
M.A., University of Delaware

**GARY, TINA**

*Instructor, Allied Health*  
*Certified Surgical Technologist*

**GORHAM, JOHN**

*Instructor, Nursing*  
B.S.N., Thomas Jefferson University  
Ed.M., Boston University  
M.S.N., University of Delaware

**HAINSWORTH, CHRISTOPHER K.**

*Instructor/Dept. Chair, Paramedic  
Program*  
B.S., University of Maryland  
M.S., University of Maryland

**HENNESSY, EDWARD J.**

*Instructor/Dept. Chair, Culinary Arts*  
A.O.S., Culinary Institute of America  
A.A., Junior College of Albany  
B.A., University of Delaware  
M.Ed., Wilmington College

**HUDSON, AMY C.**

*Instructor, Business/Paralegal Studies*  
B.A., Swarthmore College  
J.D., University of Pennsylvania

**KNIGHT, AMY BELINDA PETERS**

*Instructor/Dept. Chair, ABE/GED  
Program*  
B.S., Old Dominion University  
M.S., Old Dominion University

**LANDIS, JONATHAN S.**

*Instructor, Nursing*  
Nursing Diploma, Albert Einstein  
Medical Center School of Nursing  
M.S.N., Wesley College

**LINK, III, LESTER F.**

*Instructor/Dept. Chair, Computer  
Information Systems*  
A.A.S., Delaware Tech  
B.S., Southern Illinois University,  
Carbondale  
M.S., Wilmington College  
Ed.D., Wilmington College

**LORD, DEBORAH**

*Instructor, Nursing*  
A.A.S., Wesley College  
B.S.N., Wilmington University  
M.S.N., Wilmington University



**LOWERY, LEONTINE M.**

*Instructor, Allied Health Dept.*  
B.S., York College of Pennsylvania  
M.A., Delaware State University

**MELLO, TIMOTHY J.**

*Instructor, Early Childhood Education Technology*  
B.S., Wilmington College  
M.Ed., Wesley College  
Ed.D., University of Delaware

**MORROW, BILL**

*Assistant Dean of Instruction B.S., Oregon State University*  
M.S., University of Idaho

**MUNDELL, PAULA K.**

*Instructor, Nursing*  
B.S.N., University of Delaware  
M.S.N., Widener University

**NOUBANI, ALFRED**

*Instructor, Science*  
D.E.C., Dawson College  
B.S., Concordia University  
M.S., McGill University

**ORTIZ, ELIZABETH**

*Instructor, Nursing*  
A.D.N., Essex Community College  
B.S.N., University of Delaware  
M.S.N., University of Phoenix

**OSMUNDSON, LEIF**

*Instructor, Visual Communications*  
A.A.S., Delaware Technical Community College  
B.S., Wilmington University

**PEEL, LISA I.**

*Instructor, Spanish/ESL*  
B.A., Elon University

**PERRY, NAULEEN A.**

*Registrar*  
B.S., Delaware State University  
M.B.A., Delaware State University

**POE, MARCEL A.**

*Academic Counselor/Academic Skills Coordinator*  
B.S., Delaware State University  
M.Ed., Wilmington College

**MCLAUGHLIN, SUSAN E.**

*Instructor, Computer Information Systems Technology*  
B.A., University of Delaware  
M.S., University of Pittsburgh

**MERGNER, LESLIE**

*Instructor/Instructional Coordinator, Business Administration*  
B.S., North Carolina Wesleyan College  
M.B.A., Saint Joseph's University

**MOSLEY, JENNIFER P.**

*Dean of Student Services*  
B.S., Wilmington College  
M.S., Wilmington College

**MYERS, SARA**

*Instructor, Nursing*  
B.S.N., Delaware State University

**NOWAKOWSKI, BRANDI**

*Instructor, Transitional Studies*  
B.S., University of Delaware  
M.Ed., Wilmington College

**O'SHAUGHNESSY, KELLY**

*Instructor, Allied Health*  
A.A.S., Delaware Technical Community College

**PAOLI, KIMBERLY**

*Instructor/Dept. Chair, Human Services*  
A.A.S., Delaware Technical Community College  
B.S.W., Delaware State University  
M.S.W., Delaware State University

**PEER, ANTHONY D.**

*Instructor, Computer Network Engineering Technology*  
B.S., University of the Pacific  
M.B.A., John F. Kennedy University

**PITTS, JR., DAVID L.**

*Academic Counselor*  
B.S., University of Maryland, Eastern Shore  
M.B.A., Delaware State University

**PROUSE, MARGARET R.**

*Head Librarian*  
A.A., Wesley College  
B.S., Montclair State University  
M.L.S., University of Arizona  
Ed.D., Wilmington College

**MECHAM, KENNETH**

*Instructor, Engineering Technology*  
B.S., St. Paul's College  
M.A., Virginia State University

**MORRIS, GERALDINE D.**

*Instructor /Instructional Coordinator, English/Reading*  
B.A., West Virginia Wesleyan College  
M.A., Delaware State University

**MUNDELL, CHARLES L.**

*Academic Counselor*  
B.A., University of Maryland  
M.T.S., University of Maryland

**NEPON, BRUCE ADAM** *Instructor,*

*Allied Health*  
B.A., Baruch College  
M.A., University of Phoenix

**OBERDICK, RODNEY L.**

*Instructor, Mathematics*  
B.S., Lock Haven University of Pennsylvania  
M.S., Delaware State University

**O'SHEA, JAMEY J.**

*Instructor, Nursing*  
Nursing Diploma, Beebe School of Nursing  
B.S.N., Wilmington College  
M.S.N., Wilmington College

**PECK, JEFFERY S.**

*Instructor/Dept. Chair, Criminal Justice*  
B.A., Rollins College  
J.D., Widener University

**PENT, JOSEPH T.**

*Instructor, Electronics*  
B.S., Delaware State University  
M.S.E.E., University of Delaware  
M.S. Physics, Delaware State University

**PLEASANTON, RONALD J.**

*Instructor/Dept. Chair, Visual Communications*  
B.A., University of Delaware  
M.F.A., Marywood University

**QUIRK, VICKY E.**

*Instructor/Instructional Coordinator, Nursing*  
B.S.N., Wilmington College  
M.S.N., Wilmington College

**SAWYER, DANA L.** *Director of Corporate and Community Programs*  
B.S.W., University of Illinois M.S.W,  
University of Illinois M.P.A.,  
University of Delaware

**SHANAHAN, HEATHER M.**  
*Instructor, Nursing*  
B.S.N., University of Pittsburgh

**SHORT, LINDA M.**  
*Instructor, Nursing*  
A.A.S., Delaware Tech  
B.S.N., Wilmington College  
M.S.N., Wilmington College

**SHULER-GEER, NICOLE**  
*Instructor, Criminal Justice*  
A.A.S., Delaware Tech  
B.S., Wilmington University  
M.S., Wilmington University

**SPENCER, KATHERINE**  
*Academic Counselor*  
B.S., American University  
M.S.W., Catholic University of  
America

**STIVERS, REBECCA**  
*Instructor, Nursing*  
A.S.N., Wesley College  
M.S.N., Wesley College

**STOMIEROSKI, PETER**  
*Instructor, Mathematics*  
B.S., Saint Bonaventure University  
M.A., SUNY - Binghamton

**STRUSOWSKI, LISA J.**  
*Instructor/Dept. Chair, Business Administration*  
B.A., University of Delaware  
M.B.A., Widener University

**SUDLER, TRAVIS**  
*Instructor, Transitional Studies*  
B.S., Wilmington University

**SWANN, BEVERLY M.**  
*Instructor, Office Systems*  
B.S., Delaware State University  
M.A., Delaware State University

**SWEENEY, CHRISTINA C.**  
*Business Manager*  
A.A.S., Delaware Tech  
B.S., Wilmington University

**TACKITT, MONICA**  
*Instructor, Science*  
B.S., State University of New York  
M.S., Michigan State University

**TURANSKY, JUNE S.**  
*Vice President & Campus Director*  
A.A.S., Delaware Tech  
B.S.N., Marymount College - Virginia  
M.S.N., University of Delaware  
Ed.D., University of Delaware

**TYNAN, JOAN M.**  
*Instructor/Dept. Chair, English/Reading/Spanish/ESL*  
B.S., Pennsylvania State University  
M.A., Washington College

**WATKINS, LISA A.**  
*Instructor, Nursing*  
B.S.N., Illinois Wesleyan University  
M.S.W., Wesley College

**WHEALTON, CHARLES**  
*Instructor, Computer Information Systems*  
A.A.S., Delaware Tech  
B.S., Drexel University

**WILLIAMS, ANDREW J.**  
*Instructor, Human Services*  
B.A., Delaware State University  
M.Ed., Wilmington College  
Ed.D., Wilmington University

**YANOS, RUTH C.**  
*Instructor, Nursing*  
B.S.N., Widener College  
M.S.N., Widener University  
Ph.D., University of Maryland

**ZEREFOS, EFTIHIA I.**  
*Educational Training Specialist*  
A.A.S., Delaware Tech  
B.B.A., Wesley College  
M.B.E., Wilmington College



## Associate in Applied Science Degree Programs (A.A.S.)

CAMPUS KEY: T = Dover; O = Georgetown; S = Stanton; W = Wilmington

<u>Program</u>	<u>Campus</u>
Accounting	O,T,W
Advertising Design	T
Agribusiness Management	O,T,W
Airframe Maintenance Technology	O
Architectural Engineering Technology	O,T,S
Architectural Engineering: Interior Design	T
Automotive Technology	O,S
Biological Sciences	O,S
Biotechnology	O,S
CAD	O
Cardiovascular Sonography	W
Chemical Process Operator	S
Chemistry	S
Chemistry Math Concentration	S
Civil Engineering Technology	O,S
Communications	O
Computer Aided Drafting/Design Technology	S
Computer Engineering Technology	S
Computer Information Systems	O,T,W
Computer Network Engineering Technology	T,W
Computing and Information Science	W
Construction Management Technology	O,S,T
Criminal Justice	O,S,T
Culinary Arts	T,S
Dental Hygiene	W
Design Engineering (Mechanical)	O
Diagnostic Medical Sonography: Owens	O
Diagnostic Medical Sonography: Wilmington	W
Drug Alcohol Counseling	T,W
Early Childhood Development	O,T,W
Electrical Engineering Technology	S,T
Electromechanical Engineering Technology	T
Electronics Engineering Technology	O
Electronics and Computer Engineering Technology Biomedical	T
Electronics and Electrical Engineering Technology Math Science Concentration	O,S,T
Emergency Medical Technician Paramedic	T
Energy Management	O,T,S
Entrepreneurship	O,T,W
Environmental Technology Water Quality	O
Environmental Technology: Environmental Engineering Technology	O,S
Exercise Science	W
Fire Protection	S
Food Safety	O
Food Service Management	S
General Business	O,T,W
Health Information Management	W
Histotechnician	W
Homeland Defense and Emergency Management	T
Hospitality Management	T,W
Human Services	O,T,W
Information Security	O,T,W
Instrumentation Engineering Technology	S
Landscape and Ornamental Horticulture	O

Law Enforcement Option	O,T,S
Management	O,T,W
Marketing	O,T,W
Mechanical Engineering Technology	S
Medical Assistant	O,W
Medical Laboratory Technician	O
Microcomputers and Networking	O,T
Multimedia	T
Nuclear Medicine	W
Nursing: Owens	O
Nursing: Stanton	S
Nursing: Terry	T
Occupational Therapy Assistant	O,W
Office Administration	O,T,W
Operations Management	W
Paraeducator	O,T,W
Paralegal	O,T,W
Photo Imaging	T
Physical Therapist Assistant	O,W
Production Agriculture	O
Refrigeration, Heating, & Air Conditioning	O
Renewable Energy Solar	O,T,S
Respiratory Care	O,W
Surgical Technology	T
Surveying and Geomatics Engineering Technology	O,S
Turf Management	O
Veterinary Technology	O
Web Development	O,T



## Business

### Accounting

A.A.S. Degree (O,T,W)

As a graduate of the Accounting Program at Delaware Tech, you will use your strong accounting skills along with communication, computation and interpersonal skills on the job every day. A degree from this program, which has earned national accreditation from the Association of Collegiate Business Schools and Programs (ACBSP), sends a clear signal to potential employers that you have completed a high quality business program that meets rigorous educational requirements established by the ACBSP. Your degree will open the door to many different career paths in accounting. Graduates are employed as general staff accountants for business and industry, and frequently enter the areas of auditing, tax accounting and cost accounting.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 140 Essentials of College Algebra	4
or	
MAT 153 College Math and Statistics	4
ECO 111 Macroeconomics	3
ECO 122 Microeconomics	3

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
FIN 221 Money and Banking	3
or	
MIS 220 Management Information Systems	3
ACC 101 Accounting I	4
ACC 112 Accounting II	4
ACC 211 Tax Accounting I	3
ACC 221 Cost Accounting I	3
ACC 231 Intermediate Accounting I	3
ACC 232 Intermediate Accounting II	3
BUS 203 Business Law	3
BUS 275 Portfolio/Experiential Lrning	3
MGT 212 Principles of Management	3
Select 2 courses from:	
ACC 212 Tax Accounting II	3
ACC 222 Cost Accounting II	3

ACC 240 Advanced Accounting	3
ENG 124 Oral Communications	3
FIN 221 Money and Banking	3
MIS 220 Management Information Systems	3
MKT 212 Principles of Marketing	3

#### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CIS 112 Spreadsheet/Graphics Proc	3
or	
OAT 152 Excel Level I	3
BUS 101 Introduction to Business	3
CIS 107 Intro to Computers/Application	3
MAT 255 Business Statistics I	3
MGT 212 Principles of Management	3

## Visual Communications

### Advertising Design

A.A.S. Degree (T)

The Advertising Design Option of the Visual Communications program is a focused curriculum aimed at training new professional creative talent for the information age. Communicating visual information requires imagination, skill, and talent. While developing skills in key software for print and non-print communications, the program stresses the use of innovative, creative problem solving. As the information highway becomes more and more congested, good design and graphics will be needed to compete for the attention of a visually acute public. A professional in the visual communication industry would be involved in a range of projects from traditional print items such as brochures, publications and stationery to exhibits, signage, audio-visual presentations, and architectural graphics. Graduates of the program may enter careers as in-house designers for corporations, publishers, schools, retailers, and design firms. Many students work as independent, self-employed designers.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 122 Technical Writing-Comm	3
or	
ENG 124 Oral Communications	3
COM 111 Human Communications	3
ENG 121 Composition	3
MAT 150 Business Mathematics	3

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
VSC 131 Art History I or	3
VSC 132 Art History II	3
VSC 109 Drawing I	4
VSC 115 Intro To Design	3
VSC 125 Color And Composition	3
VSC 133 History of Graphic Design	2
VSC 155 Typography And Layout	3
VSC 160 Computer Graphics I	4
VSC 161 Computer Graphics II	4
VSC 165 Photography I	4
VSC 175 Print Production Processes	2
VSC 251 Portfolio Workshop	4
VSC 262 Computer Graphics III	4
VSC 270 Project Management	2
VSC 271 Illustration	3
VSC 275 Self Promotion	2

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
POL 111 Political Science or	3
PSY 121 General Psychology	3
VSC 135 Non-Western Art Survey or	3
VSC 166 Photography II or	3
VSC 267 Color Photography or	4
VSC 268 Photo Illustration or	3
VSC 181 CorelDraw or	4
VSC 185 Advanced Drawing or	3
VSC 186 Advanced Painting or	3
VSC 187 Advanced Illustration or	3
VSC 190 Intro To Videography or	3
VSC 260 Multimedia Authoring or	3
VSC 265 Motion Graphics or	3
VSC 281 Project Elective	3
BUS 101 Introduction to Business	3

## Applied Agriculture

### Agribusiness Management

A.A.S. Degree (O,T,W)

*Agriculture plays an extensive and essential part in today's economy. Individuals seeking a career in agriculture and its related occupations will discover the need for a formal education is now greater than ever. The investment in a modern agricultural*

*enterprise is too costly to permit poor planning and preparation. Sound principles of production, management, and marketing are vital to the successful undertaking of an agricultural business. A broad spectrum of agriculture-related careers extends beyond the farm. Employers look to two-year technical colleges for qualified employees, and entrepreneurs look to the associate degree as a means to prepare them for ownership of an agribusiness.*

*Agribusiness Management prepares students for positions related to the agriculture industry by developing their knowledge of agriculture, business and economics. This program will enable graduates to obtain positions with large corporations, small business or government agencies. Those who desire to be self-employed may choose to own or operate a farm business. Academics combined with real world experience will prepare students for a variety of employment opportunities.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition or	3
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm or	3
ENG 130 Honors Tech. Writing & Comm or	3
ENG 124 Oral Communications	3
MAT 150 Business Mathematics or	3
MAT 125 Math for the Trades	4
<i>Select 2 courses from:</i>	
POL 111 Political Science	3
PSY 100 Human Relations	3
PSY 121 General Psychology	3
SOC 111 Sociology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
AGS 102 Agricultural Science	3
AGS 104 Intro to Agribusiness Managemt	3
AGS 209 Farm Records & Accounts	3
AGS 212 Intro to Agribusiness Marketng	3
AGS 215 Agriculture Leadership	3
AGS 225 Agriculture Seminar	3
AGS 226 Agribusiness Cooperative	3
AGS 101 Soil Science	3
AGS 105 Prin of Plant Growth	3
AGS 206 Pest Control	3
AGS 240 Hydroponics Production	3
AGS 245 Turf Management	3

AGS 250 Greenhouse Crop Production 3

**PROGRAM/MAJOR SUPPORT COURSES**

<u>Courses</u>	<u>Credits</u>
BUS 101 Introduction to Business	3
CIS 107 Intro to Computers/Application	3
ECO 111 Macroeconomics	3
MGT 212 Principles of Management	3
OAT 152 Excel Level I	3
BIO 140 General Biology	4
BIO 150 Biology I	4
BIO 151 Biology II	4
SCI 223 Applied Ecology	3

**Airframe Maintenance Technology**

**Airframe Maintenance Technology**

A.A.S. Degree (O)

The Airframe Maintenance Technology associate degree program prepares graduates for entry-level positions as airframe maintenance technicians. Graduates will acquire knowledge and skills needed in the fabrication, inspection, maintenance, repair, and testing of aircraft. Graduates will possess the training qualifications and be capable and competent to successfully pass the Federal Aviation Administration airframe mechanic certification examinations. Academically ready students can apply to the program following the guidelines of each location's wait-list process. Interested applicants should review the information provided here and contact their program advisor for program requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

**CORE COURSES**

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
ECO 111 Macroeconomics	3
MAT 125 Math for the Trades	4
PSY 100 Human Relations	3

**PROGRAM/MAJOR COURSES**

<u>Courses</u>	<u>Credits</u>
AMT 110 Airframe Maintenance General	12
AMT 120 Airframe Maintenance - AF I	11
AMT 210 Airframe Maintenance - AF II	12

AMT 220 Airframe Maintenance - AF III 11

**PROGRAM/MAJOR SUPPORT COURSES**

<u>Courses</u>	<u>Credits</u>
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
CIS 107 Intro to Computers/Application	3
ELC 122 Electronic Devices/Circuits I	3
PSY 121 General Psychology	3

**Architectural Engineering**

**Architectural Engineering Technology**

A.A.S. Degree (O,T,S)

Architectural Engineering Technology is an intensive mixture of architectural, civil, mechanical, and electrical principles as they relate to building design and construction. The curriculum provides a broad base instructional program suitable to numerous aspects of the building industry. Graduates of the Architectural Engineering Technology program may work as engineering technicians in offices of architects; mechanical, electrical, structural, or civil consulting engineering firms; contractors and developers; municipal, state and federal building regulating agencies; facilities/plant management offices for private industry; and building material suppliers and fabricators. Graduates of this program are prepared for immediate productivity in the profession. The Architectural Engineering Technology at the Owens Campus is accredited by the Technology Accreditation Commission of ABET, <http://www.abet.org>.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

**CORE COURSES**

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
MAT 181 Algebra and Trigonometry I	4
or	
MAT 185 Precalculus	4
ENG 124 Oral Communications	3
Select 2 courses from:	
POL 111 Political Science	3
or	
PSY 121 General Psychology	3
or	
SOC 111 Sociology	3
or	
ECO 111 Macroeconomics	3
or	

ECO 122	Microeconomics	3
or		
HIS 111	U. S. History: Pre-Civil War	3
or		
HIS 112	U. S. History: Post-Civil War	3
or		
VSC 131	Art History I	3
or		
VSC 132	Art History II	3
or		
CLT 110	International Cultural Immersion	3

### PROGRAM/MAJOR COURSES

Courses		Credits
AET 123	Arch Drafting/Design I	4
AET 125	Arch Drafting/Design II	4
AET 135	Construction Materials/Methods	3
AET 232	Contracts/Specifications	3
AET 234	Cost Estimating/Planning	3
AET 236	Building Service Systems	3
AET 250	Arch Drafting/Design III	4
AET 264	Architectural CAD Applications	3
AET 270	Arch Drafting/Design IV	4
AET 275	Arch Dsgn:Foundation Studies I	4

### PROGRAM/MAJOR SUPPORT COURSES

Courses		Credits
MAT 182	Algebra and Trigonometry II	4
or		
MAT 281	Calculus I	4
PHY 205	General Physics I	4
or		
PHY 281	Physics I with Calculus	4
EDD 171	Intro to CAD Using AutoCAD	3
MET 132	Statics	3
MET 242	Strength of Materials	3
<i>Select 5 courses from:</i>		
CIS 107	Intro to Computers/Application	3
or		
IET 150	Computer Applications	3
PHY 171	Physics I	4
or		
PHY 205	General Physics I	4
AET 123	Arch Drafting/Design I	4
AET 170	Graphics for Arch Dsgn	4
AET 236	Building Service Systems	3
AET 241	Adv Arch Construction Doc	4
AET 250	Arch Drafting/Design III	4
CET 144	Surveying Principles	4
CET 271	Structural Design I	4
EDD 272	Solid Modeling	3

## Architectural Engineering

### Architectural Engineering: Interior Design

A.A.S. Degree (T)

*Interior design is a highly-skilled profession which encompasses the total design picture. There is a big difference between an interior decorator and a professional interior designer. Interior designers must consider the structure and utilities of a building, client needs and cost effectiveness, as well as aesthetics. It is the designer's job to develop creative solutions to improve the human environment and maximize the function of space. The interior designer prepares technical drawings and designs development drawings to present a successful solution to the client. In addition to residential work, the field of interior design includes such projects as schools, hotels, hospitals, restaurants, theaters, shopping centers, and many more commercial areas. Although the program places a high emphasis on design, students are exposed to all aspects of industry. The program offers students the opportunity to prepare for careers in interior design as designers, draftsmen, color consultants, renderers, specifiers to work in interior design firms, architectural firms, retail stores, and hotel chains, to name a few.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

Courses		Credits
ENG 121	Composition	3
ENG 124	Oral Communications	3
MAT 155	Mathematics of Finance	3
CLT 110	International Cultural Immersion	3
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
HIS 111	U. S. History: Pre-Civil War	3
HIS 112	U. S. History: Post-Civil War	3
POL 111	Political Science	3
PSY 121	General Psychology	3
SOC 111	Sociology	3
VSC 131	Art History I	3
VSC 132	Art History II	3

### PROGRAM/MAJOR COURSES

Courses		Credits
AID 145	Intr Styles Materials/Accents	4
AID 151	Interior Detailing	4
AID 170	Presentation Drawing/Rendering	4
AID 224	Cost Estimtg for Interior Des	3
AID 241	Residential Design Studio	5
AID 242	Commercial Design Studio	5
AID 244	Hist of Architectural Int Desg	3
AID 265	Profnl Practice of Intr Design	3
AID 274	Interior Systems	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
AET 123 Arch Drafting/Design I	4
AET 125 Arch Drafting/Design II	4
AET 135 Construction Materials/Methods	3
AET 264 Architectural CAD Applications	3
EDD 171 Intro to CAD Using AutoCAD	3

## Automotive Technology

### Automotive Technology

A.A.S. Degree (O,S)

The Automotive Technology Program allows students to select a practical hands-on Diploma program or a more rigorous Associate Degree option.

Graduates of the Associate Degree option will be able to perform a variety of preventive maintenance and repair functions on automobiles. Through systematic classroom instruction, completion of required laboratories and structured, mandatory internships, graduates will be able to use printed and electronic information, tools and instruments to diagnose faults and carry out necessary repairs and maintenance procedures.

Graduates of the Diploma program will be able to enter the automotive service industry as entry level technicians. Through the completion of the required pre-tech courses, students completing the Diploma program may transfer their earned credits toward the Associate Degree program. Academically ready students can apply to the program following the guidelines of each location's wait-list process. Interested applicants should review the information provided here and contact their program advisor for program requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
MAT 120 Math for Behavioral Sciences	3
or	
MAT 125 Math for the Trades	4
COM 111 Human Communications	3
or	
PSY 100 Human Relations	3
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 124 Oral Communications	3
or	
ENG 130 Honors Tech. Writing & Comm	3
ECO 111 Macroeconomics	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
AUT 114 Intro to Automotive Technology	3
AUT 116 Automotive Electrical	5
AUT 118 Auto Steering & Suspen/Align	3
AUT 119 Automotive Brake Systems	3
AUT 122 Auto Air Conditioning/Heating	3
AUT 202 Automotive Engine Repair	4
AUT 203 Automotive Engine Performance	7
AUT 205 Manual Transmissions/Transaxle	4
AUT 208 Automatic Transmission	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
AUT 123 Co-Op Work Experience I	4
or	
AUT 153 Automotive Practicum I	4
AUT 223 Co-Op Work Experience II	4
or	
AUT 253 Automotive Practicum II	4
CIS 107 Intro to Computers/Application	3
or	
IET 150 Computer Applications	3

## Biotechnology

### Biological Sciences

A.A.S. Degree (O,S)

The Biotechnology: Biological Sciences program is designed to meet the needs of students who intend to pursue a bachelor's degree in biotechnology or biological sciences. The curriculum provides a theoretical and practical education in various aspects of biology and chemistry that can be applied to diverse careers in the medical, environmental, industrial, and agricultural fields. Standard techniques used in science laboratories are covered, and special emphasis is placed on science and math instruction to prepare students for upper-level course work.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 281 Calculus I	4



PSY 121 General Psychology	3
SOC 111 Sociology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
BIO 150 Biology I	4
BIO 151 Biology II	4
BIO 250 Principles of Microbiology	4
BIT 260 Biotechnology I	4
BIT 261 Biotechnology II	4
CHM 240 Organic Chemistry I	4
CHM 241 Organic Chemistry II	4
CHM 250 Analytical Chemistry I	5

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
PHY 205 General Physics I	4
or	
PHY 281 Physics I with Calculus	4
CHM 150 Chemical Principles I	5
CHM 151 Chemical Principles II	5
CIS 107 Intro to Computers/Application	3

## Biotechnology

### Biotechnology

A.A.S. Degree (O,S)

*Biotechnology associate degree graduates are prepared for entry-level employment in a variety of laboratory settings. They analyze and interpret data using their knowledge of biological methods, laboratory techniques, and modern instrumentation. Students acquire a theoretical and practical education in various aspects of biology and chemistry that can be applied to diverse careers in the medical, environmental, industrial, and agricultural fields.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
MAT 153 College Math and Statistics	4
or	
MAT 181 Algebra and Trigonometry I	4

Select 2 courses from:

CLT 110 International Cultural Immersion	3
COM 111 Human Communications	3
ECO 111 Macroeconomics	3
ECO 122 Microeconomics	3
POL 111 Political Science	3
PSY 121 General Psychology	3
PSY 123 Industrial Psychology	3
SOC 111 Sociology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
BIO 150 Biology I	4
BIO 151 Biology II	4
BIO 250 Principles of Microbiology	4
BIT 260 Biotechnology I	4
BIT 261 Biotechnology II	4
CHM 111 Intro to Organic & Biochemistry	4
CHM 250 Analytical Chemistry I	5
CHM 251 Analytical Chemistry II	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CHM 150 Chemical Principles I	5
CHM 151 Chemical Principles II	5
CIS 107 Intro to Computers/Application	3

## Engineering Technology

### CAD

A.A.S. Degree (O)

*The Engineering Drafting Technology Program prepares students for a career in the growing computer-aided drafting and design (CAD) profession. The program is designed to cover CADD as it is applied to a broad range of engineering disciplines, including architectural, civil, mechanical, and electronics. Graduates will be prepared to translate ideas, sketches, calculations, and specifications into accurate 2-D and 3-D working drawings. A general knowledge of engineering technology, drafting, and design is provided through the sequence of core and technical courses. The student is then given the choice of four (4) technical electives to further develop their understanding in one of the four engineering disciplines covered. Graduates may work as CAD technicians in offices of mechanical, electrical, architectural, civil, manufacturing, and environmental engineering firms or government agencies.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
or	
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
MAT 181 Algebra and Trigonometry I	4
<i>Select 2 courses from:</i>	
ECO 111 Macroeconomics	3
or	
ECO 122 Microeconomics	3
HIS 111 U. S. History: Pre-Civil War	3
or	
HIS 112 U. S. History: Post-Civil War	3
CLT 110 International Cultural Immersion	3
POL 111 Political Science	3
PSY 121 General Psychology	3
SOC 111 Sociology	3

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
AET 123 Arch Drafting/Design I	4
AET 125 Arch Drafting/Design II	4
CET 144 Surveying Principles	4
CET 251 Topographic Drafting	3
EDD 171 Intro to CAD Using AutoCAD	3
EDD 271 Advanced CAD	3
EDD 272 Solid Modeling	3
EDT 152 Engineering Design I	4
<i>Select 1 courses from:</i>	
AET 150 Engineering Constr Drafting	3
CET 244 Principles of Site Development	4
EDT 252 Engineering Design II	4
ELC 130 Digital Electronics I	4

#### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
IET 150 Computer Applications	3
or	
ELC 110 Technical Computer Application	3
<i>Select 4 courses from:</i>	
AET 135 Construction Materials/Methods	3
AET 232 Contracts/Specifications	3
AET 234 Cost Estimating/Planning	3
AET 270 Arch Drafting/Design IV	4
CEN 180 C Language Intro	4
CET 236 Soils	3
CET 238 Concrete and Asphalt	3
CET 240 Hydraulics and Hydrology	4
CET 247 Route Surveying and Design	4
CET 248 Boundary Surveying and Law	3
EDT 128 Machine Trades Blueprnt Rding	3
ELC 122 Electronic Devices/Circuits I	3
ELC 123 Electronic Devices/Circuits II	4

ELC 132 Microcomputer Service & Repair	4
IET 209 Survey in Prodn Plannng/Cntrol	3
MET 123 Modern MFG Techniques	3
MET 125 Adv Manufacturing Techniques	3

## Allied Health

### Cardiovascular Sonography

A.A.S. Degree (W)

*Sonography is the art and science of employing high frequency sound waves to image organs, vessels, masses, and fluid accumulations within the body. The Cardiovascular Sonography program at the Wilmington Campus provides comprehensive educational experiences that enable qualified students to acquire the knowledge, skills, and behaviors necessary to be eligible for licensure and employment as entry level diagnostic cardiac sonographers and vascular technologists. The cardiovascular program focuses on procedures that help to diagnose abnormalities related to heart and vascular diseases. The cardiovascular program is accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDEMS) 6021 University Blvd., Suite 500, Ellicott City, MD 21043, (443) 973-3251 of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Part Street, Clearwater, FL 33756, (727)210-2350. Graduates may take the national certification in cardiac and vascular sonography. Courses are offered on campus and a variety of clinical affiliates. Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
MAT 153 College Math and Statistics	4
or	
MAT 181 Algebra and Trigonometry I	4
PSY 121 General Psychology	3
SOC 213 Ethical Issues in Health Care	3

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CVS 109 Intro to Clin Internship II	1
CVS 201 Clinical Internship I	3
CVS 202 Clinical Internship II	7
CVS 203 Clinical Internship III	7
CVS 210 Scanning Applications	1
DMS 106 Intro-Patient Care/Sonography	3
DMS 108 Intro to Clin Internship I	1
DMS 110 Acoustical Physics	3
DMS 230 Special Topics	2
ECH 111 Echocardiography Techniques I	3
ECH 112 Echocardiography Techniques II	3
ECH 213 Echocardiography Technique III	3
HLH 215 Cardiovascular Monitoring	2
VAS 111 Vascular Techniques I	3
VAS 112 Vascular Techniques II	3
VAS 213 Vascular Techniques III	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
BIO 100 Medical Terminology	3
BIO 120 Anatomy and Physiology I	5
BIO 121 Anatomy and Physiology II	5
BIO 130 Disease Proc/Pathophysiology	3

## Chemical Process Operator

### Chemical Process Operator

A.A.S. Degree (5)

*The Chemical Process Operator curriculum prepares students for employment in industrial plants in the chemical, petroleum, polymer and pharmaceutical industry. The chemical industry throughout the state has a great need for trained chemical operators to adjust and optimize conditions for the production of large quantities of products in local chemical plants and pilot plants. Graduates are readily employed by these local plants at competitive salaries. The program provides a practical education in the various aspects of plant operations such as hands-on training in process operations and control, regulatory compliance, and preventive maintenance skills. Laboratory facilities include not only standard lab equipment, but also modern instrumentation in pilot plant technology and computer simulations.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
ENG 122 Technical Writing-Comm	3
MAT 153 College Math and Statistics	4
<i>Select 2 courses from:</i>	
ECO 111 Macroeconomics	3

POL 111 Political Science	3
PSY 123 Industrial Psychology	3
SOC 111 Sociology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CPO 100 Intro to Chem Proc Oper Tech	3
CPO 125 Safety, Health & Environment	3
CPO 151 Chem Proc Tech I-Systems	4
CPO 240 Quality	3
CPO 252 Chem Proc Tech II-Operations	4
CPO 253 Process Troubleshooting	4
CPO 260 Internship	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CHM 110 General Chemistry	4
ELC 101 Electricity & Instrumentation	3
ELC 270 Process Instrumentation I	4
ENG 124 Oral Communications	3
IET 150 Computer Applications	3
MET 150 Basic Mechanical Systems	3
PHY 111 Conceptual Physics	4

## Chemistry

### Chemistry

A.A.S. Degree (5)

*The Chemistry associate degree will give you the skills needed to work as a technician in a laboratory in chemical, pharmaceutical, and related industries. Chemical and related industries employ scientists at all degree levels in research, production, and quality control laboratories, and in customer service and related areas. The Delaware Tech Chemistry program teaches you to integrate scientific knowledge, laboratory skills, and critical thinking to solve chemical problems.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
<i>or</i>	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
<i>or</i>	
ENG 130 Honors Tech. Writing & Comm	3
MAT 181 Algebra and Trigonometry I	4
<i>Select 2 courses from:</i>	
CLT 110 International Cultural Immersion	3
COM 111 Human Communications	3
ECO 111 Macroeconomics	3

ECO 122	Microeconomics	3
POL 111	Political Science	3
PSY 121	General Psychology	3
PSY 123	Industrial Psychology	3
SOC 111	Sociology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>	
CHM 111	Intro to Organic & Biochemistry	4
CHM 150	Chemical Principles I	5
CHM 151	Chemical Principles II	5
CHM 240	Organic Chemistry I	4
CHM 241	Organic Chemistry II	4
CHM 245	Intro to Industrial Chemistry	4
CHM 250	Analytical Chemistry I	5
CHM 251	Analytical Chemistry II	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>	
BIO 150	Biology I	4
CIS 107	Intro to Computers/Application	3
CPO 106	Statistical Procs Cntrl Ovrw	1
CPO 240	Quality	3
PHY 205	General Physics I	4

## Chemistry

### Chemistry Math Concentration

A.A.S. Degree (S)

The Chemistry, Math Concentration Option is equivalent to the first two years of a Baccalaureate program in Chemistry. Connected Degree agreements with the University of Delaware and Delaware State University create a seamless path between Delaware Tech and senior institutions.

Knowledge of chemistry is critical in areas such as biology, chemical engineering, dentistry, forensic science, materials science, medicine, and pharmacy.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>	
ENG 121	Composition	3
<i>or</i>		
ENG 125	Honors Composition	3
ENG 122	Technical Writing-Comm	3
<i>or</i>		
ENG 130	Honors Tech. Writing & Comm	3
MAT 281	Calculus I	4
PSY 121	General Psychology	3
SOC 111	Sociology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>	
BIO 150	Biology I	4
CHM 150	Chemical Principles I	5
CHM 151	Chemical Principles II	5
CHM 240	Organic Chemistry I	4
CHM 241	Organic Chemistry II	4
CHM 250	Analytical Chemistry I	5
CHM 251	Analytical Chemistry II	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>	
PHY 205	General Physics I	4
<i>or</i>		
PHY 281	Physics I with Calculus	4
PHY 206	General Physics II	4
<i>or</i>		
PHY 282	Physics II with Calculus	4
MAT 282	Calculus II	4
<i>or</i>		
ECO 111	Macroeconomics	3
<i>or</i>		
ECO 122	Microeconomics	3
CIS 107	Intro to Computers/Application	3
SCI 130	Introduction to Research	2

## Civil Engineering Technology

### Civil Engineering Technology

A.A.S. Degree (O,S)

Civil Engineering Technology is one of the broadest fields in the overall practice of engineering because its work is coordinated with so many other areas of engineering. The curriculum provides a broad base instructional program suitable to many aspects of the construction industry. The employment opportunities are extensive, varying and offer graduates numerous challenges in a growing technological society.

The program emphasizes practical applications in the areas of site development; route surveying & design; topographic drafting; hydraulics/hydrology; the selection, specification and testing of soils, concrete, asphalt, and other construction materials for the construction industry. The use of computers for CAD, data acquisition and analysis is integrated throughout the program preparing graduates for immediate productivity in the profession.

Graduates of the Civil Engineering Technology program may work as engineering technicians in offices of civil/surveying/structural/consulting engineering firms; local, state, and federal departments of natural resources; transportation/highway departments; material testing laboratories; and flood control and soil

conservation agencies.

The Civil Engineering Technology program at the Owens Campus is accredited by the Technology Accreditation Commission of ABET, <http://www.abet.org>.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 124 Oral Communications	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 181 Algebra and Trigonometry I	4
and	
MAT 182 Algebra and Trigonometry II	4
or	
MAT 185 Precalculus	4
or	
MAT 281 Calculus I	4
Select 2 courses from:	
HIS 111 U. S. History: Pre-Civil War	3
or	
HIS 112 U. S. History: Post-Civil War	3
ECO 111 Macroeconomics	3
or	
ECO 122 Microeconomics	3
CLT 110 International Cultural Immersion	3
POL 111 Political Science	3
PSY 121 General Psychology	3
SOC 111 Sociology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
AET 123 Arch Drafting/Design I	4
or	
AET 121 Intro to Arch Drafting	4
or	
CET 125 Civil & Envl Drafting & Design	4
CET 238 Concrete and Asphalt	3
or	
CET 272 Structural Design II	4
or	
ENV 260 Water/Wastewater Process Dsgn	4
CET 247 Route Surveying and Design	4
or	
CET 271 Structural Design I	4
CET 251 Topographic Drafting	3
or	
CET 225 Civil CAD Applications	3

CET 256 Static & Strength of Materials	5
or	
MET 132 Statics	3
and	
MET 242 Strength of Materials	3
CET 144 Surveying Principles	4
CET 236 Soils	3
CET 240 Hydraulics and Hydrology	4
CET 244 Principles of Site Development	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
EDD 171 Intro to CAD Using AutoCAD	3
or	
EDD 161 Intro - CAD using MicroStation	3
EDD 271 Advanced CAD	3
or	
EDD 246 Eng. Drafting - Structural	3
PHY 205 General Physics I	4
or	
PHY 171 Physics I	4
or	
PHY 281 Physics I with Calculus	4
AET 135 Construction Materials/Methods	3
AET 234 Cost Estimating/Planning	3

## Communications Technology

### Communications

A.A.S. Degree (O)

The Communications program provides essential background for students preparing for careers in the print or broadcasting media. Students learn how to write news articles for print and broadcast. They learn how to operate industry standard equipment and software. Instruction is also given in copy writing and in selling advertisements for different types of media. The program emphasizes hands-on experience with students participating in the student-produced website "The Wire" and serving an internship prior to graduation.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 120 Math for Behavioral Sciences	3
POL 111 Political Science	3
PSY 121 General Psychology	3



## PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ENG 124 Oral Communications	3
<i>or</i>	
ENG 131 Honors Oral Communication	3
COM 110 Intro. to Video Production	3
COM 140 Newswriting I	3
COM 150 Intro to Electronic Media	3
COM 240 Mass Media Law	3
COM 242 Newswriting II	3
COM 250 Photography	4
COM 251 Layout and Design	3
COM 293 Internship with Seminar	5

## PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CIS 107 Intro to Computers/Application	3
HIS 111 U. S. History: Pre-Civil War	3
MKT 212 Principles of Marketing	3
OAT 242 Desktop Publishing	4
<i>Select 2 courses from:</i>	
COM 142 Radio Production	3
COM 152 Podcasting	3
COM 160 Intro to Public Relations	3
COM 210 Advanced Video Production	3
COM 246 Introduction to Film	4
COM 252 Advanced Photography	4
ENG 129 Creative Writing	3

## Computer Aided Drafting/Design Technology

### Computer Aided Drafting/Design Technology

A.A.S. Degree (5)

*Computer-Aided Engineering Drafting & Design Technology is a program which prepares students for industry by enhancing their computer-aided drafting (CAD) and design skills. The employment opportunities are extensive and varying and offer students numerous challenges in a growing technological society.*

*Graduates of the program may work as CAD technicians in offices of mechanical, electrical, architectural, structural consulting engineering offices; industrial piping; chemical/oil refineries; and municipal, state, and federal agencies. Graduates of this program are prepared for immediate productivity in the profession.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

## CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
<i>or</i>	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
<i>or</i>	
ENG 130 Honors Tech. Writing & Comm	3
<i>or</i>	
ENG 124 Oral Communications	3
<i>or</i>	
ENG 131 Honors Oral Communication	3
MAT 181 Algebra and Trigonometry I	4
<i>and</i>	
MAT 182 Algebra and Trigonometry II	4
<i>or</i>	
MAT 185 Precalculus	4
<i>or</i>	
MAT 281 Calculus I	4
<i>Select 2 courses from:</i>	
ECO 111 Macroeconomics	3
<i>or</i>	
ECO 122 Microeconomics	3
HIS 111 U. S. History: Pre-Civil War	3
<i>or</i>	
HIS 112 U. S. History: Post-Civil War	3
CLT 110 International Cultural Immersion	3
POL 111 Political Science	3
PSY 121 General Psychology	3
SOC 111 Sociology	3

## PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
EDD 141 Engr Drafting & Design I	4
EDD 142 Engr Drafting & Design II	3
EDD 161 Intro - CAD using MicroStation	3
EDD 171 Intro to CAD Using AutoCAD	3
EDD 233 Engr Drafting and Design III	3
EDD 234 Eng. Drafting - Piping	3
EDD 245 Engr Draftng/Design(HVAC/ELEC)	3
EDD 246 Eng. Drafting - Structural	3
EDD 249 Engineering Design Process	3
EDD 271 Advanced CAD	3
EDD 272 Solid Modeling	3

## PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
MET 132 Statics	3
<i>and</i>	
MET 242 Strength of Materials	3
<i>or</i>	
CET 256 Static & Strength of Materials	5
CIS 107 Intro to Computers/Application	3
<i>or</i>	
IET 150 Computer Applications	3
PHY 171 Physics I	4
<i>or</i>	
PHY 281 Physics I with Calculus	4
EDD 110 Introduction to Engineering	3

MET 123 Modern MFG Techniques 3

## Electronics & Computer Engineering Technology

### Computer Engineering Technology

A.A.S. Degree (S)

*This degree program combines the hardware and software principles a technician encounters working with microcomputers. Specialized courses cover the fundamentals of electrical and electronic circuit theory as well as device operation and computer circuits. Students in this program acquire skills in basic PC installation and routine maintenance including troubleshooting and repair of microcomputer equipment and peripherals. Advanced skills in networking and security are also covered. An introduction to software through computer languages, such as C, C++, and assembly language are presented. Graduates of this program can pursue career opportunities as computer technician, field service engineer, customer service representative or computer network technician.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
or	
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
MAT 181 Algebra and Trigonometry I	4
Select 2 courses from:	
COM 111 Human Communications	3
ECO 111 Macroeconomics	3
ECO 122 Microeconomics	3
POL 111 Political Science	3
PSY 100 Human Relations	3
PSY 121 General Psychology	3
PSY 122 Social Psychology	3
PSY 123 Industrial Psychology	3
SOC 111 Sociology	3

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ELC 120 Intro to Circuit Analysis	4
or	
ELC 118 Intro to Electricity	3

and		
ELC 119 DC and AC Theory		3
CEN 224 Computer Networks		4
CEN 225 Intro to Network Security		4
ELC 121 Network Analysis		4
ELC 130 Digital Electronics I		4
ELC 131 Digital Electronics II		4
ELC 220 Analog Electronics I		4
ELC 232 Intro to Microprocessors		4

#### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>		<u>Credits</u>
CEN 100 Intro-Computer & Elec Eng Tech		2
or		
CEN 110 Computers & Technology		3
or		
ELM 110 Intro To Computers & Tech.		3
CEN 105 Programming for Technology		3
or		
CEN 180 C Language Intro		4
or		
CIS 120 Intro to Programming		4
PHY 205 General Physics I		4
or		
PHY 271 Electricity and Magnetism		4
or		
PHY 281 Physics I with Calculus		4
CEN 150 Computer Assembly/Maint		4
MAT 182 Algebra and Trigonometry II		4

## Computer Information Systems

### Computer Information Systems

A.A.S. Degree (O,T,W)

*The Computer Information Systems prepares students for careers in applied programming and other computer-related fields. Computer concentrations are available leading to Associate in Applied Science degrees, diplomas, and certificates. The following Options are available:*

*Associate Degree in Computer Information Systems  
Associate Degree in Microcomputers and Networking  
Diploma in Microcomputer Studies  
Certificates in Microcomputers, Network, and Web Developer*

*These Options prepare students for computer-related careers in businesses that use hardware ranging from microcomputers to large mainframe computers. Students are also taught to use the wide variety of software found in businesses including microcomputer networks. Each curriculum consists of a core of courses in programming, software applications, systems analysis, and related accounting and mathematics courses. All core courses make extensive use of computers.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
MAT 153 College Math and Statistics	4
or	
MAT 181 Algebra and Trigonometry I	4
COM 111 Human Communications	3
or	
ECO 122 Microeconomics	3
or	
SOC 111 Sociology	3
or	
POL 111 Political Science	3
or	
PSY 121 General Psychology	3
or	
PSY 100 Human Relations	3
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
ECO 111 Macroeconomics	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CIS 120 Intro to Programming	4
CIS 201 Microdatabase Programming	4
CIS 207 Visual Programming	4
CIS 240 Systems Analysis & Design	4
CIS 118 Intro to Relational Databases	3
CIS 160 Internet/Web Construction	3
CIS 205 Intro Object Orient Programmng	4
CIS 210 Data Comms/Networking	3
CIS 211 Data Structures	4
CIS 231 Advanced RPG	4
CIS 238 Database Design & Programming	4
CIS 280 Applied Programming Workshop	4
CIS 282 Topics in Programming Language	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
ACC 100 Introduction to Accounting	3
or	
ACC 101 Accounting I	4
MAT 255 Business Statistics I	3
or	
MAT 182 Algebra and Trigonometry II	4
CIS 141 Operating Systems I	4
or	

CEN 120 PC Telecommunications	4
or	
CEN 150 Computer Assembly/Maint	4
or	
CIS 194 Networking Technologies	3
Select 3 courses from:	
CIS 107 Intro to Computers/Application	3
CIS 130 Computer Organization	3
CIS 150 C/C++ Programming Language	4
CIS 180 Internet/Script Programming	4
CIS 222 CL for Midrange Computing	4
CIS 230 RPG	4
CIS 250 Operating Systems II	3
MAT 253 Discrete Math	3

## Computer Network Engineering Technology

### Computer Network Engineering Technology

A.A.S. Degree (T,W)

*The Computer Network Engineering program prepares students for careers in the field of networking and data communications. The curriculum, which consists of courses in computing and electronics, is designed to develop students' skills in installing, operating, and trouble-shooting computer networks. An introduction to computer languages, including assembly language, C++, and Visual systems is included. The electronics courses enable students to design and trouble-shoot the physical layer of the network. Graduates of this program will find jobs as network technicians, network administrators, and installers.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 181 Algebra and Trigonometry I	4
or	
MAT 281 Calculus I	4
Select 2 courses from:	
COM 111 Human Communications	3
ECO 111 Macroeconomics	3
ECO 122 Microeconomics	3
POL 111 Political Science	3
PSY 121 General Psychology	3
PSY 122 Social Psychology	3

PSY 123 Industrial Psychology	3
SOC 111 Sociology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ELC 120 Intro to Circuit Analysis	4
or	
ELC 124 DC & AC Circuit Analysis	5
CEN 120 PC Telecommunications	4
and	
CEN 150 Computer Assembly/Maint	4
and	
CEN 220 Digital Data Comm w/ Networks	4
and	
CEN 222 Windows Operating System	4
and	
CEN 223 Unix Opertng System & Networks	4
and	
CEN 250 Data Structures in C	4
and	
CEN 280 Specific Prob in Engr Techno	4
and	
ELM 110 Intro To Computers & Tech.	3
or	
CIS 120 Intro to Programming	4
and	
CIS 130 Computer Organization	3
and	
CIS 141 Operating Systems I	4
and	
CIS 146 Computer Networking I	4
and	
CIS 196 Computer Networking II	4
and	
CIS 210 Data Comms/Networking	3
ELC 130 Digital Electronics I	4
ELC 131 Digital Electronics II	4
ELC 232 Intro to Microprocessors	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
MAT 182 Algebra and Trigonometry II	4
or	
MAT 282 Calculus II	4
Select 2 courses from:	
CEN 235 Fiber Optics with Networks	4
MAT 253 Discrete Math	3
PHY 205 General Physics I	4
PHY 271 Electricity and Magnetism	4

## Computing and Information Science

### Computing and Information Science

A.A.S. Degree (W)

Employment demand for graduates with high level

computing and information technology skills is projected to continue to increase over the next decade. The Computing and Information Science program provides students with the skills necessary to design computing and information technology solutions so that they are prepared to be successful upon transfer to a bachelor's degree program. Students who wish to continue their education may do so through connected degree programs with local universities, including the University of Delaware and Delaware State University.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 181 Algebra and Trigonometry I	4
or	
MAT 185 Precalculus	4
ECO 111 Macroeconomics	3
or	
SOC 111 Sociology	3
or	
PSY 121 General Psychology	3
or	
POL 111 Political Science	3
HIS 111 U. S. History: Pre-Civil War	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CIS 130 Computer Organization	3
CIS 211 Data Structures	4
CSC 114 Computer Science I	4
CSC 164 Computer Science II	4
CSC 214 Computer Science III	4
CSC 264 Applied Computer Capstone	4
MAT 263 Principles of Discrete Math	4
MAT 281 Calculus I	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
ECO 122 Microeconomics	3
or	
ENG 124 Oral Communications	3
PHY 205 General Physics I	4
or	
PHY 281 Physics I with Calculus	4
MAT 182 Algebra and Trigonometry II	4
or	
MAT 282 Calculus II	4

HIS 112	U. S. History: Post-Civil War	3
<i>or</i>		
SPA 136	Spanish Communication I	4

## Construction Management Technology

### Construction Management Technology

A.A.S. Degree (O,S,T)

The Construction Management program prepares individuals to work in the office/business end of a construction firm. Students are required to take a core of construction courses and business courses. The student chooses several elective courses to broaden his/her background in a specialized area. Graduates from the program will be prepared to qualify for paraprofessional employment in the construction industry. Career positions include engineering aide, materials and job estimator, assistant construction supervisor/project manager, specification writer, material salesperson, building inspector, and office manager. Graduates of this program are prepared for immediate productivity in the profession.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

Courses	Credits
ENG 121 Composition	3
<i>or</i>	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
<i>or</i>	
ENG 130 Honors Tech. Writing & Comm	3
<i>or</i>	
ENG 124 Oral Communications	3
<i>or</i>	
ENG 131 Honors Oral Communication	3
MAT 181 Algebra and Trigonometry I	4
<i>and</i>	
MAT 182 Algebra and Trigonometry II	4
<i>or</i>	
MAT 185 Precalculus	4
<i>or</i>	
MAT 281 Calculus I	4
<i>Select 2 courses from:</i>	
HIS 111 U. S. History: Pre-Civil War	3
<i>or</i>	
HIS 112 U. S. History: Post-Civil War	3
ECO 111 Macroeconomics	3
<i>or</i>	
ECO 122 Microeconomics	3
CLT 110 International Cultural Immersion	3
POL 111 Political Science	3
PSY 121 General Psychology	3

SOC 111	Sociology	3
---------	-----------	---

#### PROGRAM/MAJOR COURSES

Courses	Credits
ACC 100 Introduction to Accounting	3
<i>or</i>	
ACC 101 Accounting I	4
AET 123 Arch Drafting/Design I	4
<i>or</i>	
AET 121 Intro to Arch Drafting	4
<i>or</i>	
CET 125 Civil & Envl Drafting & Design	4
AET 235 Adv Cost Estimating/Planning	3
<i>or</i>	
EDD 271 Advanced CAD	3
AET 236 Building Service Systems	3
<i>or</i>	
CET 247 Route Surveying and Design	4
CMT 125 Construction Project Admin.	3
<i>or</i>	
BUS 101 Introduction to Business	3
CMT 244 Adv Project Scheduling & Mgmt	4
<i>or</i>	
BUS 203 Business Law	3
MGT 212 Principles of Management	3
<i>or</i>	
AET 125 Arch Drafting/Design II	4
AET 232 Contracts/Specifications	3
AET 234 Cost Estimating/Planning	3

#### PROGRAM/MAJOR SUPPORT COURSES

Courses	Credits
IET 150 Computer Applications	3
<i>or</i>	
ELM 110 Intro To Computers & Tech.	3
<i>or</i>	
CMT 242 Computer Appl for Construction	3
EDD 161 Intro - CAD using MicroStation	3
<i>or</i>	
EDD 171 Intro to CAD Using AutoCAD	3
AET 111 Constr Blueprint Reading	4
AET 135 Construction Materials/Methods	3
CET 144 Surveying Principles	4
<i>Select 2 courses from:</i>	
AET 123 Arch Drafting/Design I	4
AET 150 Engineering Constr Drafting	3
AET 235 Adv Cost Estimating/Planning	3
AET 236 Building Service Systems	3
CMT 242 Computer Appl for Construction	3

## Criminal Justice

### Criminal Justice

A.A.S. Degree (O,S,T)

The Criminal Justice program prepares students for positions in local, state, and federal criminal justice



agencies as well as private agencies. Career areas available to graduates are law enforcement and related services, corrections, counseling, probation, and parole. This program provides students the foundation for transfer to public and private four-year in-state colleges and universities to complete requirements for a bachelor's degree.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 120 Math for Behavioral Sciences	3
or	
MAT 153 College Math and Statistics	4
PSY 121 General Psychology	3
SOC 111 Sociology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CRJ 101 Intro to Criminal Justice	3
CRJ 102 Criminal Law	3
CRJ 104 Drugs Society/Human Behavior	3
CRJ 105 Computer Appl in Crim./Justice	3
CRJ 115 Esstnls of Intrvwng/Counselng	3
CRJ 118 Corrections in America	3
CRJ 220 Criminal Judiciary	3
CRJ 222 Constitutional Law	3
CRJ 223 Criminology	3
CRJ 226 Crisis Intervention	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
POL 111 Political Science	3
or	
HIS 112 U. S. History: Post-Civil War	3
SPA 133 Using Beginning Spanish	3
or	
SPA 136 Spanish Communication I	4
CIS 107 Intro to Computers/Application	3
ENG 124 Oral Communications	3
PSY 223 Abnormal Psychology	3

## Culinary Arts

### Culinary Arts

A.A.S. Degree (T,S)

This program provides students with the basic skills

necessary for pursuing a career as a chef. Graduates will also be prepared for continuing their studies towards an advanced degree. Classes are a combination of classroom lecture and hands-on cooking in the demonstration kitchen. Students also prepare and serve lunch in the restaurant located on campus. Students must complete a practicum (field experience) prior to graduation.

Graduates can expect to find employment in hotels, restaurants, clubs, and institutional settings. The program is a member of the National Restaurant Association and the American Culinary Federation. Interested applicants should contact Admissions for required admissions packet.

The Stanton and Terry Campus Culinary Arts programs are accredited by the American Culinary Federation, Foundation Inc.'s Accrediting Commission; 180 Center Place Way; St. Augustine, FL 32095 (800) 624-9458.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
COM 111 Human Communications	3
MAT 120 Math for Behavioral Sciences	3
PSY 121 General Psychology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CUL 121 Food Prep I	4
CUL 171 Garde Manger	4
CUL 246 Intro Dining Rm Mgt/Bev Serv	3
CUL 251 Cost Control/Menu Plan/Purch	3
CUL 261 Baking	4
CUL 262 Pastry	4
CUL 285 International Cuisine	4
CUL 291 Food Prep II	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
IET 150 Computer Applications	3
or	
CIS 107 Intro to Computers/Application	3
CUL 119 Sanitation	2
CUL 141 Nutrition	3
CUL 156 Practicum	3
CUL 241 Planning Food Service Sys	3

CUL 245 Applied Hospitality	3
CUL 248 Culinary Supervisory Develop.	3

## Allied Health

### Dental Hygiene

A.A.S. Degree (W)

The Dental Hygiene program provides comprehensive educational experiences for qualified students to achieve the knowledge and skills necessary to be eligible for licensure and employment as dental hygienists. The program in dental hygiene is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678.

The program includes didactic, laboratory and clinical experiences. The program cycle begins once a year in the fall semester. Interested applicants should contact the Allied Health Academic counselor and request special entrance requirements.

The Dental Hygiene program offers an extension program through the Terry and Owens Campuses for students wishing to attend locally. This program utilizes both campuses for didactics and the hospital dental clinic on the Dover Air Force Base for clinical experiences. Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
ENG 124 Oral Communications	3
MAT 135 Biomedical Statistics	3
PSY 121 General Psychology	3
SOC 111 Sociology	3

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
DHY 101 Clinical Dental Hygiene I	2
DHY 102 Clinical Dental Hygiene II	3
DHY 103 Clinical Dental Hygiene III	2

DHY 111 Dental Hygiene Fundamtlis I	3
DHY 112 Dental Hygiene Fundmtils II	3
DHY 121 Oral Histology/Embryology	2
DHY 132 Dental Anatomy	1.5
DHY 133 Head and Neck Anatomy	1.5
DHY 141 Oral Radiography	3
DHY 151 Periodontology/Cariology	3
DHY 161 Oral Pathology	3
DHY 204 Clinical Dental Hygiene IV	4
DHY 205 Clinical Dental Hygiene V	4
DHY 212 The Compromised Dental Patient	1.5
DHY 213 Adv Clinical Techniques	3
DHY 215 Practice Management	1
DHY 271 Pharmacology for Dental Hygien	1.5
DHY 281 Operative/Specialty Dentistry	1
DHY 290 Community Dental Health	2
DHY 291 Communty Dental Health Fld Wrk	1

#### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
BIO 100 Medical Terminology	3
BIO 115 Nutrition	3
BIO 120 Anatomy and Physiology I	5
BIO 121 Anatomy and Physiology II	5
BIO 125 Introductory Microbiology	4
CHM 110 General Chemistry	4

## Design Engineering Technology

### Design Engineering (Mechanical)

A.A.S. Degree (O)

The Design Engineering Technology curriculum is designed to provide students with a broad knowledge of basic engineering principles. An emphasis is placed on manufacturing, machining, and mechanical drafting and design. The program incorporates hands-on courses that provide students with experience in the modern technologies used in today's manufacturing sector. The program incorporates direct experience in CADD (computer-aided drafting and design), CNC (computer numerical control) machining, and CAM (computer-aided manufacturing). Careers in mechanical design, manufacturing, machining, maintenance, technical sales, and engineering management are likely areas of employment. The Design Engineering Technology program at the Owens Campus is accredited by the Technology Accreditation Commission of ABET, <http://www.abet.org>.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

## CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
or	
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
MAT 181 Algebra and Trigonometry I	4
and	
MAT 182 Algebra and Trigonometry II	4
or	
MAT 185 Precalculus	4
or	
MAT 281 Calculus I	4
Select 2 courses from:	
ECO 111 Macroeconomics	3
or	
ECO 122 Microeconomics	3
HIS 111 U. S. History: Pre-Civil War	3
or	
HIS 112 U. S. History: Post-Civil War	3
CLT 110 International Cultural Immersion	3
POL 111 Political Science	3
PSY 121 General Psychology	3
SOC 111 Sociology	3

## PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CET 144 Surveying Principles	4
or	
ELC 122 Electronic Devices/Circuits I	3
CET 256 Static & Strength of Materials	5
EDD 272 Solid Modeling	3
EDT 128 Machine Trades Blueprnt Rding	3
EDT 152 Engineering Design I	4
EDT 252 Engineering Design II	4
IET 209 Survey in Prodt n Planng/Cntrol	3
MET 123 Modern MFG Techniques	3
MET 125 Adv Manufacturing Techniques	3

## PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
PHY 205 General Physics I	4
or	
PHY 281 Physics I with Calculus	4
AET 123 Arch Drafting/Design I	4
EDD 171 Intro to CAD Using AutoCAD	3
EDD 271 Advanced CAD	3
IET 150 Computer Applications	3

## Allied Health

### Diagnostic Medical Sonography:

## Owens

### A.A.S. Degree (0)

*Diagnostic Medical Sonography is the art and science of employing high frequency sound waves to image organs, vessels, masses, and fluid accumulations within the body. The skilled sonographer, qualified by academic and clinical training, assists the physician in assessing both disease processes and the state of well-being. The Diagnostic Medical Sonography program is accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDSM) 6021 University Blvd., Suite 500, Ellicott City, MD 21043, (443) 973-3251 of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, FL 33756, (727) 210-2350 to prepare students for national certification in general sonographic learning concentrations.*

*Courses are offered on campus and at a variety of clinical affiliates. Employment opportunities in this dynamic field exist in a wide range of settings such as hospitals, clinics, and doctors' offices. Other opportunities are available in veterinary medicine, industry, sales, mobile services, and the private sector. Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

## CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
MAT 153 College Math and Statistics	4
PSY 121 General Psychology	3
SOC 213 Ethical Issues in Health Care	3

## PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
DMS 107 Essentials in Pt. Care/Sono	3
DMS 110 Acoustical Physics	3
DMS 112 OB/GYN Sonography I	2
DMS 131 Abd/Small Parts Sono. I	2

DMS 214	Essentials in Vascular U/S	2
DMS 215	OB/GYN Sonography II	2
DMS 231	Abd/Small Parts Sono. II	2
DMS 235	Pediatric Sonography	1
DMS 240	Clinical Sonography I	3
DMS 241	Clinical Sonography II	6
DMS 242	Clinical Sonography III	5
DMS 243	Clinical Sonography IV	5

#### PROGRAM/MAJOR SUPPORT COURSES

Courses	Credits	
BIO 100	Medical Terminology	3
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5
BIO 130	Disease Proc/Pathophysiology	3
PHY 111	Conceptual Physics	4

## Allied Health

### Diagnostic Medical Sonography: Wilmington

A.A.S. Degree (W)

*Diagnostic Medical Sonography is the art and science of employing high frequency sound waves to image organs, vessels, masses, and fluid accumulations within the body. The skilled sonographer, qualified by academic and clinical training, assists the physician in assessing both disease processes and the state of well-being. The Diagnostic Medical Sonography program is accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC DMS) 6021 University Blvd., Suite 500, Ellicott City, MD 21043, (443) 973-3251 of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, FL 33756, (727) 210-2350 to prepare students for national certification in general sonographic learning concentrations.*

*Courses are offered on campus and at a variety of clinical affiliates. Employment opportunities in this dynamic field exist in a wide range of settings such as hospitals, clinics, and doctors' offices. Other opportunities are available in veterinary medicine, industry, sales, mobile services, and the private sector. Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

Courses	Credits	
ENG 121	Composition	3
<i>or</i>		
ENG 125	Honors Composition	3
ENG 122	Technical Writing-Comm	3
<i>or</i>		
ENG 124	Oral Communications	3
<i>or</i>		
ENG 131	Honors Oral Communication	3
MAT 153	College Math and Statistics	4
<i>or</i>		
MAT 181	Algebra and Trigonometry I	4
PSY 121	General Psychology	3
SOC 213	Ethical Issues in Health Care	3

#### PROGRAM/MAJOR COURSES

Courses	Credits	
DMS 106	Intro-Patient Care/Sonography	3
DMS 108	Intro to Clin Internship I	1
DMS 109	Intro to Clin Internship II	1
DMS 110	Acoustical Physics	3
DMS 113	Gynecological Sonography	2
DMS 114	Obstetrical Sonography	2
DMS 121	Abdominal Sonography I	2
DMS 122	Abdominal Sonography II	2
DMS 201	Clinical Internship I	3
DMS 202	Clinical Internship II	7
DMS 203	Clinical Internship III	7
DMS 210	Scanning Applications	1
DMS 211	Abdominal Sonography III	1
DMS 230	Special Topics	2
VAS 111	Vascular Techniques I	3
VAS 112	Vascular Techniques II	3
VAS 213	Vascular Techniques III	3

#### PROGRAM/MAJOR SUPPORT COURSES

Courses	Credits	
BIO 100	Medical Terminology	3
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5
BIO 130	Disease Proc/Pathophysiology	3

## Human Services

### Drug Alcohol Counseling

A.A.S. Degree (T,W)

*The goal of the Drug and Alcohol Counseling curriculum is to train students in the various theories and techniques which are unique to drug and alcohol counseling. This program will prepare students for entry into the drug and alcohol counseling profession and/or to continue their education at a four-year institution to complete a bachelor's degree. The Drug and Alcohol Counseling courses are accepted by the Delaware Certification Board and lead to partial fulfillment of the requirements for certification.*



The Human Service program, Drug and Alcohol Counseling Option at the Terry Campus is accredited by the Council for Standards in Human Service Education (CSHSE). The regional offices are located at 2901 Liberty Heights Avenue, Baltimore, MD 21215, (410) 462-7740 and the web site is <http://www.cshse.org>.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 120 Math for Behavioral Sciences	3
or	
MAT 153 College Math and Statistics	4
PSY 121 General Psychology	3
SOC 111 Sociology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
HMS 144 Survey of Human Development	3
or	
PSY 127 Human Development	3
DAC 141 Intro Drug&Alcohol Counseling	3
DAC 225 Drug&Alcohol Counseling II	3
DAC 230 Assessmnt/Trtmnt/D&A Counslng	3
DAC 240 Families & Addiction	3
DAC 244 Dir Practice II-Drug/Alcohol	6
HMS 121 Intro To Human Services	3
HMS 122 Theories of Counseling	3
HMS 123 Dynamics/Group Communication I	3
HMS 221 Ethical Problems and Issues	3
HMS 243 Directed Practice I	6

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CIS 107 Intro to Computers/Application	3
COM 222 Intercultural Communication	3
PSY 223 Abnormal Psychology	3
Select 2 courses from:	
SPA 136 Spanish Communication I	4
or	
SPA 133 Using Beginning Spanish	3
or	
ASL 101 American Sign Language I	3
COM 111 Human Communications	3
ECO 111 Macroeconomics	3
GER 201 Introduction to Gerontology	3

HMS 222 Program Leadership	3
HMS 226 Techniques Behavioral Change	3
HMS 227 Dynamics Grp Communication II	3
POL 111 Political Science	3

## Early Childhood Education

### Early Childhood Development

A.A.S. Degree (O,T,W)

The Early Childhood Education Development curriculum prepares the future Early Childhood Professionals to develop and implement curriculum, to communicate effectively with families, and to manage a classroom or a child care program. Students may build on the Early Childhood Studies diploma. They will also receive a broad based education in Social Sciences, English, and Math. The Education department arranges for on-site community-based and/or lab school experiences.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 150 Business Mathematics	3
PSY 121 General Psychology	3
PSY 125 Child Development	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ECE 120 Comtemp Issues in Erly Childhd	3
ECE 121 Infant & Toddler Methods & Lab	5
ECE 123 Early Childhd Methods I & Lab	5
ECE 125 Early Childhd Methods II & Lab	5
ECE 127 Childhood Classroom Mgt	3
ECE 222 Program Planning/Evaluation	3
ECE 233 Exceptional Child	3
ECE 244 Fld Work - Teaching Practicum	6
EDC 220 Parent/Family/School Interact	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CIS 107 Intro to Computers/Application	3
ECE 111 Childhd Nutrition/Safety	3
ECE 226 Assessment of Young Children	3
EDC 120 Foundations of Literacy	3
HIS 111 U. S. History: Pre-Civil War	3



## Electronics & Computer Engineering Technology

### Electrical Engineering Technology

A.A.S. Degree (S,T)

The Electrical Engineering Technology Option prepares graduates for careers as engineering technicians in advanced technology areas. Graduates work on a variety of highly specialized electronics equipment and products in workplace settings from original manufacturers to end users. The electronic technician's job can include design, construction, testing, installation and support. Graduates offer their employers immediate contributions as team members equipped with a combination of technical knowledge, problem solving experience and communication skills. Courses in the program include a strong component of practical applications, hands-on laboratory experience and basic theoretical concepts. Computer simulation and applications are an integral part of the curriculum. Studies focus on electrical and electronic circuits, digital circuits, microprocessors, computers, and programmable logic controls.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

Courses	Credits
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
or	
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
MAT 181 Algebra and Trigonometry I	4
and	
MAT 182 Algebra and Trigonometry II	4
or	
MAT 185 Precalculus	4
Select 2 courses from:	
COM 111 Human Communications	3
ECO 111 Macroeconomics	3
ECO 122 Microeconomics	3
POL 111 Political Science	3
PSY 100 Human Relations	3
PSY 121 General Psychology	3
PSY 122 Social Psychology	3
PSY 123 Industrial Psychology	3
SOC 111 Sociology	3

#### PROGRAM/MAJOR COURSES

Courses	Credits
ELC 118 Intro to Electricity	3
and	
ELC 119 DC and AC Theory	3
or	
ELC 120 Intro to Circuit Analysis	4
ELC 215 Programmable Logic Controllers	4
or	
ELC 230 Industrial Electronics	4
CEN 150 Computer Assembly/Maint	4
ELC 121 Network Analysis	4
ELC 130 Digital Electronics I	4
ELC 131 Digital Electronics II	4
ELC 220 Analog Electronics I	4
ELC 221 Analog Electronics II	4
ELC 232 Intro to Microprocessors	4

#### PROGRAM/MAJOR SUPPORT COURSES

Courses	Credits
CEN 100 Intro-Computer & Elec Eng Tech	2
or	
CEN 110 Computers & Technology	3
or	
ELM 110 Intro To Computers & Tech.	3
CEN 105 Programming for Technology	3
or	
CEN 180 C Language Intro	4
MAT 263 Principles of Discrete Math	4
or	
MAT 271 Probability and Statistics	4
or	
MAT 281 Calculus I	4
PHY 205 General Physics I	4
or	
PHY 271 Electricity and Magnetism	4
or	
PHY 281 Physics I with Calculus	4

## Electromechanical Engineering Technology

### Electromechanical Engineering Technology

A.A.S. Degree (T)

The Electromechanical Engineering Technology Department awards a student an Associate in Applied Science (A.A.S.) degree. To receive this degree, the student must complete training in the fields of electricity, electronics, process control, and hydraulics/pneumatics. The graduating student will be able to construct electrical, electronic, and fluid circuits from engineering designs provided by supervisory engineers, to apply test and evaluation procedures to these circuits, and to correct circuit defects with instrument-aided analysis.

A graduate of this technology is qualified for at least an entry-level position in the electromechanical field, which includes plant maintenance, small machine repairs, and school or hospital maintenance. A student may also choose to attend a four-year institution and pursue a baccalaureate degree in industrial, mechanical, or electromechanical engineering.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
or	
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
ECO 111 Macroeconomics	3
or	
ECO 122 Microeconomics	3
or	
POL 111 Political Science	3
or	
PSY 121 General Psychology	3
or	
PSY 122 Social Psychology	3
or	
PSY 123 Industrial Psychology	3
or	
SOC 111 Sociology	3
COM 111 Human Communications	3
MAT 181 Algebra and Trigonometry I	4

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ELC 120 Intro to Circuit Analysis	4
ELC 121 Network Analysis	4
ELC 130 Digital Electronics I	4
ELC 215 Programmable Logic Controllers	4
ELM 210 Industrial Electricity	4
ELM 250 Industrial Automation	4
ELM 252 Fluid Power	3
ELM 290 Electromechanical Internship	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
AET 123 Arch Drafting/Design I	4
CEN 120 PC Telecommunications	4
EDD 171 Intro to CAD Using AutoCAD	3

MAT 182 Algebra and Trigonometry II	4
PHY 111 Conceptual Physics	4

## Electronics & Computer Engineering Technology

### Electronics Engineering Technology

A.A.S. Degree (O)

The graduate of the Electronics program has extensive training in analog and digital electronics with emphasis on applications and analysis relating to microprocessor, industrial control and communication systems. The students are skilled in computer simulation, robotics, programmable logic controllers, networking, and wireless communications. This program integrates the teaching styles of lecture, demonstration, laboratory and "hands-on" into all course work. Career opportunities in engineering, robotics, avionics, communications, computer electronics, quality control, networking, microwave filters, and manufacturing are likely employment areas.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
or	
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
MAT 181 Algebra and Trigonometry I	4
or	
MAT 182 Algebra and Trigonometry II	4
or	
MAT 185 Precalculus	4
or	
MAT 281 Calculus I	4
or	
MAT 282 Calculus II	4
Select 2 courses from:	
ECO 111 Macroeconomics	3
ECO 122 Microeconomics	3
POL 111 Political Science	3
PSY 100 Human Relations	3
PSY 121 General Psychology	3
PSY 122 Social Psychology	3
PSY 123 Industrial Psychology	3
SOC 111 Sociology	3

## PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ELC 122 Electronic Devices/Circuits I	3
ELC 123 Electronic Devices/Circuits II	4
ELC 130 Digital Electronics I	4
ELC 132 Microcomputer Service & Repair	4
ELC 222 Network Theorems & Analysis	4
ELC 223 Electronic Communications	4
ELC 230 Industrial Electronics	4
ELC 232 Intro to Microprocessors	4
ELC 233 Microprocessor Applications	4

## PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
PHY 205 General Physics I	4
or	
PHY 281 Physics I with Calculus	4
or	
PHY 271 Electricity and Magnetism	4
CEN 180 C Language Intro	4
ELC 110 Technical Computer Application	3
ELM 215 Industrial Controls	4

## Electronics & Computer Engineering Technology

### Electronics and Computer Engineering Technology Biomedical

A.A.S. Degree (T)

*This degree program takes the electronics program and provides course work beyond the normal theories and applications of the electrical/electronics technology field. Courses from the computer and electromechanical engineering technologies and the nursing program become part of the curriculum requirements. Internship work experience in electronics and in a hospital/medical environment is a significant part of the program. A student who is training to be a biomedical technician must have a high level of personal commitment, ethical conduct, and a knowledge of interpersonal relationships in order to enable him or her to interact with medical staff within the hospital/medical environment. Courses are transferable to four-year degree programs in engineering technology and related programs. Students are advised to contact the department for details.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

## CORE COURSES

<u>Courses</u>	<u>Credits</u>
----------------	----------------

ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
or	
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
MAT 185 Precalculus	4
<i>Select 2 courses from:</i>	
COM 111 Human Communications	3
ECO 111 Macroeconomics	3
ECO 122 Microeconomics	3
POL 111 Political Science	3
PSY 121 General Psychology	3
PSY 122 Social Psychology	3
PSY 123 Industrial Psychology	3
SOC 111 Sociology	3

## PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ELC 120 Intro to Circuit Analysis	4
ELC 121 Network Analysis	4
ELC 130 Digital Electronics I	4
ELC 131 Digital Electronics II	4
ELC 220 Analog Electronics I	4
ELC 260 Biomedical Instrumentation	3
ELC 290 Internship	4
ELC 291 Biomed Electronics Internship	4

## PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
PHY 205 General Physics I	4
or	
PHY 281 Physics I with Calculus	4
CEN 120 PC Telecommunications	4
or	
CEN 150 Computer Assembly/Maint	4
or	
CEN 180 C Language Intro	4
or	
CEN 280 Specific Prob in Engr Techno	4
or	
ELC 221 Analog Electronics II	4
or	
MAT 282 Calculus II	4
or	
PHY 206 General Physics II	4
BIO 110 Essentials-Anatomy & Physiology	4
ELM 110 Intro To Computers & Tech.	3
MAT 281 Calculus I	4

## Electronics and Electrical Engineering Technology

### Electronics and Electrical Engineering

## Technology Math Science Concentration

A.A.S. Degree (O,S,T)

The Math/Science Concentration has a core curriculum that emphasizes general engineering fundamentals with intense hands-on laboratory experience focusing on circuit design, applications, and integrated computer systems. Through the curriculum's rigorous emphasis on mathematics and science, graduates acquire the problem solving experience and communication skills needed to continue on to university level course work. The program is articulated with the University of Delaware's bachelor's degree in Electrical Engineering and DeVry University's bachelor's degree in Electrical Engineering Technology. Graduates of the program are also prepared for career positions as engineering technicians in advanced technology areas.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
Select 2 courses from:	
ECO 111 Macroeconomics	3
ECO 122 Microeconomics	3
ENG 126 Pre-Industrial Literature	3
ENG 127 Post-Industrial Literature	3
ENG 128 Black American Literature	3
HIS 111 U. S. History: Pre-Civil War	3
HIS 112 U. S. History: Post-Civil War	3
POL 111 Political Science	3
PSY 121 General Psychology	3
SOC 111 Sociology	3
SPA 136 Spanish Communication I	4
SPA 137 Spanish Communication II	4
SPA 138 Spanish Communication III	4
VSC 131 Art History I	3
VSC 132 Art History II	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ELC 120 Intro to Circuit Analysis	4
or	
ELC 118 Intro to Electricity	3
and	
ELC 119 DC and AC Theory	3
and	

ELC 121 Network Analysis	4
or	
ELC 122 Electronic Devices/Circuits I	3
and	
ELC 222 Network Theorems & Analysis	4
ELC 131 Digital Electronics II	4
or	
ELC 233 Microprocessor Applications	4
ELC 220 Analog Electronics I	4
and	
ELC 221 Analog Electronics II	4
or	
ELC 123 Electronic Devices/Circuits II	4
and	
ELC 223 Electronic Communications	4
CHM 150 Chemical Principles I	5
ELC 130 Digital Electronics I	4
ELC 232 Intro to Microprocessors	4
MAT 281 Calculus I	4
MAT 282 Calculus II	4
MAT 283 Calculus III	4
PHY 281 Physics I with Calculus	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CIS 150 C/C++ Programming Language	4
or	
CEN 180 C Language Intro	4
CIS 120 Intro to Programming	4

## Allied Health

### Emergency Medical Technician Paramedic

A.A.S. Degree (T)

The Emergency Medical Program prepares students to provide advanced prehospital emergency care under medical command authority to acutely ill or injured patients. Students will recognize, assess, and manage a medical or trauma emergency, record and communicate pertinent data to designated medical command authority, and direct and coordinate the transport of the patient. Students study both on campus and at a variety of field sites. This is a nationally accredited program that prepares students for the National Registry Examination. Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 130 Algebra for Allied Health	4
or	
MAT 119 Applied Clinical Mathematics	3
or	
MAT 140 Essentials of College Algebra	4
PSY 121 General Psychology	3
or	
SOC 111 Sociology	3
SOC 213 Ethical Issues in Health Care	3
or	
PSY 223 Abnormal Psychology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
EMT 200 Intro To Paramedic Technology	4
EMT 201 Patient Assessment	3
EMT 202 Medical Emergencies I	4
EMT 203 ALS Skills Lab I	4
EMT 204 Special Populations	4
EMT 207 Paramedic Clinical I	2
EMT 211 Cardiology	3
EMT 212 Medical Emergencies II	4
EMT 213 ALS Skills Lab II	2
EMT 214 Legal Issues/Research	2
EMT 215 Trauma Emergencies	2
EMT 217 Paramedic Clinical II	3
EMT 227 Paramedic Clinical III	3
EMT 290 Paramedic Field Clinical	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CHM 100 Basic Chemistry	3
or	
CHM 110 General Chemistry	4
BIO 100 Medical Terminology	3
BIO 120 Anatomy and Physiology I	5
BIO 121 Anatomy and Physiology II	5
BIO 130 Disease Proc/Pathophysiology	3
CIS 107 Intro to Computers/Application	3

## Energy

### Energy Management

A.A.S. Degree (O,T,S)

Students will gain an understanding of energy systems in today's "built environment" and the tools to analyze and quantify energy efficiency. Students will develop sophisticated skills in multi-level analysis, including human and computer modeling, to improve energy efficiency in commercial spaces.

These skills will be applied to the description and measurement of energy in building systems with the goal of evaluating and recommending energy solutions that will result in greater efficiency, energy cost savings and lower environmental impact. This approach allows energy users to apply strategic efforts to reduce consumption analytically, as opposed to only replacing controls or undertaking expensive changes in equipment. Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
PSY 100 Human Relations	3
or	
COM 111 Human Communications	3
or	
ECO 111 Macroeconomics	3
MAT 140 Essentials of College Algebra	4
PSY 121 General Psychology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
NRG 101 Intro to Energy Management	2
NRG 103 Sustainability	2
NRG 111 Res/Light Comm Energy Analysis	2
NRG 124 Energy Efficient Methods	3
NRG 142 Energy Accounting	2
NRG 154 Alternativ Energy Technologies	2
NRG 206 Co-op Ed: Energy Management	3
NRG 212 Commercial Energy Use Analysis	3
NRG 213 Building Energy Simulations	4
NRG 223 Energy Control Strategies	3
NRG 233 Lighting Fundmt & Applications	4
NRG 241 Energy Investment Analysis	2

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
AET 111 Constr Blueprint Reading	4
or	
AET 123 Arch Drafting/Design I	4
ACR 121 HVAC Energy Systems	3



ACR 222	Commercial HVAC Energy Analysi	2
OAT 152	Excel Level I	3
PHY 111	Conceptual Physics	4

## Entrepreneurial

### Entrepreneurship

A.A.S. Degree (O,T,W)

*The Entrepreneurship Program is a comprehensive program of integrated credit and non-credit offerings providing opportunities for students to learn successful entrepreneurship. Students may complete an associate degree in entrepreneurship, complete entrepreneurship courses while majoring in another career area for a dual associate degree, complete entrepreneurship courses for a credit certificate, or complete entrepreneurship courses in a non-credit format earning continuing education units (CEU's). Supporting Offerings are provided, which relate to each of the entrepreneurship courses. These Supporting Offerings include Meet the Entrepreneur Series and the Tell Me More Series where experts expand upon topics taught in the courses. An annual conference each spring will be a culminating activity.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
ECO 111 Macroeconomics	3
ECO 122 Microeconomics	3
MAT 153 College Math and Statistics	4

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ENT 101 Intro to Entrepreneurship	3
or	
BUS 101 Introduction to Business	3
ENT 210 ENT Business Process	3
or	
BUS 213 Small Business Management	3
or	
MGT 218 Small Business Management	3
ENT 103 Legal Issues for ENT	3
ENT 104 Opportunity Analysis	3
ENT 220 Leadership	3
ENT 225 Entrepreneurial Experience	3
ENT 240 Funding & Finance for ENT	3

ENT 285	Business Plan Development	3
MGT 212	Principles of Management	3
MKT 212	Principles of Marketing	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
ACC 100 Introduction to Accounting	3
or	
ACC 101 Accounting I	4
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
CIS 107 Intro to Computers/Application	3
<i>Select 2 courses from:</i>	
EBZ 220 Fundamentals of E-Commerce	3
MGT 213 Problems in Management	3
MGT 231 Human Resource Management	3
MIS 220 Management Information Systems	3
MKT 213 Problems in Marketing	3
MKT 217 E-Marketing Fundamentals	3
MKT 219 Sales & Sales Management	3

## Environmental Technology

### Environmental Technology Water Quality

A.A.S. Degree (O)

*This environmental program was specifically designed to prepare students for a career as a highly skilled professional in the water or wastewater field. The curriculum was prepared with direct input from state and federal environmental and regulatory agencies to ensure that the program's content matched current practices for treatment system design, operation, and management. The curriculum provides a combination of science and applied technology specific to the field of water and wastewater treatment. Graduates may find employment as plant operators, technicians, technical sales representatives, or engineering technicians in design firms or related manufacturing industries. Private industry, state, and local governments are sources of employment.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3

or		
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communication	3
MAT 181	Algebra and Trigonometry I	4
<i>Select 2 courses from:</i>		
ECO 111	Macroeconomics	3
or		
ECO 122	Microeconomics	3
HIS 111	U. S. History: Pre-Civil War	3
or		
HIS 112	U. S. History: Post-Civil War	3
PSY 100	Human Relations	3
or		
PSY 121	General Psychology	3
COM 111	Human Communications	3
POL 111	Political Science	3
SOC 111	Sociology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>		<u>Credits</u>
EDT 128	Machine Trades Blueprnt Rding	3
or		
AET 111	Constr Blueprint Reading	4
CET 240	Hydraulics and Hydrology	4
ENV 190	Intro to Envtl Science & Tech	3
ENV 256	Process Control	3
ENV 264	Water Sources	3
ENV 267	Water Treatment	4
ENV 292	Wastewater Sys & Solid Hndling	4
ENV 293	Mgmt of Wastewater/Water Fac	4
ENV 298	Instrumentation & Pumping	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>		<u>Credits</u>
BIO 140	General Biology	4
or		
BIO 150	Biology I	4
CHM 100	Basic Chemistry	3
or		
CHM 110	General Chemistry	4
CIS 107	Intro to Computers/Application	3
or		
IET 150	Computer Applications	3
MAT 182	Algebra and Trigonometry II	4
or		
MAT 153	College Math and Statistics	4
ELC 122	Electronic Devices/Circuits I	3

## Engineering

### Environmental Technology: Environmental Engineering Technology

A.A.S. Degree (O,S)

The program provides a full range of courses to

prepare students for entry-level positions in the environmental engineering technology field. The Environmental Engineering Technology Program is designed to educate students in the general and technical aspects of environmental issues and common practice environmental procedures. The degree focuses on practical education with courses covering the basic quantitative and conceptual skills required of environmental engineering technicians. The curriculum is broad-based to meet the demands of a range of environmental positions.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>		<u>Credits</u>
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing-Comm	3
or		
ENG 130	Honors Tech. Writing & Comm	3
ECO 111	Macroeconomics	3
<i>Select 1 courses from:</i>		
CLT 110	International Cultur Immersion	3
MAT 181	Algebra and Trigonometry I	4
MAT 185	Precalculus	4
MAT 281	Calculus I	4
PSY 121	General Psychology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>		<u>Credits</u>
CET 125	Civil & Envl Drafting & Design	4
CET 144	Surveying Principles	4
CET 240	Hydraulics and Hydrology	4
ENV 190	Intro to Envtl Science & Tech	3
ENV 215	OSHA Hazardous Waste Operation	2
ENV 240	Environmental Field Sampling	3
ENV 260	Water/Wastewater Process Dsgn	4
ENV 271	Principles of Site Assessment	2
ENV 275	Environmental Sustainability	3
GEO 105	Geology and the Environment	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>		<u>Credits</u>
BIO 150	Biology I	4
CHM 110	General Chemistry	4
EDD 171	Intro to CAD Using AutoCAD	3
GIS 101	Introduction to GIS	3
MAT 153	College Math and Statistics	4

## Allied Health

## Exercise Science

A.A.S. Degree (W)

*This curriculum is designed to prepare students as fitness technicians. Students will learn to properly conduct health screenings, administer exercise tests, and develop cardiovascular and strength training exercise programs. Through the technical component of the program, students will develop an in-depth understanding of exercise physiology, kinesiology, exercise testing, and fitness programming. Graduates will be qualified to sit for various certifications as offered by the American Council on Exercise (ACE), National Strength and Conditioning Association (NSCA), and American College of Sports Medicine (ACSM) as a Certified Personal Trainer, Group Fitness Instructor, or Lifestyle and Weight Management Coach.*

*Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

**CORE COURSES**

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
MAT 153 College Math and Statistics	4
or	
MAT 181 Algebra and Trigonometry I	4
or	
MAT 185 Precalculus	4
SOC 111 Sociology	3
or	
SOC 213 Ethical Issues in Health Care	3
PSY 121 General Psychology	3

**PROGRAM/MAJOR COURSES**

<u>Courses</u>	<u>Credits</u>
EXS 100 Introduction to Exercise Scien	4
EXS 101 Functional Kinesiology	3
EXS 105 Conditioning & Strength Trning	4
EXS 120 Wellness and Health Promotion	3
EXS 135 Exercise Science Internship I	3
EXS 200 Nutrition for Sport & Exercise	3
EXS 205 Fitness for Special Populatns	3
EXS 225 Advanced Exercise Testing	4
EXS 230 Health Fitness Instruction	4
EXS 235 Exercise Science Internship II	9

**PROGRAM/MAJOR SUPPORT COURSES**

<u>Courses</u>	<u>Credits</u>
BIO 115 Nutrition	3
BIO 120 Anatomy and Physiology I	5
BIO 121 Anatomy and Physiology II	5
HLH 110 First Aid, Safety & CPR	3

**Fire Protection Engineering Technology**

**Fire Protection**

A.A.S. Degree (S)

*This curriculum is designed to provide the necessary knowledge and skills to work in many areas of the fire protection field and to help solve fire protection and related safety problems in our complex technological society. Technical changes within industry and an increase in the number, variety, type of chemicals, flammable and combustible products, and population densities have accentuated the fire problem. The fire protection engineering technician has a broad scope of occupational opportunities in a variety of areas which include insurance, industry, equipment manufacturers, municipal, and state agencies. Fire protection engineering technicians apply their knowledge in a systematic approach to plans review, occupancy inspections for code compliance, fire prevention planning, fire safety and loss prevention programs, fire administration, equipment representation and sales, and fire protection system design. Laboratory work, field inspections, and field trips provide added experiences. The Fire Protection program emphasizes design and application principles.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

**CORE COURSES**

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ECO 122 Microeconomics	3
ENG 160 Business Communication	3
MAT 181 Algebra and Trigonometry I	4
SOC 111 Sociology	3

**PROGRAM/MAJOR COURSES**

<u>Courses</u>	<u>Credits</u>
FET 111 Intro to Fire Protec Eng Tech	4
FET 112 Fire Protection Systems	3
FET 160 Codes and Standards	4
FET 200 Industrial Fire Hazards	4
FET 201 Loss Control Procedures	3

FET 221	Fire Design I	4
FET 222	Fire Protection Design II	4
FET 261	Inspections	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
AET 123 Arch Drafting/Design I	4
AET 264 Architectural CAD Applications	3
CHM 110 General Chemistry	4
EDD 171 Intro to CAD Using AutoCAD	3
PHY 111 Conceptual Physics	4

## Food Safety

### Food Safety

A.A.S. Degree (0)

*Employment demands for highly skilled Food Safety graduates are projected to continue to increase over the next decade. Food Safety is the application of food science to the selection, preservation, processing, packaging, distribution, and use of safe food. The food consumed on a daily basis is the result of extensive food research - a systematic investigation by food scientists into a variety of foods' properties and compositions. It is through the application of the research that food reaches the consumer. Using the principles of food safety, food products are mass produced, and it is the food safety technicians who have the knowledge of selection, preservation, processing, packaging, and distribution resulting in safe food being consumed. All of these interrelated fields contribute to the food industry -- the largest manufacturing industry in the United States.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 153 College Math and Statistics	4
or	
MAT 181 Algebra and Trigonometry I	4
or	
MAT 185 Precalculus	4
PSY 121 General Psychology	3
or	
SOC 111 Sociology	3
ECO 111 Macroeconomics	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
FSY 100 Intro to Food Science	3
FSY 110 Food Safety & Sanitation	4
FSY 120 Technology of Food Processing	3
FSY 205 Principles of HACCP	3
FSY 210 Food Safety & Defense	3
FSY 220 Food Chemistry	4
FSY 225 Microbiology of Foods	4
FSY 290 Food Safety Internship	5
FSY 291 Seminar in Food Safety	2

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
BIO 115 Nutrition	3
BIO 140 General Biology	4
CHM 100 Basic Chemistry	3
CIS 107 Intro to Computers/Application	3
POS 215 Poultry Production Management	3

## Food Service Management

### Food Service Management

A.A.S. Degree (5)

*This management program prepares students for a professional career in the hospitality industry. In addition to the course work, industry work experience is required for the degree. Students will be prepared for employment in full service dinner houses, family restaurants, institutional facilities, and casual dining operations. The Food Service Management program is accredited by the American Culinary Federation, Foundation Inc.'s Accrediting Commission; 180 Center Place Way; St. Augustine, FL 32095; 800-624-9458.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
COM 111 Human Communications	3
ENG 121 Composition	3
ENG 122 Technical Writing-Comm	3
MAT 120 Math for Behavioral Sciences	3
PSY 121 General Psychology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CUL 119 Sanitation	2
CUL 141 Nutrition	3
CUL 241 Planning Food Service Sys	3
CUL 245 Applied Hospitality	3

CUL 246	Intro Dining Rm Mgt/Bev Serv	3
CUL 251	Cost Control/Menu Plan/Purch	3
FSM 110	Intro to Food Prep	3
FSM 123	Intro to Food Service	3
FSM 210	Quantity Food Production	3
FSM 230	Hospitality Law	3
FSM 265	Effectv Food Serv Mrkt & Mngnt	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>	
CUL 248	Culinary Supervisory Develop.	3
FSM 151	Field Experience I	3
FSM 152	Field Experience II	3
IET 150	Computer Applications	3
IET 204	Financial Acct for Non-Accts	3

## Business

### General Business

A.A.S. Degree (O,T,W)

*General Business is tailored to enable students to combine studies in non-business and business courses that best match their individual education goals. This program is intended for full-time business students who plan to transfer to a four-year business college or university after graduation before entering the workforce. This flexibility affords students a unique preparation for continued business studies at an institution of higher learning as well as preparation for professional and technical careers requiring basic business and specific technical skills. A degree from this program, which has earned national accreditation from the Association of Collegiate Business Schools and Programs (ACBSP), sends a clear signal to potential employers that you have completed a high quality business program that meets rigorous educational requirements established by the ACBSP.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>	
ENG 121	Composition	3
<i>or</i>		
ENG 125	Honors Composition	3
ENG 122	Technical Writing-Comm	3
<i>or</i>		
ENG 130	Honors Tech. Writing & Comm	3
MAT 140	Essentials of College Algebra	4
<i>or</i>		
MAT 153	College Math and Statistics	4
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>	
MGT 231	Human Resource Management	3
<i>or</i>		
MKT 213	Problems in Marketing	3
ACC 101	Accounting I	4
ACC 112	Accounting II	4
BUS 101	Introduction to Business	3
BUS 203	Business Law	3
BUS 275	Portfolio/Experiential Lrning	3
FIN 221	Money and Banking	3
MGT 212	Principles of Management	3
MKT 212	Principles of Marketing	3
<i>Select 2 courses from:</i>		
MGT 218	Small Business Management	3
MGT 231	Human Resource Management	3
MIS 220	Management Information Systems	3
MKT 214	Advertising	3
MKT 219	Sales & Sales Management	3
OAT 121	Keyboarding	4
OAT 151	Access Level I	3
OAT 152	Excel Level I	3
OAT 157	Word Level I	3
OAT 158	Word Level II	3
OAT 159	PowerPoint	3
OAT 242	Desktop Publishing	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>	
CIS 112	Spreadsheet/Graphics Proc	3
<i>or</i>		
OAT 152	Excel Level I	3
CIS 107	Intro to Computers/Application	3
MAT 255	Business Statistics I	3
SOC 215	Business Ethics	3
<i>Select 1 courses from:</i>		
ENG 124	Oral Communications	3
HIS 111	U. S. History: Pre-Civil War	3
HIS 112	U. S. History: Post-Civil War	3
PSY 121	General Psychology	3
SOC 111	Sociology	3
SPA 136	Spanish Communication I	4

## Allied Health

### Health Information Management

A.A.S. Degree (W)

*The Health Information Management associate degree curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information. The program is designed to prepare students to function effectively in a technical manner in health information departments in a wide variety of health care settings. These settings include ambulatory care, rehabilitation centers, drug*



and alcohol facilities, local health departments, third-party payers, pharmaceutical companies, acute care, as well as other health care related organizations such as insurance companies, consulting firms, and technology companies.

Health Information professionals are responsible for maintaining components of health information computer systems, protecting patient privacy and providing information security, ensuring health information is complete and available to legitimate users, coding and classifying data for reimbursement, analyzing information necessary for decision support, complying with standards and regulations regarding health information, preparing health data for accreditation and licensing surveys, and analyzing clinical data for research and public policy. In all types of facilities, and in various locations within a facility, the health information technician possesses the technical knowledge and skills necessary to process, maintain, compile and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality improvement, and research. In addition, the health information technician may be responsible for functional supervision of the various components of the health information system.

This program provides instruction and clinical experiences that assist students in developing the technical skills necessary for many entry level health information positions. Graduates will receive the associate in applied science degree from the College and may be eligible to sit for a variety of credential exams in the career field, depending on their work experience. Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 135 Biomedical Statistics	3
PSY 121 General Psychology	3
SOC 213 Ethical Issues in Health Care	3

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
HIM 120 ICD Coding I	4
HIM 121 ICD Coding II	4
HIM 122 CPT Coding	4
HIM 130 Legal Aspects of HIM	3
HIM 131 Health Informatics/HIM Systems	4
HIM 222 Healthcare Reimbursement	2
HIM 225 Technical Practicum	3
HIM 230 Supervision & Organization	3
HIM 231 Quality Assessment	3
HIM 250 Professional Practicum	4
HIT 100 Intro to Health Information	3

#### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
BIO 100 Medical Terminology	3
BIO 108 Basic Pharmacology	2
BIO 120 Anatomy and Physiology I	5
BIO 121 Anatomy and Physiology II	5
BIO 130 Disease Proc/Pathophysiology	3
CIS 107 Intro to Computers/Application	3
CIS 118 Intro to Relational Databases	3

### Allied Health

#### Histotechnician

A.A.S. Degree (W)

Histotechnology is the art of preparing tissue through specialized cutting, embedding, and staining procedures for both research and diagnostic purposes. The histotechnician is the skilled specialist who prepares and stains these thin tissue specimens for examination by pathologists, dermatologists, researchers, and biologists. They are also trained to perform immunohistochemistry, complex molecular biology and genetic testing procedures using high-tech instruments. Histotechnicians may be employed in hospitals, dermatology laboratories, outpatient laboratories, veterinary facilities, or research laboratories. They work with pathologists, dermatologists, pharmaceutical companies, or forensic investigators. The specimens they prepare can be of human, animal, marine, or plant tissue. The program is fully accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N. River Road, Suite 720, Rosemont, IL 60018, (773) 714-8880 and prepares students to sit for the A.S.C.P. examination. Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

## CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
MAT 153 College Math and Statistics	4
or	
MAT 181 Algebra and Trigonometry I	4
ENG 122 Technical Writing-Comm	3
PSY 121 General Psychology	3
SOC 111 Sociology	3
SOC 213 Ethical Issues in Health Care	3

## PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
HTT 100 Intro To Histotechnology	2
HTT 201 Histology	2
HTT 202 Histology Internship	9
HTT 211 Histotechnology Procedures I	3
HTT 212 Histotechnology Procedures II	3
HTT 220 Histochemistry I	3
HTT 221 Histochemistry II	3

## PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
BIO 100 Medical Terminology	3
BIO 120 Anatomy and Physiology I	5
BIO 121 Anatomy and Physiology II	5
BIO 125 Introductory Microbiology	4
CHM 110 General Chemistry	4
CHM 111 Intro to Organic & Biochemistry	4
CIS 107 Intro to Computers/Application	3

## Criminal Justice

### Homeland Defense and Emergency Management

A.A.S. Degree (T)

*The Homeland Defense and Emergency Management Option is a comprehensive option that will provide opportunities to partner with non-credit and continuing education offerings of the college. Students may elect to complete an associate degree in the Homeland Defense and Emergency Management Option, take courses in the subject matter while majoring in another career area for a dual associate degree, take courses for a credit certificate in the discipline, or take courses in a non-credit format earning continuing education credits (CEU's).*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

## CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 153 College Math and Statistics	4
PSY 121 General Psychology	3
SOC 111 Sociology	3

## PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
HDM 226	
or	
CRJ 226 Crisis Intervention	3
HDM 235 Homeland Def/Emer Mgt Intrnshp	4
or	
CRJ 235 Internship	4
CRJ 222 Constitutional Law	3
CRJ 223 Criminology	3
HDM 101 Intro Hmlnd Defns/Emergency Mngt	3
HDM 102 National Incident Mngt System	3
HDM 110 Issues Hmlnd Defense&Emerg Mgt	3
HDM 202 Hmlnd Defn/Emerg Mgt 1st Rspnd	3
HDM 204 All Hzrds/Infra/Protection	3
HDM 225 Supervision Leadership in E M	3
PSY 244 Psychology of Terrorism	3

## PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
SPA 133 Using Beginning Spanish	3
or	
SPA 136 Spanish Communication I	4
CIS 107 Intro to Computers/Application	3
CIS 143 Intro to Information Security	3
ENV 110 Intro to Environmental Issues	3

## Business

### Hospitality Management

A.A.S. Degree (T,W)

*As a manager in a hotel, restaurant, country club, theme park or attractions environment, you will play a vital role in the success of that organization. Along with a solid background in the principles of business, hospitality management requires a thorough knowledge of specific areas of hospitality operations. A degree from this program, which has earned national accreditation from the Association of*

College Business Schools and Programs (ACBSP), sends a clear signal to potential employers that you have completed a high quality business program that meets rigorous educational requirements established by the ACBSP. The majority of hospitality management courses are approved by the Educational Institute of the American Hotel and Motel Association.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 140 Essentials of College Algebra	4
or	
MAT 153 College Math and Statistics	4
ECO 111 Macroeconomics	3
ECO 122 Microeconomics	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
HRI 212 Food/Beverage Cost Control	3
or	
CUL 251 Cost Control/Menu Plan/Purch	3
CUL 119 Sanitation	2
HRI 101 Introduction to Hospitality	3
HRI 112 Principles of Hospitality Mgt	3
HRI 210 Beverage Management	3
HRI 211 Quantity Food/Menu Planning	3
HRI 215 Lodging Operations Management	3
HRI 216 Property Management	3
HRI 219 Innkeepers' Law	3
MGT 231 Human Resource Management	3
MKT 212 Principles of Marketing	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
SPA 136 Spanish Communication I	4
or	
ENT 220 Leadership	3
ACC 101 Accounting I	4
ACC 112 Accounting II	4
CIS 107 Intro to Computers/Application	3
MAT 255 Business Statistics I	3

## Human Services

### Human Services

A.A.S. Degree (O,T,W)

The mission of the Human Services Program is to provide students with an educational foundation which will allow them to successfully gain entry level employment within the human services arena and/or to succeed in continuing their education at a baccalaureate level upon graduation. The curriculum and individual courses consist of a balance between providing students with a strong theoretical and content foundation as well as an experiential, skill development component in order to prepare students to continue their education and/or to allow them to interface competently and ethically with clients and colleagues in a career setting.

The Human Services program at the Owens Campus and Terry Campus are accredited by the Council for Standards in Human Service Education (CSHSE). The regional offices are located at 2901 Liberty Heights Avenue, Baltimore, MD 21215, (410) 462-7740 and the web site is <http://www.cshse.org>.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 120 Math for Behavioral Sciences	3
or	
MAT 153 College Math and Statistics	4
PSY 121 General Psychology	3
PSY 223 Abnormal Psychology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
HMS 121 Intro To Human Services	3
HMS 122 Theories of Counseling	3
HMS 123 Dynamics/Group Communication I	3
HMS 221 Ethical Problems and Issues	3
HMS 223 Social Policy/Program Planning	3
HMS 225 Interviewing/Counseling Skills	3
HMS 243 Directed Practice I	6
HMS 244 Directed Practice II	6
DAC 141 Intro Drug&Alcohol Counseling	3
HMS 221 Ethical Problems and Issues	3
HMS 222 Program Leadership	3
HMS 244 Directed Practice II	6

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
BIO 110 Essentls-Anatomy & Physiology or	4
BIO 120 Anatomy and Physiology I or	5
BIO 140 General Biology or	4
BIO 150 Biology I	4
CIS 107 Intro to Computers/Application	3
POL 111 Political Science	3
PSY 127 Human Development	3
SOC 111 Sociology	3

## Information Security

### Information Security

A.A.S. Degree (O,T,W)

The curriculum addresses local, regional, and national workforce needs following the National Security Telecommunications and Information Systems Security standards. Students graduating with an associate degree in Information Security will be able to protect personal and networked computing devices from various kinds of cyber attacks. Building and maintaining secure networks, policies, and operating systems are key components to the curriculum.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition or	3
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm or	3
ENG 130 Honors Tech. Writing & Comm	3
CRJ 101 Intro to Criminal Justice	3
MAT 153 College Math and Statistics	4
SOC 111 Sociology	3
<i>Select 2 courses from:</i>	
CRJ 101 Intro to Criminal Justice	3
ECO 111 Macroeconomics	3
ECO 122 Microeconomics	3
POL 111 Political Science	3
PSY 100 Human Relations	3
PSY 121 General Psychology	3
SOC 111 Sociology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CIS 192 Network Tech & Admin(MS)	4
CIS 197 Network Adv Admin (MS)	4
CIS 243 Information & Network Security	4

CIS 270 Computer Forensics	4
ISY 150 Introductory Scripting	3
ISY 201 Advanced Operating Systems	3
ISY 250 Network Def & Counter Measures	3
ISY 251 Hardening the Infrastructure	3
ISY 280 Advanced Security Topics	3
CEN 222 Windows Operating System	4
CEN 223 Unix Opertng System & Networks	4
CIS 130 Computer Organization	3
CIS 250 Operating Systems II	3
CIS 253 Open Source Software	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CEN 150 Computer Assembly/Maint	4
CIS 111 Ethics and the Information Age	2
CIS 120 Intro to Programming	4
CIS 141 Operating Systems I	4
CIS 143 Intro to Information Security	3

## Electronics & Computer Engineering Technology

### Instrumentation Engineering Technology

A.A.S. Degree (S)

The Instrumentation Engineering Technology Option prepares graduates for careers as process control instrumentation engineering technicians. Workplace duties can include design, specification, management and troubleshooting of instrumentation and control systems in the areas of chemical processing, food processing, petrochemical production, manufacturing, energy production and other highly technical fields. Graduates offer their employers immediate contributions as team members equipped with a combination of technical knowledge, problem solving experience and communication skills. Courses in the program include a strong component of practical applications, hands-on laboratory experience and basic theoretical concepts. Computer simulation and applications are an integral part of the curriculum. Studies focus on electrical and electronic circuits, digital circuits, microprocessors, computers, programmable logic controls, liquid and gas flow measurement, control systems, instrumentation and calibration.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
MAT 181 Algebra and Trigonometry I	4
Select 2 courses from:	
COM 111 Human Communications	3
ECO 111 Macroeconomics	3
ECO 122 Microeconomics	3
ENG 122 Technical Writing-Comm	3
ENG 124 Oral Communications	3
ENG 130 Honors Tech. Writing & Comm	3
ENG 131 Honors Oral Communication	3
Select 2 courses from:	
POL 111 Political Science	3
PSY 100 Human Relations	3
PSY 121 General Psychology	3
PSY 122 Social Psychology	3
PSY 123 Industrial Psychology	3
SOC 111 Sociology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ELC 120 Intro to Circuit Analysis	4
or	
ELC 118 Intro to Electricity	3
and	
ELC 119 DC and AC Theory	3
ELC 101 Electricity & Instrumentation	3
ELC 121 Network Analysis	4
ELC 130 Digital Electronics I	4
ELC 131 Digital Electronics II	4
ELC 215 Programmable Logic Controllers	4
ELC 220 Analog Electronics I	4
ELC 232 Intro to Microprocessors	4
ELC 270 Process Instrumentation I	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CEN 105 Programming for Technology	3
or	
CEN 180 C Language Intro	4
or	
CIS 120 Intro to Programming	4
CEN 100 Intro-Computer & Elec Eng Tech	2
or	
CEN 110 Computers & Technology	3
or	
ELM 110 Intro To Computers & Tech.	3
PHY 205 General Physics I	4
or	
PHY 281 Physics I with Calculus	4
or	
PHY 271 Electricity and Magnetism	4
CEN 150 Computer Assembly/Maint	4
MAT 182 Algebra and Trigonometry II	4

## Applied Agriculture

### Landscape and Ornamental Horticulture

A.A.S. Degree (O)

*Horticulture relates to the production and marketing of ornamental plants. Greenhouse operations, lawn and garden services, and nursery operations are all branches of horticulture.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
or	
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
MAT 125 Math for the Trades	4
or	
MAT 150 Business Mathematics	3
Select 2 courses from:	
POL 111 Political Science	3
PSY 100 Human Relations	3
PSY 121 General Psychology	3
SOC 111 Sociology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
AGS 101 Soil Science	3
AGS 104 Intro to Agribusiness Managemt	3
AGS 105 Prin of Plant Growth	3
AGS 123 Trfgrss Maintenance Practices	3
AGS 136 Turf Equipment Operations	3
AGS 203 Plant Identification	3
AGS 232 Horticulture Cooperative	3
AGS 243 Golf & Turf Irrigation	3
AGS 244 Landscape Plans & Construction	3
AGS 250 Greenhouse Crop Production	3
SCI 206 Pesticide Principles and Apps	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
BUS 101 Introduction to Business	3
CIS 107 Intro to Computers/Application	3
OAT 152 Excel Level I	3
OAT 157 Word Level I	3



Select 1 courses from:

BIO 150	Biology I	4
BIO 151	Biology II	4
CHM 100	Basic Chemistry	3
CHM 110	General Chemistry	4

## Criminal Justice

### Law Enforcement Option

A.A.S. Degree (O,T,S)

The Law Enforcement Option is an associate degree program designed and offered in collaboration with the Delaware State Police Training Academy. Students who elect this option will be required to pass a background check preliminarily qualifying them as potential police recruit. The student will then take a curriculum of courses based on the criminal justice associate degree appropriate to the law enforcement career path culminating in a 13-credit lecture and lab course taught by certified police instructors.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 120 Math for Behavioral Sciences	3
or	
MAT 153 College Math and Statistics	4
PSY 121 General Psychology	3
SOC 111 Sociology	3

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CRJ 101 Intro to Criminal Justice	3
CRJ 102 Criminal Law	3
CRJ 104 Drugs Society/Human Behavior	3
CRJ 105 Computer Appl in Crim./Justice	3
CRJ 115 Esstnls of Intrvwng/Counslng	3
CRJ 220 Criminal Judiciary	3
CRJ 222 Constitutional Law	3
CRJ 226 Crisis Intervention	3
CRJ 237 Law Enforcement Practicum	13

#### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
SPA 133 Using Beginning Spanish	3
or	

SPA 136	Spanish Communication I	4
CIS 107	Intro to Computers/Application	3
ENG 124	Oral Communications	3
HDM 202	Hmlnd Defn/Emerg Mgt 1st Rspnd	3
PSY 223	Abnormal Psychology	3

## Business

### Management

A.A.S. Degree (O,T,W)

Business Management will prepare the graduate to handle supervisory level management positions in different types of organizational settings in all sectors of the business world. The student will gain a broad based knowledge of support fields such as accounting, law, computers and communications. You will gain knowledge and skills in specific areas of management such as resource training and development, project management, organizational behavior and strategy development.

Business Management courses are offered day and evening and most are also offered using online and other distance learning formats. The Department of Business Programs has earned national accreditation from the Association of Collegiate Business Schools and Programs (ACBSP) which sends a clear signal to potential employers that you have completed a high quality business program.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 140 Essentials of College Algebra	4
or	
MAT 153 College Math and Statistics	4
ECO 111 Macroeconomics	3
ECO 122 Microeconomics	3

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ACC 101 Accounting I	4
ACC 112 Accounting II	4
BUS 101 Introduction to Business	3
BUS 203 Business Law	3
BUS 275 Portfolio/Experiential Lrning	3
HRM 224 Training and Development	3

MGT 212 Principles of Management	3
MGT 218 Small Business Management	3
MGT 231 Human Resource Management	3
MKT 212 Principles of Marketing	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
ENG 124 Oral Communications	3
or	
ENG 160 Business Communication	3
CIS 112 Spreadsheet/Graphics Proc	3
or	
OAT 152 Excel Level I	3
CIS 107 Intro to Computers/Application	3
ENT 220 Leadership	3
MAT 255 Business Statistics I	3

## Business

### Marketing

A.A.S. Degree (O,T,W)

*With an education in Marketing, the graduate will be prepared to work in a variety of entry-level marketing positions in different types of organizational settings in all sectors of the business world. You will gain broad-based knowledge of support fields such as accounting, law, computers and communications.*

*You will gain knowledge and skills in specific areas of marketing, such as advertising, e-marketing, sales and sales management, retailing and graphic design. Marketing courses are offered days and evenings and most are offered using online and other distance learning formats. The Department of Business Programs has earned national accreditation from the Association of Collegiate Business Schools and Programs (ACBSP) which sends a clear signal to potential employers that you have completed a high-quality business program.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 140 Essentials of College Algebra	4
or	
MAT 153 College Math and Statistics	4
ECO 111 Macroeconomics	3

ECO 122 Microeconomics	3
------------------------	---

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ACC 101 Accounting I	4
ACC 112 Accounting II	4
BUS 101 Introduction to Business	3
BUS 203 Business Law	3
BUS 275 Portfolio/Experiential Lrning	3
MGT 212 Principles of Management	3
MKT 212 Principles of Marketing	3
MKT 214 Advertising	3
MKT 217 E-Marketing Fundamentals	3
MKT 219 Sales & Sales Management	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
ENG 124 Oral Communications	3
or	
ENG 160 Business Communication	3
CIS 107 Intro to Computers/Application	3
MAT 255 Business Statistics I	3
OAT 242 Desktop Publishing	4
SOC 215 Business Ethics	3

## Mechanical Engineering Technology

### Mechanical Engineering Technology

A.A.S. Degree (S)

*The mechanical engineering technician applies theory and principles of mechanical engineering technology to develop and test processes, equipment and mechanical systems in cooperation with an engineering staff; reviews project construction and engineering drawings to determine specifications, procedures, objectives, problems, and possible solutions; sets up and conducts tests and experiments for complete units or systems to investigate engineering theories regarding improvement in design or performance; analyzes indicated and calculated test results against design or rated specifications; records test procedures, results, and suggestions for improvement; prepares engineering drawings, charts, and graphs. The Mechanical Engineering Technology Degree program at the Stanton Campus is accredited by the Technology Accreditation Commission of ABET, <http://www.abet.org>.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
----------------	----------------

ENG 121	Composition	3
<i>or</i>		
ENG 125	Honors Composition	3
ENG 122	Technical Writing-Comm	3
<i>or</i>		
ENG 130	Honors Tech. Writing & Comm	3
MAT 181	Algebra and Trigonometry I	4
<i>Select 2 courses from:</i>		
COM 111	Human Communications	3
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
HIS 111	U. S. History: Pre-Civil War	3
HIS 112	U. S. History: Post-Civil War	3
POL 111	Political Science	3
PSY 100	Human Relations	3
PSY 121	General Psychology	3
SOC 111	Sociology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>	
MET 115	Intro Mechanical Engr Tech	3
MET 123	Modern MFG Techniques	3
MET 125	Adv Manufacturing Techniques	3
MET 132	Statics	3
MET 241	Fluid Mechanics	4
MET 242	Strength of Materials	3
MET 243	Dynamics	3
MET 245	Machine Design	3
MET 252	Fluid Power	3
MET 264	Material Science	4
MET 271	Engineering Project	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>	
MAT 182	Algebra and Trigonometry II	4
<i>or</i>		
MAT 185	Precalculus	4
PHY 205	General Physics I	4
<i>or</i>		
PHY 281	Physics I with Calculus	4
EDD 131	Engineering Graphics/CAD	3
ELC 248	Electro-Mech. Systems	4

## Allied Health

### Medical Assistant

A.A.S. Degree (O,W)

The Medical Assistant is a multiskilled professional who works with other members of the health care team performing both clinical duties (assisting with patient care) and administrative duties (performing medical office duties.) Graduates of the program may be employed in physicians' offices, hospitals, and other health care facilities. The program consists of course work in the following: keyboarding, medical transcription, business and computer applications for the medical office,

insurance coding, phlebotomy, routine diagnostic testing, performing electrocardiograms, obtaining vital signs, and assisting the physician in clinical procedures. In addition to course work and laboratory experiences on campus, students are required to complete a supervised internship in a medical facility. The Associate Degree program at the Wilmington Campus is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) on the recommendation of the Medical Assisting Education Review Board (MAERB), a Committee on Accreditation (CoA) of CAAHEP. Commission on Accreditation of Allied Health Education Programs, 1361 Park Street Clearwater, FL 33756, (727) 210-2350.

Graduates may apply to take the certification exam given by the American Association of Medical Assistants (AAMA). Successful candidates are Certified Medical Assistants (CMA-AAMA). Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>	
ENG 121	Composition	3
<i>or</i>		
ENG 125	Honors Composition	3
ENG 124	Oral Communications	3
<i>or</i>		
ENG 160	Business Communication	3
MAT 150	Business Mathematics	3
<i>or</i>		
MAT 153	College Math and Statistics	4
<i>or</i>		
MAT 155	Mathematics of Finance	3
POL 111	Political Science	3
<i>or</i>		
COM 111	Human Communications	3
PSY 100	Human Relations	3
<i>or</i>		
PSY 121	General Psychology	3
SOC 213	Ethical Issues in Health Care	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>	
MEA 121	Basic EHR	1
MEA 150	Medical Lab Procedures I	4
MEA 151	Medical Lab Procedures II	4
MEA 170	Pharmacology for Med	3

Assistant

MEA 290	Medical Assistant Internship	4
OAT 121	Keyboarding	4
<i>Select 4 courses from:</i>		
MEA 100	Intro to Medical Assisting	2
MEA 120	Medical Office Procedures I	4
MEA 125	Medical Office Procedures II	4
MEA 255	Comprehensive Med Transcript	3
MEA 270	Medical Assistant Seminar	2
OAT 120	Medical Office Procedures	4
OAT 125	Medical Computer Applications	3
OAT 157	Word Level I	3

**PROGRAM/MAJOR SUPPORT COURSES**

<u>Courses</u>	<u>Credits</u>	
BIO 100	Medical Terminology	3
BIO 110	Essentls-Anatomy & Physiology	4
<i>Select 2 courses from:</i>		
BUS 203	Business Law	3
CIS 107	Intro to Computers/Application	3
CIS 112	Spreadsheet/Graphics Proc	3
OAT 132	Referencing and Transcription	3

**Allied Health**

**Medical Laboratory Technician**

*A.A.S. Degree (0)*

*The Medical Laboratory Technician Associate Degree program prepares the student who wishes to seek employment as a medical laboratory technician in hospital laboratories, independent laboratories, physicians' offices, community health agencies, or as a technician in research centers, pharmaceutical laboratories, biomedical laboratories, or as a quality control technician in food processing or manufacturing companies.*

*Students wishing to enroll in the program will be required to submit evidence of a physical examination. The program includes didactic course work on campus followed by a clinical affiliation in an approved hospital. The program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 8410 W. Bryn Mawr Avenue, Suite 670, Chicago, IL 60631-3415, (773) 714-8880 5600 N. River Road, Suite 720, Rosemont, IL 60018, (773) 714-8880 which qualifies the graduates to take the ASCP registry examination for Medical Laboratory Technicians. Students will be required to complete the program within four calendar years. Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.*

**RDG 120, Critical Reading and Thinking, will be**

**a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 153 College Math and Statistics	4
PSY 121 General Psychology	3
SOC 213 Ethical Issues in Health Care	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
MLT 120 Hematology I	4
MLT 121 Hematology II	4
MLT 220 Clinical Chemistry I	4
MLT 221 Clinical Chemistry II	4
MLT 250 Clinical Microbiology I	4
MLT 251 Pathogenic Microbiology	4
MLT 260 Immunology	4
MLT 261 Blood Banking	4
MLT 291 Clinical Practicum	7

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
BIO 120 Anatomy and Physiology I	5
BIO 121 Anatomy and Physiology II	5
CHM 150 Chemical Principles I	5
CHM 151 Chemical Principles II	5
CIS 107 Intro to Computers/Application	3

## Computer Information Systems

### Microcomputers and Networking

*A.A.S. Degree (O,T)*

*The Computer Information Systems prepares students for careers in applied programming and other computer-related fields. Computer concentrations are available leading to Associate in Applied Science degrees, diplomas, and certificates. The following Options are available:*

*Associate Degree in Computer Information Systems  
Associate Degree in Microcomputers and Networking  
Diploma in Microcomputer Studies  
Certificates in Microcomputers, Network, and Web Developer*

*These Options prepare students for computer-related careers in businesses that use hardware ranging from microcomputers to large mainframe computers. Students are also taught to*

*use the wide variety of software found in businesses including microcomputer networks. Each curriculum consists of a core of courses in programming, software applications, systems analysis, and related accounting and mathematics courses. All core courses make extensive use of computers.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
COM 111 Human Communications	3
or	
ECO 122 Microeconomics	3
or	
POL 111 Political Science	3
or	
PSY 100 Human Relations	3
or	
PSY 121 General Psychology	3
or	
SOC 111 Sociology	3
ECO 111 Macroeconomics	3
MAT 153 College Math and Statistics	4

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CIS 107 Intro to Computers/Application	3
or	
CIS 125 Window Based Operating Systems	4
CIS 112 Spreadsheet/Graphics Proc	3
CIS 120 Intro to Programming	4
CIS 195 Network Administration	4
CIS 201 Microdatabase Programming	4
CIS 150 C/C++ Programming Language	4
CIS 180 Internet/Script Programming	4
CIS 190 Network Inst/Maintenance	3
CIS 192 Network Tech & Admin(MS)	4
CIS 197 Network Adv Admin (MS)	4
CIS 212 Internetworking & Support(MS)	4
CIS 243 Information & Network Security	4
CIS 253 Open Source Software	4
CIS 260 Internet/Web Commerce	4
CIS 270 Computer Forensics	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
ACC 100 Introduction to Accounting	3
or	



ACC 101	Accounting I	4
CIS 240	Systems Analysis & Design	4
<i>Select 4 courses from:</i>		
CIS 160	Internet/Web Construction	3
CIS 170	Internet/Web Multimedia	4
CIS 194	Networking Technologies	3
CIS 205	Intro Object Orient Programmng	4
CIS 207	Visual Programming	4
CIS 209	Advanced Visual Programming	4
CIS 280	Applied Programming Workshop	4
ELC 132	Microcomputer Service & Repair	4
MAT 251	Finite Math	3
OAT 242	Desktop Publishing	4

## Visual Communications

### Multimedia

A.A.S. Degree (T)

*The Multimedia Design Option of the Visual Communications program is a new, innovative option that deals with visual media in non-print forms such as CD's, web pages, and interactive formats. This is a computer intensive option that seeks to blend the visual formats of still and video photography with sound and graphics to create presentations that will bring attention to a client's product or service. Students in this option are able to extend their foundation work in traditional media into the electronic realm. Emphasis will be placed on creative problem solving in addition to skill building in intermediate to advanced multimedia software. Presentations will be designed and executed in preparation for inclusion in the student's final portfolio. Graduates of the program may enter careers in corporate or institutional marketing communication departments, electronic publishing firms, or opt for further study at the baccalaureate level.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 122 Technical Writing-Comm	3
<i>or</i>	
ENG 124 Oral Communications	3
COM 111 Human Communications	3
ENG 121 Composition	3
MAT 150 Business Mathematics	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
----------------	----------------

VSC 131	Art History I	3
<i>or</i>		
VSC 132	Art History II	3
VSC 109	Drawing I	4
VSC 115	Intro To Design	3
VSC 125	Color And Composition	3
VSC 133	History of Graphic Design	2
VSC 155	Typography And Layout	3
VSC 160	Computer Graphics I	4
VSC 161	Computer Graphics II	4
VSC 165	Photography I	4
VSC 175	Print Production Processes	2
VSC 190	Intro To Videography	3
VSC 251	Portfolio Workshop	4
VSC 260	Multimedia Authoring	3
VSC 262	Computer Graphics III	4
VSC 270	Project Management	2
VSC 275	Self Promotion	2

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
POL 111 Political Science	3
<i>or</i>	
PSY 121 General Psychology	3
BUS 101 Introduction to Business	3

## Allied Health

### Nuclear Medicine

A.A.S. Degree (W)

*Nuclear Medicine is an imaging and therapeutic profession that utilizes minute traces of radioactive material in the determination of pathologic and physiologic conditions within the body. Students are trained in the proper techniques of intravenous radionuclide administrations, therapies, intricate computer applications, and detailed clinical procedures. The program is fully accredited through the Joint Review Committee on Educational Programs in Nuclear Medicine (JRCNMT) and prepares students for the national certification examination.*

*Students obtain clinical experience and competency at various hospitals and outpatient laboratories. Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

## CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
MAT 181 Algebra and Trigonometry I	4
PSY 121 General Psychology	3
SOC 213 Ethical Issues in Health Care	3

## PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
HLH 215 Cardiovascular Monitoring	2
NMT 101 Patient Care for the NMT	2
NMT 115 Intro to NMT with Clinical Lab	4
NMT 121 Computers & Informatics	2
NMT 201 Nuclear Medicine I	4
NMT 202 Nuclear Medicine II	3
NMT 203 Nuclear Medicine III	2
NMT 211 Scan Reading I	1
NMT 212 Scan Reading & PET/CT	1
NMT 222 Nuclear Physics	3
NMT 223 Nuclear Med Instrumentation	4
NMT 224 Radiopharmacy & Pharmacology	2
NMT 226 Radiobiology/Protection	2
NMT 295 Clinical Internship I	4
NMT 296 Clinical Internship II	5
NMT 297 Clinical Internship III w/CT	6
PHY 112 Physics for Allied Health	4

## PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
BIO 100 Medical Terminology	3
BIO 120 Anatomy and Physiology I	5
BIO 121 Anatomy and Physiology II	5
CHM 111 Intro to Organic & Biochemistry	4
MAT 135 Biomedical Statistics	3

## Nursing

### Nursing: Owens

A.A.S. Degree (O)

The Associate Degree Nursing Program at the Owens Campus provides multiple learning opportunities through a balance of general education courses, nursing courses and supervised clinical practice. The graduate of the Associate Degree Nursing Program is eligible to take the National Council Licensure Examination for Registered Nurses. The Associate Degree Nurse is prepared to care for individuals in a variety of health care settings. The graduate functions as an integral member of the health care team within the roles of provider of care, manager of care and member within the discipline of nursing. Students have the option to graduate at the end of

the first year and receive a diploma in practical nursing, take the National Council Licensure Examination for practical nurses (NCLEX-PN), and continue in the Associate Degree Nursing Program. The nursing program provides a foundation for continuation of higher education through articulation with baccalaureate degree nursing programs.

The Associate Degree Nursing full-time program may be completed in five semesters. Part-time study is available. Advanced placement day and evening is available for Licensed Practical Nurses. Transfer students must follow the transfer policy of Delaware Technical Community College. The legal requirements for licensure in the State of Delaware are outlined in the Nursing Department Policy Manual.

The Associate Degree Nursing Program at the Owens Campus is approved by the Delaware Board of Nursing and is accredited by the National League for Nursing Accrediting Commission. Information about the program is available from the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000; www.nlnac.org

Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

## CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
and	
SOC 111 Sociology	3
or	
ENG 125 Honors Composition	3
and	
SOC 213 Ethical Issues in Health Care	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 119 Applied Clinical Mathematics	3
PSY 127 Human Development	3

## PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
NUR 121 Nursing Fundamentals I	11
and	
NUR 122 Nursing Fundamentals II	11
or	

NUR 123 Nursing of Special Populations and	3
NUR 124 Basic Nursing Concepts and	6
NUR 125 Nursing Concepts I and	8
NUR 126 Nursing Concepts II or	8
NUR 199 Adv Credit/Practical Nursing	18
NUR 221 Nursing Care of Adults I	3
NUR 222 Nursing Care of Adults II	3
NUR 223 Nursing Care of Adults III	3
NUR 224 Maternal Newborn Nursing	3
NUR 225 Pediatric Nursing	3
NUR 226 Mental Health Nursing	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
BIO 120 Anatomy and Physiology I	5
BIO 121 Anatomy and Physiology II	5
BIO 125 Introductory Microbiology	4

## Nursing

### Nursing: Stanton

A.A.S. Degree (5)

The Associate Degree Nursing Program at the Stanton Campus provides multiple learning opportunities through a balance of general education courses, nursing courses and supervised clinical practice. The graduate of the Associate Degree Nursing Program is eligible to take the National Council Licensure Examination for Registered Nurses. The Associate Degree Nurse is prepared to care for individuals and families in a variety of health care settings. The graduate functions as an integral member of the health care team within the roles of provider of care, manager of care and member within the discipline of nursing. The nursing program provides a foundation for continuation of higher education through articulation with baccalaureate degree nursing programs.

The Associate Degree Nursing Program may be completed in five semesters of full-time study. Part-time study is available. Advance placement is available for Licensed Practical Nurses. Transfer students must follow the transfer policy of Delaware Technical Community College. Individuals interested in applying to the nursing program must attend an information session to review the admissions procedure and specific admissions criteria for the Associate Degree Nursing Program as outlined in the Nursing Program Admissions Handbook. The legal requirements for licensure in the State of Delaware are also outlined in the Nursing Program Admissions Handbook.

The Associate Degree Nursing Program at the Stanton Campus is approved by the Delaware Board of Nursing and is accredited by the National League for Nursing Accrediting Commission. Information about the program is available from the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000; www.nlnac.org

NOTE: Advanced Placement Licensed Practical Nurses (LPN) must have a current license to practice as an LPN and must complete NUR 145, LPN to RN Role Transition. Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition or	3
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm or	3
ENG 130 Honors Tech. Writing & Comm	3
MAT 119 Applied Clinical Mathematics	3
PSY 127 Human Development	3
SOC 111 Sociology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
NUR 141 Nursing Care I-A and	5
NUR 142 Nursing Care I-B and	5
NUR 143 Nursing Care II-A and	5
NUR 144 Nursing Care II-B or	5
NUR 145 LPN to RN Role Transition and	2
NUR 199 Adv Credit/Practical Nursing	18
NUR 241 Nursing Care III-A	5
NUR 242 Nursing Care III-B	5
NUR 243 Nursing Care IV-A	5
NUR 244 Nursing Care IV-B	5

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
BIO 125 Introductory Microbiology	4

or

BIO 250 Principles of Microbiology	4
BIO 120 Anatomy and Physiology I	5
BIO 121 Anatomy and Physiology II	5

## Nursing

### Nursing: Terry

A.A.S. Degree (T)

The Associate Degree Nursing Program at the Terry Campus provides multiple learning opportunities through a balance of general education courses, nursing courses and supervised clinical practice. The Associate Degree Nurse is prepared to care for individuals and families in a variety of health care settings. The graduate functions as an integral member of the health care team. The Associate Degree Nursing Program provides a foundation for continuation of higher education through articulation with baccalaureate degree nursing programs. Students have the option to graduate at the end of the first year and receive a diploma in Practical Nursing Studies. The Practical Nursing graduate is eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The Associate Degree Nursing Program may be completed in five semesters. Prior to admission to the clinical portion of the program, all students must complete the NLN Pre-Admission Examination--RN. Advanced placement is available for Licensed Practical Nurses. The graduate of the Associate Degree Nursing Program is eligible to take the National Council of State Boards of Nursing Licensure Examination for Registered Nurses (NCLEX-RN). The legal requirements for licensure in the State of Delaware are outlined in the Nursing Department Admissions Handbook. A criminal background check is required for all students.

Transfer students must follow the transfer policy of Delaware Technical Community College.

The Associate Degree Nursing Program at the Terry Campus is approved by the Delaware Board of Nursing and is accredited by the National League for Nursing Accrediting Commission. Information about the program is available from the National League Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000; [www.nlnac.org](http://www.nlnac.org)

NOTE: Advanced Placement Licensed Practical Nurses must have a current license and complete NUR 178, Transition to Professional Nursing.

Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and

contact their program advisor for application requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

Courses	Credits
ENG 121 Composition	3
ENG 122 Technical Writing-Comm	3
MAT 119 Applied Clinical Mathematics	3
PSY 127 Human Development	3
SOC 111 Sociology	3

### PROGRAM/MAJOR COURSES

Courses	Credits
NUR 171 Nursing Care of Adults I and	4
NUR 172 Nursing Care of Adults II and	6
NUR 173 Nursing Care of Adults III and	6
NUR 174 Mental Health Nursing and	2
NUR 175 Maternal/Newborn Nursing I and	2
NUR 176 Nursing Care of Children I and	2
NUR 177 Nursing Perspectives I or	1
NUR 178 Transition:Professional Nursing and	2
NUR 199 Adv Credit/Practical Nursing	18
NUR 271 Nursing Care of Adults IV	5
NUR 272 Nursing Care of Adults V	5
NUR 274 Community Mental Hlth Nursing	3
NUR 275 Maternal/Newborn Nursing II	3
NUR 276 Nursing Care of Children II	3
NUR 277 Nursing Perspectives II	1

### PROGRAM/MAJOR SUPPORT COURSES

Courses	Credits
BIO 120 Anatomy and Physiology I	5
BIO 121 Anatomy and Physiology II	5
BIO 125 Introductory Microbiology	4

## Allied Health

### Occupational Therapy Assistant

A.A.S. Degree (O,W)

The Occupational Therapy Assistant is an individual who works under the supervision of a certified occupational therapist. The Occupational Therapy Assistant works with individuals or groups by implementing meaningful interventions which



support participation in mastering everyday activities (occupations) at home, at work, at school, and in the community. For those with a disability, condition, or impairment being able to perform activities of daily living (ADL) is an important step toward a life that is as independent, productive, as satisfying as possible. The Occupational Therapy Assistant Program is designed to provide general education in the biological, behavioral, and health sciences followed by integrated occupational therapy instruction and laboratory experiences on campus and fieldwork experiences in approved facilities. The Occupational Therapy Assistant Programs at the Owens and Wilmington Campuses are accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association, Inc. (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA (2682). AOTA's website is: <http://www.aota.org>. Graduates will be able to sit for the National Certification Examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Many states, including Delaware, require licensure to practice; however, that licensure is based on the results of the NBCOT Certification Exam. Level II Fieldwork (OTA 231 and OTA 232) must be completed within 18 months of the didactic course work for the OTA Program. Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
MAT 135 Biomedical Statistics	3
PSY 121 General Psychology	3
PSY 127 Human Development	3

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
----------------	----------------

OTA 110 Intro To Occupational Therapy	3
OTA 120 Activity Analysis	2
OTA 130 Kinesiology for the OTA	2
OTA 220 Pediatric Health Conditions	3
OTA 221 Adult & Geriatric Health Cond	3
OTA 222 Pediatric Intervention	4
OTA 223 Adult & Geriatric Intervention	4
OTA 224 Psychosocial Conditions	3
OTA 225 Clinical Fieldwork Level I-A	2
OTA 226 Clinical Fieldwork Level I-B	1
OTA 229 Professional Seminar	1
OTA 231 Clinical Fieldwork Level II-A	6
OTA 232 Clinical Fieldwork Level II-B	6

#### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
BIO 100 Medical Terminology	3
BIO 120 Anatomy and Physiology I	5
BIO 121 Anatomy and Physiology II	5
BIO 123 Clinical Functional Anatomy	3
PSY 223 Abnormal Psychology	3

### Office Administration

#### Office Administration

A.A.S. Degree (O,T,W)

The Office Administration program offers a flexible program leading to the Associate Degree in Applied Science. While software applications and office administration skills are the foundation of this program, the course elective structure allows students the opportunity to acquire a broad base of business and computer skills to enhance upward mobility. Software certification opportunities are available.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>
MAT 150 Business Mathematics	3
or	
MAT 153 College Math and Statistics	4
or	
MAT 155 Mathematics of Finance	3
COM 111 Human Communications	3
or	
ECO 111 Macroeconomics	3
or	
ECO 122 Microeconomics	3
CLT 110 International Cultural Immersion	3
or	
PSY 121 General Psychology	3
or	
SOC 111 Sociology	3



or  
SPA 133 Using Beginning Spanish 3  
or  
SPA 136 Spanish Communication I 4  
ENG 121 Composition 3  
or  
ENG 125 Honors Composition 3  
ENG 122 Technical Writing-Comm 3  
or  
ENG 130 Honors Tech. Writing & Comm 3

**PROGRAM/MAJOR COURSES**

<u>Courses</u>	<u>Credits</u>
OAT 121 Keyboarding	4
OAT 122 Keyboarding Applications	4
OAT 132 Referencing and Transcription	3
OAT 151 Access Level I	3
OAT 157 Word Level I	3
OAT 158 Word Level II	3
OAT 159 PowerPoint	3
OAT 231 Office Systems and Procedures	3
OAT 240 Integrated Business Applicatns	3
OAT 242 Desktop Publishing	4

**PROGRAM/MAJOR SUPPORT COURSES**

<u>Courses</u>	<u>Credits</u>
ACC 100 Introduction to Accounting	3
or	
ACC 101 Accounting I	4
OAT 152 Excel Level I	3
Select 2 courses from:	
ACC 112 Accounting II	4
ACC 211 Tax Accounting I	3
ACC 212 Tax Accounting II	3
ACC 213 Managerial Accounting	3
ACC 214 Governmental Accounting	3
ACC 221 Cost Accounting I	3
ACC 231 Intermediate Accounting I	3
BUS 101 Introduction to Business	3
BUS 105 Introduction to Exporting	3
BUS 213 Small Business Management	3
BUS 269 Research Report	3
CIS 120 Intro to Programming	4
CIS 121 Expert Systems	3
CIS 125 Window Based Operating Systems	4
CIS 130 Computer Organization	3
CIS 141 Operating Systems I	4
CIS 145 Networks/Distributed Sys	4
CIS 146 Computer Networking I	4
CIS 150 C/C++ Programming Language	4
CIS 160 Internet/Web Construction	3
CIS 170 Internet/Web Multimedia	4
CIS 180 Internet/Script Programming	4
CIS 190 Network Inst/Maintenance	3
CIS 195 Network Administration	4
CIS 201 Microdatabase Programming	4
CIS 205 Intro Object Orient Programmng	4

CIS 207 Visual Programming	4
CIS 220 COBOL	4
CIS 230 RPG	4
CIS 240 Systems Analysis & Design	4
CIS 251 Programming Language II	4
CIS 281 Topics in Microcomputers	4
COM 111 Human Communications	3
COM 140 Newswriting I	3
COM 141 Newswriting II	3
COM 150 Intro to Electronic Media	3
COM 222 Intercultural Communication	3
COM 240 Mass Media Law	3
COM 241 Writing for Magazines	3
COM 250 Photography	4
COM 251 Layout and Design	3
CSM 101 Intro to Customer Service	3
CSM 201 Telecomms Skills	3
CSM 212 Credit/Collections	3
CWE 201 Co-Op Education I-1st level	3
ECO 111 Macroeconomics	3
ECO 122 Microeconomics	3
FIN 221 Money and Banking	3
FIN 241 Finance	3
HIS 223 History of Technology	3
MEA 120 Medical Office Procedures I	4
MEA 125 Medical Office Procedures II	4
MGT 212 Principles of Management	3
MGT 213 Problems in Management	3
MGT 214 Supervisory Management	3
MGT 215 Office Management	3
MKT 212 Principles of Marketing	3
MKT 213 Problems in Marketing	3
MKT 214 Advertising	3
OAT 154 Access Level II	3
OAT 155 Excel Level II	3
OAT 160 Family Law	3
OAT 170 Intro to the Legal System	3
OAT 172 Law of Simple Contracts	3
OAT 173 Civil Procedure & Tort	3
OAT 175 Estate Admin & Probate	3
OAT 270 Criminal Law	3
OAT 271 Real Property Law	3
OAT 276 Business Entities	3
OAT 280 Legal Research & Writing	3
OAT 285 Law Office Management	3
OAT 290 Intern Program	5
PSY 100 Human Relations	3
PSY 121 General Psychology	3
PSY 122 Social Psychology	3
PSY 123 Industrial Psychology	3
PSY 125 Child Development	3
PSY 126 Child/Adolescent Development	3
PSY 127 Human Development	3
PSY 223 Abnormal Psychology	3
PSY 224 Human Sexuality	3
SOC 111 Sociology	3
SOC 213 Ethical Issues in Health Care	3
SOC 224 Family Structures	3
SPA 133 Using Beginning Spanish	3
SPA 136 Spanish Communication I	4
SPA 137 Spanish Communication II	4

## Operations Management

### Operations Management

A.A.S. Degree (W)

Combining principles of engineering and business, the Operations Management program prepares the graduate to observe, measure, analyze, determine, and recommend operations improvements in industry, business, government, and health services. A broad foundation in both technical and non-technical areas provides graduates with a sound working approach to the human as well as the technological aspects of the problems they will be called upon to solve. Upon graduation, the student is prepared to aid in the design, improvement, installation, and operation of integrated systems of people, materials, and equipment.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 181 Algebra and Trigonometry I	4
or	
MAT 153 College Math and Statistics	4
or	
MAT 140 Essentials of College Algebra	4
ECO 111 Macroeconomics	3
ECO 122 Microeconomics	3

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
MGT 231 Human Resource Management	3
OMT 100 Operations Management	4
OMT 210 Project Based Accounting	3
OMT 220 Process Analysis & Control	3
OMT 230 Project Management	3
OMT 240 Supply Chain Management	3
OMT 250 Statistical Process Control	3
OMT 260 Quality Management	4
OMT 270 Process Design & Layout	4

#### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CIS 112 Spreadsheet/Graphics Proc	3
or	
OAT 152 Excel Level I	3
BUS 101 Introduction to Business	3

CIS 107 Intro to Computers/Application	3
MAT 255 Business Statistics I	3
MIS 220 Management Information Systems	3

## Education

### Paraeducator

A.A.S. Degree (O,T,W)

This associate degree program prepares students for a career as a paraeducator in a K-12 school setting. The program provides a foundation in academic skills, child development theories, literacy and mathematics instructional support strategies and a comprehensive range of educational experiences necessary for employment. The program will provide coursework that may transfer to a senior institution for those students who wish to do so.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
HIS 112 U. S. History: Post-Civil War	3
MAT 201 Mathematics for Teachers I	4
SOC 111 Sociology	3

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CIS 107 Intro to Computers/Application	3
ECE 111 Childhd Nutrition/Safety	3
EDC 101 Intro to Paraeducator Issues	3
EDC 120 Foundations of Literacy	3
EDC 211 Classroom Management	3
EDC 220 Parent/Family/School Interact	3
EDC 230 Children's Literature	3
EDC 250 Internship & Seminar	4
MAT 202 Mathematics for Teachers II	4

#### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
BIO 140 General Biology	4
or	
BIO 150 Biology I	4
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
ECE 233 Exceptional Child	3

PSY 121	General Psychology	3
PSY 126	Child/Adolescent Development	3

## Office Administration

### Paralegal

A.A.S. Degree (O,T,W)

According to the U.S. Bureau of Labor Statistics, the paralegal field is one of the fastest growing professions. To prepare graduates to meet this demand, this program offers a combination of specialized legal courses and general education courses with emphasis on the development of highly marketable skills. A legal internship provides work experience to supplement classroom knowledge and applications. Diversified employment opportunities are available in federal, state and local government agencies, law firms, the court system, banks, insurance companies, private business, and corporations. Upon completion of the degree, students will have gained the following competencies: 1) Explain the present and potential role of the paralegal within the legal system; 2) Produce the documents necessary for a functioning law office; 3) Comply with the profession's Code of Ethics within the legal system; 4) Use a range of research methods and information necessary to complete a variety of legal activities; 5) Apply acquired knowledge of legal specialty areas in the workplace. The Owens Campus program is approved by the ABA Standing Committee on Paralegals Approval Commission; 321 North Clark Street; Chicago, Illinois 60654-7598; (312) 988-5617.

Paralegals may not provide legal services directly to the public except as provided by law.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
ECO 111 Macroeconomics	3
MAT 153 College Math and Statistics	4
PSY 121 General Psychology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
OAT 170 Intro to the Legal System	3
OAT 280 Legal Research & Writing	3

Select 4 courses from:

CIS 107 Intro to Computers/Application	3
CLT 110 International Cultural Immersion	3
ENG 122 Technical Writing-Comm	3
OAT 132 Referencing and Transcription	3
OAT 151 Access Level I	3
OAT 152 Excel Level I	3
OAT 157 Word Level I	3
OAT 158 Word Level II	3
OAT 159 PowerPoint	3
OAT 160 Family Law	3
OAT 172 Law of Simple Contracts	3
OAT 175 Estate Admin & Probate	3

Select 4 courses from:

OAT 240 Integrated Business Applicatns	3
OAT 242 Desktop Publishing	4
OAT 270 Criminal Law	3
OAT 271 Real Property Law	3
OAT 273 Civil Procedure	3
OAT 274 Torts	3
OAT 276 Business Entities	3

Select 4 courses from:

OAT 281 Legal Research and Writing II	3
OAT 285 Law Office Management	3

Select 4 courses from:

SPA 133 Using Beginning Spanish	3
SPA 136 Spanish Communication I	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
ACC 100 Introduction to Accounting	3
or	
ACC 101 Accounting I	4
OAT 121 Keyboarding	4
OAT 122 Keyboarding Applications	4
OAT 231 Office Systems and Procedures	3
OAT 290 Intern Program	5

## Visual Communications

### Photo Imaging

A.A.S. Degree (T)

The Photo Imaging Option of the Visual Communications program is an exciting 21st century blend of traditional photographic processes and computer-based digital photography. This new technology mixes the aesthetics of fine art photography with the speed and flexibility of digital imaging. It is an exciting field with tremendous potential for artistic as well as commercial creativity. The sophistication of imagery from the computer allows designers and photographers to expand the limits of traditional photography. Students will utilize traditional photography, scanned images, and direct digital images to prepare solutions to realistic assignments. All assignments are geared toward the compilation of a final graduate portfolio. Graduates can look forward to being on the cutting edge of this

exciting new technology. As the use of the web and other multimedia formats increases, the demand for skilled digital imaging professionals will continue to rise.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 122 Technical Writing-Comm	3
or	
ENG 124 Oral Communications	3
COM 111 Human Communications	3
ENG 121 Composition	3
MAT 150 Business Mathematics	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
VSC 131 Art History I	3
or	
VSC 132 Art History II	3
VSC 115 Intro To Design	3
VSC 125 Color And Composition	3
VSC 133 History of Graphic Design	2
VSC 160 Computer Graphics I	4
VSC 161 Computer Graphics II	4
VSC 165 Photography I	4
VSC 166 Photography II	3
VSC 175 Print Production Processes	2
VSC 190 Intro To Videography	3
VSC 251 Portfolio Workshop	4
VSC 267 Color Photography	4
VSC 268 Photo Illustration	3
VSC 270 Project Management	2
VSC 275 Self Promotion	2

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
POL 111 Political Science	3
or	
PSY 121 General Psychology	3
VSC 109 Drawing I	4
or	
VSC 135 Non-Western Art Survey	3
or	
VSC 181 CorelDraw	4
or	
VSC 186 Advanced Painting	3
or	
VSC 260 Multimedia Authoring	3
or	
VSC 261 Multimedia Sound	3
or	
VSC 264 3-D Design and Animation	4
or	
VSC 265 Motion Graphics	3

or		
VSC 281 Project Elective		3
or		
VSC 292 Video Production		4
BUS 101 Introduction to Business		3

## Allied Health

### Physical Therapist Assistant

A.A.S. Degree (O,W)

*Physical Therapist Assistants are licensed health care workers who provide physical therapy services under the supervision and direction of the physical therapist. They assist with data collection, implement delegated patient interventions, modify interventions within the established plan of care, participate in discharge planning and follow-up care, document the care provided, and educate and interact with health care team members including families, caregivers, students and patients. Students study both on campus and at varied clinical sites. Graduates of the program may be employed by hospitals, rehabilitation centers, private practice clinics, home health agencies, and other health care settings. The Physical Therapist Assistant programs at the Wilmington Campus and the Owens Campus are accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 N. Fairfax Street, Alexandria, VA 22314-1488, (703) 706-3245, email: accreditation@apta.org; website: www.capteonline.org. Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
or	
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
MAT 130 Algebra for Allied Health	4
or	
MAT 181 Algebra and Trigonometry I	4

PSY 121	General Psychology	3
SOC 213	Ethical Issues in Health Care	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>	
PHY 110	Physics Physical Therapy Assnt	4
or		
PHY 112	Physics for Allied Health	4
or		
PHY 171	Physics I	4
BIO 123	Clinical Functional Anatomy and	3
PTA 115	Kinesiology	3
or		
PTA 118	Functional Anatomy&Kinesiology	5
PTA 100	Introduction to PTA	2
PTA 101	Basic Techniques	4
PTA 102	Modalities	3
PTA 116	Intro to Pathology	3
PTA 205	Path.Treatmnt Orthopedic Conds	4
PTA 206	Path/Treat Neurologcl Conds.	4
PTA 208	Special Topics for the PTA	3
PTA 209	PTA Management Issues	2
PTA 211	Clinical Practice I	4
PTA 212	Clinical Practice II	3
PTA 213	Clinical Practice III	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>	
BIO 100	Medical Terminology	3
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5

## Applied Agriculture

### Production Agriculture

A.A.S. Degree (O)

The Production Agriculture option involves the growing and marketing of crops and livestock. A thorough knowledge of marketing, management, and finance as well as production skills are the keys to a career as an agriculture producer.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>	
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing-Comm	3
or		

ENG 130	Honors Tech. Writing & Comm	3
or		
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communication	3
MAT 125	Math for the Trades	4
or		
MAT 150	Business Mathematics	3
or		
MAT 153	College Math and Statistics	4
<i>Select 2 courses from:</i>		
POL 111	Political Science	3
PSY 100	Human Relations	3
PSY 121	General Psychology	3
SOC 111	Sociology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>	
AGS 101	Soil Science	3
AGS 102	Agricultural Science	3
AGS 104	Intro to Agribusiness Managemt	3
AGS 105	Prin of Plant Growth	3
AGS 106	Vegetable Crop Production	3
AGS 202	Agronomic Crops	3
AGS 204	Animal Science	3
AGS 230	Production Agriculture Co-op	3
AGS 240	Hydroponics Production	3
AGS 250	Greenhouse Crop Production	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>	
FSY 100	Intro to Food Science	3
POS 215	Poultry Production Management	3
SCI 206	Pesticide Principles and Apps	3
SCI 223	Applied Ecology	3
<i>Select 1 courses from:</i>		
BIO 150	Biology I	4
BIO 151	Biology II	4
CHM 100	Basic Chemistry	3
CHM 110	General Chemistry	4
CIS 107	Intro to Computers/Application	3
OAT 152	Excel Level I	3
OAT 157	Word Level I	3

## Refrigeration, Heating, & Air Conditioning

### Refrigeration, Heating, & Air Conditioning

A.A.S. Degree (O)

This program offers the opportunity to develop skills leading to the award of an A.A.S. Degree in Refrigeration, Heating, and Air Conditioning. The curriculum is designed to provide the student with practical and theoretical knowledge of refrigeration,



heating, and air conditioning systems. The technical courses combine classroom theory with practical, hands-on training. Related courses are intended to prepare students for professional and technical career opportunities. The degree is awarded to students who complete all required technical and related courses. Diploma and Certificate options are available.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 122 Technical Writing-Comm	3
or	
ENG 124 Oral Communications	3
MAT 125 Math for the Trades	4
or	
MAT 150 Business Mathematics	3
PSY 100 Human Relations	3
or	
PSY 121 General Psychology	3
ECO 111 Macroeconomics	3
ENG 121 Composition	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ACR 101 HVAC Electricity	5
ACR 102 Fundamentals of Refrigeration	5
ACR 104 Residential Climate Control	5
ACR 105 Residential Heating I	5
ACR 115 Air Distribution & Balancing	3
ACR 120 Employee Development Seminar	3
ACR 202 Commercial Refrigeration	3
ACR 204 Residential Heating II	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
ACR 108 HVACR Energy Systems Mgmt I	3
ACR 109 HVACR Energy Systems Mgmt II	3
ACR 114 EPA Seminar and Exam	1
ACR 150 Industry Competency Exam I	1
ACR 251 Industry Competency Exam II	1
CIS 107 Intro to Computers/Application	3

## Energy

### Renewable Energy Solar

A.A.S. Degree (O,T,S)

The Renewable Energy Solar Program prepares graduates to work as technicians in the renewable energy industry. Students will develop energy analysis skills to improve energy efficiency and

application of renewable energy solar systems. Students will learn solar photovoltaic installation and design and solar thermal applications. They will evaluate and recommend energy solutions with greater efficiency and lower environmental impact with the added benefit of energy cost savings. The focus on renewable energy solar will be integrated with applied practice related to solar photovoltaic and thermal installation. Students will study and work with both grid-tied and stand-alone photovoltaic systems. Academically ready students can apply to the program following the guidelines of each location's wait-list process. Interested applicants should review the information provided here and contact their program advisor for program requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
PSY 100 Human Relations	3
or	
COM 111 Human Communications	3
or	
ECO 111 Macroeconomics	3
MAT 140 Essentials of College Algebra	4
PSY 121 General Psychology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
NRG 101 Intro to Energy Management	2
NRG 103 Sustainability	2
NRG 110 Construction Standards	2
NRG 111 Res/Light Comm Energy Analysis	2
NRG 124 Energy Efficient Methods	3
NRG 142 Energy Accounting	2
NRG 154 Alternativ Energy Technologies	2
NRG 200 Solar Energy Systems	2
NRG 201 Photovoltaic Systems I	4
NRG 202 Photovoltaic Systems II	3
NRG 203 Cncpts of Solar Thermal Design	3
NRG 204 Coop Ed:Renewable Energy Solar	3
NRG 207 NABCEP Solar Entry Level Prep	1
NRG 241 Energy Investment Analysis	2

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
----------------	----------------

AET 111	Constr Blueprint Reading	4
or		
AET 123	Arch Drafting/Design I	4
ACR 121	HVAC Energy Systems	3
ELC 241	Electrical Concepts	2
OAT 152	Excel Level I	3
PHY 111	Conceptual Physics	4

## Allied Health

### Respiratory Care

A.A.S. Degree (O,W)

Respiratory Care is an allied health specialty involved in the treatment, management, and diagnostic evaluation of patients with problems of the cardiopulmonary system. Respiratory Care is one of the most dynamic allied health fields, undergoing a continuous process of discovery and improvement in both therapeutic techniques and related modes of mechanical assistance. The Wilmington and Owens Campus programs are accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835, and prepare students for the National Board for Respiratory Care (NBRC) Entry Level and Advanced Practice Examinations. Courses are offered on campus and at a variety of clinical affiliates. Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
or	
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
MAT 153 College Math and Statistics	4
or	
MAT 181 Algebra and Trigonometry I	4
Select 2 courses from:	
ECO 111 Macroeconomics	3
ECO 122 Microeconomics	3

POL 111	Political Science	3
PSY 121	General Psychology	3
PSY 125	Child Development	3
PSY 126	Child/Adolescent Development	3
PSY 127	Human Development	3
SOC 111	Sociology	3
SOC 213	Ethical Issues in Health Care	3

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
HLH 101 Intro To Patient Care	2
and	
HLH 215 Cardiovascular Monitoring	2
and	
RCT 233 Spec Topics in Respiratory Care	4
or	
CHM 110 General Chemistry	4
and	
RCT 244 Cardiopulmonary Assessment	5
RCT 120 Pharm for Respiratory Care	3
RCT 130 Intro to Respiratory Care	7
RCT 140 Pulmonary Physiology	3
RCT 210 Neonatal/Ped Respiratory Care	3
RCT 231 Respiratory Care Procedures I	4
RCT 232 Respiratory Care Procedures II	7
RCT 241 Pulmonary Pathophysiology I	3
RCT 242 Pulmonary Pathophysiology II	4
RCT 251 Clinical Respiratory Care I	2
RCT 252 Clinical Respiratory Care II	3
RCT 253 Clinical Respiratory Care III	5

#### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
BIO 120 Anatomy and Physiology I	5
BIO 121 Anatomy and Physiology II	5

## Allied Health

### Surgical Technology

A.A.S. Degree (T)

The Surgical Technology program will help to meet the employment demands for highly skilled surgical technologists. The program will provide students with the knowledge and skills required to function effectively in the environment of the operating room. The scrub surgical technologist handles the instruments, supplies, and equipment necessary during the surgical procedure. He/she has an understanding of the procedure being performed and anticipates the needs of the surgeon. He/she has the necessary knowledge and ability to ensure quality patient care during the operative procedure and is constantly on vigil for maintenance of the sterile field. The surgical technologist circulating obtains additional instruments, supplies, and equipment necessary while the surgical procedure is in progress. He/she monitors conditions in the

operating room and constantly assesses the needs of the patient and surgical team. Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
MAT 130 Algebra for Allied Health	4
or	
MAT 119 Applied Clinical Mathematics	3
or	
MAT 140 Essentials of College Algebra	4
SOC 111 Sociology	3
or	
SOC 213 Ethical Issues in Health Care	3
PSY 121 General Psychology	3
Select 2 courses from:	
PSY 121 General Psychology	3
SOC 111 Sociology	3
SOC 213 Ethical Issues in Health Care	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
SGT 100 Intro to Surgical Technology	2
SGT 200 Surgical Technology I	7
SGT 202 Pharmacology	2
SGT 210 Surgical Technology II	7
SGT 211 Surgical Tech Clinical I	2
SGT 220 Surgical Technology III	4
SGT 221 Surgical Technolgy Clinical II	5

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CHM 100 Basic Chemistry	3
or	
CHM 110 General Chemistry	4
BIO 100 Medical Terminology	3
BIO 120 Anatomy and Physiology I	5
BIO 121 Anatomy and Physiology II	5
BIO 125 Introductory Microbiology	4
CIS 107 Intro to Computers/Application	3

## Civil Engineering Technology

## Surveying and Geomatics Engineering

## Technology

A.A.S. Degree (O,S)

This program option will prepare graduates with the technical skills necessary to enter careers in boundary and/or land surveying, geographic and/or land information systems, engineering project surveying, mapping and geodesy, or other related areas. This curriculum Option emphasizes practical applications in the areas of field mapping, interpretation of basic land records and the preparation of maps and plats. Students will learn on modern surveying equipment including total stations, static and kinematic GPS. The use of computers for CAD, data acquisition and analysis is integrated throughout the program preparing graduates for immediate productivity in the profession.

The State of Delaware recognizes the Civil Engineering Technology, Surveying and Geomatics Option as part of the pathway to licensure as a professional land surveyor.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
or	
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
MAT 181 Algebra and Trigonometry I	4
and	
MAT 182 Algebra and Trigonometry II	4
or	
MAT 185 Precalculus	4
or	
MAT 281 Calculus I	4
Select 2 courses from:	
HIS 111 U. S. History: Pre-Civil War	3
or	
HIS 112 U. S. History: Post-Civil War	3
ECO 111 Macroeconomics	3
or	
ECO 122 Microeconomics	3
CLT 110 International Cultural Immersion	3
POL 111 Political Science	3
PSY 121 General Psychology	3
SOC 111 Sociology	3

## PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
AET 123 Arch Drafting/Design I	4
or	
AET 121 Intro to Arch Drafting	4
or	
CET 125 Civil & Envl Drafting & Design	4
CET 251 Topographic Drafting	3
or	
CET 225 Civil CAD Applications	3
CET 144 Surveying Principles	4
CET 236 Soils	3
CET 240 Hydraulics and Hydrology	4
CET 244 Principles of Site Development	4
CET 245 Advanced Surveying Principles	4
CET 247 Route Surveying and Design	4
CET 248 Boundary Surveying and Law	3

## PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
PHY 205 General Physics I	4
or	
PHY 171 Physics I	4
or	
PHY 281 Physics I with Calculus	4
AET 135 Construction Materials/Methods	3
AET 232 Contracts/Specifications	3
AET 234 Cost Estimating/Planning	3
EDD 171 Intro to CAD Using AutoCAD	3

## Applied Agriculture

### Turf Management

A.A.S. Degree (O)

The Turf Management Degree program is designed to provide skills necessary for an individual to attain gainful employment in the turf management industry. The curriculum provides course study for the field of golf course management and professional turf management specialist. The curriculum will prepare the students for careers as golf and turf management technicians, assistant golf course superintendents, assistant equipment managers, horticulturist, irrigation specialist chemical technician, equipment operator and groundskeeper.

Note: Students will be required to take certain course at the Owens Campus Turf Grass Lab

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
----------------	----------------

ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
or	
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
MAT 125 Math for the Trades	4
or	
MAT 150 Business Mathematics	3
Select 2 courses from:	
POL 111 Political Science	3
PSY 100 Human Relations	3
PSY 121 General Psychology	3
SOC 111 Sociology	3

## PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
AGS 101 Soil Science	3
AGS 104 Intro to Agribusiness Managemt	3
AGS 105 Prin of Plant Growth	3
AGS 123 Trfgrss Maintenance Practices	3
AGS 136 Turf Equipment Operations	3
AGS 224 Turf & Athletic Fld Maintenanc	3
AGS 231 Turfgrss Mgt. Co-op Education	3
AGS 241 Trfgrss Wds Insts/Disease Ctrl	3
AGS 242 Golf Course Operation & Maint	3
AGS 243 Golf & Turf Irrigation	3
AGS 244 Landscape Plans & Construction	3

## PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CHM 100 Basic Chemistry	3
or	
CHM 110 General Chemistry	4
CIS 107 Intro to Computers/Application	3
OAT 157 Word Level I	3
SCI 223 Applied Ecology	3
SCI 240 Turfgrass Physiology	3

## Allied Health

### Veterinary Technology

A.A.S. Degree (O)

The Veterinary Technology Associate Degree program provides students with the theoretical and technical skills essential for a wide-range of career options in animal health and management. The curriculum is designed to prepare students for careers as veterinary technicians and for positions in animal hospitals, diagnostic laboratories, research laboratories, animal health industry, zoological parks, and emergency/specialty clinics. The program

focuses on the development of laboratory testing techniques, clinical assisting procedures, humane animal care and nursing skills, and hospital management practices. In addition to course work and laboratory experience, students are required to complete one supervised externship at a variety of animal care facilities. Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
MAT 153 College Math and Statistics	4
ECO 111 Macroeconomics	3
ECO 122 Microeconomics	3
HIS 111 U. S. History: Pre-Civil War	3
PSY 100 Human Relations	3
PSY 121 General Psychology	3
PSY 127 Human Development	3
PSY 223 Abnormal Psychology	3
SOC 111 Sociology	3
SOC 213 Ethical Issues in Health Care	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
VET 101 Intro to Veterinary Technology	2
VET 102 Veterinary Anatomy	3
VET 110 Veterinary Physiology	3
VET 120 Breeds And Behavior	2
VET 140 Pharmacology for Vet Techs	3
VET 145 Exotic Animal Care and Mgmt	1
VET 205 Small Animal Health & Disease	3
VET 210 Veterinary Clinical Pathology	3
VET 221 Veterinary Nursing I	3
VET 222 Veterinary Nursing II	3
VET 224 Lg Animal/Equine Nurs/Hlth Mgt	4
VET 230 Research Animal Technology	3
VET 235 Diagnostic Imaging	3
VET 250 Vet Tech Internship	5

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
BIO 125 Introductory Microbiology	4
or	
BIO 250 Principles of Microbiology	4

BIO 150 Biology I	4
or	
BIO 140 General Biology	4
CHM 110 General Chemistry	4
or	
CHM 100 Basic Chemistry	3
MLT 130 Hematology for the Vet Tech	4

## Web Information Systems

### Web Development

A.A.S. Degree (O,T)

The Computer Information Systems department offers the Web Development degree that provides students with a program of instruction in the development, implementation and management of electronic business operations provided online. This program is designed to provide students with a background in the computer applications needed to assist a company wishing to conduct business using the Internet and the World Wide Web. The students acquire knowledge of basic programming, Web construction, interactive Web sites and Internet scripts. Students will be prepared to: create safe and secure networks for businesses having an online presence, to become Web masters capable of building Web sites, and to become technology strategists able to maximize visits to client's sites.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
COM 111 Human Communications	3
or	
ECO 122 Microeconomics	3
or	
POL 111 Political Science	3
or	
PSY 100 Human Relations	3
or	
PSY 121 General Psychology	3
or	
SOC 111 Sociology	3
ECO 111 Macroeconomics	3
MAT 153 College Math and Statistics	4

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
----------------	----------------



CIS 194	Networking Technologies	3
<i>or</i>		
CIS 195	Network Administration	4
CIS 201	Microdatabase Programming	4
<i>or</i>		
CIS 118	Intro to Relational Databases	3
CIS 207	Visual Programming	4
<i>or</i>		
CIS 180	Internet/Script Programming	4
CIS 120	Intro to Programming	4
CIS 160	Internet/Web Construction	3
CIS 170	Internet/Web Multimedia	4
CIS 238	Database Design & Programming	4
CIS 240	Systems Analysis & Design	4
CIS 260	Internet/Web Commerce	4
CIS 282	Topics in Programming Language	4

### **PROGRAM/MAJOR SUPPORT COURSES**

<u>Courses</u>	<u>Credits</u>	
OAT 152	Excel Level I	3
<i>or</i>		
CIS 112	Spreadsheet/Graphics Proc	3
BUS 101	Introduction to Business	3
CIS 107	Intro to Computers/Application	3
EBZ 220	Fundamentals of E-Commerce	3
MKT 212	Principles of Marketing	3

## Associate of Arts in Teaching Degree Programs (A.A.T.)

CAMPUS KEY: T = Dover; O = Georgetown; S = Stanton; W = Wilmington

<u>Program</u>	<u>Campus</u>
Early Care and Education (Birth to Second Grade)	O,T,W
Elementary Education	O,T,W
Math Secondary Education	O,S,T
Middle-Level Mathematics Education: English Minor	O,T,W
Middle-Level Mathematics Education: Science Minor	O,T,W
Middle-Level Mathematics Education: Social Science Minor	O,T,W
Science Education: Chemistry/Physics	O,T,S

## Early Childhood Education

### Early Care and Education (Birth to Second Grade)

A.A.T. Degree (O,T,W)

The Birth to Second Grade Option combines the Early Childhood Development curriculum with a student transfer focus. The program prepares students for transfer to a four-year in-state institutions to complete requirements for a bachelor's degree and early care/education (Birth to Second Grade). The Birth to Second Grade Option is approved by the Department of Education as the first half of an associate/bachelor's preparation for a Birth to Second Grade teaching certification. This program offers full articulation with several four-year institutions. Students participate in laboratory hours in public and private school systems. This curriculum option offers students the opportunity to work toward a four-year degree while preparing for the various positions in the field of early childhood.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
MAT 201 Mathematics for Teachers I	4
PSY 121 General Psychology	3
PSY 125 Child Development	3

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ECE 120 Comtemp Issues in Erly Childhd	3
ECE 121 Infant & Toddler Methods & Lab	5
ECE 123 Early Childhd Methods I & Lab	5
ECE 125 Early Childhd Methods II & Lab	5
ECE 127 Childhood Classroom Mgt	3
ECE 226 Assessment of Young Children	3
ECE 233 Exceptional Child	3
EDC 120 Foundations of Literacy	3
EDC 220 Parent/Family/School Interact	3
EDC 230 Children's Literature	3

#### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
BIO 140 General Biology	4
or	
BIO 150 Biology I	4

CIS 107 Intro to Computers/Application	3
ECE 111 Childhd Nutrition/Safety	3
HIS 111 U. S. History: Pre-Civil War	3
MAT 202 Mathematics for Teachers II	4
MAT 203 Math for Teachers III	4

## Education

### Elementary Education

A.A.T. Degree (O,T,W)

Graduates of this option may enter the workforce immediately as a paraeducator in a school setting or they may choose to continue their education. The main focus of this education option is to prepare students to transfer to a four-year college or university where they will complete their bachelor's degree and become certified to teach elementary school. The program provides a foundation in academic skills, child development theory, literacy and mathematics and classroom management strategies. During the required education courses in this option, students are exposed to the teaching profession through a variety of field experiences.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
PSY 125 Child Development	3
or	
PSY 126 Child/Adolescent Development	3
HIS 111 U. S. History: Pre-Civil War	3
or	
HIS 112 U. S. History: Post-Civil War	3
MAT 201 Mathematics for Teachers I	4
PSY 121 General Psychology	3

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CHM 101 Introduction to Chemistry	1
CIS 107 Intro to Computers/Application	3
ECE 233 Exceptional Child	3
EDC 120 Foundations of Literacy	3
EDC 150 Issues in Elementary Education	3
EDC 211 Classroom Management	3
EDC 220 Parent/Family/School Interact	3
EDC 230 Children's Literature	3
MAT 202 Mathematics for Teachers II	4
MAT 203 Math for Teachers III	4

## PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
VSC 131 Art History I	3
or	
VSC 132 Art History II	3
SPA 137 Spanish Communication II	4
or	
ECO 111 Macroeconomics	3
BIO 140 General Biology	4
PHY 111 Conceptual Physics	4
SPA 136 Spanish Communication I	4

## Education

### Math Secondary Education

A.A.T. Degree (O,S,T)

*This associate degree program will prepare students for transfer to a baccalaureate degree program that leads to a teaching career in middle or high school mathematics. The program includes rigorous mathematics content course work, as well as the integration of educational technology and field experiences in a secondary school setting.*

*Graduates of this program who have completed the associate degree with a cumulative GPA of 2.5 or higher can transfer to the University of Delaware or Delaware State University.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
HIS 111 U. S. History: Pre-Civil War	3
or	
HIS 112 U. S. History: Post-Civil War	3
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 124 Oral Communications	3
MAT 281 Calculus I	4
PSY 121 General Psychology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ECE 233 Exceptional Child	3
EDC 260 Educational Psychology	3
MAT 263 Principles of Discrete Math	4
MAT 279	

MAT 282 Calculus II	4
MAT 283 Calculus III	4
MAT 285	
MAT 288 Linear Algebra	4

## PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CIS 120 Intro to Programming	4
PHY 281 Physics I with Calculus	4
PSY 127 Human Development	3
SPA 136 Spanish Communication I	4

## Education

### Middle-Level Mathematics Education: English Minor

A.A.T. Degree (O,T,W)

*The main focus of the Middle-Level Mathematics Education program is to provide students with a strong mathematical background that emphasizes the conceptual underpinnings of the mathematics the students will eventually teach. In order to enter the workforce, students will be required to complete a bachelor's degree with a partner university.*

*Students pursuing the Middle- Level Mathematics Education degree will major in mathematics and choose one of three minors: Science, Social Science or English. The minors enable students to become dually certified in mathematics and their minor field. The major/minor structure for middle school education is the focus of our partner, Wilmington University, and the course sequence sheets were designed to support and guide students based on their desired minor preference.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
ECO 111 Macroeconomics	3
MAT 201 Mathematics for Teachers I	4
PSY 121 General Psychology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ECE 233 Exceptional Child	3
EDC 220 Parent/Family/School Interact	3

MAT 143	College Geometry	3
MAT 153	College Math and Statistics	4
MAT 185	Precalculus	4
MAT 251	Finite Math	3
MAT 263	Principles of Discrete Math	4
MAT 281	Calculus I	4
MAT 282	Calculus II	4

#### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>	
ENG 124	Oral Communications	3
<i>or</i>		
ENG 131	Honors Oral Communication	3
VSC 131	Art History I	3
<i>or</i>		
VSC 132	Art History II	3
BIO 140	General Biology	4
CIS 107	Intro to Computers/Application	3
EDC 120	Foundations of Literacy	3
EDC 230	Children's Literature	3
PSY 126	Child/Adolescent Development	3

## Education

### Middle-Level Mathematics Education: Science Minor

A.A.T. Degree (O,T,W)

*The main focus of the Middle-Level Mathematics Education program is to provide students with a strong mathematical background that emphasizes the conceptual underpinnings of the mathematics the students will eventually teach. In order to enter the workforce, students will be required to complete a bachelor's degree with a partner university.*

*Students pursuing the Middle-Level Mathematics Education degree will major in mathematics and choose one of three minors: Science, Social Science or English. The minors enable students to become dually certified in mathematics and their minor field. The major/minor structure for middle school education is the focus of our partner, Wilmington University, and the course sequence sheets were designed to support and guide students based on their desired minor preference.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>	
ENG 121	Composition	3
<i>or</i>		
ENG 125	Honors Composition	3
ENG 122	Technical Writing-Comm	3
<i>or</i>		

ENG 130	Honors Tech. Writing & Comm	3
ECO 111	Macroeconomics	3
MAT 201	Mathematics for Teachers I	4
PSY 121	General Psychology	3

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>	
ECE 233	Exceptional Child	3
EDC 220	Parent/Family/School Interact	3
MAT 143	College Geometry	3
MAT 153	College Math and Statistics	4
MAT 185	Precalculus	4
MAT 251	Finite Math	3
MAT 263	Principles of Discrete Math	4
MAT 281	Calculus I	4
MAT 282	Calculus II	4

#### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>	
ENG 124	Oral Communications	3
<i>or</i>		
ENG 131	Honors Oral Communication	3
VSC 131	Art History I	3
<i>or</i>		
VSC 132	Art History II	3
BIO 140	General Biology	4
CIS 107	Intro to Computers/Application	3
PHY 205	General Physics I	4
PSY 126	Child/Adolescent Development	3

## Education

### Middle-Level Mathematics Education: Social Science Minor

A.A.T. Degree (O,T,W)

*The main focus of the Middle-Level Mathematics Education program is to provide students with a strong mathematical background that emphasizes the conceptual underpinnings of the mathematics the students will eventually teach. In order to enter the workforce, students will be required to complete a bachelor's degree with a partner university.*

*Students pursuing the Middle-Level Mathematics Education degree will major in mathematics and choose one of three minors: Science, Social Science or English. The minors enable students to become dually certified in mathematics and their minor field. The major/minor structure for middle school education is the focus of our partner, Wilmington University, and the course sequence sheets were designed to support and guide students based on their desired minor preference.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**



## CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
ECO 111 Macroeconomics	3
MAT 201 Mathematics for Teachers I	4
PSY 121 General Psychology	3

## PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ECE 233 Exceptional Child	3
EDC 220 Parent/Family/School Interact	3
MAT 143 College Geometry	3
MAT 153 College Math and Statistics	4
MAT 185 Precalculus	4
MAT 251 Finite Math	3
MAT 263 Principles of Discrete Math	4
MAT 281 Calculus I	4
MAT 282 Calculus II	4

## PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
ENG 124 Oral Communications	3
or	
ENG 131 Honors Oral Communication	3
VSC 131 Art History I	3
or	
VSC 132 Art History II	3
BIO 140 General Biology	4
CIS 107 Intro to Computers/Application	3
POL 111 Political Science	3
PSY 126 Child/Adolescent Development	3
SOC 111 Sociology	3

## Education

### Science Education: Chemistry/Physics

A.A.T. Degree (O,T,S)

The new Science Education Program will utilize the resources of Delaware Tech's programs and faculty in the Mathematics, Education, Science, English and Social Science departments. Technology is infused within each of the general education areas, so a separate computer technology course will not be part of the course sequence. The major electives and physics course selections allow students to complete courses that articulate to a physics or chemistry bachelor degree program.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

## CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing-Comm	3
or	
ENG 130 Honors Tech. Writing & Comm	3
HIS 111 U. S. History: Pre-Civil War	3
or	
HIS 112 U. S. History: Post-Civil War	3
MAT 281 Calculus I	4
PSY 121 General Psychology	3

## PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
MAT 283 Calculus III	4
and	
MAT 291 Ordinary Differential Equation	4
or	
BIO 150 Biology I	4
and	
CHM 240 Organic Chemistry I	4
PHY 205 General Physics I	4
and	
PHY 206 General Physics II	4
or	
PHY 281 Physics I with Calculus	4
and	
PHY 282 Physics II with Calculus	4
CHM 150 Chemical Principles I	5
CHM 151 Chemical Principles II	5
EDC 115 Nature of Science	1
EDC 260 Educational Psychology	3

## PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
EDC 100 Professional Prep: Praxis I	1
MAT 282 Calculus II	4
PSY 127 Human Development	3
SPA 136 Spanish Communication I	4
Select 1 courses from:	
ECO 111 Macroeconomics	3
ECO 122 Microeconomics	3
ENG 124 Oral Communications	3
SOC 111 Sociology	3

## Diploma Programs

CAMPUS KEY: T = Dover; O = Georgetown; S = Stanton; W = Wilmington

<u>Program</u>	<u>Campus</u>
Automotive Technician Studies	O,S
Baking and Pastry Skills Studies	S,T
Chemical Process Operator Studies	S
Commerical Transportation Studies	O
Early Childhood Studies	O,T,W
Kitchen Skills Studies	S
Laser & Optics Studies	S
Medical Coding Studies	W
Refrigeration, Heating, & Air Conditioning Studies	O

## Automotive Technology

### Automotive Technician Studies

Diploma (O,S)

The diploma in Automotive Technician Studies provides the student with a foundation of mechanical skills needed in the automotive industry. The program provides a combination of classroom and shop instruction. Upon completion of the diploma requirements, students who desire to continue their education may transfer these courses into the Automotive Technology Degree program. Academically ready students can apply to the program following the guidelines of each location's wait-list process. Interested applicants should review the information provided here and contact their program advisor for program requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
PSY 100 Human Relations	3
or	
COM 111 Human Communications	3
MAT 125 Math for the Trades	4
or	
MAT 120 Math for Behavioral Sciences	3

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
AUT 114 Intro to Automotive Technology	3
AUT 116 Automotive Electrical	5
AUT 118 Auto Steering & Suspen/Align	3
AUT 119 Automotive Brake Systems	3
AUT 122 Auto Air Conditioning/Heating	3

#### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
AUT 123 Co-Op Work Experience I	4
or	
AUT 153 Automotive Practicum I	4
CIS 107 Intro to Computers/Application	3
or	
IET 150 Computer Applications	3

## Culinary Arts

### Baking and Pastry Skills Studies

Diploma (S,T)

This program is designed specifically for industry professionals and students that are employed or plan to be employed in the hospitality industry as a pastry cook and desire to further their education and begin the advancement to a supervisory position. Courses are offered on a part-time basis and credits earned may be applied to the Associate Degree in the Culinary Arts or Food Service Management. Industry professionals and students will also acquire the three mandatory classes required by the American Culinary Federation to begin the certification process.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
COM 111 Human Communications	3
MAT 120 Math for Behavioral Sciences	3

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CUL 112 Cake Decorating	2
CUL 251 Cost Control/Menu Plan/Purch	3
CUL 261 Baking	4
CUL 262 Pastry	4
FSM 110 Intro to Food Prep	3

#### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CUL 119 Sanitation	2
CUL 141 Nutrition	3
CUL 248 Culinary Supervisory Develop.	3

## Chemical Process Operator

### Chemical Process Operator Studies

Diploma (S)

The Chemical Process Operator Studies diploma program prepares students for employment in industrial plants in the chemical, petroleum, polymer and pharmaceutical industries. The chemical industry has a great need for trained chemical operators to adjust and optimize conditions for the production of large quantities of products in local chemical plants and pilot plants. Graduates are readily employed by these local plants at competitive salaries. The program provides a practical education in various aspects of plant operations such as hands-on training in process operations and control, regulatory compliance, and

preventive maintenance skills. Laboratory facilities include not only standard lab equipment, but also modern instrumentation in pilot plant technology and computer simulations.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
MAT 125 Math for the Trades	4
PSY 123 Industrial Psychology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CPO 125 Safety, Health & Environment	3
CPO 151 Chem Proc Tech I-Systems	4
CPO 252 Chem Proc Tech II-Operations	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CHM 110 General Chemistry	4
CPO 106 Statistical Procs Cntrl Ovrw	1
ELC 101 Electricity & Instrumentation	3
IET 150 Computer Applications	3
MET 150 Basic Mechical Systems	3

## Automotive Technology

### Commerical Transportation Studies

*Diploma (O)*

The curriculum is designed to provide the student with operating skills and practical knowledge of tractor trailer driving with emphasis on business skills needed in the transportation industry. It will prepare the student for entry-level employment as a CDL "A" licensed commercial vehicle driver/operator. Students spend their day in a combination of classroom, range practice, and road training in order to develop safe skills of operation and mechanical familiarization of the equipment. Employment opportunities can be found in either local or long-distance areas of the transportation industry.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3

or		
ENG 125 Honors Composition		3
MAT 150 Business Mathematics		3
PSY 100 Human Relations		3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CTS 101 Fundmentals-Motor Fleet Safety	3
CTS 102 Vehicle Sys/Report Malfunction	1
CTS 103 Tractor Trailer Operations	2
CTS 104 Road Driving Practices	1
CTS 105 Range Driving Practices	2
CTS 106 Advanced Driving Operations	2
CTS 107 Advanced Driving Practices	1
CTS 108 Professional Driver Developmnt	2
Select 1 courses from:	
BUS 101 Introduction to Business	3
ECO 111 Macroeconomics	3
ENT 101 Intro to Entrepreneurship	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CIS 107 Intro to Computers/Application	3

## Early Childhood Education

### Early Childhood Studies

*Diploma (O,T,W)*

The Early Childhood Studies program is an intensive study of the child from birth to eight years. This program prepares the student to work under the supervision of qualified teachers with pre-school children in a day care center, nursery school, or child development center. This program is designed for those currently employed in the child care field or for those considering the Associate Degree Program in Early Childhood Education. Credits earned in this program may be applied toward an Associate Degree in Early Childhood Education.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
MAT 150 Business Mathematics	3
PSY 125 Child Development	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
----------------	----------------

ECE 111	Childhd Nutrition/Safety	3
ECE 120	Comtemp Issues in Erly Childhd	3
ECE 121	Infant & Toddler Methods & Lab	5
ECE 123	Early Childhd Methods I & Lab	5
ECE 125	Early Childhd Methods II & Lab	5
ECE 127	Childhood Classroom Mgt	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CIS 107 Intro to Computers/Application	3

## Culinary Arts

### Kitchen Skills Studies

*Diploma (S)*

*This program is designed specifically for industry professionals and students who are employed or plan to be employed in the hospitality industry as cooks and desire to further their education and begin the advancement to a supervisory position. Courses are offered on a part-time basis and credits earned may be applied to the Associate Degree in the Culinary Arts or Food Service Management. Industry professionals and students will also acquire the three mandatory classes required by the American Culinary Federation to begin the certification process.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
COM 111 Human Communications	3
MAT 120 Math for Behavioral Sciences	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CUL 171 Garde Manger	4
CUL 251 Cost Control/Menu Plan/Purch	3
FSM 110 Intro to Food Prep	3
FSM 210 Quantity Food Production	3

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CUL 119 Sanitation	2
CUL 141 Nutrition	3
CUL 248 Culinary Supervisory Develop.	3

## Specialized Occupations

## Laser & Optics Studies

*Diploma (S)*

*The Laser & Optics Studies Diploma Program is designed to offer students of any degree program the opportunity to study lasers and optics beyond the Physics II level. Lasers are pervasive in many fields of technology. The theoretical as well as hands-on experience students receive will serve as a solid foundation in the basics necessary to keep up with the advances in laser and optics technology. Further information can be obtained by contacting the Chairperson of the Mathematics/Physics Department.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
MAT 181 Algebra and Trigonometry I	4
PSY 121 General Psychology	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
LAS 271 Intro to Lasers	4
LAS 272 Geometrical Optics & Lasers	4
LAS 273 Wave Optics & Lasers	4
PHY 171 Physics I	4

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
MAT 182 Algebra and Trigonometry II	4
PHY 172 Physics II	4

## Allied Health

### Medical Coding Studies

*Diploma (W)*

*The Medical Coding Studies is a diploma program that prepares graduates for careers as Medical Coders. A Medical Coder manages and classifies medical data for patient billing using standardized codes. Students learn how to correctly assign codes that indicate patient diagnosis, treatment and outcomes in order to properly document patient care and permit data access, analysis and billing. The program provides didactic courses followed by an internship experience in an approved facility. Graduates of the program find employment in a variety of settings, including hospitals, long-term care centers, mental health facilities, federal, state and local health departments, and insurance*



companies. Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
MAT 135 Biomedical Statistics	3
SOC 213 Ethical Issues in Health Care	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
HIM 120 ICD Coding I	4
HIM 121 ICD Coding II	4
HIM 122 CPT Coding	4
HIT 100 Intro to Health Information	3
HIT 170 Medical Coding Practicum	2

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
BIO 108 Basic Pharmacology	2
BIO 120 Anatomy and Physiology I	5
BIO 121 Anatomy and Physiology II	5
BIO 130 Disease Proc/Pathophysiology	3

## Refrigeration, Heating, & Air Conditioning

### Refrigeration, Heating, & Air Conditioning Studies

*Diploma (O)*

*This curriculum is designed to provide the student with practical and theoretical knowledge of refrigeration, heating, and air conditioning systems. These technical courses combine classroom theory with practical hands-on training. Related courses are intended to prepare students for professional and technical career opportunities. A diploma is awarded to students who successfully complete all required technical and related courses. Certificate options are available.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### CORE COURSES

<u>Courses</u>	<u>Credits</u>
MAT 125 Math for the Trades	4
or	
MAT 150 Business Mathematics	3
PSY 100 Human Relations	3
or	
PSY 121 General Psychology	3
ENG 121 Composition	3

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ACR 101 HVAC Electricity	5
ACR 102 Fundamentals of Refrigeration	5
ACR 104 Residential Climate Control	5
ACR 105 Residential Heating I	5
ACR 150 Industry Competency Exam I	1

### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
ACR 120 Employee Development Seminar	3

## Certificate Programs

CAMPUS KEY: T = Dover; O = Georgetown; S = Stanton; W = Wilmington

<u>Program</u>	<u>Campus</u>
Airframe Maintenance Technology Certificate	O
Baking and Pastry Skills Certificate	S,T
Chemical Process Operator Certificate	S
Childhood Development Certificate	T
Childhood Health and Safety Certificate	T
Childhood Professionalism Certificate	T
Commercial Transportation Certificate	O
Cooking Certificate	S
Direct Support Professional Certificate	O,T,W
Drug/Alcohol Counseling Certificate	T,W
EMT Paramedic Certificate	T
ENT: Refrigeration Heating A/C Certificate	O
English as a Second Language Certificate	O,T,W
Entrepreneurship Certificate	O,T,W
Instructional Design and Technology Certificate	O,T,S,W
Instrumentation Certificate	S
Machinist Training Level I Certificate	S
Machinist Training Level II Certificate	S
Paralegal Certificate	O,T

## Airframe Maintenance Technology

### Airframe Maintenance Technology Certificate

Certificate (O)

There is a growing need for trained and certified airframe maintenance technicians. In response, Delaware Tech has developed a program to provide students with the knowledge and skills necessary to gain Federal Aviation Administration (FAA) licensing and the opportunity to enter into a challenging and exciting career in the aviation industry.

The 53 credit-hour Airframe Maintenance Technology Certificate will prepare you to successfully complete the FAA exams for certification. If you choose to continue your studies, you can apply those credits toward an associate degree in Airframe Maintenance Technology.

Through the study of aviation maintenance theory and practical application, our students develop critical thinking, manipulative skills, and a familiarity with the tools and technologies necessary to succeed in the field of aircraft maintenance. Academically ready students can apply to the program following the guidelines of each location's wait-list process. Interested applicants should review the information provided here and contact their program advisor for program requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
AMT 220 Airframe Maintenance - AF III	11

#### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
ELC 122 Electronic Devices/Circuits I	3

## Culinary Arts

### Baking and Pastry Skills Certificate

Certificate (S,T)

Is your favorite room the kitchen and your favorite appliance the stove? If you answered "yes" to both questions, then the one-year Baking and Pastry Skills Certificate offered at Delaware Tech will prepare you for employment in the hospitality industry as an entry-level pastry cook. If you're already an industry

professional, you'll learn additional skills to help you advance to a supervisory position. At Delaware Tech, you'll gain experience in the demonstration and skills kitchen, learning the details of culinary arts including food preparation, baking, sanitation, and nutrition.

Courses are offered on a part-time basis, and the 18 credits earned in this program may be applied to the Baking and Pastry Skills Studies Diploma or the Associate Degree in the Culinary Arts or Food Service Management programs. Industry professionals and students will also acquire the mandatory classes required by the American Culinary Federation to begin the certification process.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CUL 112 Cake Decorating	2
CUL 261 Baking	4
CUL 262 Pastry	4

#### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CUL 119 Sanitation	2
CUL 141 Nutrition	3
CUL 248 Culinary Supervisory Develop.	3

## Chemical Process Operator

### Chemical Process Operator Certificate

Certificate (S)

Delaware Tech's Chemical Process Operator program prepares highly skilled and knowledgeable students for employment as process operators in the chemical, pharmaceutical, polymer, and petroleum refining industries. These important industries throughout the Delaware River Valley area have a great need for trained process technicians to operate equipment for the production of industrial and consumer products. Graduates are readily employed by these local plants at competitive salaries. The program provides a practical education in the various aspects of plant operations including safe startup, shutdown, troubleshooting procedures, regulatory compliance, and basic preventive maintenance. And our laboratory facilities include high tech mechanical equipment, modern instrument trainers, computer process simulators, and six pilot plant units.

The Chemical Process Operator Technology Program

has three options. Certificate, diploma, and associate degree programs are offered so that students can build their educational credentials as they work in the field. The certificate program requires completion of eight courses equivalent to 25 credit hours.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### CORE COURSES

<u>Courses</u>	<u>Credits</u>
MAT 125 Math for the Trades	4

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
CPO 125 Safety, Health & Environment	3
CPO 151 Chem Proc Tech I-Systems	4

#### PROGRAM/MAJOR SUPPORT COURSES

<u>Courses</u>	<u>Credits</u>
CHM 110 General Chemistry	4
CPO 106 Statistical Procs Cntrl Ovrvw	1
ELC 101 Electricity & Instrumentation	3
IET 150 Computer Applications	3
MET 150 Basic Mechcal Systems	3

## Early Childhood Education

### Childhood Development Certificate

*Certificate (T)*

If you want to pursue a career in childcare, the Childhood Development Certificate is an important step. This certificate focuses on the study of basic concepts relevant to cognitive, physical, social, and emotional development of children pre-birth to preschool. The program provides professional development for use toward the annual 18 clock hours of training required by the Delaware Office of Child Care Licensing. After completing 3 one-credit courses, you can earn an Early Childhood Development Certificate. The certificate can be applied later as a three- credit college course if you decide to work toward a diploma or an associate degree.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ECE 107 Child Development: Pre-Birth	1
ECE 108 Chld Dvlpmnt:Birth thru Age 3	1

ECE 109 Chld Dvlpmnt:Age 4-Adolescence	1
---	---

## Early Childhood Education

### Childhood Health and Safety Certificate

*Certificate (T)*

If you want to work with children, the Childhood Health and Safety Certificate offers invaluable information for you. The certificate focuses on the study of children's health, nutrition, and safety for normal growth and development during early childhood. This certificate provides professional development for use towards the annual 18 clock hours of training required by the Delaware Office of Child Care Licensing. After completing 3 one-credit courses you can earn a Childhood Health and Safety Certificate. The certificate can be applied later as a three-credit college course if you decide to pursue a diploma or an associate degree.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ECE 101 Childhood Health	1
ECE 102 Childhood Safety	1
ECE 103 Childhood Nutrition	1

## Early Childhood Education

### Childhood Professionalism Certificate

*Certificate (T)*

If you are interested in a career in child care, the Childhood Professionalism Certificate is an important step toward that goal. This certificate focuses on the study of early childhood programs, professionalism, and the diverse educational needs of young children, infants to preschool. This certificate provides professional development for use towards the annual 18 clock hours of training required by the DE Office of Child Care Licensing. After completing 3 one-credit courses you can earn a Childhood Professionalism Certificate. The certificate can be applied later as a three-credit college course if you decide to pursue a diploma or an associate degree.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### PROGRAM/MAJOR COURSES

Courses		Credits
ECE 104	History/Professionalism in ECE	1
ECE 105	Programs/Services Birth-Age 8	1
ECE 106	Mtg Diverse Needs-ECE Learners	1

## Automotive

### Commercial Transportation Certificate

*Certificate (O)*

*Do you enjoy the freedom of the open road and want a career that doesn't involve sitting behind a desk? This is a Professional Truck Driver Institute (PTDI) nationally-certified curriculum that combines classroom study with practical experience behind the wheel of diesel-powered tractor trailers on a private training range as well as public streets and highways. You'll also learn the intricacies of handling a variety of truck types and cargo, conducting required inspections, proper reporting and documentation requirements, and trip planning techniques -- all in a small class-size environment.*

*The Certificate Program is available in flexible combinations of weekday and evening study. You'll earn college credits while gaining the knowledge and skills necessary to earn your CDL "A" operator's license.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### PROGRAM/MAJOR COURSES

Courses		Credits
CTS 101	Fundamentals-Motor Fleet Safety	3
CTS 102	Vehicle Sys/Report Malfunction	1
CTS 103	Tractor Trailer Operations	2
CTS 104	Road Driving Practices	1
CTS 105	Range Driving Practices	2
CTS 106	Advanced Driving Operations	2
CTS 107	Advanced Driving Practices	1
CTS 108	Professional Driver Development	2

## Culinary Arts

### Cooking Certificate

*Certificate (S)*

*As a graduate of Delaware Tech's Culinary Arts Cooking Certificate program, you'll have the basic skills necessary to start on a career path to becoming a chef. In the program, you'll learn the fundamentals of food preparation and gain practical experience in basic baking, garde-manger, buffet presentation, and international cuisine. You'll work in*

*the skills development kitchen and take field trips to the kitchens of area hotels and restaurants. The Culinary Arts Cooking Certificate prepares students to join the fast-growing food service industry and obtain a respected position in a career field where these skills are in demand. It's an excellent way to earn the credentials to help you advance through the various opportunities that the industry offers with the final goal of becoming a chef.*

*Courses are offered on a part-time basis, and the 14 credits earned through this program may be applied to the Kitchen Skills Diploma and ultimately the Associate Degree in the Culinary Arts or Food Service Management. Industry professionals and students will also acquire the mandatory classes required by the American Culinary Federation to begin their certification process. The College is a member of the National Restaurant Association and the American Culinary Federation (ACF), and our program is accredited by the Accreditation Commission of the American Culinary Federation.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

#### PROGRAM/MAJOR COURSES

Courses		Credits
FSM 110	Intro to Food Prep	3
FSM 210	Quantity Food Production	3

#### PROGRAM/MAJOR SUPPORT COURSES

Courses		Credits
CUL 119	Sanitation	2
CUL 141	Nutrition	3
CUL 248	Culinary Supervisory Develop.	3

## Human Services

### Direct Support Professional Certificate

*Certificate (O,T,W)*

*Make a difference one life at a time! Today, unlike in the past, most individuals with developmental disabilities live in their home communities and thrive thanks to Direct Support Professionals who help them lead self-directed lives and contribute to their communities. As a student in this program, you'll learn how to provide these individuals support in daily living tasks, community living, health and wellness awareness, vocational experiences, and social integration. While enrolled, you'll earn 12 credit hours from a combination of classroom instruction and field work; courses will include face-to-face and online instruction. The skills and knowledge you learn can be applied to residential programs, day programs, or any combination of*



services appropriate for the client.

Labor market studies in Delaware indicate new job openings in this field within the next five years, and employers of direct support professionals are strongly encouraging certification. If you're looking for a career that is more than just a job, a Direct Support Professional certificate will prepare you for this challenging but rewarding profession.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### PROGRAM/MAJOR COURSES

Courses	Credits
HMS 120 Direct Support/Cmnty Services	3
HMS 124 Comm Living Skills/Supports	3
HMS 125 Assessment and Communication	3
HMS 126 Desgn/Evaluation of Services	3

## Human Services

### Drug/Alcohol Counseling Certificate

Certificate (T,W)

Alcohol and drug addiction is a major public health problem in America. The consequences are far-reaching and affect individuals, families, and society as a whole. Our program will provide you with an understanding of drug use, abuse, and dependence and the related personal and social consequences. You will develop skills to provide therapeutic services for people dealing with substance abuse, with an emphasis on helping them maintain recovery and prevent relapse. As a graduate, you will be prepared for entry into the drug and alcohol counseling profession and/or to continue your education at a four-year institution to complete a bachelor's degree. The Drug and Alcohol Counseling courses are accepted by the Delaware Certification Board and lead to partial fulfillment of the requirements for certification. This 18 credit-hour certificate program is designed to supplement an existing associate degree in a relevant area of study.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### PROGRAM/MAJOR COURSES

Courses	Credits
DAC 141 Intro Drug&Alcohol Counseling	3
DAC 225 Drug&Alcohol Counseling II	3
DAC 230 Assessmnt/Trtmnt/D&A COUNSLNG	3

DAC 240 Families & Addiction	3
DAC 244 Dir Practice II-Drug/Alcohol	6

## Allied Health

### EMT Paramedic Certificate

Certificate (T)

Paramedics provide advanced pre-hospital emergency care under medical command authority to acutely ill or injured patients and transport patients by ambulance or other appropriate emergency vehicles. Delaware Tech's 51-credit certificate program prepares you to recognize, assess, and manage a medical or trauma emergency, record and communicate pertinent data to a designated medical command authority, and direct and coordinate the transport of a patient. Enrollment in the Paramedic Certificate is limited to pre-approved candidates from the Delaware State Police Aviation Section or a County Advanced Life Support Service. Academically ready students can apply to the program following the guidelines of each location's competitive admission process. Interested applicants should review the information provided here and contact their program advisor for application requirements.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### PROGRAM/MAJOR COURSES

Courses	Credits
EMT 200 Intro To Paramedic Technology	4
EMT 201 Patient Assessment	3
EMT 202 Medical Emergencies I	4
EMT 203 ALS Skills Lab I	4
EMT 204 Special Populations	4
EMT 207 Paramedic Clinical I	2
EMT 211 Cardiology	3
EMT 212 Medical Emergencies II	4
EMT 213 ALS Skills Lab II	2
EMT 214 Legal Issues/Research	2
EMT 215 Trauma Emergencies	2
EMT 217 Paramedic Clinical II	3
EMT 227 Paramedic Clinical III	3
EMT 290 Paramedic Field Clinical	4

### PROGRAM/MAJOR SUPPORT COURSES

Courses	Credits
BIO 110 Essentls-Anatomy & Physiology	4
BIO 130 Disease Proc/Pathophysiology	3

## Entrepreneurial

### ENT: Refrigeration Heating A/C

## Certificate

*Certificate (O)*

*Want to start an engaging career? Earning your Refrigeration, Heating, and Air Conditioning Certificate will get you on your way! This curriculum is designed to provide students with the technical and practical knowledge required in the heating, air conditioning, and refrigeration fields at an intermediate level. Classroom studies and hands-on experience prepare certificate recipients for professional career opportunities. Taking part in this 38-39 credit-hour certificate program also offers new advancement options for individuals who are already employed in the field.*

*Students learn how to design, install, and maintain residential heating and air conditioning systems. The courses taken in this program can also be applied toward the completion of an associate degree.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ACR 104 Residential Climate Control	5
ACR 105 Residential Heating I	5
ENT 101 Intro to Entrepreneurship	3
ENT 103 Legal Issues for ENT	3
ENT 104 Opportunity Analysis	3

## Specialized Occupations

### English as a Second Language Certificate

*Certificate (O,T,W)*

*The Department of Language & Culture offers courses to meet the varied needs of persons for whom English is not a native language. Students can prepare themselves to enter the workforce or pursue a degree.*

*In beginning, intermediate and advanced level courses, students develop listening/speaking, grammar, reading and writing skills needed for communication in everyday life. A certificate is awarded for program completion.*

*Students who complete the ESL Certificate Program and wish to pursue a degree take ESL 100, ESL for Degree Programs, which gives them acceptance into open-entry Associate Degree Programs at Delaware Technical Community College and prepares them for studies in any American college or university.*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ESL 022 Beginning ESL Reading/Vocab	4
ESL 024 Beginning Writing	4
ESL 026 Beginning Grammar/Comm	8
ESL 028 Beginning Listening/Speaking	4
ESL 032 Intermediate Reading	4
ESL 034 Intermediate Writing	4
ESL 036 Intermediate Grammar/Comm	8
ESL 038 Intermediate Listening/Speaking	4
ESL 042 Advanced ESL Reading	4
ESL 044 Advanced ESL Writing	4
ESL 046 Advanced Grammar/Communication	8
ESL 048 Advanced Listening/Speaking	4

## Entrepreneurial

### Entrepreneurship Certificate

*Certificate (O,T,W)*

*If you have a desire to be your own boss and have your own business, the Entrepreneurship Program is for you! Now you can explore this opportunity and get credit for it by earning an Introduction to Entrepreneurship Certificate.*

*Starting and operating a business takes a lot of effort and know-how. The Intro to Entrepreneurship Certificate Program offers the foundational basics of taking your passion and turning it into a business. This certificate is designed to augment the degrees earned in other academic and technical programs. Whether you are in health care, automotive, refrigeration-heating-air conditioning, agriculture, or any other career vocation, you can learn the basic skills of how to launch your business. By successfully completing 15 credit hours in five specialized courses in the Entrepreneurship curriculum including topics of legal issues, funding and finance, and business plan development, you can earn an Entrepreneurship Certificate. Courses will include face-to-face and online instruction.*

*Although this certificate is designed to augment other degrees earned in other academic and technical programs, you may seek this introductory certificate to gain the basics of entrepreneurship without pursuing another degree, in which case some prerequisites may be required.*

*This certificate will help you take your profession or vocation through the initial steps to turn it into a viable business. As an entrepreneur, you can be self-employed or become a job creator for others!*

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ENT 104 Opportunity Analysis	3
or	
MKT 212 Principles of Marketing	3
ENT 240 Funding & Finance for ENT	3
or	
ENT 220 Leadership	3
ENT 103 Legal Issues for ENT	3
ENT 210 ENT Business Process	3
ENT 285 Business Plan Development	3

## Instructional Design and Technology

### Instructional Design and Technology Certificate

*Certificate (O,T,S,W)*

Successfully preparing instructors to be effective users of educational technology is a critical component in helping to solve many of our current educational challenges. The adoption of new and emerging technologies within academia has only continued to grow and offers even more reason to be hopeful. This program prepares instructors to be better able to help their students comprehend difficult-to-understand concepts, engage in active learning, access information and resources, and meet their individual needs. The effective use of technology has proven to enhance learning, as well as improve student engagement and achievement.

The mission of the 15-credit Instructional Design and Technology Certificate program is to prepare educators to design, develop, deliver, and evaluate engaging educational opportunities and experiences to promote student success. The program enables educators to effectively employ emergent technologies in a variety of modes and settings.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
IDT G20	
IDT G21 Instructional Design	2
IDT G31 Teaching with Technology	2
Select courses from:	
IDT G07 Modern Classroom Management	2

IDT G12 Tech Enabled Assess Strategies	1
IDT G26 Multimedia Prod. for Educators	2
IDT G32 Learning Communities	2
IDT G36 Educational Document Control	1
IDT G39 Virtual Learning Env in Ed	1
IDT G43 Crtve Cmns, Fair Use, & Cpyrt	1
IDT G47 Psych of the Online Learner	2
IDT G58 Fundamentals of Acad Advmnt	2
IDT G59 Teaching, Learning, & Web 2.0	2
IDT G63 ePortfolio Design	1
IDT G82 e-books and Digital Readers	1
IDT G86 Synchronous Tech in Teaching	1
IDT G88 Leveraging Soc'l Media for Lrn	2
IDT G99 Special Topic in Ed Technology	1

## Electronics & Computer Engineering Technology

### Instrumentation Certificate

*Certificate (S)*

If you're interested in a career as a process operator or instrument sales representative, the Instrumentation Certificate is designed to provide you with an introduction to the technical and practical knowledge required in this field. Classroom studies and hands-on experience in this program will prepare you for real-life applications. Taking part in this 15 credit-hour certificate program also offers advancement options if you are already employed in the field; or you could choose to continue your studies to obtain an associate degree, preparing you to be an instrument engineering technician.

A career in this field may lead you to work in the chemical processing, food processing, oil and gas production, energy production industries, or other highly technical fields. You could be involved in the installation, calibration, and maintenance of electronic, digital, and pneumatic equipment, as well as the development of procedures for maintenance and problem solving.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

### PROGRAM/MAJOR COURSES

<u>Courses</u>	<u>Credits</u>
ELC 101 Electricity & Instrumentation	3
ELC 270 Process Instrumentation I	4
MAT 181 Algebra and Trigonometry I	4
PHY 171 Physics I	4

## Mechanical Engineering Technology

### Machinist Training Level I Certificate

Certificate (S)

The creative work of designing and making tools from such diverse materials as metal, wood, or plastic requires patience, knowledge, and organization -- skills that are supported by the Delaware Tech Machinist Training Certificate program. In this program you will learn through classroom and hands-on instruction in a modern machine shop facility. You will become proficient in modern manufacturing techniques, 3D computer modeling, 2D drafting, and practical machine shop practices.

Well-trained machinists are in demand in the job market. Upon completion of this certificate program, you will increase your manufacturing job skills to help you gain a rewarding entry level position in a manufacturing environment. This certificate can be earned by successfully completing 16 credit hours through full- or part-time study, in the day or the evening.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

**CORE COURSES**

<u>Courses</u>	<u>Credits</u>
MAT 120 Math for Behavioral Sciences	3

**PROGRAM/MAJOR COURSES**

<u>Courses</u>	<u>Credits</u>
MET 123 Modern MFG Techniques	3
MET 131 Engineering Graphics/CAD	3
NCN 105 Machine Shop Practicum I	4

**PROGRAM/MAJOR SUPPORT COURSES**

<u>Courses</u>	<u>Credits</u>
CIS 107 Intro to Computers/Application	3

**Mechanical Engineering  
Technology**

**Machinist Training Level II Certificate**

Certificate (S)

Machinist and skilled manufacturing professionals are in demand. The level II certificate will give you the hands-on skills that companies are looking for. You will learn through classroom and practical instruction in a modern machine shop facility. You will become proficient in geometric dimensioning and tolerancing, modern manufacturing techniques, numerical control machining, computer applications, and advanced manufacturing techniques. In addition, you will learn the finer points of

manufacturing and machining.

Upon completion of this certificate program, you will be an accomplished and knowledgeable machinist prepared with the job skills you need for a rewarding position in a manufacturing environment. This certificate can be earned by successfully completing 13 credit hours through full- or part-time study, in the day or the evening.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

**PROGRAM/MAJOR COURSES**

<u>Courses</u>	<u>Credits</u>
MET 125 Adv Manufacturing Techniques	3
MET 235 Computer Nmrcl Cntrl Machining	4
NCN 104 Geometric Dimension/Tolerance	2
NCN 106 Machine Shop Practicum II	4

**Office Administration**

**Paralegal Certificate**

Certificate (O,T)

The Paralegal Certificate is available to students with an underlying associate or bachelor's degree in any discipline who are looking to further their education and gain specialized knowledge in the legal field. The certificate program is designed to prepare graduates to find employment in law firms, federal, state, and local agencies, the court system, banks, and private businesses.

Students in the certificate program take a minimum of 24 credits in courses focusing on the structure and organization of the American legal system, basic principles of law and legal research, and various areas of substantive law. In addition, students may have the opportunity to complete an internship to supplement their classroom studies with relevant work experience. Our program is approved by the American Bar Association.

**RDG 120, Critical Reading and Thinking, will be a required course unless the student is exempt by admission tests.**

**PROGRAM/MAJOR COURSES**

<u>Courses</u>	<u>Credits</u>
OAT 285 Law Office Management or	3
OAT 290 Intern Program	5
OAT 170 Intro to the Legal System	3
OAT 160 Family Law	3

OAT 172	Law of Simple Contracts	3
OAT 173	Civil Procedure & Tort	3
OAT 175	Estate Admin & Probate	3
OAT 270	Criminal Law	3
OAT 271	Real Property Law	3
OAT 276	Business Entities	3
OAT 280	Legal Research & Writing	3



*This section includes a list of courses offered at the College. Not all courses are offered each semester, and not all courses are offered on all campuses. The College reserves the right to cancel any course in the semester schedule for which an insufficient number of students register*

*ACC Accounting*

ACE Academic Challenge English  
ACM Academic Challenge Mathematics  
ACR Air Conditioning & Refrigeration  
AET Architectural Engineering  
AGS Applied Agricultural  
AID Interior Design  
ASL American Sign Language  
AUT Automotive  
BAK Banking  
BIO Biology  
BUS Business Administration  
CEN Computer Engineering  
CET Civil Engineering  
CHM Chemistry  
CIS Computer Information Systems  
CLT Cultural  
CMT Construction Management  
COD Medical Coding  
COM Communications  
CPO Chemical Process Operator  
CRJ Criminal Justice  
CSA CISCO Academy  
CSM Customer Service Management  
CTS Commercial Transportation  
CUL Culinary Arts  
CWE Cooperative Education  
DAC Drug & Alcohol Counseling  
DHY Dental Hygiene  
DMS Diagnostic Medical Sonography  
EBZ E-Business  
ECE Early Childhood Education  
ECH Echocardiography  
ECO Economics  
EDC Education  
EDD Computer-Aided Engineering Drafting & Design  
EDT Engineering Drafting  
ELC Electronics/Electrical Engineering  
ELM Electromechanical Engineering  
EMT Emergency Medical Technician (Paramedic)  
ENG English  
ENT Entrepreneurship  
ENV Environmental  
ESL English as a Second Language  
ESM Emergency Services Management  
ETC Ed Tech Certificate Program  
ETH Ethnic Studies  
EXS Exercise Science  
FET Fire Protection Engineering  
FIN Finance  
FSM Food Service Management  
GER Gerontology  
GET Engineering (General)  
HIS History  
HIT Health Information  
HLH Allied Health  
HMS Human Services

HRI Hotel, Restaurant, & Institutional Management  
HRM Human Resource Management  
HTT Histotechnician  
HVA HVAC Design Engineering  
IET Industrial Engineering  
IMT Industrial Maintenance  
INT Sign Language Interpreting  
LAS Laser & Optic Studies  
MAT Mathematics  
MEA Medical Assistant  
MET Mechanical Engineering  
MGT Management  
MIS Management Information Systems  
MKT Marketing  
MLT Medical Laboratory  
MTS Medical Transcription  
NCJ Non-Curriculum Credit Courses Joint-Campus  
NCN Non-Curriculum Credit Courses - Stanton  
NCS Non-Curriculum Credit Courses - Owens  
NCT Non-Curriculum Credit Courses - Terry  
NCW Non-Curriculum Credit Courses - Wilmington  
NMT Nuclear Medicine  
NUR Nursing  
OAT Office Administration  
OTA Occupational Therapy Assistant  
PFS Perinatal Ultrasound  
PHY Physics  
POL Political Science  
POS Poultry Science  
PSY Psychology  
PTA Physical Therapist Assistant  
PUB Public Administration  
RAD Radiologic Technologist  
RCT Respiratory Care Technician  
RDG Reading  
SMT Safety Management  
SOC Sociology  
SPA Spanish  
SSS Student Services  
VAS Vascular  
VET Veterinary  
VSC Visual Communication

# Course Descriptions

*Note: Not all courses are offered on all campuses*

## **ACC 100 - Introduction to Accounting** .....(3:2:2)

Principles and procedures of accounting, emphasizing the role of accounting in making business decisions, understanding the meaning of accounting information, how it is compiled, how it can be used, and its limitations. The focus is on the bookkeeping aspects of accounting, including basic business transactions, payroll, special journals, and the preparation of simple financial statements and worksheets. **Prerequisites:** (Test score or RDG 005 or RDG 051 or ENG 006 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120) and (Test score or MAT 005 or NCS 005 or NCW 045 or MAT 075 or MAT 090 or MAT 012 or MAT 015 or NCS 012 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 135 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

## **ACC 101 - Accounting I** .....(4:3:2)

Introduction to principles and concepts of financial accounting with emphasis on accounting for sole proprietorships. Areas covered include accounting for service and merchandising businesses, cash, receivables, inventory, plant assets and liabilities. Balance sheet and Income statement preparation and analysis. **Prerequisites:** (Test Score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test Score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

## **ACC 112 - Accounting II** .....(4:3:2)

Continuation of ACC 101 with financial accounting topics such as corporations and partnerships including corporate characteristics, stocks, bonds, retained earnings and the cash flow statement. Managerial accounting topics include manufacturing accounting, job order costing, variance analysis, ABC, JIT, CVP analysis, relevant costs for decision making, responsibility accounting, and operational budgeting. **Prerequisites:** ACC 101 and MAT 153

## **ACC 161 - Micro Computer Accounting Appl** .....(3:2:2)

In this course the student will carry out all accounting functions on the computer: recording and managing the general ledger, receivables, payables, and establishing a database. **Prerequisites:** Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125 and Test Score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 150 or MAT 153 or MAT 181 or MAT 185 and Test Score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120.

## **ACC 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

## **ACC 211 - Tax Accounting I** .....(3:3:1)

Federal income taxes for individuals covering determination of gross income, adjustments, itemized deductions, standard deduction, personal and dependency exemptions, tax liability, and tax credits; theory and return preparation are emphasized. **Prerequisites:** ACC 101 and (Test score or ENG 121 or or ENG 125) and (MAT 151 or MAT 153).

## **ACC 212 - Tax Accounting II** .....(3:3:1)

Advanced topics including tax research, the audit process, the AMT, partnerships, S corporations, regular corporations, estate, gift and trust taxation; emphasis includes tax forms and tax planning. **Prerequisites:** ACC 112 and ACC 211.

## **ACC 213 - Managerial Accounting** .....(3:3:1)

Study of internal accounting procedures employing the use of accounting data by management for planning, control and special decisions. Topics include cost behaviors, cost management, budgeting, and management decision-making. **Prerequisites:** ACC 112 and (Test score or ENG 121 or ENG 125).

## **ACC 214 - Governmental Accounting** .....(3:3:1)

A study of the nature, purpose, and characteristics of each of seven types and two account groups used by state and local governments. Emphasis is on proper recording and reporting by the various funds and account groups and the comprehensive annual financial report. **Prerequisites:** ACC 112 and (Test score or ENG 121 or ENG 125).

## **ACC 221 - Cost Accounting I** .....(3:3:1)

A study of the cost concepts, the cost accounting information system, and the role of the cost accountant. Topics covered include the elements of cost, job order costing, process costing, by-products, joint products, inventory control in a just-in-time environment and quality control procedures. **Prerequisites:** (Test score or ENG 121 or ENG 125) and ACC 112 and CIS 107.

## **ACC 222 - Cost Accounting II** .....(3:3:1)

A study of the cost concepts, the cost accounting information system, and the role of the cost accounting. Topics covered include the elements of cost, job order costing, process costing, by-products, joint products, inventory control in a just-in-time environment and quality control procedures. **Prerequisites:** ACC 221 and (CIS 112 or OAT 152).

## **ACC 230 - Accounting Information Systems** .....(3:3:1)

Accounting information and its place within an organization's overall management information system. Emphasis on information and document flow, internal control, data organization, and the analysis, design, development, and audit of computer-based accounting systems. Includes some computer work. **Prerequisites:** ACC 112 and CIS 107 and MGT 212

## **ACC 231 - Intermediate Accounting I** .....(3:3:1)

Principles and procedures emphasizing the preparation and interpretation of the statements of income, retained earnings, cash flow, and balance sheet. The time value of money, receivables, inventories, and fixed assets are covered in depth. **Prerequisites:** ACC 112 and (Test score or ENG 121 or ENG 125).

## **ACC 232 - Intermediate Accounting II** .....(3:3:1)

A continuation of the in-depth examination of principles and procedures emphasizing the following topics: current, and long-term liabilities, stockholders' equity, investments, leases, pensions, income measurement, and analysis of financial statements with full disclosures. **Prerequisites:** ACC 231.

## **ACC 240 - Advanced Accounting** .....(3:3:1)

This course emphasizes accounting concepts and procedures beyond the intermediate accounting level. Topics covered include consolidated financial statements, intercompany transactions, the international accounting environment, partnership accounting, and governmental and not-for-profit accounting. **Prerequisites:** ACC 231 and ACC 221 and ACC 211 and ECO 122.

**ACC 251 - Auditing**.....(3:3:1)  
A study of external audit process, including ethical and legal environment, audit planning, control risk assessment, substantive testing, and audit report. **Prerequisites:** (ACC 201 or BUS 203) and ACC 211 and ACC 221 and ACC 231 and MAT 255 and (CIS 112 or OAT 152).

**ACC 289 - Approved Technical Elective**.....(0:0:0)  
Students may complete technical electives for which they have written prior approval of the department chair.

**ACC 291 - Intermediate Accounting Honors** .....(3:3:1)  
Principles and procedures emphasizing the preparation and interpretation of the statements of income, retained earnings, cash flow, and balance sheet. The time value of money, receivables, inventories, and fixed assets are covered in depth. In addition to the course outline of ACC 231, Intermediate Accounting Honors includes an appropriate approved project. **Prerequisites:** ACC 112 and (Test score or ENG 121 or ENG 125).

**ACE 025 - Language, Grammar & Writing**.....(0:2.25:0)  
In this course, students learn the core fundamentals of language, grammar, and writing. This course concentrates on improving these skills through the use of literary texts and relevant fiction. **Prerequisites:** None

**ACE 026 - Writing Research& Presentation**.....(0:2.25:0)  
In this course, students learn the core fundamentals of Writing, Research, and Presentation with emphasis on: public speaking, writing informative and explanatory essays, writing for an audience, using technology, and conducting a short research project. This course focuses on the use of information-based texts. **Prerequisite:** ACE 025

**ACE 033 - World Literature**.....(0:2.25:0)  
In this course, students continue the progression of skills through World Literature, with emphasis on evaluating speakers' points of view, writing arguments to support claims, gather and use info from many sources, cite evidence to support analysis, analyze authors' uses of text and evaluate claims in a text. This course uses both literary and informational texts. **Prerequisite:** ACE 026

**ACE 034 - British Literature** .....(0:2.25:0)  
In this course, students study the progression of skills through British and American Literature (years 500-1800) with emphasis on integrating multiple sources of information presented in diverse media or formats (e.g., visually, quantitatively, orally); writing informative/explanatory texts; and gathering relevant information from multiple authoritative print and digital sources; analyzing how complex characters develop over the course of a text; analyzing multiple interpretations of a story, drama, or poem; and analyzing documents of historical and literary significance. **Prerequisite:** ACE 033

**ACE 035 - American Literature** .....(0:2.25:0)  
In this course, students continue their study of British and American Literature (years 1800-2000) with emphasis on developing and strengthening writing as needed by planning, revising, editing, rewriting. **Prerequisite:** ACE 034

**ACE 040 - Writing & Research**.....(0:2.25:0)  
In this course, students continue to develop and use all of the skills from the previous courses and apply them to produce a research paper. The goal of the course is to prepare students to write at a level and depth appropriate for introductory, collegiate composition courses. **Prerequisite:** ACE 035

**ACE 189 - Approved Technical Elective**.....(0:0:0)  
Students may complete technical electives for which they have written prior approval of the department chairperson.

**ACE 196 - Advanced Credit/Poetry** .....(0:3:0)  
Advanced credit for approved Academic Challenge college level English instruction in poetry. **Prerequisites:** None

**ACE 197 - Advanced Credit/Novel** .....(0:3:0)  
Advanced credit for approved Academic Challenge college level English instruction in novels. **Prerequisites:** None

**ACE 198 - Advanced Credit/Drama**.....(0:3:0)  
Advanced credit for approved Academic Challenge college level English instruction in drama. **Prerequisites:** None

**ACE 199 - Advanced Credit/Short Story** .....(0:3:0)  
Advanced credit for approved Academic Challenge college level English instruction in short story. **Prerequisites:** None

**ACE 289 - Approved Technical Elective**.....(0:0:0)  
Students may complete technical electives for which they have written prior approval of the department chairperson.

**ACM 011 - Algebra I**.....(0:3:0)  
Terminology, properties, polynomial operations, factoring, fractional simplification, exponents, roots; coordinate graphing and solving of linear equations, linear inequalities, and quadratic equation. Permission to take this course based on admission to the Academic Challenge Program.

**ACM 012 - Algebra II** .....(0:3:0)  
Functional notation, basic principles of coordinate geometry; systems of equations and inequalities; complex numbers, sequences and series. Solving and graphing of quadratic, polynomial, exponential, and logarithmic equations and functions. **Prerequisites:** ACM 011

**ACM 021 - Geometry**.....(0:3:0)  
Postulates and Definitions. Development of deductive reasoning through direct and indirect proofs. Geometric inequalities, perpendicularity, parallelism, congruence, similarity, circles, constructions, polygons, and solids. **Prerequisites:** (ACM 011 (grade of CE) and ACM 012 (grade of BE)) or (ACM 011 (grade of BE) and ACM 012 (grade of CE)).

**ACM 022 - Trigonometry/Analytic Geometry**.....(0:3:0)  
Computational and analytical trigonometry. Include angle conversion, evaluation of trig, functions, graphs, solving trig. equations, proving identities; right triangle and oblique triangle formulas and applied problems. Analytic Geometry includes conic and rotated conics with applications. **Prerequisites:** (ACM 012 (grade of CE) and ACM 021 (grade of BE)) or (ACM 012 (grade of BE) and ACM 021 (grade of CE)).

**ACM 023 - Trigonometry & Pre-Calculus B** .....(0:3:0)  
This course is designed to integrate intermediate algebra, analytic geometry, and trigonometry with other college algebra topics through a functional approach as a preparation for calculus. **Prerequisites:** ACM 032

**ACM 031 - Probability and Statistics**.....(0:3:0)

Data presentation with central tendency and variability analyses. Probability and counting rules, sampling, estimation hypothesis testing; Chi-square and analysis of variance; simple regression and correlation. **Prerequisites:** (ACM 021 (grade of CE) and ACM 022 (grade of BE)) or (ACM 021 (grade of BE) and ACM 022 (grade of CE)).

**ACM 032 - Pre-Calculus**.....(0:3:0)

Central concepts of algebra are reviewed and unified around the notion of a function and its graph (polynomial, rational, exponential, and logarithmic). Also includes limit and limit techniques, partial fractions, vectors, proof by induction, polar coordinates and parametric equations. **Prerequisites:** (ACM 022 (grade of CE) and ACM 031 (grade of BE)) or ACM 022 (grade of BE) and ACM 031 (grade of CE)).

**ACM 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ACM 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ACR 101 - HVAC Electricity**.....(5:4:4)

This course is designed to familiarize the student with electric fundamentals as applied to heating, ventilating, and air conditioning. It will cover basic circuits, Ohm's Law, meters, motor theory, and circuit control. Emphasis will be placed on wiring components and reading schematics. Hands-on training will be provided with emphasis placed on mastery of skills and competency of assigned tasks. **Prerequisites:** (Test Score or RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120) and (Test Score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125) and (Test Score or MAT 005 or NCS 005 or MAT 012 or NCS 012 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 141 or MAT 150 or MAT 181).

**ACR 102 - Fundamentals of Refrigeration**.....(5:4:4)

This course is an introduction to the refrigerant cycle with emphasis on laws of physics for refrigerant gases, characteristics of heat transfer, design, operation, and service. Emphasis will be placed on calculating system pressures and operating temperatures. Hands-on training will be provided with emphasis placed on mastery of skills and competency of assigned tasks. **Prerequisites:** (Test Score or RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120) and (Test Score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125) and (Test Score or MAT 005 or NCS 005 or MAT 012 or NCS 012 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 141 or MAT 150 or MAT 181).

**ACR 104 - Residential Climate Control**.....(5:4:4)

This course will introduce the student to residential air conditioning and heat pump systems. Design characteristics, components, operation and service will be covered. Emphasis will be placed on proper installation and troubleshooting procedures. Hands-on training will be provided with emphasis placed on mastery of skills and competency of assigned tasks. **Prerequisites:** (ACR 101 and ACR 102) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**ACR 105 - Residential Heating I**.....(5:4:4)

This course covers the basic understanding of different types of oil, gas, and electric warm air furnaces used in residential homes. Standard efficiency to high efficiency systems are covered, with emphasis on sequence of operation, repair, and adjusting to manufacturers' specifications. Hands-on training will be provided with emphasis placed on mastery of skills and competency of assigned tasks. **Prerequisites:** ACR 101 and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**ACR 108 - HVACR Energy Systems Mgmt I**.....(3:2:2)

This course is designed to familiarize the student with a variety of HVACR, Electrical, Heating, and Plumbing systems utilized in residential and commercial installations. Methods of increasing efficiency of existing equipment and conducting energy audits will be introduced. The student will be introduced to energy efficiency ratings, maintaining indoor air quality, and other "green" energy concepts. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test Score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 130 or MAT 141 or MAT 150 or MAT 153 or MAT 181) and (Test Score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and ERM 101

**ACR 109 - HVACR Energy Systems Mgmt II**.....(3:2:2)

The student will be introduced to a variety of HVACR systems with the intention of evaluating system performance, to maintain system efficiency, according to manufacturer's specifications. The student will receive instruction of proper methods to achieve optimum system performance. **Prerequisites:** ERM 101 or NRG 101.

**ACR 114 - EPA Seminar and Exam**.....(1:1:0)

This course is designed to prepare students to take EPA Section 608 technician Certification for Stationary equipment. The Technician Certification Exam will be included as part of this course. **Prerequisite:** ACR 102

**ACR 115 - Air Distribution & Balancing**.....(3:3:1)

This course will provide the knowledge to estimate, design, and select equipment for residential heating and air conditioning systems. Student will perform heat loss/gain load calculations and design duct systems to conform with industry standards. Air balancing instruments will be introduced. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test Score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**ACR 120 - Employee Development Seminar**.....(3:2:2)

This course is designed to explore career opportunities in the heating, ventilation, and air conditioning field. Customer relations, safety, and environmental concerns will be discussed. **Prerequisites:** None



**ACR 121 - HVAC Energy Systems**.....(3:3:1)

This is an introductory course on heating, ventilation and air conditioning systems. This course covers the fundamental theoretical principals and practical descriptions of the various HVAC equipment and systems used in residential/ commercial buildings. The student will learn basic thermodynamics, heat transfer and fluid flow dynamics. In this course we will cover heating and cooling load calculations, develop an understanding of psychometrics and investigate fan laws and air/water properties. This course will introduce the student to various types of HVAC equipment, analyze efficiencies of equipment and systems and learn how to estimate annual energy use of buildings. **Prerequisites:** PHY 111 and NRG 101 and NRG 103 and (MAT 140 or MAT 181 or MAT 182 or MAT 185 or MAT 281).

**ACR 150 - Industry Competency Exam I**.....(1:1:0)

This course is designed to prepare students to take the Industry Competency Exam (ICE) for Residential Oil and Gas Heating. The ICE measures Industry-agreed standards of basic competency developed, supported and validated by major industry associations. The Industry Competency Exam will be included as part of the course. **Prerequisite:** None

**ACR 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ACR 202 - Commercial Refrigeration** .....(3:2:2)

This course is designed to introduce the student to refrigeration systems used in light commercial applications. It will include low temperature systems, water cooled equipment, piping and servicing restaurant equipment. **Prerequisites:** ACR 101 and ACR 102 and ACR 120 and (Test score or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**ACR 204 - Residential Heating II**.....(3:2:2)

This course covers heat loss estimating, designing, and installation of hydronic heating systems. Hot water baseboard heating systems will be discussed with emphasis on methods of construction, balancing, and boiler designs. **Prerequisites:** (Test score or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**ACR 250 - Industry Competency Exam III** .....(1:1:0)

This course is designed to prepare students to take the Industry Competency Exam (ICE) for Commercial Refrigeration. The ICE measures Industry-agreed standards of basic competency developed, supported and validated by major industry associations. The Industry Competency Exam will be included as part of the course. **Prerequisites:** None

**ACR 251 - Industry Competency Exam II**.....(1:1:0)

This course is designed to prepare students to take the Industry Competency Exam (ICE) for Air Conditioning and Heat Pump. The ICE measures Industry-agreed standards of basic competency developed, supported and validated by major industry associations. The Industry Competency Exam will be included as part of the course. **Prerequisites:** None

**ACR 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**AET 111 - Constr Blueprint Reading** .....(4:4:0)

Fundamentals of reading and interpreting of residential and light commercial building construction drawings. Subject areas covered will include projections, drawing views, reading elevation drawings, floor plans, scale and dimensioning practices. Reading drawings for structural information, reading detail drawings and plot plans, and reading blueprints for trade information will also be covered.

**Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test Score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**AET 116 - Intro to Passive Solar Design** .....(3:3:0)

Examination of basic passive solar design elements, principles, products and construction methods as they relate to light construction applications. Students will be introduced to terminology, trends and ideas in this area of architecture. **Prerequisites:** Test score or RDG 120.

**AET 121 - Intro to Arch Drafting**.....(4:2:5)

Introduces beginning drafting students to the basics of architectural technical drawing. Emphasis is on the use of lettering, line quality, orthographic projection, types of architectural drawings, and dimension layout. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test Scores or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**AET 123 - Drafting/Design** .....(4:3:3)

Provide training and experience in modern drafting room procedure, practice and principles. Course covers the basic skills and techniques of drafting including freehand orthographic and pictorial sketching, geometric construction, multi-view projections, sectional views, auxiliary views, line types, lettering, dimensioning, notation, and use of drafting equipment and CAD. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test Score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 130 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**AET 125 - Arch Drafting/Design**.....(4:2:5)

Presents basic architectural design, drafting and documentation techniques through the drawing of plot, floor and elevation plans, sections, details and schedules as used in residential construction documents. Quality line work, dimensioning and drawing accuracy will be emphasized for traditional techniques as well as CAD. **Prerequisites:** (AET 121 or AET 123) and EDD 171.

**AET 135 - Construction Materials and Met**.....(4:4:0)

Study of construction materials and methods of use as they relate to the overall building industry. The major emphasis will be on the subject areas of soils, concrete, brick, masonry, steel, non-ferrous metals, lumber, timber, and plastics. Materials and methods are discussed in the context of their application in design, construction, building codes, zoning ordinances, building loads and costs.

**Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test Score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**AET 150 - Engineering Constr Drafting**.....(3:2:4)

Preparation of drawings and support materials for architectural projects using standard industry practices, including plans, elevations, sections and other project representation tools. Student will develop an understanding of the construction process, engineering materials and building systems. **Prerequisites:** (Test score or RDG 120) and (AET 121 or AET 123 or AET 125) and AET 135 and EDD 171.

**AET 170 - Graphics for Arch Dsgn**.....(4:3:3)

An introduction to the drawing techniques for architectural design process, including both conceptual visualization and finished drawings. Emphasis will be placed on freehand techniques, rendering of materials, shades and shadows as applied to basic drawing types to include plan, elevation and perspective. Various drawing media, such as pencil, pen and markers, will be used. **Prerequisites:** AET 123 or AET 125 or AET 121.

**AET 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**AET 228 - Professional Practice**.....(3:3:0)

Introduction to the problems involved in the practice of architecture and construction. A study of interrelationships of the architect, engineer, owner, builder, artisan, and regulatory agencies in the project delivery process and legal contracts. An analysis of the organization and administration of an architectural practice, education, and licensing and career opportunities. **Prerequisites:** (Test score or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and AET 125.

**AET 232 - Contracts/Specifications**.....(3:3:0)

Presents principles and procedures as related to the preparation of the Project Manual, emphasizing construction specification writing incorporating the standards of the CSI MASTERFORMAT and Project Resource Manual. Includes the study of basic methods of project delivery and an introduction to construction contracts.

**Prerequisites:** (Test score or RDG 120) and (Test score or ENG 121 or ENG 125) and (AET 125 or CET 225 or CET 251) and AET 135.

**AET 234 - Cost Estimating/Planning**.....(3:3:0)

Preparation of material lists and take-off quantities of materials and labor costs from plans, working drawings, and specifications. Different methods of estimating will be presented including an introduction to project costing and scheduling using productivity software. **Prerequisites:** (Test score or RDG 120) and (AET 125 or CET 125 or CET 225 or CET 251 or CMT 125) and AET 135 and (MAT 181 or MAT 185 or MAT 281).

**AET 235 - Adv Cost Estimating/Planning**.....(3:3:0)

A continuation of AET 234 - Cost Estimating and Planning. Advanced topics will include heavy and commercial estimating and fundamentals of value engineering. Students will prepare construction estimates for a field project. **Prerequisites:** AET 234 and (MAT 181 or MAT 185 or MAT 281).

**AET 236 - Building Service System**.....(4:3:2)

Introduction to the theory and practice involving the design and construction of mechanical systems, to include heating and air conditioning, plumbing and electrical systems.

**Prerequisites:** (Test score or RDG 120) and AET 125 and AET 135 and (MAT 181 or MAT 185 or MAT 281).

**AET 241 - Adv Arch Construction Doc**.....(4:3:3)

A CAD-based capstone course in which students develop complex architectural projects utilizing a collaborative team approach. Research and application of codes, building systems, building products, and accepted industry documentation standards is emphasized. Projects are documented utilizing tools appropriate to the project phase, whether it be design, design development or construction documents.

**Prerequisites:** AET 125 and AET 135 and AET 150 and EDD 271

**AET 250 - Structural Drafting/Design**.....(4:2:5)

Applications of drafting skills for the design of construction assemblies of various structural systems and building components. Finished working drawing format is used. **Prerequisites:** AET 150

**AET 264 - Architectural CAD Applications**.....(3:2:2)

Training in parametric third-party architectural CAD software to create complete architectural construction documents based on residential construction. Utilizes a simple project to develop 3-D modeling and produce basic documentation types, including 2-D orthographic plans, elevations, and sections, as well as 3-D pictorial representations.

**Prerequisites:** (AET 125 or CET 125 or EDD 141) and EDD 271

**AET 270 - Arch Design Studio**.....(4:2:5)

Introduction to the design process using abstract and applied projects in three-dimensional form to investigate the relationship between scale, context, and building elements includes the impact of function, materials, structure and their impact on the design process in creating architecture. **Prerequisites:** (AET 150 or AET 170 or AET 250) and AET 236 and EDD 271.

**AET 275 - Arch Dsgn:Foundation Studies I**.....(4:2:5)

Introduction to the design process using abstract and applied projects in three-dimensional form to investigate the relationship between scale, context, and building elements. Includes the impact of function, materials, and structure on the design process in creating architecture. **Prerequisites:** AET 170 or AID 170.

**AET 276 - Arch Dgn:Foundation Studies II**.....(4:2:5)

Continuation of AET 275 Architectural Design: Foundation Studies I. Architectural problems will investigate the relationship between scale, context, and building elements and the impact of function, materials, and structure on the design process in creating architecture. **Prerequisites:** AET 275

**AET 281 - Project Elective**.....(3:2:2)

Investigation of a research topic or an advanced design project with guidance and approval of the instructor. The student is required to submit a proposal, make periodic reports, submit formal documents and make a final presentation for evaluation. **Prerequisites:** None

**AET 285 - Adv Design Elective**.....(3:2:2)

The student is required to complete an advanced design project with guidance and approval of the instructor. The student is required to submit a proposal, make periodic reports, submit formal working drawings in accordance with the proposal and make a final presentation for evaluation. **Prerequisites:** None

**AET 289 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**AET 291 - Internship I**.....(4:0:12)

A supervised program designed to provide students with a variety of practical on-the-job experience. **Prerequisites:** None

**AET 292 - Internship II** .....(4:0:12)

A supervised program designed to provide students with a variety of practical on-the-job experience. **Prerequisites:** None

**AGS 101 - Soil Science**.....(3:2:2)

This course is a study of elements of soil science This course is a study of elements of soil science and management as they relate to production Agriculture, and management as they relate to production Agriculture, Horticulture and Turf sciences. Horticulture and Turf sciences. **Prerequisites:** Test scores or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120.

**AGS 102 - Agricultural Science** .....(3:3:0)

This course is broad based introduction to principles of scientific agriculture. The course of study will overview the relationship of agriculture to human survival, interactions of society and the environment, soil, plant, animal, history and technology's role in agriculture. **Prerequisites:** Test scores or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120.

**AGS 103 - Greenhouse Mgt**.....(3:2:2)

The basic concepts of plant growth, development, photosynthesis, floral production, greenhouse structures, and equipment to monitor the environment are discussed. Preparation of soil and amended media incorporating the use of fertilizers and plant growth regulators will also be discussed. **Prerequisites:** Test scores or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120.

**AGS 104 - Intro to Agribusiness Managment** .....(3:3:0)

This course is a study of the role and organization of agribusiness and is designed to provide students with information relating to understanding the function and operation of an agribusiness and outline the skills necessary to become a valued employee or entrepreneur. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 ESL 100 or ENG 121 or ENG 125) and (Test scores or RDG 051 NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test scores MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**AGS 105 - Prin of Plant Growth**.....(3:2:2)

Introduction to plant structure and function with practical application to horticulture, turf, and agricultural, plants. **Prerequisites:** Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120.

**AGS 106 - Vegetable Crop Production**.....(3:3:0)

This course examines general production principles associated with commercial vegetable production. Topics of discussion will include fertilization and harvesting practices. Home vegetable gardening and greenhouse crop production. Pesticide use and handling along with storage. Students will be introduced to Delaware's safe handling practices for vegetable production and sales. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and AGS 101 and AGS 105.

**AGS 122 - Concept of Turf Mgt**.....(3:2:2)

This course is an introduction to identification, cultivation, and maintenance of turf grasses. **Prerequisites:** Test score or RDG 051 or NCS 052 or or ENG 099 or ESL 100 or RDG 120.

**AGS 123 - Trfgrss Maintenance Practices** .....(3:2:2)

This course is an introduction to identification, cultivation and maintenance of turfgrasses. Students will be introduced to practices used in the maintenance of golf courses, school facilities, parks, and athletic fields. **Prerequisites:** Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120

**AGS 131 - Intro to Irrigation**.....(3:2:2)

This course will introduce the student to basic irrigation and drainage principles, uses of irrigation, and irrigation system design for landscape use. **Prerequisites:** (Test score or RDG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or ENG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**AGS 132 - Landscape Const & Management**.....(3:2:2)

This course is based on PLANET's skill standards for a Certified Landscape Technician. Students are instructed in interpreting landscape designs, identifying landscape plants, and planting/maintaining trees and shrubs. Landscape construction is emphasized in the areas of grading and drainage, paver installation and the use/maintenance of landscape equipment. Current topic discussions provide students an understanding of careers and the employability skills needed to enter the landscape industry. To become a Certified Landscape Technician, an applicant must pass the Common Core plus an Installation, Irrigation and/or Maintenance Core Test. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and AGS 101.

**AGS 135 - Turf & Landscape Irrigation**.....(3:2:2)

This course will introduce students to basic irrigation and drainage principles, uses of irrigation and irrigation system design for landscape use. **Prerequisites:** AGS 101 and (AGS 132 or AGS 132 (concurrently)).

**AGS 136 - Turf Equipment Operations** .....(3:2:2)

This course covers the operation and maintenance of turf equipment; mower units, top dressers, core aerators, slit seeders, and miscellaneous turf equipment. Safety and proper handling of each is essential. An understanding of equipment costs and shop area organization will be practiced. **Prerequisites:** Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120



**AGS 151 - Intensive Closed Syst Aquacult** .....(3:2:2)

All currently accepted technologies and procedures for recirculating aquaculture systems including species and loading, particle filtration, biofiltration, waste disposal, aeration, heating tanks, disinfection, site selection, design water quality, disease, and economics will be covered in detail. Hands-on experience will be gained with the college's on-site system. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**AGS 152 - Egg/Larvae Prodctn Techniques** .....(3:2:2)

Currently accepted technologies and procedures for the production of eggs, larvae, and fingerlings of species which are viable candidates for aquaculture in Delaware will be examined in detail. Hands-on experience will be gained through spawning and rearing activities in the college's on-site culture system. Species to be covered include striped bass, largemouth bass, minnows, tilapia, bluegill, and crayfish. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**AGS 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**AGS 201 - Intro to Forestry**.....(3:2:2)

A basic view of the science of forestry and forest management in Delaware and the United States via lectures, films, and practicums. Course will include studies on forestry appreciation, timber types, harvesting practices regeneration, multiple use, and forest economics. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**AGS 202 - Agronomic Crops** .....(3:3:0)

Principles and production, including fertilization, and tillage practices for major agronomic crops. Economics of production is also included. **Prerequisites:** (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and AGS 101.

**AGS 203 - Plant Identification** .....(3:2:2)

This course introduces principles of identification, cultivation, and maintenance of woody and herbaceous landscape plant materials. **Prerequisites:** AGS 101 and AGS 105

**AGS 204 - Animal Science** .....(3:2:2)

An introduction to the types, breeds, and classes of livestock with emphasis on practical application in selection, breeding, feeding, etc., of important farm animals. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and AGS 102.

**AGS 205 - Farm Machinery/Mgt**.....(3:3:0)

A general introduction and examination of modern farm equipment with emphasis on management factors, including decision making. **Prerequisites:** (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and AGS 101.

**AGS 207 - Floriculture** .....(3:2:2)

Principles of propagation and cultivation of commercial flower/foliage crops. **Prerequisites:** AGS 101 and AGS 103 and AGS 105.

**AGS 209 - Farm Records & Accounts** .....(3:3:0)

Examination of record keeping and accounting procedures as they apply to the production and marketing of agricultural products. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**AGS 210 - Fundamentals of Aquaculture** .....(3:3:0)

Culture systems, procedures, and species which have direct or potential application in Delaware will serve as the base for technical instruction. Site selection, water quality, culture systems, feeding, disease, economics, regulation, reproduction, and product quality will be covered in detail. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**AGS 212 - Intro to Agribusiness Marketng** .....(3:3:0)

This course is an introduction to Agriculture Marketing and all of the economic activities that are required to put the farm product in the hands of the consumer. Some of the topics we will cover in this class are processing, transporting, financing, storage, and marketing of a product. Students will study of the structure and function of the food marketing system, demand, supply and market price determination; marketing margins; product quality and grading. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and BUS 101.

**AGS 213 - Landscape Plans**.....(3:2:2)

Introduction to problems in landscape planning including use of plant materials and elements of design, using computerized programs of design. **Prerequisites:** AGS 101 and CIS 107.

**AGS 214 - Animal Health/Diseases** .....(3:2:2)

Introduction to basic methods of disease control, including resistance, immunity, therapy, hygiene, and sanitation as well as diagnosis of diseases of farm animals. **Prerequisites:** AGS 204 or VET 101.

**AGS 215 - Agriculture Leadership** ..... (3:3:0)

This course introduces students to the concept of leadership. Emphasis is placed on the application of acquired knowledge to practical problems. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 ESL 100 or ENG 121 or ENG 125) and (Test Score or RDG 051 NCS 052 or ENG 099 or ESL 100 or RDG 120) and AGS 104.

**AGS 221 - Turfgrass Equipment Management**..... (3:2:2)

This course covers the operation and maintenance of specialized turfgrass management equipment. Topics include small engine use and repair; operation, maintenance and repair of turfgrass management equipment; organization of shop areas, and safety considerations. Upon completion the student should be able to operate and maintain turfgrass equipment. **Prerequisites:** AGS 122 and AGS 132.

**AGS 222 - Putting Green Management**..... (3:2:2)

This course deals exclusively with golf putting greens. Types of greens are identified. Design, construction, and maintenance of typical greens are presented. Students will develop a maintenance program for bent grass greens and apply many of these cultural practices to actual turfgrass areas in laboratory exercises.

**Prerequisites:** AGS 101 and AGS 105 and AGS 122 and AGS 221.

**AGS 224 - Turf & Athletic Fld Maintenanc** ..... (3:2:2)

This course introduces specific sports field design, installation, and maintenance. Topics include baseball, softball, soccer, and football fields. Upon completion, students should be able to perform specific tasks in layout, field marking, and preparing for tournament play. **Prerequisites:** AGS 101 and AGS 122 and AGS 221.

**AGS 225 - Agriculture Seminar** ..... (3:3:0)

This seminar is designed as a capstone course for Agribusiness Management students to aid them in the processes of obtaining employment within their career field. The students will have independent reading and research; preparation of abstracts, outlines; information on agriculture related topics; and a resume and plan for professional development within agribusiness. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**AGS 226 - Agribusiness Cooperative** ..... (3:3:0)

The Applied Agriculture Agribusiness cooperative provides an opportunity for students to apply classroom and laboratory knowledge to actual work experiences. Students receive supervised work experience which enhances knowledge and provides experience within the Agriculture industry. **Prerequisites:** AGS 102 and AGS 104 and AGS 209

**AGS 230 - Production Agriculture Co-op** ..... (3:3:0)

The Applied Agriculture Technologies Production Agriculture Cooperative provides an opportunity for students to apply classroom and laboratory knowledge to actual work experiences. Students receive supervised work experience which enhances knowledge and provides experience within the Production Agriculture industry. **Prerequisites:** AGS 101 and AGS 102 and AGS 104 and AGS 105.

**AGS 231 - Turfgrss Mgt. Co-op Education** ..... (3:3:0)

The Applied Agriculture Technologies Turf Management cooperative education experience provides an opportunity for students to apply and combine classroom and laboratory knowledge to actual work experiences. The purpose of this course is to provide a supervised work experience for the students to gain knowledge and experience within the turf industry. **Prerequisites:** AGS 101 and AGS 105 and AGS 122 and AGS 132 and AGS 135 and AGS 221.

**AGS 232 - Horticulture Cooperative**..... (3:3:0)

The Applied Agriculture Technologies Horticulture cooperative education experience provides an opportunity for students to apply and combine classroom and laboratory knowledge to actual work experiences. The purpose of this course is to provide a supervised work experience for the students to gain knowledge and experience within the horticulture industry. **Prerequisites:** AGS 101 and AGS 103 and AGS 104 and AGS 105 and AGS 122 and AGS 132.

**AGS 240 - Hydroponics Production** ..... (3:2:2)

This course will introduce students to principles and techniques of Hydroponic systems; preparation of a greenhouse for planting; transplant production; planting, cultural procedures and maintenance; product harvest. The students will produce vegetable and other crops using (NFT) Nutrient Film Techniques and BADO Bucket systems in a controlled environment. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and AGS 105.

**AGS 241 - Trfgrss Wds Insts/Disease Ctrl** ..... (3:3:0)

This course covers detection and prevention of turf grass pests with the emphasis on methods of control or eradication. Topics will include weed, insects, and disease. The course also covers the use of pesticides, application procedures and total costs involved in the control programs. Upon completion, the student will be able to identify turf grass pests, select proper pesticides, and develop pest control programs. **Prerequisites:** AGS 123 and SCI 240

**AGS 242 - Golf Course Operation & Maint** ..... (3:2:2)

This course covers a comprehensive study of the day to day and seasonal maintenance, and overall management programs of golf courses. Topics covered include calculations used in maintaining golf courses and buildings and grounds. Students will gain knowledge of golf course design and construction, materials handling equipment and storage of chemicals and fertilizers. The planning of daily work schedules and budget planning is also discussed. **Prerequisites:** AGS 123 and AGS 136

**AGS 243 - Golf & Turf Irrigation**..... (3:2:2)

This course will introduce students to basic irrigation and drainage principles, uses of irrigation and irrigation system design for landscape use. **Prerequisites:** AGS 101 and AGS 132

**AGS 244 - Landscape Plans & Construction** ..... (3:2:2)

This course provides an introduction to problems in landscape planning including use of plant materials and elements of design, using computerized programs of design. Students are instructed in interpreting landscape designs, identifying landscape plants, and planting/maintaining trees and shrubs. Landscape construction is emphasized in the areas of grading and drainage, paver installation and the use/maintenance of landscape equipment. Current topic discussions provide students an understanding of careers and the employability skills needed to enter the landscape industry. **Prerequisites:** CIS 107 and AGS 101 and AGS 105



**AGS 245 - Turf Management**.....(3:2:2)

This course will teach students about the lawn care industry with an emphasis placed on the maintenance of a variety of turf sites, including chemical selections, pest control, and safe equipment usage. This course will include hands-on identification, cultivation and maintenance practices used on turfgrasses. **Prerequisites:** AGS 101 and AGS 105

**AGS 250 - Greenhouse Crop Production**.....(3:2:2)

The basic concepts of plant growth, development, photosynthesis, floral production, greenhouse structures, and equipment to monitor the environment are discussed and practiced in a lab setting. Propagation and cultivation techniques of commercial flower/foilage crops are studied and applied. Preparation of soil and amended media incorporating the use of fertilizers and plant growth regulators will be discussed and managed. Nutrient management of plants and environmental impacts of run-off are applied and discussed. Pesticide application and safety are practiced and studied. Proper pest identification techniques are practiced. **Prerequisites:** AGS 101 and AGS 105

**AGS 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**AID 145 - Intr Styles Materials/Accents**.....(4:3:3)

This course gives interior design students an in-depth look at interior styles. Students learn about the furniture fabrics, wall coverings, flooring, ceilings, moldings, and accents that depict a particular style. Students prepare several projects for class presentation. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and VSC 115 and AET 125.

**AID 151 - Interior Detailing**.....(4:3:3)

This course explores the development of interior details such as molding, cabinetry, custom furniture, and carpet designs. Detailing will give the student the opportunity to design millwork and to prepare working drawings for custom walls and flooring. **Prerequisites:** AET 125.

**AID 170 - Presentation Drawing/Rendering**.....(4:3:3)

Areas covered will be perspective and isometric drawings, ink and color presentations using the following forms of media: marker, color pencils, and shadowing techniques. The student will complete several assignments from planning to full-scale plans, renderings, presentation boards, and models. The student will present his/her projects to the class for critique; projects will include finishes, fabrics, draperies, furniture, and accessories. **Prerequisites:** VSC 115 and VSC 125 and AET 125.

**AID 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**AID 241 - Residential Design Studio**.....(5:3:5)

An in-depth study of residential space planning and design. Incorporating knowledge from previous quarters, students will prepare two comprehensive projects. Given an existing building, students will develop and present a plan of their choice (with faculty approval). A model is required for one presentation. **Prerequisites:** AID 170.

**AID 242 - Commercial Design Studio**.....(5:3:5)

An in-depth study of interior commercial space planning and design. Students will be presented with a contract design problem which they will be required to take through design phases including programming, schematic, design development, and contract documents. **Prerequisites:** AID 170.

**AID 265 - Profnl Practice of Intr Design**.....(3:3:0)

An in-depth look at interior business practices, including a complete project analysis from the client interview to delivery and installation. **Prerequisites:** AID 170 and (AID 241 or AID 242).

**AID 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**AMT 110 - Airframe Maintenance General**.....(12:8:12)

The General section of the Airframe Maintenance program will introduce students to the fundamentals of aircraft maintenance. The units of study are: mechanic privileges and limitations, aircraft physics, aircraft drawings, maintenance forms and records, maintenance publications, materials and processes, fluid lines and fittings, cleaning and corrosion, weight and balance. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 MAT 185).

**AMT 120 - Airframe Maintenance - AF I**.....(11:7:13)

The Airframe Maintenance section I of the Airframe Maintenance program will introduce students to the fundamentals of aircraft maintenance. The units of study are: ground operation and servicing, welding, aircraft non-metallic structures, aircraft sheetmetal structures, and wood structures, coverings and finishes. **Prerequisites:** AMT 110 and MAT 125

**AMT 210 - Airframe Maintenance - AF II**.....(12:8:12)

the Airframe Maintenance section II of the Airframe Maintenance program will introduce students to the fundamentals of aircraft maintenance. The units of study are: assembly and rigging, position and warning systems, aircraft electrical systems, hydraulic and pneumatic power systems, and aircraft landing gear systems. **Prerequisites:** AMT 210 and ELC 122

**AMT 220 - Airframe Maintenance - AF III**.....(11:7:13)

The Airframe Maintenance section III of the Airframe Maintenance program will introduce students to the fundamentals of aircraft maintenance. The units of study are: aircraft fuel systems, communication and navigation systems, instrument systems, cabin atmosphere control systems, ice and rain control systems, fire protection systems, and airframe inspection. **Prerequisites:** AMT 210

**ASL 101 - American Sign Language I**.....(3:3:0)

A study of American Sign Language (ASL), the natural Language of deaf people. This course will focus on the unique grammatical structure of ASL, its history, and its struggle for recognition as a language. Students will develop both expressive and receptive ASL. **Prerequisites:** None

**ASL 102 - American Sign Language II**.....(3:3:0)

A continuation of the fundamentals of American Sign Language I, this course will broaden students' range of conversational skills moving from discussion of their immediate experiences (home, family, etc.) to communication appropriate in an external environment (workplace, school, etc.). Both expressive and receptive skills will be developed. **Prerequisites:** ASL 101

**ASL 103 - Fingerspelling/Nmbr use in ASL.....(3:3:0)**

This course will offer students the opportunity to focus on fingerspelling and signing numbers. Both receptive and expressive work will be done. All practice will be in the context of authentic communication in American Sign Language. Both live models and videotape will be used. **Prerequisites:** ASL 102

**ASL 189 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ASL 201 - American Sign Language III .....(3:3:0)**

A continuation of the fundamentals of American Sign Language II, this course will broaden students' range of conversational skills, moving from discussion of their immediate experiences (home, family, etc.) to communication about more abstract concepts of the language in longer conversational dialogues. Both expressive and receptive skills will be enhanced. **Prerequisites:** ASL 102

**ASL 202 - American Sign Language IV .....(3:3:0)**

A continuation of the fundamentals of American Sign Language III, this course will broaden students' range of conversational skills, moving from discussion of their immediate experiences (home, family, etc.) to communication about more abstract concepts of the language in longer conversational dialogues. Both expressive and receptive skills will be enhanced. **Prerequisites:** ASL 201

**ASL 203 - American Sign Language V.....(3:3:0)**

Advanced study of American Sign Language (ASL). Students will study ASL in narrative form. This course will increase the communication skills of students to the more abstract concepts of the language including expressive and receptive skills. This class will be presented in ASL. Pre-requisite: ASL 202

**ASL 204 - Structure-Amer. Sign Language.....(3:3:0)**

An introduction to the structure of American Sign Language, this course has a dual focus: one on ASL linguistics and the other on grammar. Students will use a variety of media to learn to construct accurate sentences in American Sign Language. Areas of grammar study include topic comment, rhetorical, conditionals, and others. **Prerequisites:** ASL 102

**ASL 289 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**AUT 014 - Basic Automotive Technology.....(2:1:2)**

This course is designed to provide the student an overview of the automotive repair field. Students are introduced to basic automotive maintenance and repair procedures as well as tools, measuring devices and diagnostic equipment. **Prerequisites:** None

**AUT 016 - Basic Automotive Electrical.....(4:3:3)**

This course introduces the student to various automotive electrical and electronic components, operations and service procedures. Laboratory experiences include: building and analyzing electrical circuits, applying Ohms Law, and using electrical test equipment properly. This course also prepares the student to test, diagnose and repair automotive electrical systems and components. Lab includes testing, evaluation and diagnosis, and repair of vehicle. **Prerequisites:** AUT 014

**AUT 018 - Basic Steering & Suspension .....(2:1:3)**

This course introduces the student to automotive suspension systems, components, and service procedures. Lab includes suspension steering service, and tire and wheel service. **Prerequisites:** AUT 016

**AUT 019 - Basic Auto Brake Systems .....(2:1:3)**

This course introduces the student to automotive brake systems, components, and service procedures. Lab includes hydraulic service, drum and rotor service, drum brake service, power brake service. **Prerequisites:** AUT 018

**AUT 022 - Basic Auto Air Cond & Heating .....(2:1:3)**

This course introduces the student to automotive heating and air-conditioning systems components, operations and service procedures. Lab experience includes system evaluation, diagnosis and repair. **Prerequisites:** AUT 019

**AUT 099 - Intermediate Automotive Tech.....(5:2:9)**

This course is a bridge course which contains the elements of fundamentals, electrical, steering and suspension, brakes and the HVAC system not covered in AUT 014, AUT 016, AUT 018, AUT 019 and AUT 022. **Prerequisites:** AUT 014 and AUT 016 and AUT 018 and AUT 019 and AUT 022.

**AUT 101 - GM Automotive Fundamentals .....(3:2:2)**

This course is designed to provide the student an overview of the automotive repair field. Students are introduced to basic automotive maintenance and repair procedures as well as tools, measuring devices and diagnostic equipment. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120). Co-requisite: AUT 161 and AUT 191.

**AUT 114 - Intro to Automotive Technology.....(3:2:2)**

This course is designed to provide the student an overview of the automotive repair field. Students are introduced to basic automotive maintenance and repair procedures as well as tools, measuring devices and diagnostic equipment. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 130 OR MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181).

**AUT 116 - Automotive Electrical .....(5:4:4)**

This course introduces the student to various automotive electrical and electronic components, operations and service procedures. Laboratory experiences include: building and analyzing electrical circuits, applying Ohms Law, and using electrical test equipment properly. This course also prepares the student to test, diagnose and repair automotive electrical systems and components. Lab includes testing, evaluation and diagnosis, and repair of vehicle accessories and chassis wiring. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 135 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**AUT 118 - Auto Steering & Suspen/Align**.....(3:2:3)

This course introduces the student to automotive suspension systems, components, and service procedures. Lab includes suspension and steering service, wheel alignment, and tire and wheel service. **Prerequisites:** AUT 114 and AUT 116

**AUT 119 - Automotive Brake Systems**.....(3:2:3)

This course introduces the student to automotive brake systems, components, and service procedures. Lab includes hydraulic service, drum and rotor service, disc brake service, drum brake service, power brake service and anti-lock brake service. **Prerequisite:** AUT 114 and AUT 116

**AUT 122 - Auto Air Conditioning/Heating**.....(3:2:3)

This course introduces the student to automotive heating and air-conditioning systems components, operations and service procedures. Lab experience includes system evaluation, diagnosis and repair. **Prerequisites:** AUT 114 and AUT 116

**AUT 123 - Co-Op Work Experience I**.....(4:0:20)

This course allows the students to work in the automotive/light truck service field, reinforcing first year class and laboratory instruction. At the students sponsoring service facility the student's newly acquired diagnostic and repair knowledge are utilized in a hands-on application manner. **Prerequisites:** AUT 118 and AUT 119 and AUT 122.

**AUT 124 - Intro to Automotive Svc Career**.....(2:2:0)

An introduction to the automotive service profession including aspects of the career opportunities, work characteristics, and employment requirements for the individual interested in automotive service career.

**Prerequisites:** (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 005 or NCS 005 or NCW 045 or MAT 075 or MAT 090 or MAT 012 or NCS 012 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 181) and (RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120).

**AUT 142 - GM Suspension Systems**.....(3:2:3)

This course introduces the student to General Motors automotive suspension systems, components, and service procedures. Labs include suspension and steering service, wheel alignment, and tire and wheel service. **Prerequisites:** AUT 101 and AUT 161 and AUT 191 and MAT 125. Co-requisites: AUT 151 and AUT 192

**AUT 151 - GM Brake Systems**.....(3:2:3)

Introduces the student to General Motors automotive brake systems, components, and service procedures. Labs include hydraulic service, drum and rotor service, disc brake service, drum brake service, and power brake service. **Prerequisites:** AUT 101 and AUT 161 and AUT 191 and MAT 125. Co-requisites: AUT 142 and AUT 192

**AUT 153 - Automotive Practicum I**.....(4:0:12)

In this course the students will work in the automotive/light truck service field, reinforcing first year first year classroom and laboratory instruction. At the student's sponsoring service facility, the student's newly acquired diagnostic skills and repair knowledge are utilized in a hands-on application manner. **Prerequisites:** AUT 114 and AUT 116 and AUT 118 and AUT 119 and AUT 122.

**AUT 161 - GM Electrical Systems**.....(5:4:4)

Introduces the student to the various automotive electrical and electronic components, operations, service procedures. Lab includes building and analyzing electrical circuits, applying Ohms Law and using electrical test equipment properly. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120). Co-requisites: AUT 101 and AUT 191

**AUT 162 - Principles of Automotive Tech.**.....(3:3:0)

This course is designed to provide the student with an overview of the automotive repair field. Students are introduced to automotive maintenance and repair procedures as well as tools, measuring devices and diagnosis equipment. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**AUT 163 - Principles of Service Advising**.....(3:3:0)

This course introduces the student to the field of service advising. The course reviews customer complaints and concerns and identifies the skills and attitudes required to be effective as a service advisor in the automotive field. **Prerequisites:** AUT 162

**AUT 164 - Principles of Service Managmnt**.....(3:3:0)

The student is introduced to the field of Service Management in the automotive industry. The course reviews duties and responsibilities necessary to be an effective service manager in an operating automotive business. **Prerequisites:** AUT 162

**AUT 165 - Principles of Parts Management**.....(3:3:0)

The student is introduced to the field of Parts Management in the automotive industry. The course reviews duties and responsibilities necessary to be an effective Parts Manager in an operating automotive business. **Prerequisites:** AUT 162

**AUT 171 - GM Air Conditioning**.....(3:2:2)

Introduces the student to General Motors automotive heating and air-conditioning systems components, operations, and service procedures. Labs include component replacement, system purging, evacuating, charging, and testing. **Prerequisites:** AUT 142 and AUT 151 and AUT 192. Co-requisite: AUT 193

**AUT 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**AUT 191 - GM Co-Op Work Experience I**.....(3:0:16)

This course is designed to reinforce classroom instruction with work experience at a General Motors dealership. The student works full-time as a student technician during the co-op period. At the dealership, the student puts newly acquired diagnostic and repair knowledge and skills into practice while working on customers' vehicles and performing daily dealership duties. **Prerequisites:** None Co-requisites: AUT 101 and AUT 161



**AUT 192 - GM Co-Op Work Experience II** ..... (3:0:16)

This course is designed to reinforce classroom instruction with work experience at a General Motors dealership. The student works full-time as a student technician during the co-op period. At the dealership, the student puts newly acquired diagnostic and repair knowledge and skills into practice while working on customers' vehicles and performing daily dealership duties.

**Prerequisites:** AUT 191 Co-requisites: AUT 142 and AUT 152

**AUT 193 - GM Co-Op Work Experience III** ..... (3:0:16)

This course is designed to reinforce classroom instruction with work experience at a General Motors dealership. The student works full-time as a student technician during the co-op period. At the dealership, the student puts newly acquired diagnostic and repair knowledge and skills into practice while working on customers' vehicles and performing daily dealership duties. **Prerequisites:** AUT 192 Co-Requisites: AUT 171

**AUT 202 - Automotive Engine Repair** ..... (4:3:3)

This course introduces the student to various automotive engines and related components, their operations and service and repair procedures. Laboratory activities include hands-on exercises on dead engines relating to the operation, servicing and repair of the engines as well as related engine systems; cooling, lubrication, exhaust, and related systems. Students will also perform live engine evaluation, removal and installation. **Prerequisites:** (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (AUT 123 or AUT 153).

**AUT 203 - Automotive Engine Performance** ..... (7:5:7)

This course prepares the student to diagnose, repair and service automotive electronic systems and components. Lab exercises include diagnosis, disassembly, and repair of electronic components such as computerized engine controls, electronic ignition, electronic fuel injection, and other accessories. **Prerequisites:** AUT 202

**AUT 205 - Manual Transmissions/Transaxle** ..... (4:3:2)

This course introduces the student to various manual transmissions and transaxles and related components, their operations and service and repair procedures. Laboratory activities include hands-on exercises on transmissions and transaxles as well as related systems and components. **Prerequisites:** AUT 123 or AUT 153.

**AUT 208 - Automatic Transmission** ..... (4:3:2)

This course introduces the student to various automatic transmissions and transaxles and related components, their operations and service and repair procedures. Laboratory activities include hands-on exercises on transmissions and transaxles as well as related systems and components. **Prerequisites:** (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (AUT 123 or AUT 153).

**AUT 211 - GM Engine Repair** ..... (4:3:3)

Introduces the student to various General Motors automotive engines and related components, their operations, service and repair procedures. Labs include practical hands-on exercises on GM engines relating to their operation, service and repair as well as related engine systems: cooling, lubrication, exhaust, etc. Students will also perform engine evaluation, removal and installation. **Prerequisites:** AUT 221 and AUT 231 and AUT 294. Co-requisites: AUT 281 and AUT 295.

**AUT 221 - GM Automotive Transmissions** ..... (4:3:3)

This course introduces the student to GM automotive drive train components, operations and service procedures. Labs include service, removal and replacement of automatic transmission and transaxle. **Prerequisites:** AUT 171 and AUT 193 Co-requisites: AUT 231 and AUT 294

**AUT 223 - Co-Op Work Experience II** ..... (4:0:20)

This course allows the students to work in the automotive/light truck service field, reinforcing second year classroom and laboratory instruction. At the student's sponsoring service facility the student's newly acquired diagnostic skills and repair knowledge are utilized in a hands-on application manner. **Prerequisites:** AUT 123

**AUT 231 - GM Manual Transmissions** ..... (4:3:3)

This course introduces the student to GM automotive drive train components, operations and service procedures. Labs include service, removal and replacement of manual transmission, drive shaft, differential, transaxle. **Prerequisites:** AUT 171 and AUT 193 Co-requisites: AUT 221 and AUT 294

**AUT 253 - Automotive Practicum II** ..... (4:0:12)

In this course, the students will work in the automotive/light truck service field, reinforcing second year classroom and laboratory instruction. At the student's sponsoring service facility, student's newly acquired diagnostic skills and repair knowledge are utilized in a hands-on application manner. **Prerequisites:** (AUT 123 or AUT 153) and AUT 202 and AUT 203 and AUT 205 and AUT 208.

**AUT 281 - GM Engine Performance** ..... (5:4:4)

Prepares the student to diagnose and repair General Motors automotive electronic systems and components. Lab includes diagnosis, disassembly, and repair of electronic components: computerized engine control, electronic ignition, electronic fuel injection, and other accessories. **Prerequisites:** AUT 221 and AUT 231 and AUT 294. Co-requisites: AUT 211 and AUT 295.

**AUT 289 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**AUT 294 - GM Co-Op Work Experience IV** ..... (5:0:24)

This course is designed to reinforce classroom instruction with work experience at a General Motors dealership. The student works full-time as a student technician during the co-op period. At the dealership the student puts newly acquired diagnostic and repair knowledge and skills into practice while working on customers' vehicles and performing daily dealership duties. **Prerequisites:** AUT 193 Co-requisites: AUT 221 and AUT 231

**AUT 295 - GM Co-op Work Experience V** ..... (5:0:24)

This course is designed to reinforce classroom instruction with work experience at a General Motors dealership. The student works full-time as a student technician during the co-op period. At the dealership, the student puts newly acquired diagnostic and repair knowledge and skills into practice while working on customers' vehicles and performing daily dealership duties. **Prerequisites:** AUT 294 Co-requisites: AUT 211 and AUT 281

**BAK 121 - Prin. of Bank Operation** ..... (0:0:0)

Students employed by the banking industry who have an American Institute of Banking, Delaware Chapter transcript may apply for transfer credit for this course. **Prerequisites:** None

**BAK 125 - Bank Cards** ..... (0:0:0)

Students employed by the banking industry who have an American Institute of Banking, Delaware Chapter transcript may apply for transfer credit for this course. **Prerequisites:** None

**BAK 154 - Deposit Operations**..... (0:0:0)

Students employed by the banking industry who have an American Institute of Banking, Delaware Chapter transcript may apply for transfer credit for this course. **Prerequisites:** None

**BAK 175 - Law and Banking** ..... (0:0:0)

Students employed by the banking industry who have an American Institute of Banking, Delaware Chapter transcript may apply for transfer credit for this course.

**BAK 176 - Law and Bank Application** ..... (0:0:0)

Students employed by the banking industry who have an American Institute of Banking, Delaware Chapter transcript may apply for transfer credit. **Prerequisites:** None

**BAK 189 - Approved Technical Elective**..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**BAK 254 - Supervisory Training** ..... (0:0:0)

Students employed by the banking industry who have an American Institute of Banking, Delaware Chapter transcript may apply for transfer credit for this course. **Prerequisites:** None

**BAK 261 - Analyzing Financial Statements** ..... (0:0:0)

Students employed by the banking industry who have an American Institute of Banking, Delaware Chapter transcript may apply for transfer credit for this course. **Prerequisites:** None

**BAK 265 - Marketing for Bankers** ..... (0:0:0)

Students employed by the banking industry who have an American Institute of Banking, Delaware Chapter transcript may apply for transfer credit for this course. **Prerequisites:** None

**BAK 270 - International Banking**..... (0:0:0)

Students employed by the banking industry who have an American Institute of Banking, Delaware Chapter transcript may apply for transfer credit for this course. **Prerequisites:** None

**BAK 289 - Approved Technical Elective**..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**BIO 100 - Medical Terminology** ..... (3:3:0)

The course includes Greek and Latin prefixes, suffixes, roots, abbreviations, names of diseases and operations related to hospital services and allied health specialties. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**BIO 101 - Advanced Medical Terminology**..... (3:3:0)

The course is designed for individuals who wish to continue the study of advanced medical terminology as it relates to clinical medicine, surgery, laboratory medicine, pharmacology, radiology, and pathology. It includes the use of medical references and other resources for research and practice. **Prerequisites:** BIO 100

**BIO 106 - Basic Nutrition Concepts** ..... (1:1:0)

This class is designed to teach basic nutrition concepts that can be applied to everyday life in order to maintain a healthy lifestyle and well-being. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**BIO 108 - Basic Pharmacology** ..... (2:2:0)

Basic pharmacology for healthcare students includes basic drugs as related to diseases, effects of drugs on different systems of the body, interaction of drugs, side effects, contraindications and effectiveness in relation to dosages. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and BIO 100.

**BIO 110 - Essentials-Anatomy & Physiology** ..... (4:3:2)

This course includes structure and function of the human body with an emphasis on gross anatomy. All organ systems and their relationship to homeostasis. Coordinated laboratory experiments are an integral part of this course. **Prerequisite:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**BIO 115 - Nutrition** ..... (3:3:0)

This course studies the basic principles of nutrition and its application to the health and well being of people throughout the life cycle. Diet therapy as an integral part of treatment during illness and disease status and diet as preventive therapy will also be studied. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**BIO 120 - Anatomy and Physiology I** ..... (5:4:2)

This course, the first of a two semester sequence, studies the anatomy and physiology of humans. Included are the structure and function of cells, tissues, integumentary, skeletal, muscular, nervous, and endocrine systems. Coordinated laboratory experiments are an integral part of this course. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**BIO 121 - Anatomy and Physiology II**..... (5:4:2)

This course is a continuation of BIO 120 It covers the structure and function of the cardiovascular, respiratory, digestive, urinary and reproductive systems of humans, metabolism, fluid and acid-base balance, and genetics. Coordinated laboratory experiments are an integral part of this course. **Prerequisites:** BIO 120 and (CHM 100 or CHM 110 or CHM 150 or HS Chemistry within last 5 years).

**BIO 123 - Clinical Functional Anatomy** ..... (3:2:2)

This course is a study of the muscular, skeletal and nervous systems of the human body focusing on the structure and function associated with various physical therapy and occupational therapy techniques. **Prerequisite:** BIO 121

**BIO 124 - Review of Physiology**..... (2:2:0)

The course reviews the physiology of the endocrine system and the autonomic nervous system, neurophysiology, cardiophysiology, respiratory and renal physiology, as well as fluid, electrolyte and acid-base balance. **Prerequisite:** BIO 121



**BIO 125 - Introductory Microbiology** ..... (4:3:2)

This is an introduction to microbiology designed for individuals in the health sciences. It explores the morphology, physiology, cultivation, and control of microorganisms, a survey of human pathogens and the fundamental concepts of immunity. Laboratory experiments are an integral part of this course. **Prerequisites:** BIO 120 or VET 102.

**BIO 127 - Environmental Microbiology** ..... (4:3:2)

Study of the microbiological organisms important in environmental ecology, pollution control, and waste treatment, including bacteria, algae, fungi, and protozoa. Explores the morphology, physiology, pathogenicity, and environmental importance of these organisms. Laboratory includes microscopic morphological studies, culture techniques, stains, and various environmental tests such as coliform analysis. **Prerequisites:** ENV 110

**BIO 130 - Disease Proc/Pathophysiology** ..... (3:3:0)

This course includes the study of the physiologic and biologic manifestations of disease and the adaptations that the body makes to the changes produced by the disease process. **Prerequisites:** BIO 120

**BIO 140 - General Biology** ..... (4:3:2)

This course represents an overview of biological concepts including basic cellular chemistry, cell structure and function, life processes, genetics, biodiversity of organisms, evolution and natural selection, human reproduction and development, and the interaction of organisms with their environment. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**BIO 150 - Biology I** ..... (4:3:2)

This course studies the cell as the basis of life. Included will be an introduction to the chemistry of life, cell structure and function, cellular metabolism, cell division, molecular genetics, patterns of inheritance, and a survey of viruses, Monera, Protista, and Fungi. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**BIO 151 - Biology II** ..... (4:3:2)

This course, a continuation of BIO 150, includes the structure and function of plants and a survey of the Kingdom Animalia. Particular emphasis is placed on comparative anatomy and physiology of vertebrates. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**BIO 189 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**BIO 250 - Principles of Microbiology** ..... (4:3:3)

This is a general course in microbiology that covers microbial structure, metabolism, growth and control. Microbial genetics, virology and fundamentals of the immune system are included. Laboratory experiments are an integral part of this course. **Prerequisites:** (BIO 120 or BIO 150 or VET 102) and (CHM 100 or CHM 110 or CHM 150).

**BIO 289 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**BIT 260 - Biotechnology I** ..... (4:3:4)

This course will discuss topics in the major areas of biotechnology including molecular biology, microbiology, separation technology, immunology, and plant biotechnology. Coordinated laboratory experiments will be an integral part of this course. **Prerequisites:** BIO 250 and CHM 151.

**BIT 261 - Biotechnology II** ..... (4:3:4)

This course is a continuation of BIT 260 - Biotechnology I. It investigates components of biomanufacturing such as upstream and downstream processing, protein structure, and laboratory regulations. Additional topics include current research and techniques such as bioinformatics, micro-propagation of plants, and microarrays. Laboratory work, including related experiments and current techniques, is an integral part of this course. **Prerequisites:** BIT 260

**BIT 265 - Bioinformatics** ..... (3:2:2)

This course studies the organization and analysis of biological information, involving the use of computers related to databases, retrieval mechanisms, and data analysis tools, especially in the fields of molecular biology, structural biology, and genetics. Included are sequence alignment, gene finding, genome assembly, protein structure alignment, protein structure prediction, the human DNA system and the Human Genome Project. Coordinated laboratory experiments are an integral part of this course. **Prerequisites:** (BIO 140 or BIO 150) and CIS 107.

**BIT 270 - Honors Biotechnlgy Internship** ..... (2:0:7)

Upon recommendation by the instructor, the student placed in this honors internship will gain experience working as a laboratory technician in research, industrial, service, manufacturing or other facility in the biology, biotechnology or related field. **Prerequisites:** BIT 260

**BUS 100 - Acctg for Non-Accountants** ..... (3:3:1)

An overview of accounting information for the non-business major. Emphasis is placed on the interpretation of accounting information. Attention is given not only to the basic concepts and structure of accounting and resultant financial statements but also to present and future value, inventory costing methods, depreciation, capitalization, and budgeting. **Prerequisites:** None

**BUS 101 - Introduction to Business** ..... (3:3:0)

A survey of business functions including forms of business ownership, business environments, ethics, management, production, marketing, financial markets, accounting, and global interests. **Prerequisites:** Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120.

**BUS 105 - Introduction to Exporting** ..... (3:3:0)

Specifically proposed to meet the needs of all levels of employees, especially mid-management level, to enable them to know and perform export operations. This course surveys the basic knowledge and procedures necessary to package, ship, track, and insure merchandise as it moves through the international marketplace. **Prerequisites:** None

**BUS 120 - Export Import Practices & Proc** ..... (3:3:0)

Hands-on exposure to the importing/exporting process; proficiency in trade regulations, customs, freight forwarding; preparation of documentation necessary for financial transactions. **Prerequisites:** None

**BUS 189 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**BUS 203 - Business Law** .....(3:3:0)

A survey course, which takes a general view of our legal system before focusing on the area of Business Law. Business Law topics include offer, acceptance, and consideration, competence of parties, the Statute of Frauds, parole evidence and termination, and the U.C.C. Related topics include commercial paper, agency, and personal property law.

**Prerequisites:** BUS 101 and (Test score or ENG 121 or ENG 125).

**BUS 211 - Business Co-Op I** .....(5:0:15)

Provides an opportunity for students to learn through experience the organization of the business in which they are employed, the analysis of duties and responsibilities, lines of authority, standards of work required, and formal and informal patterns of communication.

A written formal report is required for credit. **Prerequisites:** None

**BUS 212 - Business Co-Op II** .....(5:0:15)

Provides an opportunity for students to learn through experience the organization of the business in which they are employed, the analysis of duties and responsibilities, lines of authority, standards of work required, and formal and informal patterns of communication.

A written formal report is required for credit. **Prerequisites:** None

**BUS 213 - Small Business Management** .....(3:3:0)

Presents critical areas that concern a small business, including selecting a type of business, planning and organization, capital requirements and sources, basic accounting, location and layout, and employee relations. **Prerequisites:** Test score or ENG 121 or ENG 125.

**BUS 214 - Investments** .....(3:3:0)

Analysis of the requirements for a sound investment program including stocks, bonds, mutual funds, options, commodities, and other private and public securities. Includes the functions of markets, sources of information, portfolio theory, and risk analysis. **Prerequisites:** BUS 101 and ACC 112 and (Test score or ENG 121 or ENG 125).

**BUS 269 - Research Report** .....(3:3:0)

Designed to meet the needs of accounting and marketing/management students for specific research related to the student's major study area. **Prerequisites:** ENG 122 or ENG 130.

**BUS 275 - Portfolio/Experiential Lrning** .....(3:3:1)

This course prepares students with the workplace skills necessary for professional job placement. Emphasis is given to self-assessment techniques, career planning tools and professional workplace behavior. The student will construct a professional portfolio that includes work samples, a job search package and a reflection on the required Experiential Learning component.

**Prerequisites:** ACC 112 and BUS 101 and MGT 212 and MKT 212

**BUS 289 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**BUS 291 - Business Ethics Honors** .....(3:3:0)

This course will be devoted to an examination of some of the ethical and contemporary issues which arise in the field of business. Specific topics include ethical considerations in economics, politics, marketing, management, accounting, computer information, office systems, and other issues as appropriate. In addition to the course outline of BUS 221, Business Ethics honors includes an appropriate approved project.

**Prerequisites:** BUS 101 and (Test score or ENG 121 or ENG 125).

**CEN 100 - Intro-Computer & Elec Eng Tech**.....(2:1:2)

An introduction to the practice of computer, electronic and electrical engineering technology concepts. Specific topics include career opportunities, professional ethics, working in teams, introduction to engineering problem solving and use of calculators and computers as tools for problem solving. **Prerequisites:** (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**CEN 105 - Programming for Technology** .....(3:2:2)

An introduction to object-orientated programming using electronics and computer technology related examples. Topics to be covered: Algorithms, flowcharting, documentation, testing and debugging, and programming techniques. **Prerequisites:** (ELC 118 or ELC 120) and (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**CEN 110 - Computers & Technology** .....(3:2:2)

An introduction to the computer as used in technologies. Both the IBM and Macintosh computing environments will be explored. Topics to be covered will be terminology and use of the computer through computer-aided-sketching and graphics, basic data communications terminology, introductory DOS operations as well as word processing, spreadsheeting, and databasing. Hands-on activities are emphasized. **Prerequisites:** Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120.

**CEN 120 - PC Telecommunications**.....(4:3:2)

An overview of basic telecommunication's principles as applied to personal computer communications. Topics include installing modem software, electronic mail systems, file archiving and transmission techniques, network basics, telephone line installation and operation, FAX communications, RS 232 interface, and modem installation and operation. **Prerequisites:** Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120.

**CEN 150 - Computer Assembly/Maint**.....(4:3:2)

An overview of the personal computer and its components. Students will explore and assemble IBM-PC class of computers. An introduction to non-component troubleshooting will be included. **Prerequisites:** Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120.

**CEN 160 - Computer Graphics I** .....(4:3:2)

An introduction to computer graphics using a graphical application program such as COREL Draw. Students will learn the basic operation of the computer and the application program by completing projects comparable to those in the graphics industry. IBM and Macintosh computers will be used. **Prerequisites:** (Test score or RDG 051 or ESL 100 or NCS 052 or ENG 099 or RDG 120) and (CEN 110 or ELM 110).

**CEN 161 - Computer Graphics II** .....(4:3:2)

A continuation of Computer Graphics I. Advanced operations and techniques will be covered. Projects for industrial applications will be completed by the student. **Prerequisites:** CEN 160

**CEN 180 - C Language Intro**.....(4:3:2)

An introduction to C language. Basic aspects of computation, input/output, functions, decision-making, looping, basic graphics, and elements of data structures will be covered. Laboratory assignments are oriented to IBM-PC and VAX computers. **Prerequisite:** Test score or RDG 051 or or NCS 052 or ENG 099 or ESL 100 or RDG 120.

**CEN 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CEN 220 - Digital Data Comm w/ Networks**.....(4:3:2)

A study of computer interfacing and networking. Interface techniques such as RS 232, RS 422, etc. will be covered. UARTs and advanced modem operation are presented. Networking through simulations and observation are included with telephone switching systems. **Prerequisites:** CEN 120

**CEN 222 - Windows Operating System**.....(4:3:2)

This course is designed to teach the student about the installation, configuration, and maintenance of Windows, both the workstation and server versions. It will cover Windows peer-to-peer networking capabilities and its integration with other network environments, including the World Wide Web. **Prerequisites:** CEN 120

**CEN 223 - Unix Operatng System & Networks**.....(4:3:2)

A complete coverage of the UNIX operating system, including shells, utilities, x-windows, and networking. **Prerequisites:** CEN 222

**CEN 224 - Computer Networks**.....(4:3:2)

Students will learn basic networking concepts, features and functions of network components. Students will install, configure and troubleshoot basic network hardware, peripherals and protocols, Server 2003, Unix/Linux, and wireless networks. This course covers CompTIA Network+certification objectives. **Prerequisites:** CEN 150 and (ELC 118 or ELC 120 or ELC 124).

**CEN 225 - Intro to Network Security**.....(4:3:2)

Students will learn network security basics, vulnerabilities of operating systems, network security objectives, architecture, models, policy and differnet layers of security. This course will help students prepare for CompTIA Security+ exam. **Prerequisites:** (ELC 118 or ELC 120 or ELC 124) and ELC 130 and CEN 150 and CEN 224.

**CEN 230 - Troubleshooting Computer Sys**.....(3:2:2)

A study of software and hardware problems, identification of bad components, mechanical problems, and other operational failures of microcomputer equipment. The course will include the use of diagnostic software, installation of software drivers, and installation of new hardware and software. Logic analysis methods, software, and devices will be used. **Prerequisites:** CEN 150 and ELC 130.

**CEN 232 - Adv Computer Troubleshooting**.....(4:3:2)

A continuation of CEN 230. Board level troubleshooting and repair will be covered. Peripheral equipment operation and repair also will be included. **Prerequisites:** CEN 230

**CEN 235 - Fiber Optics with Networks**.....(4:3:2)

This course covers fiber optic to include principles of fiber optics, its components, system design, completed systems, test equipment, industrial applications, and fiber optic data networks (FDDI). **Prerequisites:** CEN 120 and ELC 130.

**CEN 250 - Data Structures in C**.....(4:3:2)

Topics to be covered are introductory concepts of C, arrays, structures, pointers, preprocessor, and file I/O. Laboratory assignments in those areas are given. **Prerequisites:** CEN 120 or CIS 120.

**CEN 255 - Adv Data Structures in C++**.....(4:3:2)

This course covers the C++ language to include structures unique to C++. Object-oriented programs will be introduced. Laboratory assignments are oriented to the IBM-PC and/ or VAX minicomputer. **Prerequisites:** CEN 250

**CEN 280 - Specific Prob in Engr Techno**.....(4:3:2)

Special problems in programming, hardware, or interfacing as assigned by the instructor. **Prerequisites:** CEN 223 and CEN 220.

**CEN 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CEN 290 - Internship**.....(4:1:9)

Applied experience through a supervised work situation such as a campus repair shop, computer store or related business and industry. **Prerequisites:** CEN 223 and CEN 220.

**CET 125 - Civil & Envl Drafting & Design**.....(4:2:5)

This course introduces students to drawing and design problems encountered in the area of Civil & Environmental Engineering. Topics include site analysis, site layout, grading and drainage, utility layout and profiles, erosion control and sustainable site design. Design and Develop a commercial site design and produce the drawing set to include Existing Features Plan, Record Plan, Grading Plan and Erosion Control Plan. **Prerequisites:** (Test score or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 075 or MAT 090 or MAT 140 or MAT 153 or MAT 181 or MAT 185 or MAT 281)

**CET 144 - Surveying Principles**.....(4:3:3)

This course examines theory and practice of plane surveying including the use of tapes, levels, transits, and theodolites. Problems in triangulation, traverses and mapping, and computation of areas are considered. Introduction to construction and route surveys, preliminary and final route location surveys, horizontal curves, grade lines, vertical curves, cross sectioning, earth work computations, and slope staking. **Prerequisites:** (MAT 181 or MAT 185 or MAT 281) and (AET 121 or AET 123 or CET 125) and (Test score or RDG 120)

**CET 146 - Surveying**.....(3:2:3)

Theory and practice of plane surveying including the use of tapes, levels, theodolites, lasers, and total stations. Students will complete problems in leveling traversing, mapping and construction surveying. A strong emphasis is placed on field procedures and gathering and recording of data. **Prerequisites:** (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281) and (Test score or RDG 120).

**CET 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CET 225 - CAD Appl for Site Development** .....(3:2:4)

Advanced CADD practices encountered in the Civil Engineering field. Topics covered include topography analysis, commercial lot layout, street layout, profiles and sections, utility layout and profiles, grading, cut/fill calculations, and hydrology analysis. Students receive a working knowledge in Civil CADD site modeling applications. **Prerequisites:** CET 125 and CET 144 and EDD 171 and (MAT 181 or MAT 185 or MAT 281).

**CET 230 - Principle of Environmental Sys** .....(4:3:3)

Basic principles of fluid mechanics and their application in the design of civil engineering projects. Topics covered include the pressure-elevation relationship, forces on submerged planes, Bernoulli equation, energy losses, open channel flow, culvert design, rational and SCS rainfall methods, and the design of detention basins, water supply and waste water systems. The topics of erosion control and wetlands are introduced. **Prerequisites:** CET 256

**CET 234 - Prin. of Geotechnical Engineer** .....(4:3:2)

Application of principles of soil engineering including the study of physical and mechanical properties of soils. Soil exploration, soil compacting, flow of water in soils, stress distribution in soil, consolidation of soil and settlement of structures, shear strength of soil, shallow and deep foundations, and stability analysis of slopes are studied. Laboratory work involves problem solving and experiments. **Prerequisites:** CET 256

**CET 236 - Soils** .....(3:2:2)

Principles of soil engineering including the study of physical and mechanical properties of soils, design considerations, and construction applications. Emphasis is placed on field conditions and problems that are encountered on the construction job sites and how they are resolved. **Prerequisites:** (Test score or RDG 120) and (MAT 181 or MAT 185 or MAT 281).

**CET 238 - Concrete and Asphalt** .....(3:2:2)

This course is designed to give students a practical knowledge of aggregates, Portland cement, Portland cement concrete, asphalts, bituminous materials, and hot-mix asphalts. Emphasis will be placed on proper design, placement, and handling of these construction materials to ensure long-lasting performance. There will also be several laboratory tests run to provide the student with the opportunity to run quality control tests of these materials. **Prerequisites:** (Test score or RDG 120) and (MAT 181 or MAT 185 or MAT 281).

**CET 240 - Hydraulics and Hydrology** .....(4:3:3)

This course applies the basic principles of hydraulics as related to the design of pipe distribution system, the sizing and selection of pumps, open channel flow, flow through hydraulic structures, and the elements of hydrology, including rainfall runoff analysis, drainage design, and flood flow analysis. **Prerequisites:** (Test score or RDG 120) and (MAT 181 or MAT 185 or MAT 281) and (CET 125 or CET 144 or CET 146).

**CET 244 - Principles of Site Development** .....(4:3:3)

The course covers the fundamental concepts of site and subdivision planning. Consideration given to zoning and subdivision ordinances, and governmental regulations. Site design project will include design calculations and complete construction drawings for a small subdivision. **Prerequisites:** (CET 225 or CET 251) and CET 144 and (CET 230 or CET 240)

**CET 245 - Advanced Surveying Principles** .....(4:3:3)

This course covers the methods and computations of advance surveying. Students learn surveying techniques based on the Global Positioning System (GPS) including static and kinematic surveying. Additional topics covered include control surveys and geodetic reductions, state plane coordinates, surveys of public lands, photogrammetry, and an introduction to geographic information systems (GIS). **Prerequisites:** (CET 144 or CET 146) and (CET 125 or CET 251 or CET 251 concurrently).

**CET 247 - Route Surveying and Design** .....(4:3:2)

Study of the fundamental principles of highway design to include safety, speed, terrain, and operating volumes as they apply to roadway width, side slopes, curvature, and gradient. Design problems include horizontal curves, compound curves, and spirals; cross-section areas and volumes; vertical curves and alignments. **Prerequisites:** (CET 144 or CET 146) and (AET 121 or AET 123 or CET 125) and EDD 171.

**CET 248 - Boundary Surveying and Law** .....(3:3:0)

Students study the fundamentals of boundary control and legal principles associated with land surveying. Problems dealing with boundary control and location, site development, topographic mapping, subdividing, contour/runoff, and other common land surveying practices are covered. Students use total stations and computers to process data. **Prerequisites:** CET 144 or CET 146.

**CET 251 - Topographic Drafting** .....(3:2:3)

Application of drafting skills to areas of civil drafting including plots, profiles, topographic mapping, contours, and cuts and fills. Assignments will include site plans, highway layouts, and subdivision layout, and topographic mapping. Emphasis is given to the use of data collectors and total stations during field assignments. **Prerequisites:** AET 123 or AET 125 and CET 144 or CET 146 and EDD 171

**CET 256 - Static & Strength of Materials** .....(5:4:2)

Topics include the fundamental principles of engineering mechanics including the analysis of force systems on rigid bodies in static equilibrium. Students will also study stresses and strains found in materials subjected to axial, shear, and bending stresses. (The laboratory experiments illustrate the physical properties of materials, the physical basis of stress and strain analysis and the techniques of materials testing. All students are required to prepare laboratory reports.) **Prerequisites:** (Test score or RDG 120) and (MAT 181 or MAT 185 or MAT 281).

**CET 271 - Structural Design I** .....(4:3:3)

Introduction to elastic design of structural steel framing members. A thorough knowledge of the American Institute of Steel Construction Manual and orderly computation procedures are required. Laboratory work involves the preparation of engineering drawings and shop details for a building with emphasis on structural steel members and connections. **Prerequisites:** (MET 132 and (MET 242 or CET 256)) and (PHY 171 or PHY 271).

**CET 272 - Structural Design II** .....(4:3:3)

Introduction to working stress and strength of reinforced concrete. A thorough knowledge of the ACI Building Code is required. Engineering drawings and details are prepared for an industrial design project with emphasis on reinforced concrete structures. **Prerequisites:** (MET 132 and (MET 242 or CET 256)) and (PHY 171 or PHY 271).



**CET 289 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CHM 050 - Chemistry Fundamentals** .....(3:2:2)

This course is designed for students with little or no chemistry background. The student will explore the basic foundations of chemistry, including the fundamentals of measurement, chemical bonding, nomenclature, physical and chemical changes, chemical equations and the gas laws. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**CHM 100 - Basic Chemistry**.....(3:2:2)

This preparatory course in the basic concepts of chemistry includes the systems of measurement, matter and energy, atomic theory, periodic table, bonding, nomenclature, equations, gases, liquids and solids, acids and bases, organic and biochemistry. Laboratory experiments are used to illustrate theory. **Prerequisites:** Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125 and Test Score or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281 and Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120.

**CHM 101 - Introduction to Chemistry**.....(1:1:0)

This course is designed for students with little or no chemistry background. It is an introduction to basic concepts of chemistry focused on chemical bonding, physical and chemical changes, and types of chemical reactions, acids, bases, and salts.

**Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**CHM 110 - General Chemistry**.....(4:3:2)

This course is designed for students majoring in technical areas other than chemistry. It includes chemical reactions, the metric system, structure of matter, nomenclature, gases, solutions, acids, bases, and nuclear chemistry. Laboratory experiments are used to illustrate theory. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 015 or MAT 075 or NCW 045 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**CHM 111 - Intro to Organic & Biochemistry**.....(4:3:2)

This course includes a study of organic compounds and reactions and a basic study of biochemical reactions involving carbohydrates, lipids, and proteins and their metabolism. Laboratory experiments are used to illustrate theory. **Prerequisite:** CHM 110

**CHM 115 - Chemistry of Hazardous Matl**.....(3:3:0)

This course examines the properties and behavior of the principle types of hazardous materials, and their proper storage, handling, transportation and disposal. A survey of pertinent legislation and incident response techniques is presented. Discussion is supplemented with laboratory demonstrations. **Prerequisites:** CHM 110

**CHM 130 - Environmental Chemistry**.....(4:3:3)

This course is the application of chemistry to the environmental field. Covered topics include the environmental chemistry of water, soil and air. Laboratories include the standard methods of detection and quantitative analysis of these parameters. **Prerequisites:** CHM 111 and ENV 110

**CHM 140 - Basic Organic Chemistry**.....(4:3:2)

A study of organic compounds and reactions and their applications as they relate to energy, plastics, hazardous materials, the environment and health. A laboratory sequence illustrates theory. **Prerequisites:** CHM 110

**CHM 150 - Chemical Principles I** .....(5:4:3)

This course is the first of a two-semester sequence that includes: basic chemical concepts, nomenclature, metric system, stoichiometry, atomic structure and bonding, gases, liquids, and solutions. Laboratory experiments are used to illustrate theory. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score MAT 015 or MAT 016 or MAT 075 or NCW 045 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 150 or MAT 153 or MAT 181) and (CHM 100 or CHM 110).

**CHM 151 - Chemical Principles II**.....(5:4:3)

This course is a continuation of CHM 150. Topics covered include acids and bases, kinetics, equilibria, thermochemistry, oxidation-reduction systems, electrochemistry and nuclear chemistry.

Laboratory experiments are used to illustrate theory. **Prerequisites:** CHM 150 and (MAT 181 or MAT 153 or MAT 185 or MAT 281).

**CHM 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CHM 240 - Organic Chemistry I** .....(4:3:3)

This course is a study of the molecular structure, bonding, nomenclature, properties and reactions of alkynes, cycloalkanes, alkenes, dienes, alkynes, and aromatic hydrocarbons. Stereochemistry is also discussed. The laboratory consists of isolation, purification and synthesis techniques related to the above. **Prerequisites:** CHM 150

**CHM 241 - Organic Chemistry II**.....(4:3:3)

This course is a continuation of CHM 240. It studies molecular structure, bonding, nomenclature, properties and reactions of alcohols, phenols, halogenated hydrocarbons, ethers, aldehydes, ketones, carboxylic acids, carboxylic acid derivatives, and amines. The laboratory consists of isolation, purification and synthesis techniques related to the above. **Prerequisites:** CHM 240

**CHM 245 - Intro to Industrial Chemistry**.....(4:4:0)

Chemical processes are considered from raw materials to products. Included are materials handling, unit operations, measurements, safety in the chemical workplace, industrial chemicals, and petrochemicals. Synthesis, properties and uses of polymers are also studied. **Prerequisites:** CHM 240



**CHM 250 - Analytical Chemistry I** .....(5:4:4)

This course, the first of a two semester sequence, studies quantitative analysis. Basic analytical procedures, sampling volumetric, advanced acid-base, redox, and potentiometric titrations, electrochemistry and gravimetric analysis will be studied. **Prerequisites:** CHM 151 and (IET 150 or CIS 107).

**CHM 251 - Analytical Chemistry II** .....(4:3:4)

This course is a continuation of CHM 250. Visible, UV and atomic absorption spectroscopy, thin layer, gas and liquid chromatography and capillary electrophoresis will be covered. **Prerequisites:** CHM 250

**CHM 265 - Biochemistry** .....(4:3:4)

This course emphasizes the chemical structure and function of amino acids, carbohydrates, lipids, proteins, nucleic acids, enzymes, cellular metabolism. Laboratory will stress separation, identification, and quantitation techniques. **Prerequisites:** CHM 240 and CHM 250.

**CHM 270 - Honors Chem Techn Internship** .....(2:0:7)

Upon recommendation by the instructor, the student placed in this honors internship will gain experience working as a laboratory technician in a research, service, industrial, manufacturing or other facility in the chemical industry or related field. **Prerequisites:** CHM 151 and instructor's permission.

**CHM 289 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CIS 101 - Computers in Allied Health** .....(2:2:0)

This course is designed to familiarize Allied Health students with microcomputers. It provides students with hands-on experience with the basic application software (word processing, spreadsheets, and data bases). It also provides students with an understanding of the roles of computers in the health care industry. **Prerequisites:** Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120.

**CIS 107 - Intro to Computers/Application** .....(3:2:2)

This course is an overview of the computer information systems concepts. Students will learn how to use an Operating System and common PC applications such as word processing, spreadsheets, presentation, and database software. This course also includes an introduction to the internet. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 concurrently or NCS 012 concurrently or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**CIS 111 - Ethics and the Information Age** .....(2:2:0)

This course provides computer science and engineering technology students with knowledge of ethics and moral philosophy and provides a framework for ethically-grounded decision making in the information age. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**CIS 112 - Spreadsheet/Graphics Proc** .....(3:2:2)

Students learn to analyze business problems with planning sheets and worksheet sketches, A microcomputer spreadsheet software package is then used for problem solving and decision-making. Students also learn to use spreadsheet graphics tools to create charts, graphs, and slides for presentations. **Prerequisites:** CIS 107 or CIS 120 or CIS 125.

**CIS 118 - Intro to Relational Databases** .....(3:3:0)

This course will focus on the fundamentals of relational databases to include concepts, terms, and design considerations. It will explore database entity relationships, data normalization, and data modeling. Students will learn structure, concepts, and methods to create, insert, and query data in the database. **Prerequisites:** (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (CIS 107 or CIS 120).

**CIS 120 - Intro to Programming** .....(4:3:2)

An introduction to programming with a high level procedural language covering development of algorithms, flowcharting, documentation, testing and debugging, and programming techniques. Topics include logic, functions, arrays, sorting data types, file manipulation, and data structures. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**CIS 121 - Expert Systems** .....(3:2:2)

This course introduces expert systems as a component of artificial intelligence. It is a skill development course in which students develop, and implement small expert systems using current expert system shells and tools. **Prerequisites:** CIS 120

**CIS 125 - Window Based Operating Systems** .....(4:3:2)

This course is an overview of graphic user interfaces (GUI) with an emphasis on personal computers. The student will learn to use a graphical user interface such as Microsoft Windows, to install, optimize, and operate a GUI, to allocate and manage system resources, and to establish communications links between objects. **Prerequisites:** (Test score or RDG 051 or NCS 052 or or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**CIS 130 - Computer Organization** .....(3:2:2)

The computer is introduced as a hierarchy of levels. Topics include digital logic, micro-programming, memory, I/O, computer arithmetic, instruction sets, CPU structure, control unit operation, parallel organization, and Reduced Instruction Set Computers (RISC). Assembly programming is included. **Prerequisites:** CIS 120

**CIS 140 - Computer Architecture** .....(3:2:2)

The course covers the internal function and organization of digital computers and the interrelationship between operating systems and architecture. Topics include instruction sets, addressable methods, I/O architecture, CPU organization, machine and assembly language, as well as basic concepts of logic as applied to computing. **Prerequisites:** CIS 120 and CIS 141.

**CIS 141 - Operating Systems I** .....(4:3:2)

Introduction to operating systems and Job Control Languages used in large, multi-user computer systems. Students learn to use other utilities associated with these operating systems to operate computers, read operating system error messages, and diagnose problems.

**Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**CIS 143 - Intro to Information Security** .....(3:3:0)

This course introduces students to the methods and techniques of information security through learning the techniques of “crackers” and “cyber-terrorists” and the methods they use to conceal evidence. It prepares the student for further study in computer forensics and cyber network protection. This course is intended for Criminal Justice/Homeland Security students. **Prerequisite:** CIS 107

**CIS 145 - Networks/Distributed Sys** .....(4:3:2)

The upper layers of ISO OSI model and the principles of distributed operating systems will be developed. Existing protocol suites such as TCP/IP, MAP, and/or TOP will be examined. Distributed file systems such as NFS and/or Andrew will be considered. **Prerequisites:** CIS 120

**CIS 146 - Computer Networking I** .....(4:3:2)

This is part one of a two-part course covering the design, installation, maintenance and support of computer networks. The upper layers of ISO OSI model and the principles of distributed operating systems will be developed. Existing protocol suites such as TCP/IP, MAP, and/or TOP will be examined. Distributed file systems such as NFS will be considered. **Prerequisites:** CIS 120

**CIS 150 - C/C++ Programming Language** .....(4:3:2)

The emphasis is on good programming style, expression, and documentation using C/C++ language. In addition to the basic syntax, topics include numeric and string processing, recursive functions, data structures, and algorithms. Applications are directed towards linking the CPU internal communication with different outside environments. **Prerequisites:** CIS 120

**CIS 160 - Internet/Web Construction** .....(3:2:2)

This course covers internet with emphasis on World Wide Web. Topics include constructing and administrating a web server, and developing web applications. **Prerequisites:** CIS 120 or CIS 125.

**CIS 170 - Internet/Web Multimedia** .....(4:3:2)

This course covers internet/Web multimedia beginning with creating media objects which are then used in presentations, productions, web publishing, and other multimedia related applications. **Prerequisites:** CIS 120 or CIS 125.

**CIS 180 - Internet/Script Programming** .....(4:3:2)

In this course, student will learn how to work with Dynamic HTML to enhance Web page visual design/presentations and how client- and server-side scripts (such as JavaScript, VBScript) are used in Web programming to dynamically manipulate Web page contents. **Prerequisites:** CIS 120 and CIS 160.

**CIS 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CIS 190 - Network Inst/Maintenance** .....(3:2:2)

This course introduces the student to local area network (LAN) fundamentals and terminology. Topics include selection of LAN interface cards, cable, wiring plans, server operating systems software and hardware; merging of two different LANS into existing networks; and isolating and diagnosing LAN software and hardware problems. **Prerequisites:** CIS 107 or CIS 120.

**CIS 192 - Network Tech & Admin(MS)** .....(4:3:2)

This course introduces students to network administrations for Microsoft networks and prepares student to take the appropriate Microsoft MCSE certification exams. **Prerequisites:** CIS 195

**CIS 194 - Networking Technologies** .....(3:3:1)

This course provides students with a networking operating- system independent overview of networking media, topologies, standards, implementations issues, and troubleshooting techniques, and provides students with the prerequisite knowledge to prepare for CompTIA's Network+certification exam. **Prerequisites:** CIS 120 or CIS 195.

**CIS 195 - Network Administration** .....(4:3:2)

This course introduces the student to local area network (LAN) management and administration. Topics include data communications, workstation services, network directories, user account management, printer sharing, security, electronic mail, scheduling software, installation and maintenance of third-party software. **Prerequisites:** CIS 107 or CIS 120.

**CIS 196 - Computer Networking II** .....(4:3:2)

This is part two of a two-part course covering the design, installation, maintenance and support of computer networks. This course covers Local Area Network (LAN) fundamentals and terminology. Topics include selection of LAN interface cards, cable, wiring plans, server hardware and operating system software; configuration and installation of two or more different LANs; LAN maintenance; integrating LANs into existing networks; and isolating LAN software and hardware problems. **Prerequisites:** CIS 146

**CIS 197 - Network Adv Admin (MS)** .....(4:3:2)

This course covers advanced administrations and supports for Microsoft networks and prepares the student to take the appropriate Microsoft MCSE certification exams. **Prerequisites:** CIS 192

**CIS 199 - Foundations-Novell Networking** .....(3:2:2)

This course provides students with basic knowledge about implementing Novell Netware and using its management tools, and provides students with the prerequisite knowledge to prepare for the Certified Netware Administrator exam. **Prerequisites:** CIS 195

**CIS 201 - Microdatabase Programming** ..... (4:3:2)

This course covers the design, implementation, and testing of database applications. Topics covered include the transaction processing, the creation and maintenance of database files, and the development of screens and reports using a commercial programmable data base package. **Prerequisites:** CIS 120 or CIS 125.

**CIS 205 - Intro Object Orient Programmng** ..... (4:3:2)

This is an introduction to Object Oriented Programming course. It deals with the constructions and manipulations of classes and objects. Object oriented programming concepts, algorithms, techniques, and libraries are also reviewed. Students are required to write programs of a moderately complex nature. **Prerequisites:** CIS 120

**CIS 207 - Visual Programming** ..... (4:3:2)

This course is an overview of "visual" programming using a programming language like VISUAL BASIC. Topics covered include object-oriented programming, graphical user interfaces, and client-server connectivity using DDE and OLE. Participants will begin by writing simple programs and progress to programs of moderate complexity. In addition, participants will analyze and modify larger, more complex applications. **Prerequisites:** CIS 120

**CIS 209 - Advanced Visual Programming** ..... (4:3:2)

This is a continuation of CIS 207 - Visual Programming Course. Student will learn how to: develop thin client/server applications using a visual programming language and a scalable relational database; design and build distributed 3-tier applications by creating and using classes and objects, such as DLLs; use different data access methods; create, maintain and secure a database; and write and debug stored procedures. Script language will be introduced to facilitate web processing. **Prerequisites:** CIS 207

**CIS 210 - Data Comms/Networking** ..... (3:2:2)

This course covers fundamental data communications concepts and components, storage of data, transmission rules and protocols, wiring and distribution, PC local area networks, LAN operating systems, topologies, LAN servers, linking LANs, and LAN management. **Prerequisites:** CIS 120 and CIS 141.

**CIS 211 - Data Structures** ..... (4:3:2)

Basic concepts of data structures such as abstraction, arrays, graphs, linked lists, multiple stacks, queues, recursion, searching, sorting, stacks, tables and trees are considered as well as systematic techniques for the construction and efficient implementation of same. The course uses the C language and required extensive programming. **Prerequisites:** CIS 120 and CIS 141.

**CIS 212 - Internetworking & Support(MS)** ..... (4:3:2)

This course introduces the student to internetworking with Microsoft networks and prepares the student to take the appropriate Microsoft MCSE certification exams. **Prerequisites:** CIS 197

**CIS 214 - Internetworking & Support(NOV)** ..... (4:3:2)

This course covers internetworking and support of Novell NetWare. Topics include using research tools, troubleshooting, installing hardware, network management and the implementation of web services with IntranetWare. This course prepares the student to take the appropriate Novell CNE certification exams. **Prerequisites:** CIS 199

**CIS 220 - COBOL** ..... (4:3:2)

This course is an introduction to COBOL and its application to business problems. The course will cover structured programming concepts, structured design, input/output operations, control breaks, sorting, table processing, and basic concepts of file organization. **Prerequisites:** CIS 120

**CIS 221 - Advanced COBOL** ..... (4:3:2)

A continuation of COBOL. Advanced topics covered include the creation and maintenance of sequential and index-sequential files and data base files for batch and online environments. **Prerequisites:** CIS 220

**CIS 222 - CL for Midrange Computing** ..... (4:3:2)

This course is an introduction to operating systems and control languages used in large, multi-user computer systems. Students learn to use other utilities associates with these operating systems to operate computers. **Prerequisites:** CIS 120 and CIS 141.

**CIS 230 - RPG** ..... (4:3:2)

This course teaches students to code RPG programs, use RPG logic, process disk files, and print reports. Topics include RPG cycle and logic, specification form coding, operation codes, output and printer control, indicator usage calculations, control breaks, and other RPG special functions. **Prerequisites:** CIS 120

**CIS 231 - Advanced RPG** ..... (4:3:2)

This course teaches students to design, code, compile, and test structured interactive RPG programs incorporating physical, logical, and display files, subfiles, file inquiry, file maintenance with update, delete and add, data areas, data structures, parameter communications with other programs, error handling, external printer files, and interactive systems debug. **Prerequisites:** CIS 230

**CIS 238 - Database Design & Programming** ..... (4:3:2)

This course is an introduction to database programming using Structured Query Language (SQL). The student will have a working knowledge of the databases necessary to apply and manage the key features such as creating, updating, and reporting in order to make informed business decisions. **Prerequisites:** (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281) and (CIS 118 or CIS 120 or CIS 222).

**CIS 240 - Systems Analysis & Design** ..... (4:3:2)

This course provides an introduction to the modeling concepts and design technology used in the analysis of business problems and the development of alternative solutions involving computers. Topics include the design, construction, and implementation of a computerized business systems with special attention given to the information systems. **Prerequisites:** CIS 120

**CIS 243 - Information & Network Security** ..... (4:3:2)

This course introduces the student to beginning computer information and networking security principles and how the field relates to other areas of Information Technology. It covers topics on how to harden a network, protect communications and use cryptography and Public Key Infrastructure (PKI) to thwart attackers. This course also provides the board-based knowledge necessary to take an optional network security certification examination. **Prerequisites:** CIS 190 or CIS 195.



**CIS 246 - Networking III** ..... (4:3:2)

This course is the third in the series and is the first advanced course. It addresses those tasks that network managers and administrators need to perform when managing access and controlling overhead traffic in growing, routed, networks once basic connectivity has been established. The course discusses router capabilities used to control traffic over LANs and WANs, as well as connecting corporate networks to an Internet Service Provider (ISP). Extensive individual and group lab work is required. **Prerequisites:** CIS 196

**CIS 247 - Networking IV** ..... (4:3:2)

Students learn how to build, configure and troubleshoot a remote access network to interconnect central sites to branch offices and home offices. Students also learn how to control access to the central site, as well as to maximize bandwidth utilization over the remote links. **Prerequisites:** CIS 246

**CIS 248 - Networking V** ..... (4:3:2)

Student will learn how to build campus networks using multi-layer switching technologies over high speed Ethernet. This course includes both routing and switching concepts, covering both Layer 2 and Layer 3 technologies. **Prerequisites:** CIS 247

**CIS 249 - Networking VI** ..... (4:3:2)

Student will learn how to baseline and troubleshoot an environment using routers and switches for multi-protocol client hosts and servers connected with both; Ethernet and Fast Ethernet LANs; and Serial, Frame Relay, and ISDN BRI WANs. The course provides students with methodical practice using specific Cisco IOS software and switching software tools to diagnose and correct problems on widely installed networking equipment. **Prerequisites:** CIS 248

**CIS 250 - Operating Systems II** ..... (3:2:2)

A continuation of Operating Systems I. Basic principles of operating systems are discussed in greater detail. Topics include concurrent programming, process coordination, deadlocks, protection, and basic concepts of distributed processing. PC and mainframe operating systems are examined, and lab projects will require work in both environments. **Prerequisites:** CIS 211

**CIS 251 - Programming Language II** ..... (4:3:2)

A programming language such as C, Modula-2, or ADA, is used to introduce the concepts of algorithms, data structures, and/or low-level programming. **Prerequisites:** CIS 120

**CIS 253 - Open Source Software** ..... (4:3:2)

This course provides a detailed review of open source software, including both operating systems and applications. Topics include the history of open source computing; a review of currently available open source operating systems and end-user applications; installing, using and troubleshooting open source software; and open source networking. This course uses the Linux operating systems and related applications, and helps to prepare students for the CompTIA Linux+ certification. **Prerequisite:** CIS 192

**CIS 260 - Internet/Web Commerce** ..... (4:3:2)

In this course, student will learn how to: configure and maintain a complete Intranet or Internet e-commerce Web site; develop and publish Web pages using a variety of tools and technologies; produce dynamic Web pages using server-side and client-side scripts, such as ASP and XML; develop effective secured shopping cart applications using a scalable relational database. Concepts of processing credit card transactions with payment gateway systems will be introduced. **Prerequisites:** CIS 120 and CIS 160

**CIS 270 - Computer Forensics** ..... (4:3:2)

This course provides a solid introduction to digital investigations, preparing students to acquire and analyze digital evidence. It covers file structures in different computer operating systems, data recovery techniques, data hiding, data preservation techniques, chain-of-evidence procedures and expert witness testimony. **Prerequisites:** CIS 190 or CIS 195.

**CIS 280 - Applied Programming Workshop** ..... (4:3:2)

This course provides practice in the design and programming of real-life applications utilizing skills and knowledge obtained from previous computer information system courses. **Prerequisites:** CIS 120 and CIS 141 or CIS 221 or CIS 240.

**CIS 281 - Topics in Microcomputers** ..... (4:3:2)

A discussion of current microcomputer topics such as window programming, graphics, image processing, etc. **Prerequisites:** CIS 120 or CIS 125 or CIS 205 or CIS 211.

**CIS 282 - Topics in Programming Language** ..... (4:3:2)

An introduction to programming languages of different paradigms such as LISP, PROLOG, and/or some special purpose programming language. **Prerequisites:** CIS 120

**CIS 283 - Topics in Operating Systems** ..... (4:3:2)

An in-depth treatment of an operating system such as MVS, UNIX, or a current operating system. **Prerequisites:** CIS 141

**CIS 289 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CIS 293 - Co-Op I** ..... (5:0:15)

Students will be placed in part-time computer information/ data processing centers to gain hands-on computer operation experience. **Prerequisites:** CIS 240

**CIS 294 - Co-Op II** ..... (5:0:15)

Students will be placed in part-time computer information/ data processing centers to gain hands-on, applied programming experience. **Prerequisites:** CIS 293

**CIS 295 - Industrial Co-Op Training** ..... (12:0:35)

The cooperative program is an optional semester of on-the-job practice as an entry-level applications programmer trainee in a programming department in industry. Therefore, the student will have an opportunity to utilize the techniques required of his/her specialty under close on-the-job supervision. **Prerequisites:** CIS 240

**CLT 101 - American Deaf Culture .....(3:3:0)**

This course will introduce students to Deaf Culture in the United States. It will trace the history of the Deaf experience. It will analyze factors which contribute to defining Deaf persons as a cultural minority. There will be a focus on the personal, psychological and social aspects of deafness as well as the effects of oppression on Deaf people. **Prerequisites:** None

**CLT 110 - International Cultural Immersion .....(3:3:0)**

This course is designed with a study abroad component to immerse the student in the international community and the academic, social and cultural aspects of designated countries. Students will be exposed to native languages and cultural characteristics of education, religious practices, sociological differences and the other practices of the designated country of origin. **Prerequisites:** (Test scores or ENG 051 or NCS 051 or ENG 099 ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**CLT 189 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CLT 201 - Current Issues in Deafness .....(3:3:0)**

Students will use current periodicals published and read by the Deaf community to gain insight into issues of importance to them. Major issues such as identification, labeling, placement, least restrictive environment, and due process will be reviewed. Current federal, state and local legislation affecting handicapped persons will be analyzed. **Prerequisites:** CLT 101

**CLT 289 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CMM 905 - Chrysler Trng-Mobile Eqp Repr .....(0:0:0)**

Course credit awarded for successful completion of the Chrysler apprenticeship mobile equipment repair training program. Certification verifying journeyman status from the Chrysler training facility is required.

**CMT 125 - Construction Project Admin. ....(3:3:0)**

The course prepares the student to use procedures and techniques involved in controlling, coordinating, and managing the construction project processes. Topics include: hierarchy of authority on construction projects, establishment and coordination of field office, inspection responsibilities, keeping documentation: records and reports, construction laws and labor relations, construction safety, meetings and negotiations, pre-construction operations, planning for construction, job site operations, progress payments, materials and workmanship, change orders claims and disputes, and project close-out. Emphasis will be placed on the general construction field.

**Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**CMT 189 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CMT 242 - Computer Appl for Construction .....(3:2:2)**

An introduction to the use of the microcomputer for construction management applications. Scheduling and project management software will be utilized and evaluated in the course to perform both estimating and scheduling tasks. Basic microcomputer file management functions and other related software manipulation necessary for the construction field will be included. **Prerequisites:** AET 135 and AET 234 and CMT 125 and (ACC 100 or ACC 101) and (EDD 161 or EDD 171).

**CMT 244 - Adv Project Scheduling & Mgmt .....(4:2:2)**

Primary topics include job organization and coordination of sub-contractors, long and short range scheduling, basic CPM scheduling techniques, materials management and shortages, and meeting schedules and cost estimates. Emphasis will be placed on commercial construction contracts, including planning, scheduling, controlling, and analyzing project progress. **Prerequisites:** AET 235 and MGT 212 and CMT 242 and (ACC 100 or ACC 101).

**CMT 289 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**COM 011 - Intro to Human Communication .....(3:3:0)**

This introductory course focuses on the development of interpersonal communication skills. Emphasis will be placed on the practical application of these skills. **Prerequisites:** (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120).

**COM 110 - Intro. to Video Production .....(3:2:3)**

An exploration of the principles, mechanics, techniques, and aesthetics of video production. This course is designed to help students learn to use video as an effective form of communication. Students will learn how to obtain video using digital video cameras and will learn to digitally edit using industry standard software. Students will practice pre-production planning and writing, production procedures, and post-production editing. **Prerequisites:** (Test Score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test Score or RDG 051 NCS 052 or ENG 099 or ESL 100 or RDG 120).

**COM 111 - Human Communications .....(3:3:0)**

Human communications is based on the premise that no person lives and works in isolation. From both the personal and occupational perspectives, one must be able to communicate with others efficiently and effectively. This course focuses on theory and application of both intrapersonal and interpersonal communication. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**COM 140 - Newswriting I .....(3:3:0)**

An introductory writing course that provides an introduction to various types of mass media writing -- print and broadcast journalism, public relations, and online media. Students will gain experience in information gathering, interviewing, organizing, writing and revising. Students will be introduced to Associated Press style. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).



**COM 142 - Radio Production**.....(3:2:2)

An in-depth and hands-on radio production course that provides students the opportunity to learn how to write, produce, and edit for radio. Students employ campus radio equipment and digital editing technology. The course requires work in the campus radio station. **Prerequisites:** (Test score or ENG 051 or or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**COM 150 - Intro to Electronic Media**.....(3:3:0)

An introductory course to the electronic media industries, including the study of broadcasting history. FCC rules and regulations and the impact of media on politics, technology, and the economy and its social and psychological effects. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**COM 152 - Podcasting**.....(3:3:0)

Designed to acquaint students with podcasting, the technical skills to produce audio and video internet-formatted broadcasts, and the ability to distribute and market the product to a diverse audience on the internet. Includes a study of copyright law and fair use. **Prerequisite:** COM 140

**COM 160 - Intro to Public Relations**.....(3:3:0)

Designed to introduce students to the history, theories, ethics and practice of public relations, including writing of public relations materials and collateral and the communications planning process. **Prerequisites:** Test score or ENG 121 or ENG 125

**COM 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**COM 210 - Advanced Video Production**.....(3:2:3)

This course provides intermediate-level training in digital video production. Emphasis is placed on the production of professional-quality videos using professional non-linear editing software and employing visually aesthetic videography, editing, writing, and performance techniques. This hands-on course will focus on sharpening the student's skill in storytelling, producing, directing, editing, and capturing audio and video that is required for employment in the communication field. Students taking this course will gain hands-on experience that will prepare them for a variety of field productions including industry presentations, broadcast programs, and commercials. **Prerequisites:** COM 140 and COM 110.

**COM 222 - Intercultural Communication**.....(3:3:0)

An introduction to the knowledge and skills required for effective interpersonal communication with diverse populations. Communication models, barriers to effective communication and techniques for overcoming communication barriers will be discussed. Special emphasis is placed on communicating with members of various cultures in a helping environment. **Prerequisites:** (Test score or ENG 121 or ENG 125) and (Test score or RDG 120) and PSY 121 and (POL 111 or SOC 111).

**COM 240 - Mass Media Law**.....(3:3:0)

A course designed to acquaint students with ethical responsibilities and libelous aspects of reporting as illustrated in historic court cases and to apply legal and ethical principles to news activities. It includes a study of Delaware's Freedom of Information Act, privacy, libel and the First Amendment. **Prerequisites:** COM 140 and COM 150

**COM 242 - Newsriting II**.....(3:3:0)

This in-depth study of writing, includes a study of the current techniques, problems and responsibilities of writing and the application of these principles to assigned stories. Students also write for the school publication. **Prerequisites:** COM 140 and (Test score or ENG 121 or ENG 125).

**COM 246 - Introduction to Film**.....(4:3:2)

This class will review the technical structure of film and all its components - cinematography, sound, lighting, casting, storyboarding and scriptwriting, while also allowing students to share their own personal observations of film and its impact on their lives. **Prerequisites:** Test score or ENG 121 or ENG 125.

**COM 250 - Photography**.....(4:3:2)

A study of photographic theory and practical techniques for creating and understanding photographic images. Study includes a thorough understanding of digital SLR camera operations and basic Photoshop use. **Prerequisite:** COM 140

**COM 251 - Layout and Design**.....(3:3:0)

An introduction to layout and design for print and Web publishing that covers typography and layout theory. Desktop publishing with industry software will be combined with the study of typography, color, and graphics as the basic tools of pagination. Students will learn pagination and incorporate design techniques to create newspaper and Web pages. Standard industry design tools such as InDesign and Photoshop will be the basic tools for these projects. **Prerequisites:** COM 140 and OAT 242

**COM 252 - Advanced Photography**.....(4:3:2)

This course is an extension of the skills and techniques learned in COM 250. It is designed to help students expand their photographic skills as they apply to communications. It features group evaluations and close interactions with the instructor. The course will focus on students' growth through photographic projects based on their individual goals and abilities. Emphasis will be placed on linking photography to other forms of communication. **Prerequisite:** COM 250

**COM 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**COM 293 - Internship with Seminar**.....(5:1:12)

A supervised internship designed to provide a variety of practical on-the-job experiences in specific areas of the communications field. The internship and seminar will provide an opportunity to exchange ideas and discuss relevant issues in the media. **Prerequisites:** COM 242

**CPO 100 - Intro to Chem Proc Oper Tech**.....(3:3:0)

This course introduces the student to process operations on chemical plants. Topics include: process technician duties, responsibilities, and expectations; plant organizations; and plant process and utility systems. In addition, the course exposes the student to an overview of the Chemical Process Operator Technology program, including the physical and mental requirements of the process technician career. Field trips to nearby chemical plants are also included. **Prerequisites:** None

**CPO 106 - Statistical Procs Cntrl Ovrvw.....(1:1:0)**

This course provides a brief overview of basic statistics, including variation, and explains how to transform raw data into control charts for variables or attributes and determine in-control/out-of-control conditions. Basic problem solving tools (Pareto Analysis and Cause and Effect Diagrams) are presented. **Prerequisites:** Test score or Mat 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185.

**CPO 125 - Safety, Health & Environment.....(3:3:0)**

This course will provide the student with a basic understanding of safety, health and environment for chemical plant operations. Topics include properties of hazardous materials, safety and health, industrial hygiene practices, environmental protection regulations, and emergency planning and response. In addition, the student will learn the requirements for compliance with transportation regulations involving shipments of hazardous materials and wastes. **Prerequisites:** Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 185.

**CPO 151 - Chem Proc Tech I-Systems.....(4:3:2)**

This course will provide the student with an introduction to chemical stoichiometry, fluid flow, heat transfer, plant utilities, and reactor concepts. In addition, the unit operations of distillation, fermentation, crystallization, filtration, and drying are discussed using a standardized format that emphasizes the operational knowledge and techniques important to chemical process technicians. In addition, renewable energy and biofuels technologies are highlighted. **Prerequisites:** CHM 110 and CIS 107 and MET 150

**CPO 189 - Approved Technical Elective.....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CPO 240 - Quality.....(3:3:0)**

This course will provide an overview of the quality concepts utilized by the chemical process industry. Topics include quality philosophy, continuous improvement, operating consistency, plant economics, team skills, and statistical process control techniques. **Prerequisites:** CHM 110 and MAT 153.

**CPO 252 - Chem Proc Tech II-Operations.....(4:3:2)**

This course will provide an overview into the field of operations within the chemical process industry. Students will use existing knowledge of equipment, systems, and instrumentation to understand the operation of an entire unit. Topics include typical duties performed by an operator in commissioning, startup, normal operations, shutdown, turnarounds, and abnormal situations within a generic operating unit. Laboratory exercises include the operation of five pilot plants. **Prerequisites:** CPO 151 and ELC 101.

**CPO 253 - Process Troubleshooting.....(4:3:2)**

This course will provide an overview of different troubleshooting techniques, procedures, and methods used to solve chemical process problems. Topics include application of data collection and analysis, cause/effect relationships, and reasoning. Laboratory instruction involves troubleshooting problems initiated by the instructor in operating pilot plants and computer simulators. **Prerequisites:** CPO 151 and ELC 101.

**CPO 260 - Internship.....(4:1:8)**

The course provides an experience external to the college for advanced study in chemical process operator technology. Students who qualify for an internship must work a minimum of 128 hours in a local industrial facility. The industrial experience is mentored and supervised by a workplace employee. **Prerequisites:** CPO 151 and CPO 240.

**CPO 289 - Approved Technical Elective.....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CRJ 101 - Intro to Criminal Justice.....(3:3:0)**

This course provides an examination of the history and philosophy of the Criminal Justice system. The structure and function of Law Enforcement and the Judicial and Correctional systems are compared and contrasted with an overview of law and order issues facing the State, Federal and Local agencies. Public Service careers in the Criminal Justice system are surveyed. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**CRJ 102 - Criminal Law.....(3:3:0)**

This course provides an in-depth study of the range, categories, types and elements of criminal acts, the rationale underlying criminal law, and the analysis of situations in terms of criminal violations. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and CRJ 101.

**CRJ 104 - Drugs Society/Human Behavior.....(3:3:0)**

This course examines the effects of drug and alcohol use on American society. Emphasis is placed upon addictive behaviors that effect the crime rate, drug control policies, and enforcement efforts. Treatment and prevention theories are also discussed. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**CRJ 105 - Computer Appl in Crim./Justice.....(3:3:1)**

This course provides the student with instruction in the operation of computer systems and software commonly used by criminal justice professionals **Prerequisites:** CRJ 101 and CRJ 102 and CIS 107

**CRJ 110 - Issues in Law Enforcement.....(3:3:0)**

This course explores a range of issues associated with policing in the United States. These issues include historical development of American policing, current trends in officer selection, education and training, policing culture, constitutional and other legal decisions in policing, technological development in American policing, different models of policing, and the relation between police and communities. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and CRJ 101.

**CRJ 111 - Intro To Security.....(3:3:0)**

A review of the historical, philosophical and legal basis of security and the secure individual in modern society. This course also surveys the administrative, operational and physical aspects of the security field. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**CRJ 115 - Esstls of Intrvwng/Counslng .....(3:3:0)**

This course focuses on interpersonal communication skills, interviewing strategies, and counseling techniques used in policing, corrections, and rehabilitative agencies. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**CRJ 118 - Corrections in America .....(3:3:0)**

A general overview of the American corrections system, including the history and evolution of the system as well as current philosophies and practices. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**CRJ 120 - Hnrs Issues in Law Enforcement .....(3:3:0)**

The course will examine and address the Criminal Justice Systems and criminal justice institutions among a number of political systems. Special emphasis will be placed on comparative crime rates, various stages of the criminal justice process and specific contemporary issues pertaining to various models of government. **Prerequisites:** CRJ 101

**CRJ 152 - Collct/Analysis Crme Scne Evid .....(3:3:0)**

Intense study of methods of collection, identification, preservation, and presentation of crime scene evidence. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125 or CRJ 101) or (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**CRJ 189 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CRJ 199 - Police Academy Advanced Credit .....(0:0:0)**

Comprehensive basic police training leading to certification as a Law Enforcement Officer for the State of Delaware. Students eligible for this course have been awarded a certificate of completion of basic police training by an accredited Delaware Police Training Academy with which DTCC has an articulation agreement. This course recognizes the students preparation for sworn service as a police officer and includes all aspects of basic law enforcement training to include laws of arrest, criminal code, court procedure, laws of evidence, the criminal justice information systems, traffic code and accident investigations, crime scene processing, interviewing and interrogations, crisis intervention, narcotics and dangerous drugs, and current ethical issues in law enforcement. **Prerequisite:** None

**CRJ 220 - Criminal Judiciary .....(3:3:0)**

This course examines the structure, jurisdiction and procedures of different courts: Federal, State, Adult and Juvenile. Complete detailed processes from bail through court procedures to conviction are examined. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or ESL 100 or NCS 051 or ENG 121 or ENG 125) and CRJ 101.

**CRJ 222 - Constitutional Law .....(3:3:0)**

The Constitution of the United States and the Bill of Rights are examined and interpreted with applications for the criminal justice system. The course emphasis is on legal issues dealing primarily with the relevant amendments and associative case law. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and CRJ 101.

**CRJ 223 - Criminology .....(3:3:0)**

A study of the nature and causes of crime utilizing biological, psychological and sociological theories. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and CRJ 101.

**CRJ 224 - Juvenile Justice .....(3:3:0)**

A study of the legal, social, and psychological factors affecting juvenile delinquent behavior. **Prerequisites:** PSY 121 and CRJ 115.

**CRJ 225 - Group & Individual Counseling .....(3:3:0)**

This course focuses on current counseling theories and practices used in correctional and community service agencies, including the ethical standards of counseling. **Prerequisites:** CRJ 115

**CRJ 226 - Crisis Intervention .....(3:3:0)**

A study of short-term crisis intervention and prevention strategies. **Prerequisites:** CRJ 115

**CRJ 235 - Internship .....(4:1:8)**

The final phase of the student's program where the student must complete a total of 128 hours of work within the various criminal justice agencies. Along with intense field experience, the student must submit a daily log and a detailed term paper based upon field experience. **Prerequisites:** CRJ 101 and CRJ 115 and CRJ 110 and CRJ 104 and CRJ 118.

**CRJ 236 - Practicum for Police .....(4:2:5)**

The final phase of the Criminal Justice program for students desirous of a law enforcement career requires the completion of an experiential practicum. Focus will be on the development of physical agility and communication skills including: written testing and the oral interview process. Self-discipline and teamwork skills are enhanced. This may be considered as a preparatory course for the Police Academy. **Prerequisites:** (ENG 122 or ENG 130) and CRJ 101 and CRJ 102 and CRJ 104 and CRJ 110 and CRJ 118 and CRJ 223.

**CRJ 237 - Law Enforcement Practicum .....(13:12:4)**

Directed toward students seeking a career in law enforcement, this course encompasses major topics instructed at a Delaware police academy, in accordance with DE Council on Police Training (COPT) requirements. Key topics of instruction include traffic laws and collision investigation techniques, criminal law, constitutional law, terrorism, report writing, evidence collection, crime scene processing, and crisis intervention techniques. Upon successful completion of the course, students may become eligible for advanced standing at a Delaware police academy, if sponsored and hired by a qualifying Delaware police agency. **Prerequisites:** CRJ 104 and CRJ 105 and CRJ 222 and HDM 202 and (Test score or ENG 121 or ENG 125). Co-requisite: CRJ 226

**CRJ 275 - Criminal Justice Management .....(3:2:2)**

This course examines the application of management concepts to cases simulating the social, technical and political aspects of utilizing resources to accomplish goals related to the management of criminal justice assets. **Prerequisites:** MGT 212 and MGT 214 and MGT 219 and MGT 231.

**CRJ 289 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.



**CRJ 299 - Special Seminars** ..... (3:3:0)  
Presentation, examination, and discussion of all aspects of selected current issues and topics in criminal justice including debate of selected topics and proposed solutions. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and CRJ 101 and CRJ 102 and CRJ 104 and CRJ 110 and CRJ 118 and ENG 122 or ENG 122 concurrently.

**CSA 101 - Instructor CSA for Sem I** ..... (4:4:1)  
This course provides an introduction to networking concepts and terminology. Topics covered include the OSI model, IP addressing, subnet masks, physical and logical LAN topologies, and the functions and specifications of various pieces of networking equipment. Also discussed is the pedagogy involved in presenting this information to high school students. Enrollment limited to high school instructors in Cisco Local Academy. **Prerequisites:** None

**CSA 102 - Instructor CSA for Sem. II** ..... (2.5:2.5:1)  
This course will prepare the instructor to present the 2nd semester of the CISCO Networking Academy. This course provides an introductory examination of routers. Topics include router components, setup, and simple router configuration, RIP protocol, distance-vector and link-state routing algorithms, convergence, and routing problems and solutions. **Prerequisites:** CSA 101

**CSA 103 - Instructor CSA for Sem. III** ..... (4:4:1)  
This course will prepare the instructor to present the third and fourth semester of the CISCO Networking Academy program. This course is for Cisco Local academy instructors only. **Prerequisites:** CSA 102

**CSA 189 - Approved Technical Elective** ..... (0:0:0)  
Students may complete technical electives for which they have written prior approval of the department chairperson.

**CSA 289 - Approved Technical Elective** ..... (0:0:0)  
Students may complete technical electives for which they have written prior approval of the department chairperson.

**CSC 114 - Computer Science I** ..... (4:3:2)  
This course introduces the fundamental concepts of programming. Topics include data types, control structures, functions, arrays, files, and the mechanics of running, testing, debugging and documenting. The concepts of data abstraction and recursion are introduced. Students are required to create simple programs, explain them and demonstrate they meet requirements. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ENG 100 or ENG 121 or ENG 125) and (Test score or RDG 120) and (Test score or MAT 075 or MAT 090 or MAT 140 or MAT 153 or MAT 181 or MAT 185).

**CSC 164 - Computer Science II** ..... (4:3:2)  
This is the second in a series of courses. As such it builds on the concepts of the previous course while emphasizing the use of classes and objects. Topics include object-oriented programming concepts, abstraction, algorithms, techniques, and libraries. Students are required to write programs using multiple files and modules, class hierarchies, inheritance, polymorphism and are fault tolerant. **Prerequisite:** CSC 114

**CSC 214 - Computer Science III** ..... (4:3:2)  
This is the third in a series of courses providing students with a foundation in computer science. Students will develop advanced programming skills using a language that supports an object-oriented approach and emphasizing data structures, algorithmic analysis, software engineering principles, software information assurance and professionalism. **Prerequisite:** CSC 164

**CSC 264 - Applied Computer Capstone** ..... (4:3:2)  
This course provides practice in the design and programming of real-life applications utilizing skills and knowledge obtained from previous Computer Information System courses. **Prerequisites:** CSC 214

**CSM 101 - Intro to Customer Service** ..... (3:3:0)  
This course introduces students to the concepts and skills needed to perform effectively in a customer-driven service economy. Communication, teamwork, and problem-solving skills are emphasized. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**CSM 189 - Approved Technical Elective** ..... (0:0:0)  
Students may complete technical electives for which they have written prior approval of the department chair.

**CSM 201 - Telecomms Skills** ..... (3:3:0)  
This non-technical course presents fundamental concepts of telecommunications, depicts state-of-the-art technologies, and relates how they are used in business. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**CSM 212 - Credit/Collections** ..... (3:3:0)  
A comprehensive collegiate course designed to acquaint students with consumer and business credit, public credit policies, collection procedures, and related legal issues. **Prerequisites:** BUS 101 and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**CSM 289 - Approved Technical Elective** ..... (0:0:0)  
Students may complete technical electives for which they have written prior approval of the department chair.

**CTS 101 - Fundamentals-Motor Fleet Safety** ..... (3:3:0)  
This course teaches safety fundamentals and essential regulatory requirements not directly related to driving. It addresses knowledge of federal and state regulations governing commercial drivers and motor carriers. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 005 or NCS 005 or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 131 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**CTS 102 - Vehicle Sys/Report Malfunction .....(1:1:0)**

This course is designed to familiarize the student with tractor-trailer vehicle systems and the proper procedures for handling and reporting vehicle malfunctions. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ESL 100 or RDG 120) and (Test score or ENG 051 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 005 or NCS 005 or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 135 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**CTS 103 - Tractor Trailer Operations .....(2:2:0)**

This course acquaints students with tractor-trailer control systems and introduces control concepts. It teaches vehicle inspection procedures and requirements, coupling and uncoupling procedures, and shifting procedures and patterns. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 005 or NCS 005 or NCS 012 or MAT 012 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 141 or MAT 150 or MAT 181).

**CTS 104 - Road Driving Practices .....(1:0:3)**

This course teaches the basic control skills necessary to operate tractor-trailer vehicles on the public roadways. Skill development and learning occurs through behind-the-wheel training. Registered students must participate in a random drug-testing program as mandated by federal law. Co-requisites: CTS 101 and CTS 102 and CTS 103

**CTS 105 - Range Driving Practices .....(2:0:6)**

This course teaches the basic control skills necessary to safely operate tractor-trailer vehicles through a series of maneuvering exercises. Students will also develop shifting, backing, inspecting, and coupling/uncoupling skills. Skill development and learning occurs through behind-the-wheel training. Registered students must participate in a random drug-testing program as mandated by federal law. Co-requisites: CTS 101 and CTS 102 and CTS 103.

**CTS 106 - Advanced Driving Operations .....(2:2:0)**

This course teaches driving principles necessary for safe operation of a tractor-trailer vehicle on the highway and explores the interaction between the vehicle and the highway traffic environment. It addresses hazard perception and response as well as emergency and evasive maneuvers. Co-requisites: CTS 103

**CTS 107 - Advanced Driving Practices .....(1:0:3)**

The student learns to apply safe operating principles, perceive hazards, and operate at night in this course. Skill development and learning occurs through behind-the-wheel training. Registered students must participate in a random drug-testing program as mandated by law. Co-requisites: CTS 103 and CTS 104 and CTS 105 and CTS 106.

**CTS 108 - Professional Driver Developmnt .....(2:2:0)**

This course introduces the trucking industry from the perspective of a commercial driver applicant by discussing commercial driver qualifications, job seeking skills, substance abuse awareness, driver wellness and whistleblower protection. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 005 or NCS 005 or NCS 045 or MAT 075 or MAT 090 or MAT 012 or NCS 012 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 181) and (Test score or RDG 051 or NCS 052 or ESL 100 or RDG 120).

**CTS 189 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CTS 289 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CUL 112 - Cake Decorating .....(2:1:3)**

This course is designed to teach the basics and fundamentals of professional cake decorating. **Prerequisites:** (Test score or ENG 051 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**CUL 119 - Sanitation .....(2:2:0)**

Applied food service sanitation provides knowledge of practical sanitary techniques and safety in food service preparation. A Hazard Analysis of Critical Control Points (HACCP) is utilized to develop a self-inspection system. Successful completion results in certification.

**Prerequisites:** (Test score or ENG 051 or NCS 051 or ESL 100 or ENG 121 or ENG 125 or ENG 122 or ENG 130) and (Test score or RDG 051 or NCS 052 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 181 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**CUL 121 - Food Prep I .....(4:3:4)**

The study of food preparation, fundamentals, cooking techniques, and quality. Recipe conversions and food costs analysis are also covered. **Prerequisites:** (Test score or ENG 051 or NCS 051 or ESL 100 or ENG 121 or ENG 122 or ENG 125 or ENG 130) and (Test score or RDG 051 or NCS 052 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**CUL 141 - Nutrition .....(3:3:0)**

This course studies the basic principles that apply to the health of individuals throughout the life cycle. Nutrients and their relationships with the body are stressed. Healthy menu development and planning is explored and practiced. **Prerequisites:** (Test score or ENG 051 or NCS 051 or ESL 100 or ENG 121 or ENG 122 or ENG 125 or ENG 130) and (Test score or RDG 051 or NCS 052 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**CUL 156 - Practicum .....(3:1:5)**

This supervised work experience is designed to give the culinarian hands-on training in the field at various stations in the kitchen. **Prerequisites:** CUL 121

**CUL 171 - Garde Manger .....(4:3:4)**

Students will be introduced to cold food preparation. Part 1: Salads, dressings, canapés, tea sandwiches, and cold soups. Part 2: Pates, ballotines, basic charcuterie, and vegetable carvings. **Prerequisites:** CUL 121 or FSM 110.



**CUL 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CUL 241 - Planning Food Service Sys**.....(3:3:0)

This course covers work methods, space, and equipment arrangement for kitchens. Specific plans will be developed for various industry segments and markets. **Prerequisites:** CUL 121

**CUL 245 - Applied Hospitality**.....(3:2:3)

This lab is taken concurrently with Introduction to Dining Room Management and Beverage Service. Students will operate the Culinary Arts Dining Room. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**CUL 246 - Intro Dining Rm Mgt/Bev Serv**.....(3:3:0)

Students are taught the basics of managing a dining room. Scheduling, station assignment, tip reporting, and cash handling are detailed. Table setting, banquet set-up, and an overview of distilled spirits are also included. The course conducted in the restaurant dining room, supplemented with classroom lecture. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**CUL 248 - Culinary Supervisory Develop.**.....(3:3:0)

This course deals with human resource management in the foodservice industry. Topics to include employment laws, training, interviewing, and employee-employer relations. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**CUL 251 - Cost Control/Menu Plan/Purch**.....(3:3:0)

Exploration of costing controls, menu planning, and purchasing directly relating to today's changing culinary industry. **Prerequisites:** Test score or ENG 121 or ENG 122 or ENG 125 or ENG 130 and MAT 120 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185.

**CUL 261 - Baking**.....(4:3:4)

This is a production oriented course beginning with the basic fundamentals of baking. The students will learn and apply a set of highly interrelated techniques and baking skills. All baked products, breads, cookies and cakes will be sold in the college. **Prerequisites:** CUL 121

**CUL 262 - Pastry**.....(4:3:4)

This is a production-oriented course based on the baking principles learned, in Baking CUL 261. The student will apply these basic principles to produce various desserts and decorative works. **Prerequisites:** CUL 261

**CUL 285 - International Cuisine**.....(4:3:4)

International Cuisine will introduce the student to American regional and International Cuisine's. The student will produce menus that will focus on the taste, flavors and styles of these various areas. **Prerequisites:** CUL 171

**CUL 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CUL 291 - Food Prep II**.....(4:3:4)

This course builds on the fundamentals of CUL 285. Staffing requirements are introduced. Students develop healthy bistro-style menus for specific market segments. Individual work stations are studied and assigned. **Prerequisites:** CUL 285

**CVS 109 - Intro to Clin Internship II**.....(1:0:4)

Continuation of DMS 108 Introductory clinical course offers practical experiences in clinical setting for application of previously learned principles. **Prerequisites:** DMS 108

**CVS 201 - Clinical Internship I**.....(3:0:15)

The continued experience of the introductory course in a diagnostic medical sonography clinical setting for application of learned technical skills. Includes demonstrations in the use and care of ultrasound equipment and initiates participation, under direct supervision, in actual sonographic procedures. **Prerequisites:** BIO 130 and ECH 112 and VAS 112.

**CVS 202 - Clinical Internship II**.....(7:1:30)

A continuation of CVS 201. The goal is to provide an expanded clinical environment for the experience, with emphasis on the comfort and safety of the patient while maintaining quality performance in diagnostic medical sonographic procedures. Echocardiography review is also implemented to strengthen knowledge base. **Prerequisites:** CVS 201

**CVS 203 - Clinical Internship III**.....(7:1:30)

A continuation of CVS 202, having the same goals. Providing additional self-development in more independent work and confirming proficiency in cardiovascular sonographic procedures. **Prerequisites:** CVS 202

**CVS 210 - Scanning Applications**.....(1:1:1)

This course is designed to integrate previous learned didactic knowledge and laboratory skills to strengthen sonographic knowledge and scanning techniques. Applications of these skills are also emphasized and reviewed. Emphasis is on vascular studies of extremity arteries, extremity veins and cerebrovasculature. A group presentation of sonographic case is also included. **Prerequisites:** ECH 112 and VAS 112

**CWE 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**CWE 201 - Co-Op Education I-1st level**.....(3:0:10)

A work experience project for independent study with individualized instruction at an instructor approved job site. Requires prior department approval. **Prerequisites:** none

**CWE 202 - Co-Op Education I - 2nd Level**.....(3:0:10)

A work experience project for independent study with individualized instruction at an instructor approved job site. Requires prior department approval. **Prerequisites:** none

**CWE 203 - Co-Op** ..... (5:0:15)

Provides students with an opportunity to learn through experience. The student will analyze tasks, duties, responsibilities, and other important elements of their technology. Requires prior department approval. **Prerequisites:** None

**CWE 289 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**DAC 141 - Intro Drug&Alcohol Counseling** ..... (3:3:0)

This introductory course examines the physiological and sociological impact of drug and alcohol abuse. Emphasis placed on the disease concept of addiction and it's progressive nature. **Prerequisites:** HMS 121

**DAC 189 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**DAC 225 - Drug&Alcohol Counseling II** ..... (3:3:0)

This course acquaints the student with a variety of treatment techniques unique to the field of drug and alcohol addiction. The course emphasizes learning through an experimental modality. **Prerequisites:** (ENG 122 or ENG 130) and HMS 122 and HMS 123 and DAC 141.

**DAC 230 - Assessmnt/Trtmnt/D&A Counslng** ..... (3:3:0)

This course is an overview of various types of addictions and the resulting characteristics and behavior patterns of the addicted individual. Emphasis is on etiology assessment and treatment. **Prerequisites:** DAC 141 and (Test score or ENG 121 or ENG 125).

**DAC 240 - Families & Addiction** ..... (3:3:0)

This course examines the impact of drug and alcohol addiction on the family. The focus will be on reviewing models of family dysfunction and methods of treating the addicted family. **Prerequisites:** DAC 141

**DAC 244 - Dir Practice II-Drug/Alcohol** ..... (6:1:15)

Individuals are placed in various Drug and Alcohol treatment agencies to learn through supervised participation in working with addicted individuals. **Prerequisites:** HMS 243

**DAC 289 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**DEN 901 - IBEW Apprenticeship Program** ..... (0:0:0)

Course credit awarded for successful completion of the electrical workers apprenticeship program through the IBEW Local Union 313. A letter verifying journeyman status from the Joint Apprenticeship and Training Committee IBEW is required.

**DEN 902 - Carpenters Apprenticeship Prog** ..... (0:0:0)

Course credit awarded for successful completion of the Carpenters Apprenticeship Program through the Carpenters Union Local #626. A letter verifying journeyman status from the Carpenters' Union is required. **Prerequisites:** None

**DHY 101 - Clinical Dental Hygiene I** ..... (2:1:6)

A clinical experience course designed for the practical application of the didactic information presented in DHY 111 - Dental Hygiene Fundamentals I. The seminar aspect will allow time for problem-solving and sharing clinical experiences. **Prerequisites:** BIO 120

**DHY 102 - Clinical Dental Hygiene II** ..... (3:1:10)

A clinical experience course designed for practical application of the didactic information presented in DHY 111 Dental Hygiene Fundamentals I and DHY 112 - Dental Hygiene Fundamentals II. **Prerequisites:** DHY 101

**DHY 103 - Clinical Dental Hygiene III** ..... (2:1:6)

A clinical experience incorporating all past and current knowledge and techniques learned in related dental hygiene courses, into the treatment of all types of patients. The seminar aspect will permit a time for problem solving and clinical experience sharing. **Prerequisites:** DHY 102

**DHY 111 - Dental Hygiene Fundamentals I** ..... (3:3:0)

An introduction to dental hygiene care focusing on clinic preparation procedures, patient assessment, and principles of instrumentation. This course also incorporates medical emergencies in the dental setting and initial supplemental procedures for patient care. **Prerequisites:** CHM 110

**DHY 112 - Dental Hygiene Fundamentals II** ..... (3:2:3)

A continuation of DHY 111 Dental Hygiene Fundamentals I to develop new skills appropriate to dental hygiene treatment. The course focuses upon various patient populations, the characteristics, common treatment needs, and patient management. Additional areas include ethical and legal issues of dental hygiene care. **Prerequisites:** DHY 111

**DHY 121 - Oral Histology/Embryology** ..... (2:2:1.5)

The course deals with the study of oral mucosa, the periodontium, dental tissues, the tongue, and salivary glands. Areas of focus include the function, gross anatomy, clinical characteristics, and microscopic features of these oral tissues. Additionally, embryologic development and tooth development and eruption are covered. **Prerequisites:** BIO 120

**DHY 132 - Dental Anatomy** ..... (1.5:1.5: 8)

This course deals with the study of the gross anatomy of the dentition and surface structures of the head and neck region. Major topics include morphology of permanent and primary dentition, occlusal concepts, and surface anatomical landmarks. **Prerequisites:** BIO 120

**DHY 133 - Head and Neck Anatomy** ..... (1.5:1.5: 5)

This course deals with the study of the gross anatomy of the structure in the head and neck region. Major topics include bones, muscles, the temporomandibular joint, cranial nerves, blood supply, venous drainage, and lymphatic drainage. **Prerequisites:** BIO 120

**DHY 141 - Oral Radiography** ..... (3:2:2)

The course lectures will provide an introduction to the principles, theories, and techniques of dental oral radiography. The laboratory exercises deal with the exposing, processing, mounting and evaluation of dental radiographs for the development of clinical radiographic skills. The paralleling technique will be stressed. **Prerequisites:** DHY 133

**DHY 151 - Periodontology/Cariology** ..... (3:3:0)

This course is designed to study two diseases which affect a patient's oral health. Emphasis will be directed to the dental hygienist's role in the prevention and treatment of periodontal diseases and dental cares. Advanced treatment planning philosophies will be introduced for these diseases. **Prerequisites:** DHY 121

**DHY 161 - Oral Pathology** ..... (3:3:0)

A study of the etiology, clinical signs and symptoms, and treatment of pathological conditions related to the oral cavity. Emphasis is also placed on the interaction between oral pathology and systemic pathology. **Prerequisites:** BIO 121 and DHY 121 and DHY 132.

**DHY 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**DHY 204 - Clinical Dental Hygiene IV**.....(4:1:13)

A clinical experience incorporating all past and current knowledge and techniques learned in related dental hygiene courses into the treatment of all types of patients. The seminar aspect will permit time for problem solving and sharing clinical experience. **Prerequisites:** DHY 103

**DHY 205 - Clinical Dental Hygiene V**.....(4:1:16)

A final course in clinical techniques to develop all aspects previously learned in total patient care. The seminar aspect will permit time for problem solving and sharing clinical experiences. **Prerequisites:** DHY 204

**DHY 212 - The Compromised Dental Patient**.....(1.5:1.5:1)

A seminar and clinic lab focusing on the needs and treatment of the mentally, physically, and medically compromised patient. The course will include a variety of lectures, discussions, films, laboratory exercises, field trips, and clinical sessions. **Prerequisites:** BIO 125 and DHY 112

**DHY 213 - Adv Clinical Techniques**.....(3:2:2)

The course lectures will provide information on additional clinical techniques building on skills introduced in radiography, periodontology and previous clinical courses. The laboratory portion will supplement the lecture portion and include skills related to the areas of oral radiography, periodontology, and clinical dental hygiene practice. **Prerequisites:** DHY 141

**DHY 214 - Nutrition for Dental Care**.....(2:0:2)

A course in the fundamental principles and practices that are essential in nutritional care to maintain health and prevent illness. Topics will include the metabolism of nutrients; their role in preserving health; diet analysis and counseling; the role of nutrition in dental health; and contemporary nutrition controversies. **Prerequisites:** DHY 112

**DHY 215 - Practice Management**.....(1:1:0)

A course designed to assist the student seeking a professional career in dental hygiene. Emphasis will be placed on interview skills, legal implications, professional organizations, alternative practice settings, and dental office management. **Prerequisites:** DHY 212

**DHY 271 - Pharmacology for Dental Hygien**.....(1.5:1.5:0)

This course is designed to supply students with a basic understanding of pharmacologic principles and therapeutic applications to health care. Special emphasis is placed upon therapeutic agents used in the dental practice as well as other agents which may impact the practice of dental hygiene. **Prerequisites:** DHY 112

**DHY 281 - Operative/Specialty Dentistry**.....(1:1:5)

A lecture and laboratory series in the concepts of operative dentistry including chemical and physical properties of materials. This course also includes information on procedures in specialty areas of the dental practice. **Prerequisites:** DHY 213

**DHY 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**DHY 290 - Community Dental Health**.....(2:2:0)

This course focuses on health care problems and systems within the community setting. Content includes addressing health needs through assessment, planning, and evaluation of dental health programs. **Prerequisites:** DHY 112

**DHY 291 - Community Dental Health Fld Wrk**.....(1:0:2)

This course focuses on field work experiences to provide direct involvement with community members. Content addressing dental health needs through assessment, planning, and evaluation of programs. **Prerequisites:** DHY 290

**DMS 100 - Intro to Ultrasonography**.....(2:2:0)

Provides an overview of the profession by exploring the history, concepts, current state of the art, works in progress, medical terminology and certain legal aspects of diagnostic ultrasound. **Prerequisite:** CHM 110

**DMS 106 - Intro-Patient Care/Sonography**.....(3:3:1)

This course will provide the student with patient care knowledge and skills necessary for the performance of sonographic procedures on all patient populations. In addition, an introduction to the field of diagnostic medical sonography will be provided. **Prerequisites:** CHM 110 and PHY 111

**DMS 107 - Essentials in Pt. Care/Sono**.....(3:3:1)

This course will provide the student with patient care knowledge and skills necessary for the performance of sonographic procedures on all patient populations. In addition, an introduction to the field of diagnostic medical sonography will be provided. **Prerequisites:** (Test score or ENG 121 or ENG 125) and BIO 120 and MAT 153 and PHY 111.

**DMS 108 - Intro to Clin Internship I**.....(1:0:4)

Introductory clinical course provides orientation experiences in clinical setting for application of previously learned principles. **Prerequisites:** DMS 106

**DMS 109 - Intro to Clin Internship II**.....(1:0:4)

Continuation of DMS 108 Introductory clinical course offers practical experiences in clinical setting for application of previously learned principles. **Prerequisites:** DMS 108

**DMS 110 - Acoustical Physics**.....(3:3:0)

This course is designed to give a theoretical and practical understanding of the basic principles of ultrasound instrumentation, sound wave concepts, characteristics of sound propagating media, beam patterns, beam and image artifact, Doppler effect, system performance testing, and bio-effects and safety. **Prerequisites:** MAT 153 and (DMS 106 or DMS 107)

**DMS 112 - OB/GYN Sonography I**.....(2:2:1.5)

A study of the reproductive organs of the female in the non-gravid state. Instruction will include the role of diagnostic medical sonography in the determination of congenital anomalies, pathology, infertility management and contraception. **Prerequisites:** Test score or ENG 121 or ENG 125 and BIO 120 and MAT 153 and PHY 111.

**DMS 113 - Gynecological Sonography**.....(2:2:1)

A study of the reproductive organs of the female in non-gravid state. Instruction will include the role of diagnostic medical sonography in the determination of congenital anomalies, pathology, infertility management and contraception. **Prerequisites:** BIO 120 and DMS 106.

**DMS 114 - Obstetrical Sonography** .....(2:2:1)

A study of the reproductive organs of the female in the gravid state. Instruction will include the role of diagnostic medical sonography in the determination of fetal age and growth, fetal well-being, detection of anomalies and obstetrical management. **Prerequisites:** DMS 113

**DMS 121 - Abdominal Sonography I**.....(2:2:1)

A course appropriate to the study of diagnostic medical sonography of the abdomen. Instruction will include cross-sectional anatomy, physiology and pathophysiology of abdominal viscera. **Prerequisites:** BIO 120 and DMS 106.

**DMS 122 - Abdominal Sonography II** .....(2:2:1)

A continuation of DMS 121 appropriate to the study of diagnostic medical sonography covering cross-sectional anatomy, physiology and pathophysiology of the abdomen and superficial structures. **Prerequisites:** DMS 121

**DMS 131 - Abd/Small Parts Sono. I**.....(2:2:1.5)

A course appropriate to the study of diagnostic medical sonography of the abdomen. Instruction will include cross-sectional anatomy, physiology and pathophysiology of abdominal viscera. **Prerequisites:** (Test score or ENG 121 or ENG 125) and BIO 120 and MAT 153 and PHY 111.

**DMS 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**DMS 201 - Clinical Internship I** .....(3:0:15)

The continued experience of the introductory course in a diagnostic medical sonography clinical setting for application of learned technical skills. Includes demonstrations in the use and care of ultrasound equipment and initiates participation, under direct supervision, in actual sonographic procedures. **Prerequisites:** DMS 114 and DMS 122 and VAS 112.

**DMS 202 - Clinical Internship II** .....(7:1:30)

A continuation of DMS 201. The goal is to provide an expanded clinical environment for the experience, with emphasis on the comfort and safety of the patient while maintaining quality performance in diagnostic medical sonographic procedures. **Prerequisites:** DMS 201

**DMS 203 - Clinical Internship III**.....(7:1:30)

A continuation of DMS 202, having the same goals, providing additional self-development in more independent work, and confirming proficiency in general sonographic procedures. **Prerequisites:** DMS 202

**DMS 210 - Scanning Applications**.....(1:1:1)

This course is designed to integrate previous learned didactic knowledge and laboratory skills to strengthen sonographic scanning techniques. Applications of these skills are also emphasized and reviewed. A group presentation of a sonographic case is also included. **Prerequisites:** DMS 114 and DMS 122 and VAS 112.

**DMS 211 - Abdominal Sonography III** .....(1:1:0)

Designed to provide basic information on some of the more common applications of diagnostic medical sonography in the neonate, infant, and young pediatric patient. Includes instrumentation and scanning techniques in the brain, abdomen, gastrointestinal and genitourinary tracts, and infant hip. **Prerequisites:** DMS 122

**DMS 214 - Essentials in Vascular U/S** .....(2:2:1)

This course is designed as an introduction to the fundamentals of vascular sonography. Instruction includes hemodynamics, cerebrovascular, peripheral arterial and venous anatomy, physiology, pathophysiology, and ultrasound testing methods. **Prerequisites:** DMS 215 and DMS 231.

**DMS 215 - OB/GYN Sonography II** .....(2:2:1)

A study of the reproductive organs of the female in the gravid state. Instruction will include the role of diagnostic medical sonography in the determination of fetal age and growth, fetal well-being, detection of anomalies and obstetrical management. **Prerequisite:** DMS 112

**DMS 230 - Special Topics**.....(2:2:0)

This course is designed to integrate knowledge from previous courses with current studies to produce thorough, sequential information in areas of special topics pertaining to Diagnostic Medical Sonography. Case studies will provide a means to discuss and review pathology, clinical manifestation of symptoms, differential diagnosis, sonographic patterns and protocols in scanning. In addition, review of ARDMS board examination will be implemented **Prerequisites:** DMS 202 or CVS 202.

**DMS 231 - Abd/Small Parts Sono. II**.....(2:2:1)

A continuation of DMS 131 appropriate to the study of diagnostic medical sonography covering cross-sectional anatomy, physiology and pathophysiology of the abdomen and superficial structures. Introductory clinical experiences integrate previously learned principles. **Prerequisite:** DMS 131

**DMS 235 - Pediatric Sonography** .....(1:1:0)

Designed to provide basic information on some of the more common applications of diagnostic medical sonography in the neonate, infant and young pediatric patient. Includes instrumentation and scanning techniques of the brain, abdomen, gastrointestinal and genitourinary tracts and infant hip. **Prerequisites:** DMS 215 and DMS 231.

**DMS 240 - Clinical Sonography I**.....(3:0:16)

Provides an orientation to various practical aspects of diagnostic medical sonography by introducing the student to the practical clinical environment. Includes demonstrations in the use and care of ultrasound equipment and allows opportunity for participation, under direct supervision, in actual sonographic procedures. **Prerequisites:** DMS 112 and DMS 131.

**DMS 241 - Clinical Sonography II**.....(6:0:32)

A continuation of DMS 240. The goal is to provide an expanded clinical environment for the experience, with emphasis on the comfort and safety of the patient while maintaining quality performance in diagnostic medical sonographic procedures. **Prerequisite:** DMS 240

**DMS 242 - Clinical Sonography III** .....(5:0:24)

A continuation of DMS 241, having the same goals, providing additional self-development in more independent work and working towards proficiency in general sonographic procedures. **Prerequisite:** DMS 241

**DMS 243 - Clinical Sonography IV** .....(5:0:24)

A continuation of DMS 242, having the same goals, providing additional self-development in more independent work. **Prerequisite:** DMS 242



**DMS 250 - Selected Topics in U/S** .....(2:2:0)

This course is designed to integrate knowledge from previous courses with current studies to produce thorough, sequential information in areas of special topics pertaining to Diagnostic Medical Sonography. Case studies will provide a means to discuss and review pathology, clinical manifestation of symptoms, differential diagnosis, sonographic patterns and protocols in scanning. In addition, review of ARDMS board examination will be implemented. **Prerequisite:** DMS 242

**DMS 289 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**EBZ 220 - Fundamentals of E-Commerce** .....(3:3:0)

This course explores electronic commerce concepts, models, and strategies necessary to effectively build and manage E-Commerce applications. Students will learn how to make better decisions and determine information requirements for development of E-Commerce in both traditional and web-based businesses. Topics include risk management, security and privacy issues, EDI, E-Commerce payment systems, accounting in E-Commerce systems, regulatory and legal issues, and web marketing. **Prerequisites:** CIS 107 and BUS 101.

**EBZ 221 - Strategic Aspects: E-Business** .....(4:3:2)

As the capstone course in the E-Business Technology, this course serves to integrate all of the strategic aspects of E-business. Case studies will be used to identify and examine the latest trends and directions in using the Internet for business purposes. Students will learn to develop, integrate, and manage technology applications impacting the operations in an organization. **Prerequisites:** EBZ 220

**ECE 101 - Childhood Health** .....(1:1:0)

This course is a study of children's health needs for normal growth and development during early childhood. **Prerequisites:** None

**ECE 102 - Childhood Safety** .....(1:1:0)

This course is a study of childhood safety needs for normal growth and development during early childhood. **Prerequisites:** None

**ECE 103 - Childhood Nutrition** .....(1:1:0)

This course is a study of children's nutrition needs for normal growth and development during early childhood. **Prerequisites:** None

**ECE 104 - History/Professionalism in ECE** .....(1:1:0)

This course offers a study of historical and contemporary theories, professionalism and issues related to the early childhood education field as well as an understanding of the impact of these items on children's development. **Prerequisites:** None

**ECE 105 - Programs/Services Birth-Age 8** .....(1:1:0)

This course is designed to assist students in their understanding of basic concepts relevant to child development. Emphasis will be placed upon physical, cognitive, emotional, and social development from age four through adolescence. The interrelationship of these factors will also be discussed and evaluated. **Prerequisites:** None

**ECE 106 - Mtg Diverse Needs-ECE Learners** .....(1:1:0)

This course offers a study of diverse educational needs of children including examination of special education, social, religious, economic, political, and multi-cultural factors which influence the development of the child. **Prerequisites:** None

**ECE 107 - Child Development: Pre-Birth** .....(1:1:0)

This course is designed to assist students in their understanding of basic concepts relevant to child development. Emphasis will be placed upon development prior to birth. Additional emphasis will be placed on assessment and research on development. **Prerequisites:** None

**ECE 108 - Child Development: Birth thru Age 3** .....(1:1:0)

This course is designed to assist students in their understanding of basic concepts relevant to child development. Emphasis will be placed upon physical, cognitive, emotional, and social development from birth through age three. The interrelationship of these factors will also be discussed and evaluated. **Prerequisites:** None

**ECE 109 - Child Development: Age 4-Adolescence** .....(1:1:0)

This course is designed to assist students in their understanding of basic concepts relevant to child development. Emphasis will be placed upon physical, cognitive, emotional, and social development from age four through adolescence. The interrelationship of these factors will also be discussed and evaluated. **Prerequisites:** None

**ECE 111 - Childhood Nutrition/Safety** .....(3:3:0)

This course is a study of nutrition, health, and safety needs for normal growth and development during early childhood. Student will be required to pass CPR and First Aid training. **Prerequisites:** (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or ESL 034 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or ESL 032 or ESL 100 or RDG 120).

**ECE 120 - Contemporary Issues in Early Childhood** .....(3:3:0)

This course offers a study of various models, theories, and issues in early childhood education programs as well as an understanding of the impact of these items on children's development. Multiple facets of professionalism and its effects will be explored.

**Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**ECE 121 - Infant & Toddler Methods & Lab** .....(5:4:4)

An introduction to program designed for infants and toddlers. Emphasis is on child/caregiver interaction, developmentally appropriate practice for infants and toddlers and on managing programs in centers and in family day care homes. Emphasis is also provided on developmentally appropriate activities for infants and toddlers. Activity areas include social/emotional development, cognitive and language development, and sensory motor development. This course requires 64 field experience hours. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or ENG 099 or NCS 052 or ESL 100 or RDG 120).

**ECE 123 - Early Childhood Methods I & Lab** .....(5:4:4)

This course is an introduction to the language arts, literacy, science, social studies, and math curriculum suitable for use with children in the early childhood and primary grade settings. The course is designed to help the student understand the importance of these various curriculum areas in the child's overall development and the materials/activities included in the curriculum. It also includes applied practice as students will have "hands-on" experience and will develop and evaluate plans for implementation. This course requires 64 hours of field experience. **Prerequisites:** ECE 120 and PSY 125.



**ECE 125 - Early Childhood Methods II & Lab** .....(5:4:4)

This course is an introduction to art, technology, creative dramatics, imaginary play, physical and musical activities. Instruction and coursework is designed to help the student understand the importance of these various curriculum areas in the child's overall development and the materials/activities included in the curriculum. It also includes applied practice as students will have "hands-on" experience and will develop and evaluate plans for implementation. The course requires 64 hours of field experience. **Prerequisites:** ECE 120 and ECE 121 and PSY 125.

**ECE 127 - Childhood Classroom Mgt** .....(3:3:0)

This course focuses on the development of a positive classroom environment. Students will explore the various approaches to classroom management. Topics such as establishing objectives, goal setting record keeping and appropriate guidance techniques will be covered. **Prerequisites:** ECE 120 and PSY 125

**ECE 128 - CDA Seminar** .....(1:1:0)

This course will prepare students for Direct Assessment for a Child Development Associate (CDA) National Credential. Students will complete a Professional Resource file that can be submitted to the CDA for review. **Prerequisites:** none

**ECE 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ECE 211 - Parent/Teacher&Community Interac** .....(3:3:0)

This course stresses the importance of the parent-teacher relationship and explores techniques of increasing parental involvement in the school program. Students will participate in arranging a parent education program and prepare as well as participate in a parent-teacher conference. **Prerequisites:** PSY 121 and PSY 125

**ECE 220 - Program Administration** .....(3:3:0)

This course is designed to provide students with an opportunity to explore program evaluation and the techniques for program administration. These techniques ensure alignment of programs with community needs. **Prerequisites:** PSY 125 and (ECE 123 or ECE 125) and ECE 127 and ECE 226.

**ECE 221 - Operational Management** .....(3:3:0)

This course is designed to provide students with the opportunity to understand operational systems in a childcare setting. Students will gain skills for record keeping plans, system implementation of facilities and equipment maintenance, and implementing health, safety, and nutrition policies. **Prerequisites:** PSY 125 and (ECE 123 or ECE 125) and ECE 127 and ECE 226.

**ECE 222 - Program Planning/Evaluation** .....(3:3:0)

This course is designed to provide students with information on the various aspects involved in program planning and the tools used for evaluating the program. Students will gain experience in developing their own programs and in using various evaluation processes. **Prerequisites:** (Test score or ENG 121 or ENG 125) and ECE 120 and ECE 125.

**ECE 223 - Personnel Management** .....(3:3:0)

This course is designed to provide students with information on personnel aspects in the childcare setting. Students will gain insight in areas of licensing requirements, legal issues, and staff development needs. **Prerequisites:** PSY 125 and (ECE 123 or ECE 125) and ECE 127 and ECE 226.

**ECE 224 - Fiscal Management** .....(3:3:0)

This course is designed to provide students with information on financial management in childcare settings. Students will gain experience in areas of legal issues, financial planning and application. **Prerequisites:** PSY 125 and (ECE 123 or ECE 125) and ECE 127 and ECE 226.

**ECE 226 - Assessment of Young Children** .....(3:3:0)

This course provides an overview of child assessment with an emphasis on screening and assessment instruments and methods. Ten hours of observation is a course requirement. **Prerequisites:** (Test score or ENG 121) and ECE 120 and (PSY 125 or PSY 126).

**ECE 233 - Exceptional Child** .....(3:3:0)

This course provides an overview of the psychological, medical, and sociological and diversity aspects of exceptionality with a major emphasis on appropriate educational practices. Students will examine legal and ethical issues of children with exceptionality. **Prerequisites:** (PSY 125 or PSY 126) and PSY 121.

**ECE 244 - Field Work - Teaching Practicum** .....(6:1:15)

Under the supervision of a professional teacher, the student will participate on a daily basis in the early childhood classroom. The student will gradually take on more responsibility with the children, will plan and carry out daily activities, and will be responsible for classroom management. The practicum requires 225 hours of field work in a site approved by the college. **Prerequisites:** none

**ECE 289 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ECH 111 - Echocardiography Techniques I** .....(3:3:1.5)

This course introduces the student to the fundamental skills and principles needed to perform echocardiography. Technologist and patient safety will be addressed. The course covers the standard two dimensional cardiac views and M-mode evaluations. Emphasis is placed on cardiac anatomy, cardiovascular physiology, cardiac disease and its effect on the heart, and the study of basic cardiovascular pharmacology. **Prerequisites:** BIO 120 and DMS 106.

**ECH 112 - Echocardiography Techniques II** .....(3:3:1.5)

This course is a continued study of ECH 111 - Echocardiography Techniques I with an emphasis on pericardial and myocardial diseases, cardiac neoplasm and masses, cardiac trauma, and disease of the aorta and great vessels. Doppler and color flow echocardiography and the study of prosthetic valves will also be included. Introductory clinical experiences integrate previously learned principles. **Prerequisites:** ECH 111

**ECH 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ECH 213 - Echocardiography Technique III** .....(3:3:1)

This course is a continued study of ECH 112 Echocardiography Techniques II. Understanding and proficiency in the performance of Doppler echocardiography will be emphasized. The study of embryology and congenital heart diseases will also be included. **Prerequisites:** ECH 112

**ECH 289 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ECO 111 - Macroeconomics** .....(3:3:0)

This course is designed to instruct students in the basic principles of supply and demand as they impact on the American economy. It places special emphasizes on those national policy decisions that are utilized to solve the problems of inflation and unemployment, such as Keynesianism, monetarism, and supply side. Also, the student explores other theoretical solutions and examines the effects of these policy decisions on the individual consumer. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**ECO 122 - Microeconomics** .....(3:3:0)

This course is designed to instruct students in the basic principles of supply and demand as they affect producer pricing decisions. It is specifically concerned with the relationship that exists between business and consumers and seeks to explain the functional differences in production and consumption. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**ECO 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chair.

**ECO 289 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chair.

**EDC 100 - Professional Prep: Praxis I** .....(1:1:0)

The student will review mathematics, reading and writing concepts in preparation for the Praxis I test required for teacher certification. Test taking strategies and stress reduction techniques will also be studied. **Prerequisites:** (Test score or RDG 120) and (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**EDC 101 - Intro to Paraeducator Issues** .....(3:3:0)

The roles and responsibilities of the paraeducator will be studied in this introductory course. Professional, ethical and legal aspects of becoming a paraeducator will be examined. The ability to communicate effectively with students, parents and school personnel will be emphasized. Standards based education, diversity issues and career opportunities in education will be studied. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**EDC 115 - Nature of Science** .....(1:1:0)

This course introduces students to the nature of science by presenting four major components - scientific knowledge, scientific processes, the nature of the knowledge, and the relationship between science and society. Students will analyze significant historic investigations and discoveries. The students will use the four components to study how the historic examples demonstrate the nature of science and the connection between science and society. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181).

**EDC 120 - Foundations of Literacy** .....(3:3:0)

This course teaches effective strategies to develop phonological awareness, fluency instruction, vocabulary instruction and text comprehension as well as techniques to decode and understand reading materials. Successful strategies for teaching writing skills will also be a major focus of this course. Recent trends and theories in reading and writing will be explored. **Prerequisites:** (Test score or RDG 120) and (Test score or ENG 121 or ENG 125).

**EDC 150 - Issues in Elementary Education** .....(3:3:0)

This course will provide students with an overview of teaching as a profession. The philosophical, historical and social foundations of teaching and learning will be explored. National and state curriculum frameworks will be examined. Field experience will be a course requirement. **Prerequisites:** Test scores or RDG 120

**EDC 180 - Community Culture Seminar** .....(1:1:0)

Students will explore diverse cultures within the local and regional communities and will complete a multicultural learning project. **Prerequisites:**(Test Score or ENG 051 (concurrently) or ENG 099 (concurrently) or NCS 051 (concurrently) or ESL 100 (concurrently) or ENG 121 or ENG 125) and (Test score or RDG 051(concurrently) or NCS 052 (concurrently) or ENG 099 (concurrently) or ESL 100 (concurrently) or RDG 120 (concurrently) or (ESL 042 (concurrently) and ESL 044 (concurrently) and ESL 048 (concurrently)).

**EDC 211 - Classroom Management** .....(3:3:0)

The student will learn about the behavior management theories with an emphasis on the child centered approach known as Positive Behavior Supports (PBS). Proactive strategies for a positive learning environment will be emphasized. The strategies will highlight behavior management, diversity and multicultural factors, mainstreaming and classroom organization. **Prerequisites:** PSY 125 or PSY 126

**EDC 220 - Parent/Family/School Interact** .....(3:3:0)

Using an interdisciplinary approach, this course focuses on the dynamic relationship of the home, the school and the community as each contributes to the development and education of children. The course examines principles, techniques, and resources relevant to working with parents as individuals, couples, and both traditional and non-traditional families and with the community and community agencies. This course includes field experience. **Prerequisites:** PSY 121 and (PSY 125 or PSY 126) or (PSY 125 concurrently or PSY 126 concurrently).

**EDC 230 - Children's Literature .....(3:3:0)**

This course provides students with an overview of developmentally appropriate literature focusing on cultural perspectives and universal themes found in fiction and information text. Through class and individual projects, students explore children's literature as well as create and evaluate integrated lessons. Ten hours of field experience and documentation of PRAXIS I registration and score is required. **Prerequisites:** EDC 120 and (ENG 122 or ENG 130)

**EDC 250 - Internship & Seminar .....(4:1:9)**

Internships in local school settings will provide practical experience for the prospective paraeducator. The class will meet on a regular basis to evaluate activities, share experiences and assess readiness to direct additional activities under the supervision of a teacher. **Prerequisite:** EDC 212 Co-requisite: EDC 211

**EDC 260 - Educational Psychology .....(3:3:1)**

This course will focus on the developmental concerns of adolescents and how these issues may influence the adolescent learner in formal and informal learning situations. Academic motivation, interpersonal relationships, learning styles, and teacher expectations will be studied. A field placement in a secondary school setting will be an essential course component. **Prerequisites:** PSY 121 or PSY 126

**EDD 110 - Introduction to Engineering .....(3:2:2)**

An introduction to the basic engineering concepts. Students will be introduced to subject areas common to most engineering disciplines and how to develop and present solutions in a logical manner.

**Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test Score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**EDD 121 - Intro to Engineering Graphics .....(2:1:2)**

Introduces beginning drafting students to the basics of technical drawing. Emphasis is on the use of equipment, lettering, line quality, orthographic projection, types of technical drawings, and dimensioning methods. Freehand sketching and Basic Blueprint Reading will be discussed. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**EDD 141 - Engr Drafting & Design I .....(4:2:5)**

This is an introductory course to engineering drafting. It includes a study of geometric construction, proper use of drafting equipment, freehand sketching, orthographic, isometric, oblique and auxiliary views. Emphasis is placed on basic drafting practices as recommended by the American National Standard Institute (ANSI). **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**EDD 142 - Engr Drafting & Design II .....(3:2:2)**

This course focuses on advanced drafting practices and includes the study of primary and secondary auxiliary views and their proper dimensioning techniques, advanced detail dimensioning practices, tolerances and fits, surface texture and the many types of section views, including exploded views with emphasis on finish, tolerance and fits. Screw threads and threaded fasteners are also discussed. **Prerequisite:** EDD 141

**EDD 161 - Intro - Cad Using Microstation .....(3:2:2)**

An introduction to the basic elements of computer-aided drafting. Students receive a working knowledge in system and screen controls, creating entities, editing techniques, and in creating two-dimensional drawings. **Prerequisites:** AET 123 or AET 125 or CET 125 or EDD 141.

**EDD 171 - Intro to Cad Using AutoCad .....(3:2:2)**

An introduction to the basic elements of computer-aided drafting. Students receive a working knowledge in system and screen controls, creating entities, editing techniques, and in creating two-dimensional drawings. **Prerequisites:** AET 123 or AET 125 or CET 125 or EDD 141 or FET 120 or AET 123 (concurrently).

**EDD 189 - Approved Technical Elective .....(3:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**EDD 233 - Engr Drafting and Design III .....(3:2:2)**

An advanced oriented drafting course reinforcing engineering drawing and its applications. This course includes the theories of various types of section drawings, detail and assembly drawings, welding drawings and development drawings. Surface texture, threaded and miscellaneous fasteners will also be discussed in depth. **Prerequisites:** EDD 142 and EDD 171.

**EDD 234 - Eng. Drafting - Piping .....(3:2:2)**

An introduction-oriented drafting course emphasizing industrial piping and heating and air conditioning systems (HVAC), orthographic and isometric drawings using standard fitting and welding symbol details of valves, pumps, compressors and other instrumentation process piping equipment. Also, a brief study of power and process plants, reading and interpreting piping specifications. **Prerequisites:** EDD 142 and (EDD 271 or EDD 261).

**EDD 245 - Engr Draftng/Design(HVAC/ELEC) .....(3:2:2)**

An advanced oriented drafting course of study which familiarizes the student with developing drawings involving heating and air conditioning systems (HVAC), construction of various solid volumes from flat sheet metal fabrication, and electrical drafting dealing with device symbols, schematic diagrams, production drawings, and printed circuit board design. The campus CAD facilities will be utilized for course assignments. **Prerequisites:** EDD 142 and (EDD 261 or EDD 271).

**EDD 246 - Eng. Drafting - Structural .....(3:2:2)**

An advanced oriented drafting course of study, which familiarizes the student with developing structural steel and achitectoral drawings. The AISC and ACI references will be utilized. **Prerequisites:** (EDD 142 and EDD 271) or (EDD 171 and CET 125)

**EDD 249 - Engineering Design Process .....(3:2:2)**

An advanced design course that familiarizes the student with the various stages of the engineering process utilizing parametric modeling. **Prerequisites:** EDD 142 and EDD 272.

**EDD 261 - Adv Cad Using Microstation .....(3:2:2)**

A continuation of (EDD 161) Introduction to Computer Aided Drafting. This course will elaborate on the more advanced computer-aided drawing and editing commands, symbol libraries, attributes, and basic three-dimensional drawing commands. **Prerequisites:** EDD 161

**EDD 271 - Advanced Cad Using AutoCad .....(3:2:2)**

A continuation of (EDD 171) Introduction to CAD. This course will elaborate on the more advanced computer-aided drawing and editing commands, symbol libraries, attributes, and pictorial drawings. **Prerequisite:** EDD 171

**EDD 272 - Solid Modeling .....(3:2:2)**

An introductory course that familiarizes the student with parametric modeling. Students receive a working knowledge of parametric modeling features that control the model's geometry by use of design variables. **Prerequisites:** EDD 142 and (EDD 271 or EDT 152).

**EDD 289 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**EDT 108 - Technical Sketching .....(2:1:2)**

Introduction to Graphic Language by sketching two- or three-dimensional drawings. Engineering and publication types of illustrations will be emphasized. Emphasis on theory and technical detail rather than artistic aptitude. **Prerequisites:** none

**EDT 128 - Machine Trades Blueprnt Rding .....(3:3:0)**

Interpretation of detail working prints involving multiview, sectional, and auxiliary views, to more complex assembly drawings. Geometric tolerancing will be studied. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**EDT 141 - Basic Plumbing .....(3:2:2)**

This course is designed to provide a student with a basic knowledge of plumbing, How fixtures work, types of material, types of systems, and how to make repairs will be taught in the course. Basic plumbing will provide the student with the skills to do basic repairs and installation in maintenance plumbing. **Prerequisites:** none

**EDT 144 - Preventive Maintenance .....(3:3:0)**

This course is designed to provide students with a basic knowledge of preventive maintenance that is common in business and industrial settings. The program covers basic procedures for maintaining electrical and mechanical equipment. **Prerequisites:** none

**EDT 152 - Engineering Design I .....(4:3:3)**

A survey course for Engineering Design. Orthographics with emphasis on sectioning, auxiliary, and revolutions are studied. Detailed three-assembly drawings are included. Emphasis also on threads, fastenings. All drawings are to scale, dimensioned, and drawn to acceptable professional standards. **Prerequisites:** AET 123 and EDD 171.

**EDT 189 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**EDT 252 - Engineering Design II .....(4:3:3)**

Developments, intersection, sheet metal drafting, pipe drafting, electrical drafting and welding drafting are incorporated into advanced detail working and assembly drawings. Standards and practices recommended by the American National Standards Institute are enforced. **Prerequisites:** (Test score or RDG 120) and EDD 271 and EDT 152 and MET 123 and (GET 256 or GET 256 concurrently).

**EDT 273 - Engineering Design Project .....(4:3:3)**

The student has the opportunity to design machines, processes, or products based upon sketched ideas or available industrial parts. All drawings that are necessary to manufacture and assemble the product are drawn. A prototype or model of the product may be required. **Prerequisites:** EDT 252 and (Test score or ENG 121 or ENG 125).

**EDT 275 - Research Problems-Engineering .....(3:2:2)**

Investigates a research problem in the engineering area selected by the student with approval of the instructor. A report and model or prototype are required. All work for development and execution problems are done by industrial standards. **Prerequisites:** EDT 252

**EDT 289 - Approved Technical Elective .....(3:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ELC 101 - Electricity & Instrumentation .....(3:2:2)**

This course will provide the student with the basic electrical and instrumentation fundamentals required to understand the measurement and control aspects of plant operations. The student will experience various hands-on applications which enrich and reinforce the concepts taught. **Prerequisites:** Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 125 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281.

**ELC 110 - Technical Computer Application .....(3:2:2)**

An introduction to problem solving by computer methods with specific emphasis on solution of scientific and engineering technology related problems. Solution methods will include the use of DOS, mathematics applications software, engineering analysis software, and word processor. **Prerequisites:** (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281) and (Test score or RDG 051 or NCS 052 or ESL 100 or RDG 120).

**ELC 118 - Intro to Electricity .....(3:2:2)**

A study of direct current fundamentals including: Ohm's law and Power law, Kirchoff's Laws, Series, Parallel, and Series-Parallel DC circuits. **Prerequisites:** (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).



**ELC 119 - DC and AC Theory**.....(3:2:2)

Advanced methods of DC circuit analysis, Network Theorems, capacitance, magnetism and inductance, capacitive and inductive transients. **Prerequisites:** ELC 118 and (Test score or MAT 075 or MAT 090 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281) or (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**ELC 120 - Intro to Circuit Analysis**.....(4:3:3)

A study of direct current fundamentals including: Ohm's law and Power law, Kirchoff's laws, series, Parallel, and Series-Parallel DC circuits, advanced methods of analysis and Network Theorems, capacitance, magnetism and inductance, capacitive and inductive transients. **Prerequisites:** (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**ELC 121 - Network Analysis**.....(4:3:3)

Analysis of alternating electric circuits with emphasis on applied use of fundamental theorems including Kirchoff's Laws, Thevenin and Norton's Theorems, maximum power transfer, transient circuit effects, phasor analysis, apparent power, reactive power and real power, and series/parallel resonant conditions. **Prerequisites:** (ELC 119 or ELC 120) and MAT 181 or MAT 182 or MAT 185 or MAT 281 or MAT 282 or MAT 283.

**ELC 122 - Electronic Devices/Circuits I**.....(3:2:3)

Basic principles of electrical and electronic circuit operation including recognition and measurement of electrical properties, resistance, capacitance, inductance; series and parallel circuits, Ohm's, Watt's and Kirchoff's laws; alternating current and voltage measurement; and use of laboratory instruments. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 015 or MAT 016 NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**ELC 123 - Electronic Devices/Circuits II**.....(4:3:3)

Fundamentals of electronic circuits with emphasis toward application, circuit/component recognition, expected input and output signals, and measurement criteria. Principles of diode circuit operation, BJT, FET and operational amplifiers including rectification, filtering, biasing, gain, bandwidth, and feedback. **Prerequisites:** (ELC 120 or ELC 122) and Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281.

**ELC 124 - DC & AC Circuit Analysis**.....(5:4:2)

An in-depth introduction to the analysis of current, voltage, resistance and power in DC and AC circuits. **Prerequisites:** (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281) and (Test score or RDG 051 or NCS 052 ENG 099 or ESL 100 or RDG 120).

**ELC 130 - Digital Electronics I**.....(4:3:3)

A study of digital concepts including logic levels and pulse waveforms, number systems and codes, logic gates, Boolean algebra, DeMorgan's Theorem, systematic reduction of logical expressions, universal property of NAND and NOR gates, pulsed operations, adders, comparators, encoders/decoders, multiplexers/demultiplexers and parity circuits. **Prerequisites:** (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**ELC 131 - Digital Electronics II**.....(4:3:3)

A study of advance digital electronic topics including memory elements, flip-flops, synchronous and asynchronous counters, shift registers, programmable logic arrays, read-only memories, eproms digital-to-analog and analog-to-digital conversion, and introductory microprocessor topics. **Prerequisites:** ELC 130

**ELC 132 - Microcomputer Service & Repair**.....(4:3:3)

A course of study designed to develop technical skill in the operation, installation, set-up and repair of microcomputer systems. Topics include PC hardware components, operating systems, PC repair fundamentals, networking, software installations and support, diagnostic software, troubleshooting, and customer relations. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281) and ELC 110 and ELC 122 and ELC 130.

**ELC 133 - Microprocessor Fundamentals**.....(3:2:2)

Basic principles of microprocessors using the 8086 family including an overview of microcomputer architecture, number systems, and the need for assembly language programs, addressing modes, exercises in screen display, computer arithmetic, disk I/O and graphic and serial communications. **Prerequisites:** Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281.

**ELC 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ELC 215 - Programmable Logic Controllers**.....(4:3:2)

A course in modern control of processes. Programmable controllers, computer-controlled machines, bar code readers, and process control will be covered. An introduction to the field of robotics is included. **Prerequisites:** (ELC 118 and ELC 119) or (ELC 120 or ELC 122) and ELC 130 and MAT 181.

**ELC 220 - Analog Electronics I**.....(4:3:3)

A study of active devices including diode and transistor theory. The topics include: semiconductor theory, diode operation, bipolar (BIT) and field effect (FET) transistor operation, diode circuits, small-signal amplifiers, Class A and B transistor power amplifiers, and amplifier frequency response. **Prerequisites:** ELC 121 and (MAT 182 or MAT 185 or MAT 281 or MAT 282 or MAT 283).



**ELC 221 - Analog Electronics II** ..... (4:3:3)

A study of amplifier frequency response, decibels, Miller effect, Miller's theorem, operational amplifier circuits, various forms of communications systems, including associated circuit building blocks and concepts. These include filter networks, Fourier series and the frequency domain, distortion, noise and measurements, oscillator circuits amplitude and frequency modulation, the phase-locked loop, transmission lines and antennas and fiber optics. **Prerequisites:** ELC 220

**ELC 222 - Network Theorems & Analysis** ..... (4:3:3)

An advance treatment of DC/AC circuit analysis with emphasis on development of analytical skill by algebraic solution of compound networks. Branch, Mesh and Nodal techniques with computer solutions, and source conversion, Thevenin, Norton and Maximum power theorems are studied. Time variant and phasor wave definition are used in solution of series and parallel networks by use of complex algebra and application of all common theorems of electrical analysis.

**Prerequisites:** (MAT 181 or MAT 185 or MAT 281) and ELC 123.

**ELC 223 - Electronic Communications** ..... (4:3:3)

Fundamentals of signal analysis and synthesis including electrical noise, Fourier Series, modulation and demodulation, transmission and reception of AM and FM signals, transmission lines, wave propagation, antenna theory, digital data communications, microwaves, lasers and fiber optics. **Prerequisites:** ELC 222

**ELC 230 - Industrial Electronics** ..... (4:3:3)

An applications treatment of industrial electronic components, including NPN and PNP transistors, UJTs, SCRs, IC timers, IC voltage regulators, operational amplifiers, and stepper motor control circuits. **Prerequisites:** ELC 220 or ELC 123

**ELC 232 - Intro to Microprocessors** ..... (4:3:3)

An introduction to microprocessors and microcontrollers for electronic technicians. The course concentrates on programming and hardware fundamentals with emphasis on I/O (input/output) operations and devices. Various microprocessors and microcontrollers are used to highlight the basic principles common to any microcomputer system.

**Prerequisites:** (ELC 110 or GEN 105 or GEN 180 or GEN 250 or CIS 120 or CIS 150) and (ELC 118 and ELC 119) or (ELC 120 and ELC 131) or (ELC 124 and ELC 131) or (ELC 122 and ELC 130).

**ELC 233 - Microprocessor Applications** ..... (4:3:3)

A course designed to incorporate the microprocessor using motor speed and position control, handshaking, sensor and transducer interfacing, stepper motors, and other industrial applications. **Prerequisites:** ELC 232

**ELC 235 - Semiconductor Processes** ..... (4:3:3)

This course is designed to introduce the student to Semiconductor device fabrication. Included will be an introduction to the chemistry and physics of semiconductors, oxidation process, photolithography, doping, etching, wafer cleaning, metallization, and contamination control.

**Prerequisites:** CHM 100 and MAT 182 and ELC 124 and MET 140.

**ELC 240 - Machines and Controls** ..... (3:2:2)

AC motors and DC motors and generators and related equipment including ladder networks and programmable controllers. **Prerequisites:** ELC 121 and ELC 130.

**ELC 241 - Electrical Concepts** ..... (2:2:1)

Electrical Concepts is designed to further the student's understanding of AC and DC concepts. Topics will include: National Electrical Code (NEC), electrical safety, proper wiring techniques, use of construction drawings in the layout planning equipment and conduits, wiring devices such as panels and overcurrent devices, service-entrance and branch circuit calculations and local code requirements. **Prerequisites:** (Test scores or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and MAT 140 and (ELC 121 or ELC 122 or ELC 124 or ELM 210)

**ELC 245 - Power RF** ..... (4:3:2)

The generation and delivery of radio frequency energy with emphasis on semiconductor processing. Topics covered include: plasma, oscillators, amplifiers, transmission lines and RF measurements.

**Prerequisites:** ELC 124 and ELC 220 and ELC 235.

**ELC 260 - Biomedical Instrumentation** ..... (3:3:0)

An introduction to the use, maintenance, and repair of biomedical equipment and a brief introduction to anatomy and physiology. **Prerequisites:** ELC 221 and ELC 131.

**ELC 270 - Process Instrumentation I** ..... (4:3:2)

The theory and application of Process Instrumentation - recorders, monitors, characteristics of instruments, static and dynamic, i.e., temperature, pressure, level flow, etc.

**Prerequisites:** ELC 120 or (ELC 118 and ELC 119).

**ELC 271 - Process Instrumentation II** ..... (4:3:2)

Theory and application of temperature control including mechanical bulb systems, thermocouples, resistance and radiomatic instruments, control loops, calibration, and application. Theory and application of flow, humidity, pH, and viscosity instrumentation. **Prerequisites:** ELC 270

**ELC 289 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ELC 290 - Internship** ..... (4:1:9)

Applied experience through a supervised work situation such as a campus repair shop, computer store or related business and industry. **Prerequisites:** ELC 130

**ELC 291 - Biomed Electronics Internship** ..... (4:1:9)

Applied experience through a supervised work situation in biomedical lab facility or hospital. **Prerequisites:** ELC 220

**ELM 110 - Intro To Computers & Tech.** ..... (3:2:2)

An introduction to problem solving by computer methods with specific emphasis on solution of scientific and engineering technology related problems. Solution methods will include the use of DOS, mathematics applications software, engineering analysis software, and word processor. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**ELM 189 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ELM 205 - Mechanisms and Design** ..... (4:3:3)

A comprehensive course in basic operating principles of gears, gear trains, linkages, cams, belts, chains, and other mechanisms. The design of these mechanisms and the principles and practices of machine design are covered. **Prerequisites:** MAT 142

**ELM 210 - Industrial Electricity** ..... (4:3:2)

An overview of three-phase circuits, protective devices, transformer connections, motors, motor starters, and an introduction to solid state control and programmable controllers. **Prerequisites:** ELC 122 or ELC 120.

**ELM 215 - Industrial Controls** ..... (4:3:3)

A course in modern control of processes. Programmable controllers, numerical control, bar code readers, and static logic control will be covered. An introduction to the field of robotics is included. **Prerequisites:** ELC 122 or ELC 120 or ELC 230.

**ELM 220 - Prop. & Behavior of Matrls** ..... (3:2:3)

This course covers materials testing and aspects of strength of materials as it relates to the area of the properties and behavior of materials. An experimental approach will be taken to examining the tensile, compressive, and shear properties of different kinds of materials and material fastening. **Prerequisites:** MAT 142 or MAT 181

**ELM 252 - Fluid Power** ..... (3:2:3)

Study of hydraulic and pneumatic systems for the transfer and control of power. Introduction to the electrical, pneumatic and hydraulic control of these power systems is included. Specific topics include pumps, actuators, conductors, system theory, system design, servomechanisms, and fluid logic. The laboratory component simulates the set-up and trouble shooting of hydraulic and controls systems. **Prerequisites:** ELM 210

**ELM 289 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ELM 290 - Electromechanic Eng Tech Ints**..... (6:1:14)

Applied experience through a supervised work situation such as an industrial facility or lab. **Prerequisites:** ELM 210 and ELM 252

**EMT 189 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have prior approval of the department chairperson.

**EMT 199 - Advanced Credit/Paramedic** ..... (0:0:0)

Advanced credit for approved paramedic graduates. **Prerequisites:** None

**EMT 200 - Intro To Paramedic Technology** ..... (4:2:6)

An introductory course that prepares the student for the role of paramedic. The topics covered include an overview of the emergency medical services (EMS) system, roles and responsibilities of the paramedic, well being of the paramedic, ambulance operations and national and local issues which impact EMS. In addition, this course will provide the student with the theory and skills necessary to provide basic care in the prehospital environment. **Prerequisites:** BIO 130 Co-requisites: EMT 201 and EMT 207

**EMT 201 - Patient Assessment**..... (3:1:6)

A comprehensive course in the theory and skills of patient assessment. The topics covered include patient history, techniques of physical examination, patient assessment, clinical decision making, communications and documentation of findings. **Prerequisites:** BIO 130 Co-requisites: EMT 200 and EMT 207

**EMT 202 - Medical Emergencies I** ..... (4:3:3)

A comprehensive course that covers the pathophysiology, assessment and management of adult patients with various medical conditions. Emphasis is placed on diseases involving the respiratory, neurological, endocrine, and immune systems. The course will also cover the general principles of pharmacology and medication administration. **Prerequisites:** EMT 200 and EMT 201 and EMT 207. Co-requisites: EMT 203 and EMT 211 and EMT 217.

**EMT 203 - ALS Skills Lab I** ..... (4:1:9)

A comprehensive course focusing on skills associated with the current and anticipated paramedic scope of practice. Emphasis is placed on basic and advanced airway management, non-invasive monitoring and electrical therapies. **Prerequisites:** EMT 200 and EMT 201 and EMT 207. Co-requisites: EMT 202 and EMT 211 and EMT 217.

**EMT 204 - Special Populations** ..... (4:3:4)

A comprehensive course focusing on the pathophysiology, assessment and management of the neonatal, pediatric, geriatric and special needs patient. **Prerequisites:** EMT 202 and EMT 203 and EMT 211 and EMT 217. Co-requisites: EMT 212 and EMT 213 and EMT 215 and EMT 227.

**EMT 205 - Selected Topics for Paramedics** ..... (3:3:0)

This course addresses areas of emergency medical services (EMS) to prepare the student to function in the evolving EMS environment. The objective of the course is to address current trends, issues, and problems facing EMS providers while providing methodologies for handling or planning for these problems. The role of EMS in health care will also be emphasized. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**EMT 207 - Paramedic Clinical I** ..... (2:1:3)

A supervised clinical experience is provided in pertinent clinical and prehospital settings correlating with the knowledge, skills and techniques presented in EMT 200 and EMT 201. Emphasis is placed on basic life support and patient assessment skills. **Prerequisites:** BIO 130 Co-requisites: EMT 200 and EMT 201

**EMT 211 - Cardiology** ..... (3:3:0)

A comprehensive course that covers the pathophysiology, assessment and management of adult patients with diseases involving the cardiovascular system. Emphasis is placed on basic and advanced cardiac monitoring, acute coronary syndromes and peripheral vascular disease. **Prerequisites:** EMT 200 and EMT 201 and EMT 207. Co-requisites: EMT 202 and EMT 203 and EMT 217.

**EMT 212 - Medical Emergencies II** ..... (4:3:3)

A comprehensive course that covers the pathophysiology, assessment and management of adult patients with various medical conditions. Emphasis is placed on diseases involving the renal, urological, gastrointestinal, and hematological systems. **Prerequisites:** EMT 202 and EMT 203 and EMT 211 and EMT 217. Co-requisites: EMT 213 and EMT 227.

**EMT 213 - ALS Skills Lab II** ..... (2:1:4)

A comprehensive course focusing on skills associated with the current and anticipated paramedic scope of practice. Emphasis is placed on trauma management and scenario based instruction.

**Prerequisites:** EMT 202 and EMT 203 and EMT 211 and EMT 217. Co-requisites: EMT 212 and EMT 215 and EMT 227.

**EMT 214 - Legal Issues/Research** ..... (2:2:1)

This course covers the legal principles that govern health care, including documentation, the Patient Bill of Rights, liability, confidentiality, and specialized topics concerning emergency medical services. Protocols and laws specific to State of Delaware will be emphasized. Also included is an overview of the collection and management of data associated with prehospital and preventive services. **Prerequisite:** EMT 201

**EMT 215 - Trauma Emergencies** ..... (2:2:0)

A comprehensive course that covers the pathophysiology, assessment and management of patients who experience traumatic injuries. **Prerequisites:** EMT 202 and EMT 203 and EMT 211 and EMT 217. Co-requisites: EMT 213 and EMT 227.

**EMT 217 - Paramedic Clinical II** ..... (3:0:15)

A supervised clinical experience is provided in pertinent clinical and prehospital settings correlating with the knowledge, skills and techniques presented in EMT 202, EMT 203 and EMT 211. Emphasis is placed on advanced patient assessment, airway management and team leader development. **Prerequisites:** EMT 200 and EMT 201 and EMT 207. Co-requisites: EMT 203.

**EMT 227 - Paramedic Clinical III** ..... (3:0:15)

A supervised clinical experience is provided in pertinent clinical and prehospital settings correlating with the knowledge, skills and techniques presented in EMT 204, EMT 212, EMT 213 and EMT 215. Emphasis is placed on trauma care, pediatric care and team leader practice. **Prerequisites:** EMT 202 and EMT 203 and EMT 211 and EMT 217. Co-requisites: EMT 213.

**EMT 275 - Emergency Services Management** ..... (3:2:2)

This course examines the application of management concepts to cases simulating the social, technical and political aspects of utilizing resources to accomplish goals related to emergency services.

**Prerequisites:** MGT 212 and MGT 214 and MGT 219 and MGT 231.

**EMT 289 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**EMT 290 - Field Internship/Evaluation** ..... (4:1:15)

A supervised clinical experience is provided in the prehospital setting. Students must manage trauma and medical patients across all age groups as team leader. **Prerequisites:** EMT 204 and EMT 212 and EMT 213 and EMT 215 and EMT 227.

**ENG 005 - Basic Writing** ..... (4:4:0)

A developmental course designed to improve mechanics, usage and sentence and paragraph writing. Additional resources are available for skill enhancement. **Prerequisites:** None.

**ENG 006 - Integrated Rdg Wrtg & Grammar** ..... (7:5:2)

A reading, writing, and grammar course designed to develop and increase student understanding of how reading and writing processes are connected. Topics address the strategies and interrelated roles readers and writers assume in taking control of their own reading and writing processes. A combined RDG 005 and ENG 005 course typically offered in fall and spring semesters as a co-requisite with FIY 101. **Prerequisite:** None Co-Requisite: FIY 101

**ENG 051 - Pre-Tech Writing** ..... (4:4:0)

A review course designed to provide reinforcement in writing skills before taking English I. Topics include applied writing, sentence structure, and usage. Additional resources are available for skill enhancement. **Prerequisites:** Test score or ENG 005 or ENG 006 or ENG 099 or NCS 051 or ESL 034 or ESL 100 or ENG 121 or ENG 125.

**ENG 099 - Analytical Thkg, Rdg, & Wrtg** ..... (7:5:2)

A review course designed to provide reinforcement and application of analytical thinking, reading and writing skills before taking RDG 120 and ENG 121. Topics covered include comprehension and vocabulary skill development that equip students with a mastery of language and enable students to increase reading flexibility; articulate thoughts clearly and effectively both orally and in writing; research, evaluate and acknowledge credible sources, and develop proficient, clear, and logical writing. ENG 099, a combined RDG 051 and ENG 051 course, is typically offered in the fall and spring semesters as a concurrent course with SSS 101, Mastering College Life or SSS 102, Personal/Career Development. **Prerequisites:** (Test score or ENG 005 or ENG 006 or ENG 051 NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 005 or ENG 006 or RDG 051 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120) and (SSS 101 (concurrently) or SSS 102 (concurrently)).

**ENG 100 - Grammar Essentials** ..... (1:1:0)

This course is designed to provide instruction in grammar fundamentals. Topics include sentence structure, sentence variety, punctuation, agreement, and pronoun usage. Additional resources are available for skill enhancement. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**ENG 121 - Composition** ..... (3:3:0)

A college-level course designed to improve writing skills through practice in writing paragraphs, essays, information-based documents, and reports. Additional resources are available for skill enhancement. **Prerequisites:** (Test score or ENG 051 or ESL 099 or NCS 051 or ESL 100 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**ENG 122 - Technical Writing-Comm** ..... (3:3:0)

An advanced college-level course designed to enhance skills in the creation of professional communications and reports through interpretation and analysis of empirical and print data. **Prerequisites:** (Test score or ENG 121 or ENG 125) and (Test score or RDG 120).

**ENG 124 - Oral Communications** ..... (3:3:0)

A course designed to improve listening and oral communications skills through practice in individual and group activities. **Prerequisites:** (Test score or ENG 121 or ENG 125) and (Test score or RDG 120).

**ENG 125 - Honors Composition** ..... (3:3:0)

This course which has higher level standards fulfills the requirement for ENG 121 composition. It emphasizes writing in a variety of modes and integrates the topic of technology and its influences. **Prerequisites:** Test scores

**ENG 126 - Pre-Industrial Literature** ..... (3:3:0)

A course designed to broaden the perspective of technical students by examining the relationship between cultural and social values prior to the Industrial Revolution as reflected in a variety of literary genres and media. **Prerequisites:** Test score or ENG 121 or ENG 125.

**ENG 127 - Post-Industrial Literature** ..... (3:3:0)

A course designed to broaden the perspective of technical students by examining the relationship between cultural and social values after the Industrial Revolution as reflected in a variety of literary genres and media. **Prerequisites:** Test score or ENG 121 or ENG 125.

**ENG 128 - Black American Literature** ..... (3:3:0)

A reading, writing, and analytical discussion course designed to historically trace the technical and cultural contributions of Blacks in America from the 1800's to the present as reflected in a variety of literary genres and media. **Prerequisites:** Test score or ENG 121 or ENG 125.

**ENG 129 - Creative Writing** ..... (3:3:0)

This course is designed to foster creativity and improve writing skills through practice in writing paragraphs, short stories, and literature critiques. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and ENG 121.

**ENG 130 - Honors Tech. Writing & Comm** ..... (3:3:0)

An honors course designed to provide students the opportunity to explore the interrelationships between the dimensions of leadership and effective decision making results in technical communication. **Prerequisites:** (Test score or ENG 121 or ENG 125) and (Test score or RDG 120).

**ENG 131 - Honors Oral Communication** ..... (3:3:0)

A course designed to improve interpersonal, group, and public communication skills through investigation and support of individual leadership roles. **Prerequisites:** (Test score or ENG 121 or ENG 125) and (Test score or RDG 120).

**ENG 160 - Business Communication** ..... (3:3:0)

ENG 160 is an advanced level course designed to develop the skills necessary for researching, planning, designing, writing, and editing of technical documents. Students gain experience in analyzing empirical and print data and selecting appropriate format, style, and tone. Requirements include the composition of a variety of documents tailored to specific professions. **Prerequisites:** (Test score or ENG 121 or ENG 125) and (Test score or RDG 120).

**ENG 189 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ENG 210 - Early Childhood/Elementary Literary Study** ..... (3:3:0)

An interactive children's literature course intended to provide an overview of various genres, cultural perspectives and universal themes in an age and developmentally appropriate context. Projects focus on the creation and presentation of literary concepts suitable for classroom instruction. **Prerequisites:** (Test score or RDG 120) and (Test score or ENG 121 or ENG 125 and (ENG 122 or ENG 130)).

**ENG 289 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ENT 101 - Intro to Entrepreneurship** ..... (3:3:0)

This course introduces the student to the responsibilities of the entrepreneur and the unique concepts of business ownership. Students will benefit from case studies and practical entrepreneurial experiences including interaction with successful regional entrepreneurs. Topics include the importance of business planning and the role and nature of entrepreneurship as a mechanism for creating new ventures. **Prerequisites:** Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120.

**ENT 103 - Legal Issues for ENT** ..... (3:3:0)

This course provides the entrepreneur with an understanding of the common legal issues encountered by the business owner. Students will apply the concepts learned to select their business structure, have the opportunity to negotiate contract terms, and be able to determine the government regulations pertinent to their business of interest. **Prerequisites:** (ENT 101 or BUS 101) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) or (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**ENT 104 - Opportunity Analysis** ..... (3:3:0)

This course examines the entrepreneur's role in the global economy as an exploiter of opportunities. Topics include the creative search for ideas, the innovation process, and the opportunity analysis to screen for the best ideas. Learning activities cover the decisions needed to transform an idea into a business opportunity. Topics covered include the common sources of ideas, the environmental scan, creating opportunities from ideas, quick industry analysis, competitor scan, decision making principles and analytical techniques to screen opportunities for commercialization potential. **Prerequisites:** CIS 107 and (ENT 101 or BUS 101).

**ENT 210 - ENT Business Process** ..... (3:3:0)

ENT Business Process is the cornerstone of success. This course teaches entrepreneurs to state their business passion in practical terms. Analyzing the market and competition, setting achievable goals, and creating a strategic business plan are emphasized. Understanding the probability of risks, along with developing crisis management, disaster recovery, and the business continuity plans, provides entrepreneurs with a solid basis to achieve their vision. **Prerequisites:** (ENT 101 or BUS 101) and MGT 212 and

**ENT 220 - Leadership** ..... (3:3:1)

Leadership determines the success of the business venture. This course explores the characteristics of inspirational leaders. It emphasizes the development of leadership skills, which motivate others to implement the entrepreneur's vision. Leadership strategies and management techniques that promote business success are emphasized. **Prerequisites:** (ENT 210 or BUS 213 or MGT 218) and MGT 212.



**ENT 225 - Entrepreneurial Experience .....(3:3:0)**

This course allows students to apply first-hand the procedures and techniques of owning and running a business. The student will acquire applied experience in an appropriate work situation through job shadowing, and internship, a business simulation or a student start-up business. Students will be expected to comply with the business regulations, laws, and policies for the applicable practicum. In internship and job shadowing cases, students will be supervised and evaluated by a professional designated by the facility based upon criteria provided by the instructor. (Note: Students will not receive compensation in any form for business participation.) **Prerequisites:** (ENT 210 or BUS 213 or MGT 218) and ENT 240 and MKT 212.

**ENT 240 - Funding & Finance for ENT .....(3:3:0)**

Funding the start-up business is a critical first decision for the entrepreneur. This course provides the entrepreneur with sources of capital options, basic financial knowledge, and forecasting skills. Additionally, students will become acquainted with record reporting systems and how to develop and maintain financial oversight of their business. Through cash flow planning and operating budget development, the entrepreneurial student will build a financial road map for success. **Prerequisites:** ENT 104 and ENT 210 and MAT 153.

**ENT 285 - Business Plan Development.....(3:3:0)**

The Capstone Course is the culmination of the Entrepreneurship Program. Students will apply information concepts, and practices acquired throughout the program and prepare a professional, comprehensive business plan that will guide their business start-up and address capital funding. **Prerequisites:** (ENT 210 or BUS 213 or MGT 218) and ENT 240 and MKT 212.

**ENV 110 - Intro to Environmental Issues .....(3:3:0)**

An introductory course covering important aspects of the major types of pollution, e.g., pollution parameters, health and environmental effects, treatment technologies. Areas of study include water pollution, air pollution, solid and hazardous wastes, site assessments, underground storage tanks coastal zone management. Corresponding laws and regulations are studied in detail. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**ENV 189 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ENV 190 - Intro to Envntl Science & Tech.....(3:3:0)**

This course introduces environmental science, pollution control and environmental technology. It provides students with a basic understanding of the normal ecology of the planet and the risks associated with polluting the environment. Environmental pollution and control technology topics include safe drinking water, wastewater treatment, air pollution, solid waste and hazardous waste management. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 005 or NCS 005 or NCW 045 or MAT 075 or MAT 090 or MAT 012 or NCS 012 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 181).

**ENV 192 - Wastewater Systems.....(5:4:2)**

Develops a basic understanding of wastewater systems operations, including primary sedimentation, disinfection, aerobic and anaerobic sludge digestion, oxidation ponds, bio-filters and bio-reactors, and solids handling and disposal. **Prerequisites:** ENV 190

**ENV 194 - Basic Aquatic Chem & Microbio .....(4:3:2)**

Applies basic concepts to wastewater analytical techniques, including pH, chlorine residual, BOD, solids, activated sludge procedures, microscopic identification of microbes, and fecal coliform tests. **Prerequisites:** BIO 125

**ENV 215 - OSHA Hazardous Waste Operation .....(2:2:1)**

This course utilizes lecture, guided discussion, video presentation, and student participation in extensive simulation and "hands-on" exercises as they relate to hazardous materials and hazardous waste. Upon successful completion students are awarded the 40-hour OSHA certification. **Prerequisites:** CHM 110

**ENV 240 - Environmental Field Sampling .....(3:2:4)**

This course will examine theory, application, methodology and instrumentation used in the sampling and analysis of environmental contaminants. This class will use lecture and an opportunity in which students may work with various environmental companies and agencies within their respective counties. Students will be provided with opportunities to gain knowledge, experience, and skills in many of the following areas as well as other closely related fields: water pollution, air pollution, industrial wastes, NPDES permitting, solid waste management, site assessment, water treatment, municipal/ industrial wastewater treatment. **Prerequisites:** BIO 150 and CHM 110.

**ENV 256 - Process Control .....(3:3:0)**

Introduction to the monitoring, operation, and control concepts for biological treatment processes. The primary emphasis is on the activated sludge water treatment process, but the technique of fixed film process operation is also covered. Topics covered include level monitoring, data acquisition, process control calculations, biological process analysis, and problem solving. Advanced topics discussed include filamentous bacteria identification, biological nitrogen removal, biological phosphorus removal, and current issues in the industry. **Prerequisites:** (BIO 150 or BIO 125 or BIO 140) and (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**ENV 260 - Water/Wastewater Process Dsgn .....(4:4:0)**

Study of the engineering principles and design criteria of basic environmental control processes; coagulation/ flocculation basins; clarifiers, gravity filters; activated sludge systems; stabilization ponds; chemical treatment processes for disinfection, nitrate and VOC removal; advanced wastewater treatment processes for suspended solids; phosphate and nitrate removal, carbon absorption; and various wastewater reclamation processes. **Prerequisites:** BIO 150 and CHM 110 and GET 125 and CET 240 and MAT 181.

**ENV 264 - Water Sources .....(3:3:0)**

A basic class for water resource managers. Includes surface and groundwater sources. Covers hydrology, water quality, laws and regulations, flow measurements, storage, intake structures, wells, materials and equipment line repair, fire hydrant maintenance, cross-connection control, storage, water quality, pump stations, cleaning and maintenance of lines, and infiltration inflow monitoring. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test Score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).



**ENV 267 - Water Treatment** .....(4:3:2)

An in-depth survey of the processes, theory, application, and operation of potable water treatment systems. Topics covered include the theory and operation of mixing systems, coagulation chemistry, monitoring optimization of chemical applications, flocculation, sedimentation, water filtration, disinfection, water softening, ion exchange, membrane processes, and treatment plant instrumentation and control. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**ENV 268 - Industrial Waste Management** .....(3:3:0)

Study of basic industrial waste treatment processes and procedures, including: environmental impact statements; stream protection measures; NPDES system and permits; stream organic loading computations; waste treatment economics; waste volume reduction; flow equalization and proportioning; neutralization; design and operating principles of treatment processes for suspended, colloidal, inorganic and organic dissolved solids; federal pre-treatment requirements; specific case studies. **Prerequisites:** BIO 127 and CHM 130 and MAT 181.

**ENV 271 - Principles of Site Assessment** .....(2:2:0)

This course provides a detailed study of the legislative background, standards and procedures for carrying out Phase I Site Assessments. Topics include: legislation, assessment hierarchy, liabilities, the Transaction Screen Process, Phase I assessment procedures, hazardous materials. Students also learn when Phase II and Phase III assessments are necessary. Class projects will include various internet searches, record reviews, mock site assessments and subsequent reports. **Prerequisites:** (Test score or ENG 121 or ENG 125).

**ENV 273 - Air Pollution Control** .....(3:3:0)

Study of the sources and effects of major air pollutants; federal legislation including the Clean Air Act and Amendments of 1990; theory of operation and design of various air pollution control processes, including gravity chambers, cyclone separators, fabric filters, venturi, orifice, and jet scrubbers, absorption and absorption processes, incineration systems. **Prerequisites:** ENV 110 and CHM 110 and MAT 181.

**ENV 275 - Environmental Sustainability** .....(3:3:0)

This course will introduce students to the critical areas of sustainable growth, design and development. There will be an emphasis on Delaware-specific growth and environmental issues - including water quality, habitat, stormwater and drainage, energy savings, and sea-level rise. At the end of this course, students will be able to identify development options that will result in more sustainable places to live and work. It will also guide students in development and restoration projects to minimize impact on the native ecosystems. When the student has completed this course, he or she will be eligible to sit for the State Certification Exam. **Prerequisites:** (MAT 181 or MAT 185 or MAT 281) and (ENG 122 or ENG 130) and (Test score or RDG 120).

**ENV 289 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ENV 291 - Water Systems Operations** .....(5:4:2)

Develops a basic understanding of water systems operations, including surface water source and watershed management, groundwater sources and development, raw water storage and intakes coagulation, flocculation, sedimentation, filtration disinfection, and finished water storage and distribution. **Prerequisites:** ENV 190

**ENV 292 - Wastewater Sys & Solid Hndling** .....(4:3:2)

Develops a basic understanding of wastewater systems operations, including primary sedimentation, disinfection, aerobic and anaerobic sludge digestion, oxidation ponds, bio-filters and bio-reactors, and solids handling, disposal, and management. Also deals with centrifugation, gravity, concentration, gravity thickening, flotation thickening, filter presses, vacuum presses, incineration, land fill and land application. Laboratory control procedures and sludge conditioning are also covered. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**ENV 293 - Mgmt of Wastewater/Water Fac** .....(4:3:3)

This course introduces students to the fundamental practices that are utilized in managing a water or wastewater facility. Topics include the functions of operator, operation and maintenance from a management perspective, regulatory compliance, reporting requirements, audits, safety and financial management. **Prerequisites:** (Test score or ENG 121 or ENG 125) and MAT 181 and (BIO 140 or BIO 150).

**ENV 298 - Instrumentation & Pumping** .....(3:2:2)

Provides an introduction to the instrumentation processes and pumping systems used to monitor and control contemporary water and wastewater treatment and collection facilities. Measurement of temperature, pressure, liquid level and flow, and the transmission and control of these parameters are discussed. The identification, application, troubleshooting and repair of commonly found pumps and systems are also addressed. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**ENV 299 - Introduction to Hydraulics** .....(3:2:2)

Provides an introduction to hydraulics for water/wastewater treatment plant operators. Includes performing basic hydraulic computations, hydraulic measurement units, pressure, head, head loss, flow and pump calculations. **Prerequisites:** (Test score or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and MAT 181.

**ERM 101 - Intro to Energy Technologies** .....(3:3:0)

This course provides an overview of the energy industry and the role of sustainable energy resources in today's society. Students will learn about energy production and costs, the dynamics of worldwide energy consumption and growth, the principle methods by which energy is used, and its environmental and financial impacts and consequences. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NSC 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**ERM 102 - Renewable Energy Sources.....(3:2:2)**

This course provides a comprehensive overview of renewable energies, including solar energy, wind power, hydropower, fuel cells, biomass, and alternative transportation options. Students will be taught the principles of solar home design, solar hot water, pool and space heating, and solar cooling. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NSC 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCW 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 130 or MAT 140 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and ERM 101.

**ERM 103 - Electrical Lighting and Motors .....(3:2:2)**

This course covers the components of lighting systems and motors. Energy efficiency opportunities and environmental impacts in these areas are identified and analyzed. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 130 or MAT 140 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and ERM 101.

**ESL 022 - Beginning ESL Reading/Vocab .....(4:4:0)**

This beginning reading course is designed for students to build their vocabulary, and begin developing comprehension skills. Topics from everyday life and popular culture will be presented. **Prerequisites:** None

**ESL 024 - Beginning Writing .....(4:4:0)**

The aim of the course is to help students develop the writing and vocabulary skills necessary for everyday communication as well as to build a foundation for further study. **Prerequisite:** None

**ESL 026 - Beginning Grammar/Comm .....(8:8:1)**

This course introduces students to the grammar necessary for communication in basic everyday situations. **Prerequisites:** none

**ESL 028 - Beginning Listenng/Speakng .....(4:4:0)**

In this beginning level listening and speaking course, students will listen to simple commands, directions, and limited conversations to do task-oriented activities. Students will use target structures and new vocabulary to talk about the basic topics. **Prerequisites:** None

**ESL 031 - Personal Computers for ESL.....(3:3:0)**

This course is designed to expose the non-native speaker of English to the computer keyboard, the basic parts of the computer, and simple work processing features. Emphasis is placed on keying, proofreading, and spelling by keying daily assignments and personal business letters. **Prerequisites:** ESL 022 and ESL 024 and ESL 026 and ESL 028.

**ESL 032 - Intermediate Reading.....(4:4:0)**

Students will read articles of high beginner-intermediate level difficulty. Emphasis will be placed on vocabulary expansion through context and basic comprehension. Students will also become acquainted with the college library. **Prerequisites:** Test score or ESL 022.

**ESL 033 - Using Intermediate ESL I.....(4:4:0)**

The principal focus of this course is on the structures (grammar) of the English language and the real life usage of those structures for every day communication. Students at this level expand the scope of their interactions in English to communicate in situations such as in the doctor's office or in a restaurant. **Prerequisites:** Two Test scores

**ESL 034 - Intermediate Writing .....(4:4:0)**

Students will compose simple, compound and complex sentences in short paragraphs which show unity and coherence. They are introduced to formal letter writing and electronic correspondence. **Prerequisites:** Placement or (ESL 024 and ESL 026).

**ESL 035 - Using Intermediate ESL II.....(4:4:0)**

The principal focus of this course is on the structures (grammar) of the English language and the real life usage of those structures for every day communication. Students at this level continue expanding the scope of their interactions in English to communicate in a variety of real-life situations. **Prerequisites:** Two Test scores or ESL 033

**ESL 036 - Intermediate Grammar/Comm .....(8:8:1)**

Students at this level expand their use of grammatical structures to facilitate communication in a variety of settings. **Prerequisites:** Placement scores or ESL 026

**ESL 037 - Interm ESL Reading & Writing I .....(3:3:0)**

Students will use a variety of selections appropriate for low intermediate ESL to develop reading comprehension and vocabulary skills. Readings will serve as prompts for the composing of correct sentences and cohesive, coherent paragraphs. **Prerequisites:** Two test scores or (ESL 022 and ESL 024 and ESI 026). Co-Requisite: ESL 033

**ESL 038 - Intermediate Listening/Speakng .....(4:4:0)**

This course develops listening and speaking skills for intermediate-level ESL students through interactive and task-based activities. Emphasis is on communicating in daily life situations. **Prerequisites:** Placement or ( ESL 026 or ESL 028).

**ESL 039 - Interm ESL Reading&Writing II .....(3:3:0)**

Students will use a variety of selections appropriate for intermediate ESL to begin developing academic reading and writing skills. They will also improve their comprehension and writing for work-related and interpersonal communication. **Prerequisites:** Three test scores or (ESL 033 and ESL 037). Co-requisite: ESL 035

**ESL 042 - Advanced ESL Reading .....(4:4:0)**

Students develop a variety of reading strategies, expand vocabulary and build a greater understanding of United States culture and/or history through reading in textbooks and online. **Prerequisites:** Test score or ESL 032

**ESL 043 - Using Advanced ESL I .....(4:4:0)**

This course introduces students to the advanced level of ESL. Students use complex structures and expressions such as those used in expressing wishes, plans, and regrets. They will develop a mastery of their new language through a series of carefully sequenced listening, speaking, reading, and writing activities. Emphasis will be on high-intermediate to low-advanced skills and concepts. **Prerequisites:** Two Test scores or ESL 035

**ESL 044 - Advanced ESL Writing.....(4:4:0)**

This is an advanced writing course for the non-native speaker of English. Students develop their ability to consistently produce grammatically and contextually correct sentences in various tenses. Students also develop their ability to create unified, coherent paragraphs with a controlling idea and adequate supporting details. **Prerequisites:** Two Test scores or (ESL 034 and ESL 036).

**ESL 045 - Using Advanced ESL II** .....(4:4:0)

This course continues the study of the advanced level of ESL. Students use complex structures and expressions such as those needed to discuss hypothetical situations and to express opinions. They develop a mastery of American English through a series of carefully sequenced listening, speaking, reading, and writing activities. Emphasis is on advanced to high advanced grammatical structures and skills. **Prerequisites:** Two Test scores or ESL 043.

**ESL 046 - Advanced Grammar/Communication** .....(8:8:1)

Students are introduced to complex grammatical structures and develop mastery of English through a series of carefully sequenced communicative activities. **Prerequisites:** Placement scores or (ESL 034 and ESL 036).

**ESL 047 - Adv ESL Reading & Writing I** .....(3:3:0)

Students will use a variety of selections appropriate for advanced ESL to develop reading skills and vocabulary. Students develop ability to consistently produce grammatically and contextually correct sentences. They produce unified, coherent paragraphs with a controlling idea and supporting details. **Prerequisites:** (Two test scores or (ESL 035 and ESL 039) or (ESL 034 and ESL 036). Co-requisite: ESL 043

**ESL 048 - Advanced Listening/Speaking** .....(4:4:0)

This course develops listening and speaking skills for advanced-level ESL students through interactive and task-based activities. Emphasis is on understanding and expressing ideas and opinions in extended discourse on a broad range of topics. **Prerequisites:** Placement or (ESL 036 or ESL 038).

**ESL 049 - Adv ESL Reading & Writing II** .....(3:3:0)

Students will use a variety of selections appropriate for advanced ESL to develop reading skills and vocabulary. Students develop ability to consistently produce grammatically and contextually correct sentences. They produce unified, coherent paragraphs with a controlling idea and supporting details. **Prerequisite:** Three test scores or ESL 047. Co-requisite: ESL 045

**ESL 050 - Pre-Tech ESL I** .....(3:3:0)

Paired with ENG 051, this course is the first of a two-semester sequence of college preparation for non-native speakers of English. Focus will be placed on reading college texts and listening/ note taking for academic lectures. Students must complete ESL 050/051 and ENG 051 in order to be accepted into a College diploma or degree program. **Prerequisites:** Three test scores or (ESL 045 and ESL 049) or (ESL 042 and ESL 044 and ESL 046).

**ESL 100 - ESL for Degree Programs** .....(8:8:0)

Students develop the skills necessary for success in college courses, progressing from writing of paragraphs to essays, to a thesis paper. Reading and listening exercises will help students develop the comprehension and note taking skills required for college level lectures and texts. **Prerequisites:** Three Test scores or (ESL 042 and ESL 044 and ESL 046).

**ESL 110 - American Experience Seminar** .....(1:1:0)

This course will familiarize ESL students with community resources and offer an opportunity to experience American culture through participation in local and regional activities and events. **Prerequisite:** None

**ESL 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have prior written approval of the department chairperson.

**ESL 289 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have prior written approval of the department chair.

**ESM 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ESM 199 - Advanced Credit Emer Serv Mgmt** .....(0:0:0)

Thirty credits of approved course work offered through the Delaware Emergency Management Agency, the Delaware State Fire School, and other emergency management, fire, safety, and police training institutions and academies must be transferred into this program. See the Course Articulation List for training that has been pre-approved as meeting the technical course requirements. Students without ESM relevant work experience must complete a six credit practicum offered through Delaware Technical and Community, College, as part of the 30 credit requirement. When the 30 technical credit requirement is documented through established procedures as met, advanced credit will be awarded through ESM 199. **Prerequisites:** None

**ESM 289 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ETH 100 - Intro to Latino Cultures** .....(3:3:0)

Students will gain an awareness of the diversity of the Spanish speaking world. Readings and videos (in English) will be used to present highlights of Latino cultures and people, including Latino groups in the United States. **Prerequisites:** none

**ETH 101 - Intro to Pan African Cultures** .....(3:3:0)

This course introduces students to African cultures and highlights the biographies of African-Americans who have made significant contributions to society. Students will gain an awareness of the diversity of Pan-African cultures. **Prerequisites:** (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120).

**ETH 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ETH 289 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**EXS 100 - Introduction to Exercise Scien** .....(4:3:2)

This course presents an overview of scientific principles, methodologies, and research as applied to exercise and physical fitness. The emphasis is on physiological responses and adaptations to exercise. Coordinated laboratory experiments are an integral part of this course. **Prerequisites:** BIO 120

**EXS 101 - Functional Kinesiology** .....(3:2:2)

The study of the relationship between the muscular and skeletal systems acting to provide motion through the biomechanical leverage system. The course will focus on the biomechanics of muscular actions during strength training exercises and cardiovascular exercises using various types of equipment. **Prerequisites:** BIO 120



**EXS 105 - Conditioning & Strength Training**.....(4:3:2)

Conditioning and Strength Training presents a thorough review of skeletal muscular anatomy, physiology, and kinesiology along with basic principles of aerobic conditioning, strength training, flexibility and stretching. **Prerequisites:** EXS 100 and EXS 101

**EXS 120 - Wellness and Health Promotion**.....(3:3:1)

The focus of this course is on personal health management and behavior change techniques used for individual and group populations. Through case studies and small group learning the student will analyze current life styles and propose safe and effective life style modifications to optimize health and wellness. **Prerequisites:** EXS 100 and EXS 101

**EXS 135 - Exercise Science Internship I**.....(3:1:5)

This course is a supervised internship performed in a fitness facility which provides the student with experience in fitness evaluation, prescription, and instruction.

**Prerequisites:** EXS 105 and EXS 120 and HLH 110.

**EXS 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**EXS 200 - Nutrition for Sport & Exercise**.....(3:3:0)

This course covers the functions and sources of nutrients, energy balance, and metabolism with an emphasis on health promotion and disease prevention. Supplements, weight control, myths and fallacies, evolution of popular diets, and dietary approaches for specific physical activity are examined. **Prerequisites:** BIO 115 and EXS 135.

**EXS 205 - Fitness for Special Populations**.....(3:3:1)

This course presents the pathophysiological basis of disease of various body systems. Appropriate exercise prescription and precautions for special populations are considered. **Prerequisites:** EXS 135 and BIO 121

**EXS 225 - Advanced Exercise Testing**.....(4:3:2)

This course presents techniques for assessing cardiovascular fitness, flexibility, body composition, muscular strength, and pulmonary capacity. Safety guidelines and precautions are emphasized. **Prerequisites:** EXS 135

**EXS 230 - Health Fitness Instruction**.....(4:3:2)

This course presents the information covered in the ACSM Health/Fitness Instructor certification examination. The scientific foundations of physical activity and fitness, nutrition, body composition, weight management, components of fitness, exercise prescription and exercise programming will be examined. **Prerequisites:** EXS 135

**EXS 235 - Exercise Science Internship II**.....(9:2:21)

This course is comprised of two, eight week supervised internships which provide the student with in-depth experience in fitness evaluation, prescription and instruction. Management skill concepts will also be presented. **Prerequisites:** EXS 200 and EXS 205 and EXS 225 and EXS 230.

**EXS 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**FET 111 - Intro to Fire Protection Eng Tech**.....(4:3:3)

This course is a study of the nation's fire experience with an overview of the technology and techniques used to protect people and property. Fire codes, detection and alarm systems, water-based sprinkler systems, introductory hydraulic principles, and building construction types are covered along with human behavior in fire situations. **Prerequisites:** (Test scores or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test scores or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181) and (Test scores or RDG 051 or NCS 051 or ENG 099 or ESL 100 or RDG 120).

**FET 112 - Fire Protection Systems**.....(3:2:2)

This course of study will concentrate on the fire protection equipment which can be installed in a building to protect both the occupants and the property from unwanted fires. The first portion of the course will be devoted to automatic fire sprinklers and special fire extinguishing systems. The various types of sprinkler heads, valves and systems will be discussed and demonstrated utilizing the Fire Protection Systems Laboratory for student activities. The second portion of the course will be devoted to a study of the various types of fire/heat/smoke detection devices and fire alarm systems. **Prerequisites:** FET 111

**FET 117 - Principles of Fire Alarms**.....(3:3:0)

This course is for those persons who are working in the fire alarm industry now and wish to increase their knowledge and skills or for those persons who are seeking employment in this exciting branch of Fire Protection. Students will study several technical subjects which are vital to the understanding of fire alarm systems. These subjects include, but are not limited to: basic electricity, initiating devices, alarm systems concepts, installation, testing and maintenance. **Prerequisites:** None

**FET 130 - Fire Safety Computer Appl**.....(3:2:2)

The use of off-the-shelf programs suitable for fire protection and safety management fields are highlighted in this course. Students receive instruction and practice in word processing, spreadsheets, and database management computer programs. **Prerequisites:** (Test score of ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 150 or MAT 153 or MAT 181 or MAT 185) or (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**FET 160 - Codes and Standards**.....(4:3:2)

Fire prevention regulations, the Life Safety Code, and building codes are covered. Fire protection standards and their role in safeguarding people and property are discussed. Exercises apply lecture subjects to realistic situations. **Prerequisites:** FET 111

**FET 172 - Fire Alarm Design I**.....(4:3:3)

Using computer-aided drawing, students prepare working drawing of fire alarm systems which comply with current codes and standards. **Prerequisites:** FET 120 and EDD 171.

**FET 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**FET 200 - Industrial Fire Hazards**.....(4:3:3)

The industrial environment serves as a background for this study of fire hazards, causes, and engineered prevention technologies. Unique fire protection challenges are discussed and observed during field trips. The duties of the fire prevention and loss control manager are covered. The fire protection segments of the OSHA Act are emphasized. **Prerequisites:** FET 160

**FET 201 - Loss Control Procedures**.....(3:3:0)

The detection, correction, and monitoring of unsafe acts and conditions are covered in this course. Loss prevention activities in vehicle operations, workmen's compensation issues, and other non-fire related potential loss situations are discussed. **Prerequisites:** FET 200

**FET 221 - Fire Design I**.....(4:3:3)

Using computer-aided drawing and fire protection industry specific software, students prepare code compliant working drawings and hydraulic calculations for automatic sprinkler system designs. **Prerequisites:** EDD 171 and FET 112 and FET 160

**FET 222 - Fire Protection Design II**.....(4:3:3)

Using computer-aided drawing and fire protection industry specific software, students prepare code compliant working drawings and hydraulic calculations for special hazard systems or components such as, but not limited to, fire pumps, standpipes, water spray systems, foam systems, halon or gaseous clean agent systems, CO2 systems, as well as fire alarm systems. The drawings will comply with the current codes and standards. **Prerequisites:** FET 221

**FET 240 - Fire Service Administration**.....(4:3:3)

This course introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis is placed on fire service leadership from the perspective of the company officer. Exercises apply lecture subjects to realistic situations. **Prerequisites:** (Test score or ENG 121 or ENG 125) and National FireFighter Level II Certificate.

**FET 250 - Fire Investigation**.....(4:3:3)

This course covers procedures for the analysis of the origin and cause of accidental and incendiary fires. Topics include types of fire causes, conducting origin and cause analysis, collection and preservation of evidence, scene security, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Laboratory exercises apply lecture subjects to realistic situations including the analysis of small and full scale demonstration fires. **Prerequisites:** FET 200 and (ENG 122 or ENG 130) and National FireFighter Level II Certification.

**FET 261 - Inspections**.....(4:3:2)

Fire and safety inspections are important in a comprehensive loss control program. The knowledge and skills necessary to perform effective inspections are covered in this course. Inspections of various occupancies will be completed and reported by the students. **Prerequisites:** FET 200

**FET 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**FIN 100 - Intro to Financial Literacy**.....(1:1:0)

A study of the basics of finances. Topics to be discussed include income sources, purchasing power, financial decisions and planning, banking procedures, risk management, buying and credit decisions, and savings and investing options. **Prerequisites:** (Test score or MAT 005 or NCS 005 or MAT 012 or NCS 012 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 135 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test score or RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120).

**FIN 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**FIN 221 - Money and Banking**.....(3:3:0)

A study of the commercial and central banking systems with emphasis on the Federal Reserve Bank, the effects of changes in the money supply, interest rates on the economy, and the roles of financial intermediaries and financial markets in US and global economies. **Prerequisites:** ECO 111 and (Test score or ENG 121 or ENG 125).

**FIN 241 - Finance**.....(3:3:1)

Basic understanding of all types of business financing. Topics covered include forecasting, working capital management, cash budgeting, capital budgeting, debt financing, cost of capital, risk analysis and optimum capital structure. **Prerequisites:** ACC 112 and MAT 255 and (Test score or ENG 121 or ENG 125).

**FIN 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**FIN 291 - Finance Honors**.....(3:3:1)

Basic understanding of all types of business financing. Topics covered including forecasting, working capital management, cash budgeting, capital budgeting, debt financing, cost of capital risk analysis, and optimum capital structure. In addition to the course outline of FIN 241, Finance Honors includes an appropriate approved project. **Prerequisites:** ACC 112 and FIN 221 and (Test score or ENG 121 or ENG 125).

**FSM 110 - Intro to Food Prep**.....(3:2:3)

An introduction of basic food preparation from a manager's perspective. Lecture and lab work introduces fundamental principles of food preparation and techniques used in today's kitchens. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**FSM 123 - Intro to Food Service**.....(3:3:0)

The study and application of supervisory and managerial techniques used in quantity food preparation. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).



**FSM 151 - Field Experience I** ..... (3:1:5)

This Supervised Field Experience is designed to give the student an introductory laboratory in a food service operation with emphasis on hands-on training in safety, sanitation, nutrition management, recipe management, equipment usage, inventory controls and interviewing. **Prerequisites:** FSM 210

**FSM 152 - Field Experience II** ..... (3:1:5)

This Supervised Field Experience will serve to aid the student in understanding the managerial or administrative aspects of food service. **Prerequisites:** FSM 151

**FSM 189 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**FSM 210 - Quantity Foods Production** ..... (3:2:3)

Lecture and lab emphasis is on organization, staff requirements, and quantity foods preparation. Portion control, planning, and the basics acquired in Introduction to Food Preparation are applied to quantity production in the kitchen, pantry, and bake shop. **Prerequisites:** FSM 110 or CUL 121

**FSM 230 - Hospitality Law** ..... (3:3:0)

This course is designed to provide students with a basic understanding of the laws and regulations affecting the hospitality industry. **Prerequisites:** (Test score or ENG 121 or ENG 125) and MAT 120.

**FSM 265 - Effective Food Serv Mkt & Mngnt** ..... (3:3:0)

Effective Food Service Marketing and Management is designed to introduce the fundamentals of food service marketing and kitchen facilities management to the student. It includes the foundations of marketing in relationship to the consumer with emphasis on advertising, product promotion menu design and pricing strategies. Kitchen facilities management for the food service manager and the effects on marketing are explored. **Prerequisites:** (Test score or ENG 121 or ENG 125) and MAT 120.

**FSM 289 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**FSY 100 - Intro to Food Science** ..... (3:3:0)

This course introduces the field of food science and technology and reviews the sciences used to provide knowledge of food technology, the importance of food in providing proper nutrition and the opportunities for employment in the food industry. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**FSY 105 - Crop Science** ..... (3:3:0)

**FSY 110 - RiskAnal/QualAssur/FoodSafety** ..... (4:3:1)

**FSY 120 - Technology of Food Processing** ..... (3:3:0)

This course introduces the principle of food processing including refrigeration, freezing, dehydration, canning, and fermentation as they relate to the technology of foods and beverages. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and FSY 100.

**FSY 210 - Food Safety & Defense** ..... (3:3:0)

**FSY 220 - Food Chemistry** ..... (4:3:2)

**FSY 225 - Microbiology of Foods** ..... (4:3:2)

**FSY 290 - Food Safety Co-op Experience** ..... (6:6:0)

**GEO 105 - Geology and the Environment** ..... (3:2:2)

This course examines interrelationships between humans and the physical environment. Topics covered include: geologic factors in land use planning, hydrology, geologic hazards, waste disposal and pollution, contaminant transport, conservation of earth's natural resources, climate, energy and geologic resource development, population dynamics, risk, and related current issues in environmental geosciences. **Prerequisites:** MAT 181 and (Test score or ENG 121 or ENG 125) and (Test score or RDG 120)

**GER 189 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**GER 201 - Introduction to Gerontology** ..... (3:3:0)

This course provides an overview into the field of gerontology. It includes an understanding of psycho-social, biomedical, and socio-economic factors, as well as critical issues and potential problems of the elder population. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**GER 221 - Ethics/Case Mgt in Gerontology** ..... (3:3:0)

This course will explore codes of ethics and professional services for elders in various environments. Also addressed are factors and forces that impact case management such as federal and state regulations relevant to healthy as well as at-risk populations. **Prerequisites:** (Test score or RDG 120) and (Test score or ENG 121 or ENG 125) and PSY 121 and GER 201.

**GER 225 - Techniques of Elder Counseling** ..... (3:3:0)

This course emphasizes the development of therapeutic communication skills and techniques in working with elders. **Prerequisites:** HMS 122

**GER 230 - Assessment&Trmt/Gerontology** ..... (3:3:0)

This course reviews various methods of assessing the needs of elders and the subsequent development of appropriate intervention/care plans in a range of service environments. Students will acquire skills to complete assessments and develop and document service plans within an interdisciplinary team. **Prerequisites:** (Test score or RDG 120) and PSY 121 and GER 201 and (Test score or ENG 121 or ENG 125).

**GER 243 - Directed Practice-Gerontology** ..... (6:1:15)

The student is placed in an agency and/or residential care facility which provides services to elders; skill development and learning will be experienced through supervised work with the elderly population. **Prerequisites:** CIS 107 and HMS 122 and HMS 123 and (ENG 122 or ENG 130).

**GER 289 - Approved Technical Elective** ..... (0:0:0)  
Students may complete technical electives for which they have written prior approval of the department chairperson.

**GET 015 - Intro to Engr Fundamentals** ..... (4:3:3)  
An introduction to the basic engineering fundamentals. Students will review basic mathematical concepts, basic geometry, unit conversions and their applications to various engineering problems. **Prerequisites:** Test score or MAT 012 or NCS 012 or MAT 015 or NCE 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185.

**GET 075 - Engineering Fundamentals** ..... (3:2:2)  
An introduction to the engineering fundamentals. Students will be introduced to subject areas common to most engineering disciplines and how to develop and present solutions in a logical manner. **Prerequisites:** (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281) and GET 015. Co-requisite: MAT 075

**GET 189 - Approved Technical Elective** ..... (0:0:0)  
Students may complete technical electives for which they have written prior approval of the department chairperson.

**GET 289 - Approved Technical Elective** ..... (0:0:0)  
Students may complete technical electives for which they have written prior approval of the department chairperson.

**GIS 101 - Introduction to GIS** ..... (3:2:2)  
This course introduces the hardware and software components of Geographic Information System (GIS) and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems. **Prerequisites:** (Test score or MAT 005 or NCS 005 or MAT 090 or MAT 012 or NCS 012 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 181) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 051 or ENG 099 or ESL 100 or RDG 120).

**GMM 901 - GM Training Electrician** ..... (0:0:0)  
Course credit awarded for successful completion of the GM apprenticeship electrician training program. Certification verifying journeyman status from the General Motors training facility is required.

**GMM 902 - GM Training Power Tool** ..... (0:0:0)  
Course credit awarded for successful completion of the GM apprenticeship power tool training program. Certification verifying journeyman status from the General Motors training facility is required.

**GMM 903 - GM Training Millwright** ..... (0:0:0)  
Course credit awarded for successful completion of the GM apprenticeship millwright training program. Certification verifying journeyman status from the General Motors training facility is required.

**GMM 904 - GM Training Pipefitter** ..... (0:0:0)  
Course credit awarded for successful completion of the GM apprenticeship pipefitter training program. Certification verifying journeyman status from the General Motors training facility is required.

**GMM 905 - GM Trng-Mobile Equip Repair** ..... (0:0:0)  
Course credit awarded for successful completion of the GM apprenticeship mobile equipment repair training program. Certification verifying journeyman status from the General Motors training facility is required.

**GMM 906 - GM Training Jig & Fixture** ..... (0:0:0)  
Course credit awarded for successful completion of the GM apprenticeship jig and fixture training program. Certification verifying journeyman status from the General Motors training facility is required.

**GMM 907 - GM Trng Welding & Equip Rpr** ..... (0:0:0)  
Course credit awarded for successful completion of the GM apprenticeship welding and equipment repair training program. Certification verifying journeyman status from the General Motors training facility is required.

**HDM 101 - Intro Hmlnd Defns/Emergncy Mngt** ..... (3:3:0)  
This course will introduce the student to the component agencies that provide for the defense of the homeland, and prepare for and respond to a wide variety of actual and potential emergencies. The legal and philosophical bases and enabling legislation for the existing governmental structures is explored. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**HDM 102 - National Incident Mngt System** ..... (3:3:0)  
This course introduces the student to National Incident Management System and Incident Command System (NIMS/ICS) infrastructures and their application to emergency management preparedness. The course also prepares the student for certification under the Federal Emergency Management Agency in the NIMS/ICS modules. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 NCS 052 or ENG 099 or ESL 100 or RDG 120).

**HDM 110 - Issues Hmlnd Defense&Emerg Mgt** ..... (3:3:0)  
This course will familiarize the student with pertinent Department of Homeland Security enabling legislation, historical and recent disaster events, and the lessons learned from them. Students will gain an understanding of the need to balance homeland security with individual rights in the context of a free and democratic society. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and HDM 102.

**HDM 202 - Hmlnd Defn/Emerg Mgt 1st Rspnd** ..... (3:0:0)  
This course covers the roles, responsibilities, and proper procedures first responders should utilize at the scene of events to treat injured persons, secure scenes and minimize loss of life. **Prerequisites:** (Test score of ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and HDM 102.

**HDM 204 - All Hzrds/Infra/Protection .....(3:3:0)**

Emphasis is on the plans and procedures implemented by emergency management agencies as they prepare for and respond to a variety of emergency situations. Students gain knowledge of the elements of critical infrastructure protection in the U.S. and plans for continuity of operations in a pre-/post-disaster environment.

**Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and HDM 102.

**HDM 225 - Supervision Leadership in E M.....(3:3:0)**

This course reviews the essential elements and principles involved in the development, implementation, and evaluation of the plans and policies used by emergency planning and response agencies. Aspects of leadership, management and grant management are also addressed and discussed. **Prerequisites:** HDM 204 and (Test score or ENG 121 or ENG 125) and (Test score or RDG 120).

**HDM 235 - Homeland Def/Emer Mgt Intrnshp .....(4:1:9)**

The final stage of the student's program. The student is placed in an emergency planning/response agency or a private sector business concerned with continuity of operations in a pre-/post-emergency environment. Students will learn through supervised participation in the work of the agency. Emphasis is placed on hands-on application of skills and knowledge. **Prerequisites:** (Test score or ENG 121 or ENG 125) and (Test score or RDG 120) and HDM 204.

**HIM 120 - ICD Coding I .....(4:3:3)**

This is the first in a two-course sequence. It introduces the history and development of clinical vocabularies and classification systems. Principles and guidelines are introduced for using the ICD-9-CM system to code diagnoses and procedures in an inpatient setting. Disease and procedure coding is presented for selected body systems. Students will be introduced to ICD-10 CM/PCS. Lab: The lab component will provide practice in coding and sequencing diagnoses and procedures. **Prerequisites:** BIO 108 and HIT 100

**HIM 121 - ICD Coding II.....(4:3:3)**

This course builds on skill using the ICD-9-CM system to code diagnoses and procedures. Coding of conditions and related procedures not addressed in the previous course is covered, as are E codes, late effects and V codes. Issues of coding ethics and data quality as well as application of coding principles to electronic record systems are explored. Students will be introduced to related ICD-10 CM/PCS classifications. Lab: The lab component will provide practice in coding and sequencing diagnoses and procedures. **Prerequisites:** BIO 130 and HIM 120.

**HIM 122 - CPT Coding .....(4:3:3)**

Knowledge of clinical classification systems is expanded through presentation of principles of Current Procedural Terminology (CPT-4), used to code procedures performed by healthcare providers. Students assign procedure codes and apply guidelines for assignment of Evaluation and Management (E/M) codes and modifiers to case examples. The purpose and use of Healthcare Common Procedure Coding Systems (HCPCS) are reviewed. Application of coding principles to an electronic record system is explored. **Prerequisites:** HIM 121

**HIM 130 - Legal Aspects of HIM.....(3:3:0)**

This course focuses on legal and regulatory issues in healthcare with emphasis on their application to healthcare information inservices and documentation of care. Students explore the rights and responsibilities of providers, employers, payers, and patients in a healthcare context. Topics include legal terminology pertaining to civil liability and judicial and legislative processes. Legal and regulatory issues surrounding the confidentiality of information and laws and regulations addressing release of information and retention of records are also examined. **Prerequisites:** BIO 121 and HIT 100. Corequisites: HIM 120 and HIM 131.

**HIM 131 - Health Informatics/HIM Systems .....(4:3:3)**

This is an introductory course for the field of Health Information Management. It will focus on student understanding and knowledge of the health record and Information systems. Other topics that will be discussed include compliance, HIPAA, and databases. This course does have a lab component that will focus on abstraction and analysis of health records and health information. Site visits to various types of healthcare facilities is an integral part of this course to provide a practical application of information discussed in the classroom. **Prerequisite:** HIT 100 Co-requisites: HIM 120 and HIM 130

**HIM 222 - Healthcare Reimbursement .....(2:2:0)**

Students explore reimbursement and payment methodologies applicable to healthcare provided in various U.S. settings. Forms, processes, practices, and the roles of the health information professional are examined. Concepts related to insurance products, third-party and prospective payment, and managed care organizations are explored. Issues of data exchange among the patient, provider, and insurer are analyzed in terms of organizational policy, regulatory issues and information management operating systems. The importance of coding integrity is emphasized. **Prerequisites:** HIM 121 and HIM 130 and HIM 131.

**HIM 225 - Technical Practicum.....(3:1:6)**

The focus of this course is on the application of the following concepts: data collection, data verification, filing, abstraction, professionalism, legal issues, HIPAA, release of information, documentation guidelines, Electronic Health Records (EHR), record storage and imaging, the Master Patient Index (MPI), and database usage. This clinical course will be based at a healthcare facility or in the health information management lab. **Prerequisites:** HIM 121 and HIM 122 and HIM 222.

**HIM 230 - Supervision & Organization .....(3:3:0)**

This course introduces the principles of organization and management/supervision and develops effective skills in leadership, motivation, and team building. It includes fundamentals of budgeting, equipment selection, marketing, and quality improvement. **Prerequisites:** HIM 225 and CIS 118.

**HIM 231 - Quality Assessment.....(3:3:0)**

This course introduces the principles of quality assessment process and develops skills in collecting and analyzing data. It includes quality improvement, risk management, case management, and accreditation quality improvement standards. **Prerequisites:** HIM 225 and CIS 118.

**HIM 250 - Professional Practicum.....(4:1:8)**

This is the course for students seeking a degree in Health Information Management. The components of health information analysis, information management, information systems, organization, and supervision are vital focus areas of this internship/experience. Students are required to complete a clinical at a healthcare facility. **Prerequisites:** HIM 225 Co-requisites: HIM 230 and 231.

**HIS 111 - U. S. History: Pre-Civil War** ..... (3:3:0)

This course is a survey of colonial America and United States history through 1877. The course covers political, social, cultural, and economic factors that shaped the pattern of life in the United States through the period of Reconstruction. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**HIS 112 - U. S. History: Post-Civil War** ..... (3:3:0)

This course is a survey of United States history through 1877 to present. The course covers political, social, cultural, and economic factors that shaped the pattern of life in the United States. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**HIS 189 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chair.

**HIS 223 - History of Technology** ..... (3:3:0)

This course traces the origins of American Technological might by taking a journey through the history of the social, political, economic, and geographical conditions that produced distinctly American approaches to solving the problems of everyday life. Particular attention is given to building of technological systems such as the transportation, energy, and telecommunications system as a key to understanding what propelled the United States from a relatively undeveloped agricultural society to a dominant world economic and political power. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**HIS 289 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**HIT 100 - Intro to Health Information** ..... (3:3:1)

Introduction to the health care field and health records with class and lab emphasis on the roles of health professionals, functions of the hospital health information department, content and analysis of health records in a variety of health care settings, storage and retrieval of health information and common registries. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**HIT 170 - Medical Coding Practicum** ..... (2:0:6)

This course is a supervised practicum performed in a health care facility which provides the student with experience in medical coding applications. **Prerequisites:** HIM 120 and HIM 121. Co-requisites: HIM 122

**HIT 189 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**HIT 210 - Health Care Delivery Systems** ..... (3:3:0)

This course describes the organization, financing, and delivery of health care services, including the organization of health care delivery, accreditation standards, licensure/regulatory agencies, and payment and reimbursement systems. **Prerequisites:** HIT 121

**HIT 220 - Advanced Medical Records** ..... (3:2:3)

This course emphasizes health care statistics and data literacy, including the effective use, collection, arrangement, presentation, and verification of health care data. **Prerequisites:** HIT 121 and HIT 130.

**HIT 240 - Supervision and Organization** ..... (3:3:0)

This course introduces the principles of organization and management/supervision and develops effective skills in leadership, motivation, and team building. It includes fundamentals of budgeting, equipment selection, marketing, and quality improvement. **Prerequisites:** HIT 210 and HIT 220 and HIT 270.

**HIT 241 - Quality Assessment** ..... (3:3:0)

This course introduces the principles of the quality assessment process and develops skills in collecting and analyzing data. It includes quality improvement, risk management, case management, and accreditation quality improvement standards. **Prerequisites:** MAT 135 and HIT 270 and HIT 220 and HIT 210 and (ENG 122 or ENG 130).

**HIT 270 - Clinical Practice I** ..... (5:1:21)

This course is the initial supervised medical record internship in a health care facility, providing the student with experience applying skills and knowledge learned previously in medical record and coding courses. **Prerequisites:** HIT 121

**HIT 271 - Clinical Practice II** ..... (5:1:21)

This course is a supervised internship in a health care setting that provides the student with continued application and refinement of previously learned skills covering all aspects of health information management. **Prerequisites:** HIT 270 and HIT 220 and HIT 210.

**HIT 289 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**HLH 100 - Intro To Health Careers** ..... (1:1:0)

An overview of a variety of health careers that provides the student with greater understanding of the responsibilities, work environments, and opportunities in health care. **Prerequisites:** None

**HLH 101 - Intro To Patient Care** ..... (2:2:1)

This course will provide the student with the basic concepts of patient care, including consideration of the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as, infection control procedures utilizing Standard Precautions. **Prerequisite:** BIO 120

**HLH 102 - Physical Activity for Health** ..... (1:1:1)

This introductory health course is designed to promote regular physical activity as an important component of health and wellness. Students will learn the significant role exercise plays in the prevention of disease and will participate in a variety of exercise experiences. Students will identify appropriate physical activity goals and will create individual plans to incorporate these activities into a healthy lifestyle. **Prerequisites:** (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 005 or ENG 006 RDG 051 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120).



**HLH 110 - First Aid, Safety & CPR.....(3:2:2)**

The National Safety Council's principles and guidelines for safety, CPR and first aid are examined. Upon completion of the course, the student will be able to administer basic first aid and emergency care. **Prerequisites:** BIO 110 or BIO 120.

**HLH 189 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**HLH 215 - Cardiovascular Monitoring .....(2:2:0)**

This course focuses on cardiovascular monitoring for allied health students with major emphasis on the normal and abnormal EKG patterns. Such topics as systematic interpretation, dysrhythmias, normal and abnormal 12 lead EKGs, and cardioversion and defibrillation will be covered. **Prerequisites:** BIO 121 and (DMS 106 or NMT 101 or RCT 140)

**HLH 289 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**HMS 120 - Direct Support/Cmnty Services .....(3:3:0)**

The course will provide an overview of client needs and types of disabilities; the types of services provided to meet client need and an overview of legal precedence and history of services. Diversity will be addressed as it applies to client history, program development, and societal trends.

**HMS 121 - Intro To Human Services.....(3:3:0)**

The student is introduced to the Human Services field. The course reviews client needs, services, requisite skills, and attitudes of the effective Human Services worker. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**HMS 122 - Theories of Counseling.....(3:3:0)**

This course is an overview of basic counseling theories and techniques in terms of the client-worker relationship. **Prerequisites:** (Test score or RDG 120) and HMS 121 and PSY 121 and (Test score or ENG 121 or ENG 125).

**HMS 123 - Dynamics/Group Communication I.....(3:3:0)**

Students receive an overview of the theories, principles, and techniques of organization, leadership, and participation in the group process. Emphasis upon the development of therapeutic communication skills. **Prerequisites:** (Test score or RDG 120) and HMS 121 and PSY 121 and (Test score or ENG 121 or ENG 125).

**HMS 124 - Comm Living Skills/Supports .....(3:3:1)**

Students will learn to assess the need for and provide services that address: physical, personal, and household management; community connections and networking; locating services - transportation, etc.; and self-advocacy skills. Other learning components will include researching community services and interviewing professionals and clients directly involved in the relevant issues in the field. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and HMS 120.

**HMS 125 - Assessment and Communication.....(3:3:1)**

Students will learn to encourage sensitive communication skills; build a rapport with clients; take a person centered approach; use alternative communication technology; appropriately interpret and use assessments; and gather information to provide services tailored to the needs to the client. Additional learning components include site visits and interpreting assessments and writing a plan for practical applications. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and HMS 120.

**HMS 126 - Desgn/Evaluation of Services.....(3:3:1)**

Students will review and analyze best practices; evaluate existing programs utilizing best practices; identify potential concerns and corresponding solutions; and design an activity program to successfully support a client to obtain maximum independence. Additional learning components include a project to design a new program or extend an existing program based on best practices. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and HMS 120.

**HMS 130 - Roles/Respblty-Resdntl Care.....(3:3:0)**

The course allows students to develop an awareness of the roles and responsibilities of a residential care worker. Topics to be discussed include professional ethics, crisis intervention, liability, disciplining, respecting human rights and the role of the family. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**HMS 131 - Critical Issues-Resdntl Care.....(3:3:0)**

Designed to familiarize students with critical issues inherent in providing residential care, this course will identify major issues and discuss ways to address them. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**HMS 133 - Report Writing-Resdntl Care .....(3:3:0)**

Designed to assist students in developing skills necessary to prepare written reports, the course emphasizes grammar and paragraph construction, observation and listening skills, and practical exercises in report writing. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**HMS 134 - Recreatnl. Programng-Elderly.....(3:3:0)**

Designed implementation processes for activities and programs, related to the needs of elderly persons in institutions, senior centers, or retirement homes are studied. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**HMS 144 - Survey of Human Development .....(3:3:0)**

A life-span approach to human development through examination of the physical, cognitive, psychological, and social processes and tasks associated with each stage in the life cycle. Emphasis will be placed on assessment of needs and common educational, social and psychological problems within a developmental context. **Prerequisites:** (Test score or RDG 120) and HMS 121 and PSY 121 and (Test score or ENG 121 or ENG 125).



**HMS 189 - Approved Technical Elective** .....(0:0:0)  
Students may complete technical electives for which they have written prior approval of the department chairperson.

**HMS 211 - Marriage and the Family** .....(3:3:0)  
The course is an overview of the family social system, history of family research, mate selection, human sexuality, and the family's reaction to change. **Prerequisites:** (Test score or RDG 120) and (Test score or ENG 121 or ENG 125) and PSY 121 and SOC 111.

**HMS 212 - Dimensions of a Disability** .....(3:3:0)  
The course acquaints the student with the psychological and sociological aspects of disability and the current trends in program development. **Prerequisites:** PSY 121

**HMS 221 - Ethical Problems and Issues** .....(3:3:0)  
This course is provided to give students the tools needed to better clarify their own values as well as understand the basic moral problems and issues of the society that surrounds them. The course will encourage student contribution and confidence. Emphasis is on the development of a personal value system and the relationship of ethics to the Human Services profession. **Prerequisites:** (Test score or RDG 120) and HMS 121 and (Test score or ENG 121 or ENG 125).

**HMS 222 - Program Leadership** .....(3:3:0)  
Essential elements and principles involved in the development, organization, supervision, promotion, and evaluation of various types of community programs are examined. **Prerequisites:** (Test score or RDG 120) and (Test score or ENG 121 or ENG 125) and HMS 121.

**HMS 223 - Social Policy/Program Planning** .....(3:3:0)  
The course reviews the nature of social policy and its historical development. Basic trends in the social and human services are related to political and social developments in the United States. An overview is provided of the policy making and planning processes. **Prerequisites:** (Test score or RDG 120) and HMS 121 and (Test score or ENG 121 or ENG 125) and POL 111 and (SOC 111 or PSY 225).

**HMS 225 - Interviewing/Counseling Skills** .....(3:3:1)  
An experiential course that focuses on helping skills needed in human services settings. The emphasis is on the practical acquisition of interviewing, counseling, and case management skills. **Prerequisites:** HMS 122

**HMS 226 - Techniques Behavioral Change** .....(3:3:0)  
The course helps Human Service students and those working in the Human Service field to learn how to apply techniques of behavior change. **Prerequisites:** (Test score or RDG 120) and (Test score or ENG 121 or ENG 125) and PSY 121.

**HMS 227 - Dynamics Grp Communication II** .....(3:3:0)  
An in-depth study of the theories and principles of group process, this course emphasizes experiential learning through group participation. **Prerequisites:** HMS 123 and HMS 243 and HMS 221

**HMS 228 - Family Dev. & Services Sys.** .....(3:3:0)  
This course overviews family development stages and dynamics while exploring nontraditional structures, diversity, and contemporary issues. It will focus on the social service systems designed to assist families through crisis. **Prerequisites:** PSY 125 or PSY 126

**HMS 229 - Adult Development & Aging** .....(3:3:0)  
This course reviews physiological, cognitive, emotional, and social experiences and changes across the adult lifespan. Emphasis will be placed on theoretical foundations of adult development, individual and diversity influences, and issues facing the aging adult in today's society. **Prerequisites:** (Test score or RDG 120) and PSY 121 and (Test score or ENG 121 or ENG 125).

**HMS 230 - Assessment/Treatment/Addiction** .....(3:3:0)  
This course is an overview of various types of addictions and the resulting characteristics and behavior patterns of the addicted individual. Emphasis is on etiology, assessment, and treatment. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**HMS 243 - Directed Practice I** .....(6:1:15)  
The individual applies the values, concepts, and skills gained from courses to the actual process of helping people. The student is placed in an agency or organization to learn through supervised participation in the work of the agency. Emphasis is given to individual growth in self-awareness, interpersonal communication interviewing skills, introduction to the agency and client system. **Prerequisites:** (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and CIS 107 and HMS 123 and HMS 122 and (ENG 122 or ENG 130).

**HMS 244 - Directed Practice II** .....(6:1:15)  
The individual continues to apply the values, concepts, and skills gained from courses to the actual process of helping people. Emphasis is placed on sharpening of skills and knowledge, use of self in the helping process, group process and use of social service system and community and resources. **Prerequisites:** HMS 243

**HMS 289 - Approved Technical Elective** .....(0:0:0)  
Students may complete technical electives for which they have written prior approval of the department chairperson.

**HRI 101 - Introduction to Hospitality** .....(3:3:0)  
A general overview of the Hospitality Industry. Emphasis is placed on the variety of operations, diversity of management, personal opportunities, and market segments. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**HRI 112 - Principles of Hospitality Mgt** .....(3:3:0)  
A course designed as a guide for hospitality managers and management students who are or will make management decisions on a daily basis. All aspects of management are addressed with broad discussions of all the functions of a hospitality manager. **Prerequisites:** HRI 101

**HRI 189 - Approved Technical Elective** .....(0:0:0)  
Students may complete technical electives for which they have written prior approval of the department chairperson.

**HRI 210 - Beverage Management.....(3:3:0)**

This course introduces and describes a variety of beverages, wine, beer, distilled beverages, and low and nonalcoholic beverages. It covers the management of beverage facilities and equipment, the purchasing functions, the effective writing of beverage lists, internal control, cost control, and alcoholic beverage service. **Prerequisites:** HRI 101

**HRI 211 - Quantity Food/Menu Planning.....(3:3:0)**

This course is the study of basic cooking skills in an institutional setting. It includes the preparation of nutritionally balanced menus, keeping abreast of the continuously changing technology, and applying creative techniques to new dishes. **Prerequisites:** HRI 101 and (Test score or ENG 121 or ENG 125).

**HRI 212 - Food/Beverage Cost Control.....(3:3:0)**

Introduces the students to the hospitality cost control. It explains the two primary purposes for cost controls in the industry: to determine the efficiency of the operations and to prevent fraud or theft by employees or guests. **Prerequisites:** MAT 153 and HRI 101 and (Test score or ENG 121 or ENG 125).

**HRI 213 - Food/Beverage Purchasing.....(3:3:0)**

This course teaches the different types of organizations of purchasing departments in the hospitality industry. It outlines the responsibilities, relationships, functions, and duties of a purchasing agent. **Prerequisites:** HRI 101 and (Test score or ENG 121 or ENG 125).

**HRI 215 - Lodging Operations Management.....(3:3:1)**

Covers the functions and procedures used by management and administrative employees to operate a lodging facility on a daily basis. Topics covered front office operations, operational statistics and reporting, needs planning and planning and procurement, staffing requirements, as well as typical day-to-day operational tasks. **Prerequisites:** HRI 101 and MAT 153 and (Test score or ENG 121 or ENG 125).

**HRI 216 - Property Management.....(3:3:0)**

The goal of this course is to teach the student the basic skills of engineering, maintenance, and energy concepts in a hospitality establishment. **Prerequisites:** HRI 101 and (Test score or ENG 121 or ENG 125).

**HRI 219 - Innkeepers' Law.....(3:3:0)**

This course is for students who are or may become involved in hospitality industry. It alerts the students to a number of potential legal problems and pitfalls. The main concern is with the growth of federal government legislation and regulations affecting the hospitality industry. **Prerequisites:** HRI 101 and (Test score or ENG 121 or ENG 125).

**HRI 220 - Certified Hospitality Supervsr.....(1:1:0)**

This course provides the knowledge and practical skills needed for a managerial career in hospitality. It provides information on how supervisors should meet their responsibilities to management as well as to employees, and how to carry out the full range of daily duties of the hospitality manager. Successful completion of the course leads to CHS certification. **Prerequisites:** HRI 101 and (Test score or ENG 121 or ENG 125).

**HRI 289 - Approved Technical Elective.....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**HRM 189 - Approved Technical Elective.....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**HRM 210 - Organizational Staffing.....(3:0:0)**

This course seeks to both describe and prescribe staffing activities that can be undertaken in order to meet the major staffing challenges for an organization. It involves recruitment, interviewing applicants, administering tests, selection, decision-making and job offers. **Prerequisites:** MGT 212

**HRM 222 - Employment Law.....(3:3:0)**

This course focuses on the impact that government regulations have had on the Human Resources Management function and its activities. Emphasis is placed on practical implications of government regulations as they affect the HR Professional's day-to-day job. Development of regulations are traced to their roots in various sources of lawmaking, for example: constitutional amendments, common law, relevant court decisions, legislative acts, and executive orders. **Prerequisite:** MGT 231

**HRM 224 - Training and Development.....(3:3:0)**

This course is designed to provide students with a practical approach to training employees in their industry and business environment. Students will acquire the knowledge and skills necessary to understand the processes of training and development. The course covers components of training design, including needs assessment, objectives, evaluation and presentation styles. **Prerequisites:** MGT 231

**HRM 231 - Practicum I.....(5:0:15)**

Each practicum in the Hotel, Restaurant, and Institutional Management program consists of 240 hours of proven work experience in a hotel, restaurant, or club. **Prerequisites:** None

**HRM 232 - Practicum II.....(5:0:15)**

Each practicum in the Hotel, Restaurant, and Institutional Management program consists of 240 hours of proven work experience in a hotel, restaurant, or club. **Prerequisites:** None

**HRM 234 - Labor Management Relations.....(3:3:0)**

This course provides students with a basic understanding of labor management relations. It focuses on the interaction between labor and management, collective bargaining, administration of agreements, grievance and arbitration with emphasis on analysis and discussion of cases. **Prerequisite:** MGT 231

**HRM 289 - Approved technical Elective.....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**HTT 100 - Intro To Histotechnology.....(2:2:0)**

An introductory course providing an overview of the study of Histology, laboratory safety, and conduct, record keeping, and careers in Histotechnology. **Prerequisites:** BIO 100 and BIO 120

**HTT 189 - Approved Technical Elective.....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**HTT 201 - Histology** .....(2:2:1)

A course in the study of human organs and tissues for the purpose of the developing histotechnological skills. Emphasis will be placed on recognition, composition, and functions of the organs and tissues. Macroscopic and microscopic laboratory examination and evaluation of the specimens are included. **Prerequisites:** BIO 121 and HTT 100

**HTT 202 - Histology Internship** .....(9:1:24)

A supervised internship providing the students with additional practice in all basic and specialized procedures used in the Histology Laboratory setting. **Prerequisites:** HTT 201 and HTT 211 and HTT 220 and (ENG 122 or ENG 130).

**HTT 203 - Histology Internship II** .....(9:1:24)

This course is a continuation of HTT 202. Specialized staining procedures, basic staining methods and higher level procedures required to practice histotechnology are presented. **Prerequisites:** HTT 202

**HTT 211 - Histotechnology Procedures I** .....(3:2:4)

An introduction to equipment and basic procedures used in the Histology laboratory. Theories and procedures for fixation, processing, embedding, and microtomy will be followed by laboratory experience. **Prerequisites:** HTT 100 and MAT 153 and CHM 110.

**HTT 212 - Histotechnology Procedures II** .....(3:2:3)

Part II of Procedures (HTT 211) - Introduction to advanced techniques and special procedures. Students will learn procedures for cytology, cytogenetics, muscle enzyme histochemistry, immunohistochemistry and molecular histology. The course will include tissue preparation, staining technology, quality control and trouble shooting, for these more advanced techniques. **Prerequisite:** HTT 211

**HTT 220 - Histochemistry I** .....(3:2:4)

Applying basic principles of Biology and physical and organic chemistry to the study of fixation, processing, and staining of tissue specimens. Students will learn various trouble-shooting techniques and their applications relative to maintaining quality control in the Histology lab. **Prerequisites:** CHM 111 and HTT 100 and BIO 125.

**HTT 221 - Histochemistry II** .....(3:2:3)

Continuation of HTT 220 with instruction in advanced Histologic technology procedures and theories. **Prerequisite:** HTT 220

**HTT 289 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**HVA 110 - Intro to HVAC** .....(3:2:2)

A preparatory course for engineering technology students which includes design problems and study activities to help the student to conceptualize and communicate using technical science, mathematics, and computers. Laboratory emphasis includes computer literacy and programming in the BASIC language. The student will be introduced to concepts including energy, temperature, humidity, and conduction of heat. There will be overviews of HVAC related equipment and systems. **Prerequisites:** (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**HVA 130 - HVAC Fund** .....(3:2:2)

Objectives include calculation of building heating and cooling loads and familiarization with HVAC equipment and systems. The psychrometric chart will be used to determine properties of air/water vapor mixtures. Effects of envelope heat transfer, solar radiation, and processing of outside air will be determined. **Prerequisites:** Test score or MAT 075 or MAT 090 or MAT 140 or MAT 153 or MAT 181 or MAT 185.

**HVA 131 - HVAC Fabrication Processes** .....(3:2:4)

A study of practical sheet metal work as it relates to HVAC installations. Topics include ducts, fittings, layout, seams, connectors, joints, and hangers. The operation of sheet metal fabrication equipment is learned through demonstration followed by hands-on shop projects. Welding, soldering, and brazing processes found in common HVAC installations are studied. **Prerequisites:** None

**HVA 160 - HVAC Systems Design** .....(5:4:2)

Study of the engineering principles and design criteria of basic HVAC systems. Topics include human comfort elements, psychrometric charts, construction materials, building heating and cooling load calculations, HVAC system components, piping and ducts design, industrial exhaust systems. **Prerequisites:** Test score or MAT 075 or MAT 090 or MAT 140 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 281.

**HVA 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**HVA 202 - Energy Conservation** .....(4:3:2)

Techniques to reduce consumption of fossil fuels and electric power will be studied, including heat recovery, thermal storage, improved equipment and materials, operation and maintenance practices, energy waste elimination, and use of renewable energy sources. Economic aspects will be considered. The student will be expected to research literature for a course project. **Prerequisites:** HVA 225

**HVA 217 - Refrigeration/Steam Fundamental** .....(4:3:2)

Conservation of energy, including heat, work, and internal energy is applied to HVAC systems. Ideal models such as the constant pressure process, the isentropic process, and the Carnot cycle are used. Properties of liquids, liquid-vapor mixtures, and superheated vapors are determined and used in applications including vapor cycles, pipe flow, and heat transfer. **Prerequisites:** HVA 130 and PHY 171

**HVA 225 - Systems Design** .....(5:4:2)

Techniques for load calculation, equipment selection, and duct design are applied in a residential project. Air ducts and water piping are sized by equal friction methods. HVAC design requirements of industrial facilities including computer rooms, clean rooms, laboratories, and manufacturing areas will be studied. **Prerequisites:** HVA 130 and MET 131

**HVA 237 - HVAC Controls** .....(5:4:2)

This course introduces HVAC Technology students to control theory, strategy, and applications for the HVAC field. Electric, pneumatic, and electronic systems and components are included. Aspects of safety, operation, and energy management are considered. **Prerequisites:** MAT 182

**HVA 241 - HVAC Service** .....(2:0:6)

The course involves recognition of the symptoms of malfunction, identification of the cause of the malfunction, and specification of remedial action for various types of systems and their components. **Prerequisites:** HVA 217 and HVA 225 and HVA 237.

**HVA 251 - Systems Design Project**.....(3:1:6)

HVAC design technology will be applied to a commercial or industrial project. There will be opportunities for small group interaction and development of problem solving skills. The project will be taken from inception through the design process, including written and graphic documentation. **Prerequisites:** HVA 217 and HVA 225 and HVA 237.

**HVA 260 - Thermodynamic Applications**.....(4:4:0)

Study of theory and principles of thermodynamics as applied to various engineering systems, including heat transfer through various surfaces, equipment efficiency, calculation of various gas cycles, steam turbine efficiency, refrigeration cycles, cooling tower requirements, system parameters for air conditioning systems, energy conservation procedures. **Prerequisites:** MET 250

**HVA 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**IDT G07 - Modern Classroom Management**.....(2:2:0)

The purpose of this course is to present effective techniques for eliciting appropriate social and academic behaviors in the traditional, blended, and online classroom. Several models for behavioral intervention in both traditional and non-traditional classrooms are examined, with special emphasis on the management of behaviors and habits that impede the learning process.

**IDT G12 - Tech Enabled Assess Strategies**.....(1:1:0)**IDT G21 - Instructional Design**.....(2:4:0)

This course focuses on the fundamental elements of instructional design including the principles of learning theory and instructional strategies. Learners participating in the course will study instructional systems theory, systematic approaches to instructional design, and the contemporary practice of instructional design with an emphasis on classroom and online learning environments. **Prerequisite:** None

**IDT G22 - Foundational Technologies**.....(2:4:0)

This course will enable learners to understand, explore, and experiment with foundational educational technology tools and techniques. Learners will not only learn how these applications function and work, but also how they can be leveraged within the learning environment. Topics include, but are not limited to: learning management systems, asynchronous and synchronous learning tools, audio and video production and editing, as well as how these applications are properly deployed in the learning environment. **Prerequisites:** None

**IDT G26 - Multimedia Prod. for Educators**.....(2:2:0)

This is the introductory course in the Multimedia series, which provides introductory multimedia production skills within instructional design and learning theory. The learner will gain hands-on experience in how the technology is utilized for input and output in production and design projects. Learners will learn introductory skills while using instructional design principles to plan and produce multimedia for effective classroom instruction. Topics include the integration of media literacy, instructional design implementation, assessment, and media production techniques.

**IDT G31 - Teaching with Technology**.....(2:2:0)

This course is designed to enable professional educators, at all levels, to design, develop, and deliver technology enabled course offerings. The course provides an in-depth study of the theoretical foundations of learning and instruction as they apply to the face to face, hybrid, and distance learning environments. **Prerequisites:** None

**IDT G32 - Learning Communities**.....(2:2:0)

This course will help the learner to understand learning communities including the use of technology to promote engagement. The learner will also learn to determine the most appropriate strategies to meet the needs of the community. At the conclusion of the course, the learner will demonstrate the ability to use the appropriate tools, structures, and protocols to build their own learning community; use a multiple measures examining data to plan, implement, and evaluate the effectiveness of their community; and create a system for communicating the work of the learning community to both internal and external stakeholders.

**IDT G36 - Educational Document Control**.....(1:1:0)

This course is designed to familiarize the learner with the elements of document and data control. Failing to understand how to effectively save, archive, organize, and deploy educational documents costs the average instructor 75 hours each school year. Through a combination of lectures, discussions, and practical exercises, the learners will appreciate the ease in which document and data control can be implemented.

**IDT G39 - Virtual Learning Env in Ed**.....(1:1:0)

This course examines the impact of virtual learning environments on modern education. Students will learn how to navigate and access virtual learning communities, as well as how to leverage these environments in teaching.

**IDT G43 - Crtrve Cmns, Fair Use, & Cpyrt**.....(1:1:0)

This course will introduce the learner to the concepts and legislation governing copyright, fair use, and creative commons. The learner will explore these rules and laws, as well as examine these statutes that effect their lessons and classes. Other key issues such as public domain, file sharing, open access, creative commons and the redistribution of multimedia will also be explored.

**IDT G47 - Psych of the Online Learner**.....(2:2:0)

In this course, the learner will explore the fundamental concept and principles impacting technology-enabled learning and instruction. The learner will examine basic theories of education, specifically the behavioral and cognitive theories, as well as how those are altered in a technology enabled learning environment. The learner will also explore more recent concepts such as Brain-based learning and Multiple Intelligences. Finally, the course will review theoretical perspectives associated with technology and learning; investigate the role of cognition in learned behavior; evaluate models of learning; investigate technologies influences on learning; and apply learning principles to improve instruction.

**IDT G58 - Fundamentals of Acad Advmnt**.....(2:2:0)

This course examines the fundamentals of academic advising as essential components of student engagement, retention, and success. Topics include developmental advising; research on academic advising; technology and delivery systems; advising skills, including diverse populations; and evaluation, assessment, and reward systems for advisors and advising programs.



**IDT G59 - Teaching, Learning, & Web 2.0** .....(2:2:0)

In this online course, learners will explore the use of online resources that enhance their ability to engage their students via Web 2.0 technologies. During this course, the learner will become familiar with interactive instructional tools and websites, online collaborative applications, blogs and wikis, as well as other interactive tools. Considerable attention is paid to helping learners identify ways that they can integrate these tools into their practice, and thus enrich their students' engagement.

**IDT G63 - ePortfolio Design** .....(1:1:0)

This course will provide the learner with an overview of electronic portfolio creation, design, development and delivery. The learner will learn to select, categorize and document their achievements and accomplishments for review and assessment related to academic placement and/or employment. The learner will evaluate knowledge and skills acquired from previous experience or training on the job, in the community, in military service, through travel, or through personal development. The learner will demonstrate comprehension and appreciation of life/work experiences and how those relate to prior or on-going experiences and they will demonstrate the ability and skill to develop a comprehensive electronic portfolio.

**IDT G82 - e-books and Digital Readers** .....(1:1:0)

This course explores the dramatic and controversial transformation from paper-based text to digital e-books. In this course, the learner will research and explore what role e-books are likely to play in the near future. It also explores a host of related shifts and developments in the way educational books are produced, assessed, distributed, retailed, and received.

**IDT G86 - Synchronous Tech in Teaching** .....(1:1:0)

Synchronous communication has the potential to increase individual participation and group collaboration that could not be easily achieved by an asynchronous mode of communication. In this course, the learner will be presented with an overview of the underlying pedagogical assumptions behind asynchronous and synchronous teaching and learning. The learner will experiment with the multi-modal synchronous classroom, as well as learn about the tools and skill sets needed to utilize this medium effectively.

**IDT G88 - Leveraging Soc'l Media for Lrn** .....(2:2:0)

This course is intended to introduce professional educators, at all levels, to the benefits of social learning. The course provides an in-depth analysis of the theoretical foundations of social learning and covers social media tools and platforms used today.

**IDT G98 - Conduct Dist Ed/Eval Peer Revw** .....(1:1:0)

This course is based on the Quality Matters (QM) peer review distance education course assessment model. QM is a faculty-centered, peer review process that is designed to certify the quality of online and blended courses. The peer review process is designed to promote and improve the quality of online education and student learning. **Prerequisites:** None

**IDT G99 - Special Topic in Ed Technology** .....(1:1:0)

Special Topic courses are intended to cover advanced material outside of or beyond the scope of current course offerings. The student may take this course a maximum of twice, with an approved change of topic for each instance.

**IET 150 - Computer Applications** .....(3:2:2)

This course is designed to teach the novice computer user how to do word processing, spreadsheets, and data base operations all within the Windows environment. The Word processor to be used is Word 97. The spreadsheet and data base to be used is Microsoft Excel 97. **Prerequisites:** (Test score or MAT 005 or NCS 005 or MAT 012 or NCS 012 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 135 or MAT 140 or MAT 141 or MAT 150 or MAT 181 or MAT 185) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**IET 209 - Survey in Prodn Planng/Cntrol** .....(3:2:2)

A survey course in production manufacturing, determination of most economical methods, control of material and labor cost, machine operations, planning, scheduling, and detailed procedure of production control. **Prerequisites:** (Test score or ENG 121 or ENG 125) and (Test score or RDG 120) and (MAT 181 or MAT 185 or MAT 281) and MET 123 and EDT 252.

**IMT 110 - Intro to Industrial Technology** .....(3:2:2)

This course is designed as a preparatory to familiarize the student with the practices and principles of working in an industrial facility as a part of an industrial technical team working on processes and utilizing information systems. Core topics include interpersonal communication, teamwork, basic statistical concepts, manufacturing information systems, fundamentals of manufacturing processes, and probability. Laboratory work in the topic areas will be included to illustrate concepts covered. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 005 or NCS 005 or MAT 012 or NCS 012 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 135 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**IMT 120 - Industrial Management Systems** .....(3:3:0)

An overview of industrial organizations and management principles, cost control methods applied to industry, maintenance organizations, and inventory control. Total Quality Management (TQM) principles also will be covered. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**IMT 121 - Machines & Mechanical Devices** .....(4:3:2)

A course in the basic operating principles of machines and mechanical devices. The uses of the devices and machines employed in manufacturing, process control and other areas are introduced. Maintenance issues with respect to machines and devices are covered. The accurate alignment of drive components is discussed and proper alignment principles are presented. **Prerequisites:** IMT 110

**IMT 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**IMT 211 - Mechanical Installation & Main** .....(4:3:4)

This course is directed toward the principles applied to the installation of mechanical devices through a review of the organizational concept. It stresses the importance of the maintenance function in the total operation of a facility. Special emphasis will be placed on maintenance job planning and scheduling, preventive maintenance, maintenance material control, and maintenance training. The importance of proper installation techniques will be included. **Prerequisites:** IMT 121



**IMT 222 - Safety Health and Env. Regs. ....(3:3:0)**

The safety, health and environmental regulations that apply to industrial processes and industries will be reviewed. Develop a working knowledge of the procedures to follow when encountering regulations such as EPA, NEC, BOCA, etc. will be covered. **Prerequisites:** IMT 110

**IMT 289 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**IMT 290 - Industrial Maintenance Intshp. ....(4:1:9)**

Applied experience through a supervised work situation, such as a campus repair shop, computer business, or industrial facility. **Prerequisites:** IMT 211 and (MET 252 or ELM 252).

**INT 101 - Intro-Interpreting/Transliterationg.....(3:3:0)**

An introduction to interpreting/transliterating, this course focuses on the historical foundations of the profession as well as on the roles and responsibilities of practitioners. Students will become familiar with professional ethics, especially as outlined by the Registry of Interpreters for the Deaf. Theories, methods and terminology of interpretation and transliteration will also be presented. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and ASL 202 and ASL 205 and CLT 101 and CLT 201.

**INT 105 - Interpreting I.....(3:3:0)**

A blending of theory and practical application, this course guides students as they begin rendering signed messages in ASL into spoken English and the reverse. Students will develop interpreting skills through practice and role play. **Prerequisites:** INT 101

**INT 106 - Sign Language/Interpreting II.....(3:3:0)**

Continuation of study of the interpretation process. Application of process skills will be emphasized. Consecutive interpretation work will be the focus of this course. Both sign-to-voice and voice-to-sign skills will be enhanced. **Prerequisites:** INT 105

**INT 110 - Theoretical & Field Experience .....(3:3:0)**

Entry level sign language interpreter training. Students will observe English speakers and interactions in a variety of settings. Observations will be done weekly. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or RDG 120) and ASL 202 and ASL 205 and CLT 201.

**INT 189 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**INT 204 - Voicing.....(3:3:0)**

A course which intensely focuses on the process of rendering signed messages into spoken English. Students will not only develop their ability to understand signed communication but must demonstrate ability to render the meaning of the signed messages into spoken English without distortions, addition, or omissions. **Prerequisites:** INT 106

**INT 205 - Sign Language Interpreting III.....(3:3:0)**

The final course of a three-level interpreting sequence. Students continue developing both sign-to-voice and voice-to-sign skills, increasing their speed and decreasing their process time. Upon completion of the course, students' skill level must be adequate to support them in the Interpreting Practicum. **Prerequisites:** INT 106

**INT 206 - Transliterating.....(3:3:0)**

Consecutive and simultaneous transliteration skills will be covered in this course. Students will be actively learning how to render a message from spoken English to an English based form or signing and vice versa (sign to voice, voice to sign). They will be introduced to planned and unplanned monologues and dialogs. Short lectures will provide directions to students who will subsequently be involved in demonstrating their transliteration skill. **Prerequisites:** INT 101 and INT 110

**INT 207 - Interpreting-Specialized Setting .....(3:3:0)**

Students will be led through different communication techniques which deaf people use to communicate. This course will focus on a variety of modalities: oral interpreting, deaf/blind interpreting, medical, mental health, and educational interpreting, among others. Students will demonstrate an ability to use selected techniques with all target populations of consumers. **Prerequisites:** INT 105 and INT 206

**INT 215 - Internship in Interpreting I.....(2:0:6)**

As the initial internship experience, this course provides supervised and unsupervised practical experience for the students: observing, reporting, and interpreting. The purpose of the course is to provide actual hands-on experience related to the students' specific professional goals. Students will spend a total of 96 hours in field placement to gain on-the-job experience in sign language interpreting. Students and instructor will seek out suitable sites, supervision, and a plan of activities. Practicum is done under the supervision of qualified interpreters, RID certified preferred. The student will experience various site placements that reflect the current needs of the Deaf community. **Prerequisites:** INT 204 and INT 205. Co-requisites: INT 216

**INT 216 - Interpreting Seminar I.....(2:2:0)**

This course is designed as part of the initial Internship I experience. Class discussion will deal with professional, ethical, legal, and multicultural aspects of interpreting. Students will meet weekly and share observations and experience gained from practicum placement. In addition, a variety of guest lectures and practitioners will lead discussions on their areas of expertise within the field of interpreting. **Prerequisites:** INT 204 and INT 205 Co-requisites: INT 215

**INT 217 - Internship in Interpreting II .....(2:0:6)**

This course provides supervised and unsupervised practical experience for the students: observing, reporting, and interpreting. The purpose of this course is to provide actual hands-on experience related to students' specific professional goals. Students will spend a total of 96 hours in field placement to gain on-the-job experience in sign language interpreting. Students and instructor will seek out suitable sites, supervision, and a plan of activities. Practicum is done under the supervision of qualified interpreters, RID certified preferred. The student will experience various site placements that reflect the current needs of the Deaf community. **Prerequisites:** INT 215 and INT 216

**INT 218 - Interpreting Seminar II.....(2:2:0)**

This course is designed as part of the Internship II experience. Class discussion will deal with professional, ethical, legal and multicultural aspects of interpreting. Students will meet weekly and share observations and experiences gained from Internship II placement. In addition, a variety of guest lectures and practitioners will lead discussions on their area of expertise within the field of interpreting. **Prerequisites:** INT 215 and INT 216 Co-requisites: INT 217

**INT 289 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**ISY 150 - Introductory Scripting**.....(3:2:2)

This course examines the various types of scripting languages and their appropriate use for intergration of applications and systems. It also addresses the use of scripting languages to facilitate the management, integration and security of the systems that support an organization. Students will experience hands-on application and problem-solving oriented introduction to script programming. This course does not assume any prerequisite knowledge and experience with any computer- based programming or scripting language. **Prerequisites:** CIS 146 or CIS 192

**ISY 201 - Advanced Operating Systems**.....(3:2:2)

This course covers advanced topics in computer operating systems, their design implementation, with a special emphasis on distributed computing. Important topics include portable operation systems, mobile operation systems, virtual memory management, file systems, security, networking, fault tolerance, parallel computing, message passing, and virtualization. **Prerequisites:** CIS 146 or CIS 192

**ISY 250 - Network Def & Counter Measures**.....(3:2:2)

This course focuses on the understanding of the network security architecture. The course covers network attacks and defenses, firewall systems, content filtering, network design and configuration, physical configuration and security, Virtual Personal Networks (VPN) configuration, Intrusion Detection System (IDS) design and configuration, intrusion signatures, e-mail hacking and countermeasures, data encryption methods, and network security policies and configurations. **Prerequisites:** (CIS 146 and CIS 196) or (CIS 192 and CIS 197).

**ISY 251 - Hardening the Infrastructure**.....(3:2:2)

Students understand the layers of hardware and software control measures that are required to control the flow of traffic into and out of the network perimeter to provide a perimeter defense. This course is designed to offer the student a solid foundation in advanced network security fundamentals to include TCP/IP addressing, routing, packet filtering, installing proxy servers, firewalls, and virtual private networks (VPNs). **Prerequisites:** CIS 146 or CIS 192 or CIS 196 or CIS 197.

**ISY 280 - Advanced Security Topics**.....(3:3:1)

This is a hands-on course that emphasizes defense, detection, and administration. The course is arranged around a series of competitive team-based laboratory exercises for four different teams of students in an isolated test laboratory. In each exercise, students design and construct their own network of test machines using a variety of operating systems. They also set up and securely configure one or more remote services (e.g. SMG, NFS, SSH, Web). During the exercise, each team must verify that the services provided by opposing teams for which they have authentication credentials are correctly functioning. They then try to gain access to all of the remaining services and the remote host itself, if possible. Once the live portion of the exercise has been completed, students review their logs to try to determine who accessed their network, and whether they did so legitimately or illegitimately. **Prerequisite:** (CIS 196 or CIS 197) and CIS 243.

**LAS 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**LAS 271 - Intro to Lasers**.....(4:3:2)

This laboratory-based laser course will include elements and operation of lasers and optical power meters, laser safety, properties of laser light, emission and absorption, lasing action, optical cavities, temporal and spatial characteristics. He-Ne case study and laser classification, and characteristics. **Prerequisites:** MAT 182 and PHY 172.

**LAS 272 - Geometrical Optics & Lasers**.....(4:3:2)

This laboratory-based laser course will include reflection and refraction (at plane and curved surfaces), thin and thick lenses, stops and apertures, matrix optics, lasers and resonators, laser systems, and applications to fiber optics. **Prerequisites:** MAT 182 and PHY 172.

**LAS 273 - Wave Optics & Lasers**.....(4:3:2)

This laboratory-based laser course will include light sources and their characteristics, radiometry and photometry, wave nature of light, reflection and refraction, propagation, interference, diffraction, polarization, holography, and applications to fiber optics. **Prerequisites:** MAT 182 and PHY 172.

**LAS 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**LNG 199 - Foreign Language Elective**.....(4:4:0)

This course introduces students to foreign language through communicative interaction. Students will develop comprehension (listening and reading) skills and expressive (speaking and writing) skills. They will acquire basic foreign language grammar and vocabulary needed for daily communication. Students will increase their awareness of foreign cultures.

**MAT 005 - Basic Math**.....(4:4:0)

A study of arithmetic including whole numbers, fractions, decimals, ratios, proportions, and percents. **Prerequisites:** None

**MAT 012 - Review of Math Fundamentals**.....(4:4:0)

A review of arithmetic, math in daily living, basic geometry, English/metric conversions, simple algebraic expressions, and simple algebraic equations. **Prerequisites:** Test score or MAT 005 or NCS 005 or NCS 012 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 181.

**MAT 015 - Elementary Algebra**.....(4:4:0)

Topics in this elementary algebra course include operations on real numbers, simplification and evaluation of algebraic expressions, solving equations and inequalities, solving word problems, exponents, polynomials, factoring, graphing, and simultaneous equations. **Prerequisites:** Test score or MAT 012 or NCS 012 or MAT 090 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181.

**MAT 090 - Elem/Int Combined Algebra**.....(4:3:1)

An intensive review of elementary and intermediate algebra for students with some proficiency in algebraic techniques who need further preparation for higher level courses. Topics include real numbers, algebraic expressions, solving equations and inequalities, application problems, exponents, polynomials, factoring, graphing, functions, simultaneous equations, radical equations and functions, and rational equations and functions. **Prerequisites:** Test score or MAT 012 or NCS 012 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 150.

**MAT 110 - Math Course Success Strategies**.....(1:1:0)

This class is designed to improve learning and comprehension in mathematics courses. Students will develop strategies to improve listening, note taking skills, study techniques, test anxiety and test-taking skills.

**MAT 119 - Applied Clinical Mathematics**.....(3:3:0)

This course presents an arithmetic review of practical mathematics in various clinical settings. Topics include ratios and proportions, percentages, basic algebraic principles, introduction to statistical concepts and dosage calculations.

**Prerequisite:** Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 120 or MAT 130 or MAT 140 or MAT 150 or MAT 153 or MAT 181 or MAT 185.

**MAT 120 - Math for Behavioral Sciences**.....(3:3:0)

This course presents an arithmetic review of practical mathematics: ratios and proportions, percentages, basic algebraic principles, introductory statistical concepts, and word problem applications.

**Prerequisite:** Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 130 or MAT 140 or MAT 150 or MAT 153 or MAT 181 or MAT 185.

**MAT 125 - Math for the Trades**.....(4:4:0)

This is a course designed to provide students with math skills that are essential to a wide variety of industrial and technical trade areas. Topics include on-the-job applications of whole numbers, fractions, decimals, percents, measurement, and operations with signed numbers.

**Prerequisite:** Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 130 or MAT 140 or MAT 150 or MAT 153 or MAT 181 or MAT 185.

**MAT 130 - Algebra for Allied Health**.....(4:4:0)

This course presents linear equations, quadratics, graphing, properties of exponents and logarithms, basic statistics, metrics, and right triangle trigonometric functions. **Prerequisite:** Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 140 or MAT 150 or MAT 153 or MAT 181 or MAT 185.

**MAT 135 - Biomedical Statistics**.....(3:3:0)

This course stresses the use of biomedical data in studying methods of descriptive and inferential statistics, properties of the normal distribution, point and interval estimators, hypothesis testing of the population mean, and correlation and regression. **Prerequisites:**

Test score or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 140 or MAT 150 or MAT 153 or MAT 181 or MAT 185.

**MAT 140 - Essentials of College Algebra**.....(4:4:0)

A course for students who have successfully completed a first course in elementary algebra. Topics include linear equations and inequalities, absolute value inequalities, functions, linear functions, polynomials, factoring, rational and radical expressions, rational and negative exponents, complex numbers, and solutions to equations and application problems involving linear, rational, radical and quadratic equations. **Prerequisite:** MAT 015 or (Test Score or MAT 075 or MAT 153 or MAT 181 or MAT 185 or NCW 045).

**MAT 141 - College Algebra**.....(3:3:0)

This course stresses essential skills and concepts needed for mastering problem-solving techniques. Topics include integers, polynomials, graphing linear equations and inequalities, systems of equations, matrix algebra, exponents, radicals, and complex numbers.

**Prerequisites:** Test score or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 150 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281.

**MAT 142 - Applied Geometry/Trigonometry**.....(3:3:0)

This course stresses geometric and trigonometric skills.

Topics include triangles, circles, polygons, basic trigonometric functions and their graphs, solutions of triangles, and complex numbers. **Prerequisites:** MAT 141.

**MAT 143 - College Geometry**.....(3:3:0)

This course is designed to cover the elementary concepts of plane Euclidean geometry and to help make the transition from algebra to precalculus. Special emphasis will be given to logical systems, proofs, angle relationships, parallel lines, similarity and circle relationships. **Prerequisites:** MAT 141 or MAT 142 or MAT 153 or MAT 181 or MAT 185 or MAT 261 or MAT 281.

**MAT 150 - Business Mathematics**.....(3:3:0)

This foundation course in business mathematics includes a study of percentage problems, simple and compound interest, bank reconciliations, installment buying, present value, payroll, taxes, trade and cash discounts, markup and markdown, depreciation, tables and graphs, and amortization. **Prerequisite:** Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 130 or MAT 140 or MAT 153 or MAT 181 or MAT 185.

**MAT 153 - College Math and Statistics**.....(4:4:0)

A study of exponents, roots, radicals, quadratic equations, relations and functions, graphing, polynomial functions, systems of equations, inequalities, exponential and logarithmic functions, elementary statistics including organizing and presenting data, measures of central tendency and measures of variation. **Prerequisites:** Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 181 or MAT 182 or MAT 185 or MAT 201 or MAT 251 or MAT 261 or MAT 281.

**MAT 154 - Honors College Math/Statistics**.....(4:4:0)

A study of exponents, roots, radicals, quadratic equations, relations and functions, graphing, polynomial functions, systems of equations, inequalities, exponential and logarithmic functions, elementary statistics including organizing and presenting data, measures of central tendency and measures of variation. **Prerequisites:** Test score or MAT 075 or MAT 090 or MAT 140 or MAT 153 or MAT 181 or MAT 185.

**MAT 155 - Mathematics of Finance**.....(3:3:0)

This course includes math of buying and selling, personal finance, depreciation, inventory control, accounting mathematics, financial statements and ratio analysis, annuities and sinking funds, insurance, securities, business statistics, and applied problems. **Prerequisites:** Test score or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 150 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281.

**MAT 181 - Algebra and Trigonometry I**.....(4:4:0)

A study of elementary functions including linear functions, quadratic functions, polynomial functions, exponential and logarithmic functions, and right triangle trigonometry. **Prerequisites:** Test score or MAT 075 or MAT 090 or MAT 140 or MAT 153 or MAT 185 or MAT 201.

**MAT 182 - Algebra and Trigonometry II** .....(4:4:0)

A study of circular and trigonometric functions, vector applications, complex numbers, simple curve sketching of algebraic and trigonometric functions, nonlinear systems, matrix methods, and properties of conic sections. **Prerequisites:** MAT 181.

**MAT 185 - Precalculus**.....(4:4:0)

This course is designed to integrate intermediate algebra, analytic geometry, and trigonometry with other college algebra topics through a functional approach as a preparation for calculus. **Prerequisites:** Test score or MAT 075 or MAT 090 or MAT 140 or MAT 153 or MAT 181 or MAT 182.

**MAT 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**MAT 201 - Mathematics for Teachers I**.....(4:4:0)

This course is designed to provide prospective teachers with the knowledge and skills needed to communicate mathematical concepts. Topics include techniques of problem solving, set theory, number theory, the real number system, elementary algebra, and an introduction to geometry. **Prerequisites:** Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or 281.

**MAT 202 - Mathematics for Teachers II**.....(4:4:0)

This course is a continuation of MAT 201. Topics include areas and volumes of geometric figures, geometric constructions, measurement, introductory probability, and statistics. **Prerequisites:** MAT 201.

**MAT 203 - Math for Teachers III**.....(4:4:0)

This course is a continuation of MAT 201 and MAT 202 and is designed to enable preservice teachers to better teach mathematical concepts. Topics include polynomial, quadratic equations, systems of linear equations, the rectangular coordinate system, functions, graphs of linear and quadratic functions, the use of functions as models, linear inequalities, consumer mathematics, and an introduction to calculus. **Prerequisites:** MAT 201 and MAT 202.

**MAT 210 - Problem Solving Strategies**.....(1:1:1)

The course is a study of the various problem solving strategies that are used in solving mathematical problems. There will be an emphasis on the use of these strategies with the content of a traditional secondary mathematics curriculum. **Prerequisite:** MAT 281 or MAT 282 or MAT 283 or MAT 288 or MAT 291.

**MAT 251 - Finite Math** .....(3:3:1)

A study of selected algebraic topics including mathematics of finance, systems of linear equations and matrix algebra, linear programming, properties of probability and probability distributions. Markov chains and techniques of applied problem solving. **Prerequisites:** Test score or MAT 075 or MAT 090 or MAT 140 or MAT 153 or MAT 185 or MAT 261 or MAT 281.

**MAT 253 - Discrete Math**.....(3:3:0)

A study of discrete models, sets, functions, logic, mathematical induction, algorithms, recursions, relations, graphs, and trees and matrices. **Prerequisites:** MAT 153 or MAT 181.

**MAT 255 - Business Statistics I** .....(3:3:1)

A study of basic concepts of data organization, measures of central tendency, variability, probability and probability distributions, sampling and sampling distributions, estimation dealing with population means and proportions of large and small samples, and hypothesis testing. Course will include techniques of applied problem solving. **Prerequisite:** MAT 140 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251

**MAT 256 - Business Statistics II** .....(3:3:1)

A study of hypothesis testing of means and proportions, Chi-Square test and analysis of variance, regression and correlation analysis, time series analysis, index numbers, decision theory and non-parametric statistical testing, and techniques of applied problem solving involving computers. **Prerequisites:** MAT 255 or MAT 271

**MAT 261 - Business Calculus I** .....(4:4:0)

Content includes solving mathematical models of real world phenomena including functions, graphs, limits, continuity, and the use of derivatives to solve problems involving business management and computer science applications. **Prerequisites:** MAT 153 or MAT 181 or MAT 185 or MAT 251

**MAT 262 - Business Calculus II** .....(4:4:0)

A study of integral calculus of algebraic, exponential, and logarithmic functions. Topics include techniques of integration, multivariate calculus, and applications from the business management and computer science fields. **Prerequisites:** MAT 261.

**MAT 263 - Principles of Discrete Math**.....(4:4:1)

This course is a study of sets, logic, induction, the integers, functions, sequences, counting, and an introduction to graph theory. Proofs will be emphasized throughout the course. **Prerequisites:** MAT 182 or MAT 185 or MAT 281

**MAT 271 - Probability and Statistics** .....(4:4:0)

A study of descriptive statistics and sample methods, elementary probability, discrete and continuous probability distributions, linear regression and correlation. Emphasis is on technical applications. **Prerequisites:** MAT 181

**MAT 272 - Technical Statistics** .....(3:3:1)

A study of methods of inferential statistics as applied to technical problem solving. Topics include use of confidence intervals, determination of sample size, hypothesis testing of means, variances, independence, and single factor analysis of variance. **Prerequisites:** MAT 271.

**MAT 275 - Fund of Stats Quality Control** .....(3:3:0)

A study of the practical aspects of quality control, including elementary statistical concepts, organization of data, control charts for variables and attributes, process capability and acceptance plans for variables and attributes. **Prerequisites:** (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).



**MAT 276 - Probability/Stats for Engr Std**.....(4:4:0)

Frequency and probability distributions, measures of central tendency and dispersion, regression and correlation analysis, quality control charts, and various statistical tests.

**Prerequisites:** (MAT 181 and MAT 182) or MAT 185.

**MAT 281 - Calculus I**.....(4:4:1)

A study of functions, limits, and continuity, differential calculus of algebraic and trigonometric functions with applications, and an introduction to the development of the definite integral.

**Prerequisites:** Test score or MAT 182 or MAT 185.

**MAT 282 - Calculus II**.....(4:4:1)

Integral calculus of algebraic, trigonometric, exponential, and logarithmic functions with applications. Topics include methods and application of integrations, infinite series, parametric equations, and polar coordinates. **Prerequisites:** MAT 281

**MAT 283 - Calculus III**.....(4:4:1)

A study of partial derivatives, multiple integrals, line integrals, and vectors. **Prerequisites:** MAT 282

**MAT 288 - Linear Algebra**.....(4:4:1)

The study of linear equations, determinants, vector spaces, linear transformations, eigenvalues and eigenvectors. **Prerequisites:** MAT 282

**MAT 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**MAT 291 - Ordinary Differential Equation**.....(4:4:1)

The study of solutions of ordinary differential equations of first and second order using qualitative, numeric and analytic approaches, Mathematical modeling of real life phenomena will be studied. **Prerequisites:** MAT 282

**MEA 100 - Intro to Medical Assisting**.....(2:2:0)

This course is designed to give an overview of the background, concepts, and ethics of practice in medical assisting. The role of the medical assistant and the various sites available for employment will be examined. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**MEA 120 - Medical Office Procedures I**.....(4:3:2)

This course introduces the administrative (medical office) duties of a medical assistant including handling the telephone, managing accounts payable and receivable, managing a medical office, medical coding and obtaining third party reimbursement.

**Prerequisites:** Test score or RDG 120 and Test score or ENG 121 or ENG 125 and BIO 100 and OAT 121 Corequisites: MEA 150

**MEA 121 - Basic EHR**.....(1:1:1)

The course provides the student with a basic understanding of electronic health record management and utilization. Emphasis is on the creation, use, and maintenance of electronic health records. It includes an introduction to the terminology and technology associated with the operational use of these records. It will provide the student with the necessary skills to perform these tasks in a medical office setting.

**Prerequisites:** BIO 100 and (Test score or ENG 121 or ENG 125) and OAT 121 and (Test score or RDG 120). Co-requisite: MEA 120

**MEA 125 - Medical Office Procedures II**.....(4:3:2)

This course introduces the student to skills necessary for working in a modern computerized medical office. Students will learn transcription. They will use the computer to schedule and monitor appointments.

Students will get more experience with the billing process. **Prerequisites:** MEA 120 and MEA 150 Corequisites: MEA 151 and MEA 270

**MEA 150 - Medical Lab Procedures I**.....(4:3:3)

This course is the first of two courses covering some of the basic skills and theory of the Medical Assistant profession. Lab safety, CPR, EKG, first aid, monitoring vital signs, and patient examination techniques are covered. **Prerequisites:** (Test score or MAT 015 or MAT 016 or MAT 075 or NCW 045 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and ((BIO 100 and BIO 110) or (BIO 120 or BIO 121)).

**MEA 151 - Medical Lab Procedures II**.....(4:3:3)

This course will cover basic laboratory skills of the profession. Universal precautions will be integrated into testing in hematology, chemistry, urinalysis, microbiology, and serology. Competency in phlebotomy is required. **Prerequisites:** MEA 150

**MEA 170 - Pharmacology for Med Assistant**.....(3:3:0)

Included in the course is an introduction to the chemical characteristics, actions, and uses of common prescription and over-the-counter drugs. Mode of action, drug administration, absorption, excretion, indications and contraindications will be covered for each drug discussed. **Prerequisites:** (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 150 or MAT 153 or MAT 181 or MAT 185) or (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281) and ((BIO 100 and BIO 110) or (BIO 120 and BIO 121)).

**MEA 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**MEA 250 - Medical Transcription**.....(2:2:0)

Transcription of medical reports related to patient care, content and format of medical reports, and the effective use of medical references are covered in the course. **Prerequisites:** OFS 121

**MEA 255 - Comprehensive Med Transcript**.....(3:2:2)

Transcription of medical reports/correspondence related to patient care, content and format of medical documents using current word processing software, and the effective use of medical references are covered in the course. **Prerequisites:** OAT 121 and BIO 100 and (Test score or ENG 121 or ENG 125).



**MEA 270 - Medical Assistant Seminar** .....(2:2:0)

This course will provide students with the opportunity to discuss areas of interest to medical assistants and introduce students to the varied employment opportunities that are available for medical assistants. It will also provide students with the opportunity to prepare to take the CMA (AAMA) or RMA (AMT) exam. The CMA (Certified Medical Assistant) exam is offered by the American Association of Medical Assistants; the RMA (Registered Medical Assistant) is offered by American Medical Technologists (AMT). **Prerequisites:** MEA 100 and MEA 150 and (MEA 120 or OAT 120) **Corerequisites:** MEA 125 and MEA 151

**MEA 280 - Med Transcription Internship** ..... (5:0:15)

A supervised internship is performed in a health care facility which provides the student with experience in the transcription of a wide variety of medical reports. Emphasis is placed on development of competent skills, confidentiality of the health records, as well as professional conduct. **Prerequisites:** MEA 255

**MEA 289 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**MEA 290 - Medical Assistant Internship** ..... (4:0:12)

The student will acquire applied experience in an appropriate work situation such as a physician's office or clinic. **Prerequisites:** MEA 125 and MEA 151 and MEA 170 or (OAT 120 and OAT 125).

**MET 115 - Intro Mechanical Engr Tech**.....(3:2:2)

This course is a preparatory course utilizing design problems and study activities that are presented to the student to conceptualize and communicate using engineering graphics, mathematics, and technical science. Special emphasis is placed on computer literacy and computer-aided design technology for engineering technology applications.

**Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 015 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**MET 123 - Modern MFG Techniques** .....(3:2:4)

A study of modern manufacturing techniques, including a discussion of hand tools, precision measuring tools, material identification and selection, and identification and uses of machine tools/equipment. Also includes hands-on training on the lathe, milling machine, computer numeric control, arc welding, introduction to geometric dimensioning and tolerancing, and the use of modern measuring machines. Emphasis is placed on safe working habits. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 150 or MAT 153 or MAT 181 or MAT 183) and (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**MET 125 - Adv Manufacturing Techniques**.....(3:2:4)

This course covers laboratory and lecture activities that include advanced welding, metal finishing methods, computer integrated manufacturing, abrasive machining methods, and other specialized machining processes. Safe working habits are stressed. Additional manufacturing material topics include discussion of ferrous and non-ferrous materials, composites, adhesives, plastics, heat treatment of steels, and advanced geometric dimensioning and tolerancing. **Prerequisites:** MET 123

**MET 131 - Engineering Graphics/CAD** .....(3:2:4)

Development of basic drafting skills using traditional drafting equipment with special emphasis on computer-aided equipment. The focus will include two-dimensional drawings and the development of orthographic projections with a variety of design problems and study activities presented to help the student conceptualize and communicate graphically. **Prerequisites:** (Test score or MAT 012 or NCS 012 or MAT 015 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 130 or MAT 140 or MAT 125 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**MET 132 - Statics**.....(3:3:0)

An analytical study of the effects of forces acting on a body at rest. Includes the study of centroids, area moment of inertia, trusses, and frames. **Prerequisites:** (PHY 171 or PHY 171 Concurrently) or (PHY 205 or PHY 205 Concurrently) or (PHY 281 or PHY 281 Concurrently).

**MET 140 - Vacuum Systems** .....(4:3:2)

Vacuum Systems covers the theory and practice of vacuum as used in semiconductor manufacturing. This course includes vacuum principles, calculations related to vacuum practices, vacuum pumps, gauges and components, and leak detection. The laboratory portion of the course includes activities to develop skills in the operation of basic vacuum systems and vacuum components. **Prerequisites:** MAT 181 and CHM 100

**MET 150 - Basic Mechcal Systems** .....(3:2:2)

This course will provide the students with an understanding of the type of equipment used in the chemical process industry. Topics include piping, valves, pumps, compressors, exchangers and other chemical process equipment. The course concludes with a discussion of preventive/predictive maintenance. **Prerequisites:** (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**MET 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**MET 234 - Statics/Strength of Materials**.....(4:3:2)

The analytical study of forces, stresses, and strains acting in systems at rest, including concurrent and non-concurrent forces, centroids, moments of inertia, trusses, frames, and shear/moment diagrams; and tensile, compressive, direct and torsional shear stresses, thin-walled pressure vessels, design of beams and columns under various loading conditions. **Prerequisites:** PHY 171

**MET 235 - Computer NmrcI Cntrl Machining** .....(4:3:2)

CNC Machining is intended for the first-time user of CNC equipment. Machinists, machine operators, supervisors, engineers, and engineering students with some machining knowledge will benefit from this basic CNC course. The history, applications programming, and operations will be explored in the course of study. **Prerequisites:** MAT 120 and MAT 123

**MET 237 - Adv Mechanical CAD with 3D**.....(3:2:3)

A second level mechanical CAD course using Microstation software. Topics covered will include advanced 2D CAD commands, isometric drawing, and drafting in three dimension including wire frame and solid modeling techniques. **Prerequisites:** MET 131 and MAT 181

**MET 241 - Fluid Mechanics** .....(4:3:2)

This course covers physical properties of fluids, pressure and static forces, laminar and turbulent incompressible flow, conservation of energy and mass, pump and fan characteristics, open channel flow, and an introduction to heat transfer. Includes a discussion of sizing and energy losses in pipes and ducts. **Prerequisites:** MET 132 and PHY 171

**MET 242 - Strength of Materials**.....(3:2:2)

Analysis of axial, shearing and torsional stresses and strains in machine and structural elements such as beams, columns and shafts under static, impact and dynamic loads. Also includes a discussion of thin-walled cylinders, joints, couplings, shear and bending moment diagrams, and the design of beams. **Prerequisites:** MET 132

**MET 243 - Dynamics** .....(3:3:0)

Motion of particles and rigid bodies, including plane motion and Coriolis acceleration. Determination of forces and torques required to change motion through inertia, work-energy, and impulse-momentum approaches. Elastic-inelastic impact, power, and vibrations are also discussed. **Prerequisites:** MET 132 and PHY 171

**MET 245 - Machine Design** .....(3:3:0)

This course covers design principles and calculations appropriate to various machine elements, including beams, bearings, bushings, shafts, power screws, gears, cams, belts, and fly-wheels. **Prerequisites:** MET 242 and MET 243 and MET 248

**MET 248 - Electromechanical Systems** .....(4:3:3)

A course in the power and control systems found in modern machines. Electrical topics include basic DC and AC electrical theory, circuits, electrical control components such as switches, relays, transformers, contractors, etc., motors, servos, and electrical safety. Mechanical components include couplings, gear drives, belting, chain drives, and how the electrical components are incorporated into a functional system. **Prerequisites:** MAT 182 and PHY 171

**MET 250 - Thermodynamics**.....(4:4:0)

Study of the theory and principles of thermodynamics including energy, work, heat, power; physical properties of materials, enthalpy, isentropic processes and the Carnot Cycle, phase diagram analysis, heat capacity, heats of fusion, vaporization, and combustion; air/water mixtures, psychrometric chart. **Prerequisites:** PHY 172

**MET 252 - Fluid Power**.....(3:2:2)

A study of hydraulic and pneumatic systems for the transfer and control of power. Introduction to the electrical, pneumatic and hydraulic control of these power systems is included. Specific topics include pumps, actuators, conductors, system theory, system design, servo mechanisms, and fluid logic. The laboratory component simulates the set-up and trouble shooting of hydraulic and pneumatic systems with various types of controls. **Prerequisites:** PHY 111 or PHY 171

**MET 264 - Material Science** .....(4:3:2)

A study of the physical, chemical, mechanical properties of metals, ceramics, plastics, and other engineering materials. Specific topics include ferrous metals, non-ferrous metals, heat treatment, common polymers, microstructural examination, composite systems and corrosion. The laboratory component, of the course instructs the student in a variety of standard methods for determining the properties of common materials. **Prerequisites:** MAT 182

**MET 271 - Engineering Project**.....(3:1:6)

Small group design in various fields of engineering technology such as machine design, fluid mechanics, pneumatics, hydraulics, electro-mechanics, and structures. Projects will be taken from inception through a complete design process, including cost analysis and final design report. **Prerequisites:** MET 125 and MET 241 and MET 242 and MET 248 Co-requisite: MET 245

**MET 289 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**MGT 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chair.

**MGT 212 - Principles of Management** .....(3:3:0)

The course is an introduction to the management field, presenting a systemized body of knowledge through the functions of planning, organizing, staffing, motivating, controlling and utilizing strategies to deal with internal and external environment forces. **Prerequisites:** (BUS 101 or ENT 101 or CMT 125) and (Test score or ENG 121 or ENG 125).

**MGT 213 - Problems in Management** .....(3:3:0)

This course examines the application of management concepts to cases simulating the social and technical aspects of utilizing resources to accomplish goals. **Prerequisites:** MGT 212

**MGT 214 - Supervisory Management** .....(3:3:0)

The course examines the primary management concerns of the first-level supervisor from understanding people, their problems, and how to motivate them. Specific areas covered are time management, interviewing, discipline and techniques of training. **Prerequisites:** BUS 101 and (Test score or ENG 121 or ENG 125).

**MGT 215 - Office Management**.....(3:3:0)

An introduction to principles of management as they relate to the office environment and focus on the role of the office manager. **Prerequisites:** BUS 101

**MGT 218 - Small Business Management** .....(3:3:0)

This course presents practical approaches to managing in a small business environment including: selecting a type of business, obtaining and maintaining human resources, planning and organizing daily operations, developing operational requirements and locating sources, basic accounting and financial control, marketing considerations, business location and layout, and employee leadership. **Prerequisites:** (Test score or ENG 121 or ENG 125) and (MGT 212 or ENT 101).

**MGT 231 - Human Resource Management** .....(3:3:0)

The management of the human resources process focusing on recruitment, training and development, motivation, remuneration, and management-unions relationships and HR policies is studied. **Prerequisites:** MGT 212 or HRI 112 or OMT 100 or FET 201.

**MGT 261 - Management Policy & Strategy** ..... (3:3:0)

This course will be a capstone in the business program dealing with the solution of problems that cross all major functional areas in business. Case studies and reports are required. Students may compete in a computer simulated business environment.

**Prerequisites:** MAT 255 and MGT 212 and (ENG 122 or ENG 130).

**MGT 289 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**MGT 291 - Management Honors** ..... (3:3:0)

Introduction to the management field, presenting a systemized body of knowledge through the functions of planning, organizing, staffing, motivating, controlling, and utilizing strategies to deal with internal and external environment forces. Students will apply the above concepts through a variety of prospects and/or computer exercises or simulations with an appropriate project. **Prerequisites:** (Test score or ENG 121 or ENG 125) and BUS 101 and MAT 255.

**MIS 189 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**MIS 220 - Management Information Systems** ..... (3:3:1)

This course presents essential information, systems, concepts, and practices required to manage a modern organization. Topics focus on how Information Systems are causing changes in the organization and the operation of businesses and how information systems can increase the competitiveness of a business. **Prerequisites:** (BUS 101 or IET 141) and (CIS 107 or IET 150) and (MGT 212 or IET 242 or OMT 100).

**MIS 289 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**MKT 189 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**MKT 212 - Principles of Marketing** ..... (3:3:0)

A survey of marketing principles with an emphasis on how they affect both consumer and industrial buying behaviors. Topics include marketing mix, pricing techniques under various market conditions, effect of supply and demand, channels of distribution, marketing research, brand policy, and government regulation of marketing. **Prerequisites:** (Test score or ENG 121 or ENG 125) and ECO 111 and (BUS 101 or HRI 101 or ENT 101) and MAT 153.

**MKT 213 - Problems in Marketing** ..... (3:3:0)

Principles mastered in MKT 212 Principles of Marketing applied to marketing situations and problems through the use of written and oral case study analysis and presentation. **Prerequisites:** MKT 212

**MKT 214 - Advertising** ..... (3:3:0)

An overview and application of advertising principles, introducing concepts of planning, advertising, research, artistic, creative, and psychological appeals to advertising and sales promotional activities. Students will apply the above concepts through a variety of projects and/or computer exercises or simulations. **Prerequisites:** MKT 212

**MKT 215 - Consumer Behavior** ..... (3:3:0)

This course provides an introductory understanding of the basic principles of consumer behavior including internal and external influences on consumers, insights into scientific consumer-based research, and how resultant findings are applied to attract, persuade, and maintain customers. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and BUS 101 and MKT 212.

**MKT 216 - Retailing** ..... (3:3:0)

The student will examine changes in marketing and consumer demand for goods and services. Principles of retailing, its role in the economy, emerging trends, consumer behavior, customer satisfaction, merchandising and service strategies, and legal and ethical considerations are presented. **Prerequisites:** BUS 101 and MKT 212.

**MKT 217 - E-Marketing Fundamentals** ..... (3:3:1)

This course explores web marketing including internet marketing strategies and performance metrics, on-line design principles, and on-line customer relationships. Students will complete various hands-on projects related to building and managing a successful on-line marketing operation. **Prerequisites:** MKT 212 and CIS 107.

**MKT 219 - Sales & Sales Management** ..... (3:3:0)

An introduction to the basic principles of sales and sales management including: prospecting, identification of customer wants, needs, and buying motives, a sales presentation and demonstration, handling buyer resistance, closing the sale, providing after sales support, and managing a sales staff. **Prerequisites:** BUS 101

**MKT 289 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**MKT 291 - Marketing Honors** ..... (3:3:0)

A survey of marketing principles with an emphasis on how they affect both consumer and industrial buying behaviors. Topics include marketing mix, pricing techniques under various market conditions, effect of supply and demand, channels of distribution, marketing research, brand policy, and government regulations of marketing. Students will apply the above concepts through a variety of prospects and/or computer exercises or simulations, with an appropriate project. **Prerequisites:** (Test score or ENG 121 or ENG 125) and BUS 101 and ECO 111 and MAT 255.

**MLT 101 - Intro to Med/Clinical Lab Tech** ..... (3:2:2)

This course is designed to give an overview of clinical laboratory science to include basic skills, procedures, laboratory safety, use and care of laboratory equipment, laboratory settings, accreditation and certification. No prerequisites are required. **Prerequisite:** None

**MLT 120 - Hematology I** ..... (4:3:3)

Normal maturation, morphology, function of blood cells, and hemostasis, as well as qualitative and quantitative changes that occur are included in the course. Phlebotomy techniques and the practical application of instrumentation used in the hematology lab are covered in the lab. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESK 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**MLT 121 - Hematology II** .....(4:3:3)

The course covers special hematologic procedures, coagulation, and blood disorders. Practical application of instrumentation used in the hematology lab is included. **Prerequisites:** MLT 120

**MLT 130 - Hematology for the Vet Tech**.....(4:3:3)

Normal maturation, morphology, function of blood cells, and hemostasis as well as qualitative and quantitative changes that occur are included in this course. Venipuncture techniques and the practical application of instrumentation used in the veterinary hospital are covered in lab. **Prerequisites:** VET 101 and VET 102.

**MLT 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**MLT 220 - Clinical Chemistry I** .....(4:3:3)

The course will cover the qualitative and quantitative measurement of biochemical constituents in body fluids and their significance to disease. Topics include urinalysis, electrolyte and acid-base balance, and carbohydrate and non-protein nitrogen analysis. Laboratory exercises will incorporate sample collection and preparation, safety, quality control, and instrumentation. **Prerequisites:** CHM 151

**MLT 221 - Clinical Chemistry II** .....(4:3:3)

The course will cover the qualitative and quantitative measurement of biochemical constituents in body fluids and their significance to disease. Topics include the study of the liver and biliary system, enzymology, endocrinology, toxicology, and special testing. Laboratory exercises will emphasize instrumentation. **Prerequisites:** MLT 220

**MLT 250 - Clinical Microbiology I**.....(4:3:3)

This course covers microbial structure, metabolism, growth and control. Interactions between humans and microbes are also studied. In addition, the laboratory portion of this course covers isolation, identification and antibiotic studies of bacteria of clinical significance. **Prerequisites:** BIO 120 and BIO 121 and (CHM 110 or CHM 150)

**MLT 251 - Pathogenic Microbiology**.....(4:3:3)

The course covers isolation, identification, and antibiotic studies of bacteria of clinical significance. Basic techniques used to detect and identify fungi and parasites are included. **Prerequisites:** MLT 250

**MLT 260 - Immunology** .....(4:3:3)

The course covers theory and application of immunity and the immune response such as antibody structure and interactions, the complement system, hypersensitivity reactions and disorders of the immune response. Emphasis will be placed on routine immunology/serology procedures and interpretation of test results in relation to disease states. Student laboratory is used to provide experiences in fundamental serology/immunology techniques. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and BIO 120.

**MLT 261 - Blood Banking**.....(4:3:3)

The course covers theory of the immune response and the use of antigen-antibody reactions in the diagnosis of disease. Serological characteristics and clinical significance of blood group antigens and antibodies that are important in therapeutic and diagnostic procedures in the blood bank are included. **Prerequisites:** MLT 260

**MLT 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**MLT 291 - Clinical Practicum** .....(7:0:36)

The course provides an intense exposure to the clinical laboratory environment to familiarize the student with the scope of work, variety of tests, and automation that is found within each laboratory department. Rotations will be scheduled in hematology, urinalysis, microbiology, clinical chemistry, serology, blood bank and phlebotomy. **Prerequisites:** MLT 221 and MLT 251 and MLT 261.

**MTS 100 - Intro to Medical Transcription** .....(3:2:4)

This course helps students develop entry-level transcription skills. Using machine dictation, students will integrate medical terminology and keyboarding skills in preparing medical reports. **Prerequisites:** (Test score or RDG 120) and BIO 100 and OAT 121.

**MTS 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**MTS 201 - Advanced Medical Transcription** .....(3:1:5)

This course provides in-depth study of preparation of a wide variety of medical reports, including proper content and format, effective use of medical references, and transcription of detailed reports from each of the medical specialties. Students will transcribe dictation tapes that include a variety of physicians' voices and dialects. **Prerequisites:** BIO 101 and BIO 110 and MTS 100 and CIS 107.

**MTS 289 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**MTS 291 - Medical Trans. Practicum**.....(3:0:8)

This course is a supervised internship performed in a health care facility which provides the student with experience in transcription of a wide variety of medical reports. **Prerequisites:** MTS 201

**NCC 046 - Grammar for College Comm**.....(7:7:2)

Designed for the non-native speaker of English who has English language fluency, this course focuses on the complex grammatical structures of English and applies those structures to writing needed for college level studies. **Prerequisite:** Test score or completion of secondary school in the United States.

**NCJ 120 - Child Care Adm Business Issues**.....(1:1:0)

This course is designed to provide students with information on the business aspects of administering a child care center. Students will gain experience in areas of licensing requirements, legal issues effecting childhood programs, marketing the center, and financial planning and application. **Prerequisites:** None



**NCJ 121 - Child Care Adm Human Relations .....(1:1:0)**

This course is designed to provide child care administrators with an opportunity to explore and implement specific strategies for improving working relationships with staff and families within the work setting. Students will gain skills to conduct effective staff meetings, discover leadership styles, practice conflict resolution, and identify staff development needs. **Prerequisites:** None

**NCJ 122 - Child Care Adm Prog Dev & Eval .....(1:1:0)**

This course is designed to provide child care administrators with an opportunity to explore methods of program evaluation and techniques for program improvement to better serve children and to align their programs with community needs. **Prerequisites:** None

**NCJ 125 - School Age Development.....(1:1:0)**

Students will study the major theories of child development, and current research relating to adolescence. Special behavioral considerations and disability awareness will be covered. Students will reflect on best practices as they relate to program goals, procedures and policies. **Prerequisites:** None

**NCJ 126 - School Age Comm Strategies .....(1:1:0)**

Students will practice effective communication with children, staff, parents and school personnel, and will learn some basic conflict resolution and peer mediation techniques. **Prerequisites:** None

**NCJ 127 - School Age Curr Dev Programmng .....(1:1:0)**

Students will define their personal philosophy of school-age care, formulate program goals, policies, and procedures, and create a developmentally appropriate curriculum for program implementation or improvement. **Prerequisites:** None

**NCN 103 - Shop Applications for Computer.....(3:2:2)**

This is an introductory course in modern personal computing. The skills learned in this course are computing survival skills for the modern industrial work force. These skills will also assist the student in the CNC and Graphics CAD courses. The covered topics include: keyboarding skills, basic MS-DOS commands, file manipulation, file transfer, basic Windows and a brief introduction to word processing and spread sheets. Introduction to selected software used on local shop floors will be included in the course of study. **Prerequisite:** Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185.

**NCN 104 - Geometric Dimension/Tolerance .....(2:2:0)**

A study of practical applications of the industry standard Geometric Dimensioning and Tolerancing Standard ANSI Y14.5M- 1994 or the latest revision thereof. Topics covered included tolerancing, datums, symbols, terms and locations. The majority of time will be spent interpreting drawings and relating these interpretations to the manufacturing floor. **Prerequisites:** MET 131 and MET 123

**NCN 105 - Machine Shop Practicum I .....(4:2:5)**

This course will supplement the hands-on skills learned in MET 123. Under the tutelage and supervision of the instructor, students will use typical machine shop machines to build and inspect actual parts. The machines covered include engine lathes, vertical milling machines, bench grinders, drill presses, band saws and cut-off saws. The instructor will also demonstrate proper uses of typical measuring and inspection devices. Machine Shop Practicum I and Machine Shop Practicum II are the courses where intermediate and advanced machine shop skills, not addressed in other classes, are to be covered. **Prerequisites:** (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281) and MET 123.

**NCN 106 - Machine Shop Practicum II .....(4:2:5)**

The course will supplement the hands-on skills learned in NCN 103, Machine Shop Practicum I, and MET 125. Under the tutelage and supervision of the instructor, students will use typical machine shop machines to build and inspect actual parts. The machines covered included: engine lathes, vertical milling machines, cylindrical grinders, surface grinders. The instructor will also demonstrate proper uses of advanced measuring and inspection devices, such as optical comparators and coordinate measuring machines. Basic metallurgy concepts covered include: ferrous metals systems, non-ferrous metals systems and basic heat treating. Machine Shop Practicum I and Machine Shop Practicum II are the courses where intermediate and advanced machine shop skills, not addressed in other classes, are to be covered. **Prerequisites:** NCN 105 and MET 125

**NCN 245 - Intro to Polymer Science .....(3:3:0)**

The course will include the molecular structure, synthesis and characterization of synthetic polymers. In addition, the unique thermomechanical, electrical, and solution properties of polymers will be studied. **Prerequisites:** CHM 240

**NCS 005 - Basic Math Review Lecture .....(1:1:0)**

This review course is designed for the college student who needs a rapid review in basic numerical processes with whole numbers, fractions, decimals, ratios, proportions and percents and their applications. (Credits do not apply to graduation requirements.) **Prerequisite:** Test score

**NCS 012 - Math Fundmnt'Is Review Lecture .....(1:1:0)**

This review course is designed for the college student who needs a rapid review in basic numerical processes with whole numbers, fractions, decimals, ratios, proportions, percents, geometry, measurement, signed numbers, solving equations and their applications. (Credits do not apply to graduation requirements.) **Prerequisite:** Test score

**NCS 051 - Pre-Tech Writing Review .....(1:1:0)**

A rapid review course designed to provide reinforcement in writing skills before taking English Composition. Topics include sentence structure, usage, and essay development. (Credits do not apply to graduation requirements.) **Prerequisite:** Test score

**NCS 052 - Pre Tech Reading Review .....(1:1:0)**

A rapid review course designed to provide reinforcement in vocabulary, comprehension skills, and reading flexibility before taking Critical Reading and Thinking. **Prerequisite:** Test score



**NCS 107 - Introduction to Computers**.....(3:3:0)

This course provides a basic introduction to microcomputers. Emphasis will be placed on students becoming familiar with the hardware, the Windows operating system, and word processing and spreadsheet packages. **Prerequisites:** None

**NCS 110 - Biotechnology Summer Exp** .....(1:1:1)

This course will cover basic topics and techniques of biotechnology. Topics may include DNA and protein structure and separation, bacterial transformation, polymerase chain reaction, genetic diseases, forensics, and genetically modified organisms. Laboratory experiments will be an integral part of this course. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 100) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**NCS 115 - Topics in Health Care**.....(1:1:0)

This course will investigate the subject of health care disparities in the United States. Topics may include historical biases, issues affecting access to health care, community health care attitudes, research on health care and treatments, and the effect of the genetic background of various ethnic groups on health. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**NCW 040 - Chemistry Mathematics**.....(1:1:0)

This course is designed for students who will benefit from a refresher in the basic mathematics required for chemistry. The course emphasis includes algebraic techniques, logarithms, ratios and proportions. **Prerequisites:** Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 181 or MAT 185.

**NCW 090 - Intro to College Rhetoric**.....(1:1:0)

A sixteen-hour course designed for students to complete the objectives outlined in Unit 4 of ENG 051, Pre-Tech Writing. Successful completion of this course enables students to move directly into Composition. Additional assistance is available in the Learning Assistance Center and Writing Center. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**NCW 091 - Intro to Textual Analysis**.....(1:1:0)

A sixteen-hour course designed for students to complete the objectives outlined in Unit 4 of RDG 051, Pre-Tech Reading. Successful completion of this course enables students to move directly into Critical Reading and Thinking. Additional assistance is available in the Learning Assistance Center and Writing Center. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**NFD 101 - New Faculty Development**.....(2:2:0)

This course provides an orientation to effective instruction at Delaware Technical Community College. Participants will be provided with an overview of our institution's history, mission, values, academic philosophy and standards, and issues/topics important for new faculty to understand. Course topics include but are not limited to: Middle States Characteristics of Excellence, institutional effectiveness (including planning and assessment), effective advisement, student success, student engagement, instructional strategies, emotional intelligence, information literacy, articulation, FERPA, copyright, and HEOA legislation.

**NMT 101 - Patient Care for the NMT**.....(2:1:1)

(syllabus in progress) **Prerequisites:** BIO 100 and MAT 181

**NMT 115 - Intro to NMT with Clinical Lab**.....(4:3:5)

Introduction to quality control, radiation measurement, appropriate venipuncture techniques, application of infection control and safety procedures and computer applications for nuclear medicine. Clinical practicum will include 80 hours of IV training and nuclear medicine procedures. **Prerequisites:** NMT 101

**NMT 121 - Computers & Informatics**.....(2:2:0)

(syllabus in progress) **Prerequisite:** NMT 101

**NMT 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**NMT 201 - Nuclear Medicine I**.....(4:4:0)

The study of current uses of radiopharmaceuticals for organ visualization and function, evaluation of results and pathology. **Prerequisites:** (ENG 122 or ENG 130) and BIO 121 and NMT 222. Co-requisites: NMT 224 and NMT 295

**NMT 202 - Nuclear Medicine II**.....(3:3:0)

The continued study of current uses of radiopharmaceuticals for organ visualization and function, evaluation of results, and pathology. **Prerequisites:** NMT 201 Co-requisites: NMT 211 and NMT 223 and NMT 296.

**NMT 203 - Nuclear Medicine III**.....(2:2:0)

The study of current uses of radiopharmaceuticals for organ visualization and function, evaluation of results, pathology and radioassay procedures. **Prerequisites:** NMT 202 Co-requisites: NMT 212 and NMT 226 and NMT 297.

**NMT 211 - Scan Reading I**.....(1:0:3)

In the review and interpretation of studies performed, the student is able to see directly how the work accomplished each day affects the overall patient diagnosis. **Prerequisites:** NMT 201 and NMT 224 and NMT 295. Co-requisites: NMT 202 and NMT 223 and NMT 296.

**NMT 212 - Scan Reading & PET/CT**.....(1:0:2)

A continuation of NMT 211 Scan Reading & PET/CT. In the review and interpretation of studies performed, the student is able to see directly how the work accomplished each day affects the overall patient diagnosis. **Prerequisites:** NMT 211 Co-requisites: NMT 203 and NMT 226 and NMT 297

**NMT 222 - Nuclear Physics**.....(3:3:0)

This course is an introduction to the atom and radioactivity. The major topics to be covered include atomic structure, decay processes and products, half-life, interaction of radiation with matter, and dosimetry. **Prerequisites:** NMT 101 and (PHY 112 or PHY 205)

**NMT 223 - Nuclear Med Instrumentation**.....(4:3:3)

Through lecture and laboratory sessions, basic principles of radiation detection are applied. Imaging systems, radionuclide statistics, quality control, spect, and computer applications are stressed. **Prerequisites:** NMT 115 and NMT 295 Co-requisites: NMT 202 and NMT 211 and NMT 296

**NMT 224 - Radiopharmacy & Pharmacology**.....(2:2:0)

An introduction to radiopharmaceutical synthesis, sterility testing, quality control, mechanisms of radionuclide localizations, and governmental regulations. **Prerequisites:** CHM 111 and NMT 115 Co-requisites: NMT 201 and NMT 295

**NMT 226 - Radiobiology/Protection** ..... (2:2:0)

A study of the genetic and somatic effects resulting from radiation interactions by presenting principles of radiation therapy related to human injury. Students learn radiation hazards, evaluation methods, prevention, and decontamination. The course addresses government regulations related to patient, employee, general public, and environment. **Prerequisites:** NMT 222 and NMT 223 Co-requisites: NMT 203 and NMT 212 and NMT 297

**NMT 289 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**NMT 295 - Clinical Internship I** ..... (4:0:18)

Provides initial training in the field of Nuclear Medicine Technology by rotating through each section of the affiliate hospitals. Administration, clinical procedures, equipment operations, and health physics will be mastered by supervised hands-on experience. **Prerequisites:** (ENG 122 or ENG 130) and NMT 115 and NMT 222. Co-requisites: NMT 201 and NMT 224

**NMT 296 - Clinical Internship II** ..... (5:0:25)

Provides intermediate training in the field of Nuclear Medicine Technology by rotating through each section of the affiliate hospitals. Administration, clinical procedures, equipment operations, and health physics will be mastered by supervised hands-on experience. **Prerequisites:** NMT 295 Co-requisites: NMT 202 and NMT 211 and NMT 223

**NMT 297 - Clinical Internship III w/CT** ..... (6:0:32)

Provides advanced training in the field of Nuclear Medicine Technology by rotating through each section of the affiliate hospitals. Administration, clinical procedures, equipment operations, and health physics will be mastered by supervised hands-on experience. Practicum evaluation of computer techniques and programs will be emphasized. **Prerequisite:** NMT 296 Co-requisites: NMT 203 and NMT 212 and NMT 226

**NRG 101 - Intro to Energy Management**..... (2:2:1)

An introduction to the practice of energy management. Specific topics include career opportunities, working in teams, introduction to renewable and nonrenewable energy sources, energy end uses, unit conversion, basic energy physics, solving energy efficiency problems, and use of calculators and computers as tools for solving problems. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**NRG 103 - Sustainability**..... (2:2:1)

This course will help students understand the relationship of sustainability and buildings by addressing the “Three Es of Sustainability” in the built environment. Students will explore the ENVIRONMENTAL influence of buildings on air and water quality and waste streams; discover the ECONOMIC benefits of reduced operating costs, improvement of occupant productivity, optimization of life-cycle economic performance; and SOCIAL EQUALITY benefits by enhancing occupant comfort and health, heighten aesthetic qualities, minimizing strain on local infrastructure, improving overall quality of life. The course will use the Leadership in Energy and Environmental Design framework education. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**NRG 110 - Construction Standards** ..... (2:1:2)

This course will investigate industry standards as applied to modern building construction. The student will be introduced to OSHA regulations pertinent to the construction industry to assure safety in the installation of solar photovoltaic and solar thermal systems. Hands-on use of tools, methods and materials common to light construction will be introduced. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 281).

**NRG 111 - Res/Light Comm Energy Analysis** ..... (2:2:1)

Residential/Light Commercial Energy Analysis provides students with the knowledge and skills necessary to understand how a building's design affects its energy use. Topics include building shell analysis and auditing, an introduction to building services and utilities, air leak testing, the study and auditing of residential and light commercial energy use, lighting, and the use of diagnostic equipment to conduct detailed energy assessments. These assessments include identifying air infiltration, indoor air quality (including mold, CO, moisture - with a special emphasis on health and safety), and insulation problems as well as investigating ductwork and window losses. **Prerequisite:** PHY 111

**NRG 124 - Energy Efficient Methods** ..... (2:2:1)

Energy Efficient Methods will teach the students the appropriate equations and units to perform energy efficiency calculations. Using this knowledge, students will develop energy conservation measures including simple payback financial analysis. Systems covered will include: furnaces, domestic hot water heaters, motors, fans, pumps, air conditioners, and heat pumps. **Prerequisites:** (Test score or MAT 140 or MAT 153 or MAT 181 or MAT 185) and NRG 111 or OAT 152.

**NRG 131 - Lighting Fundamentals**..... (2:2:1)

This course teaches fundamental lighting concepts and its utilization within the built environment. Students completing this course will be able to identify and evaluate the various quantitative and qualitative characteristics of light sources and luminaires. This course will also present vocabulary and terms that are ubiquitous within the lighting industry. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and PHY 111.

**NRG 142 - Energy Accounting** .....(2:2:0)

This course will cover several energy accounting techniques and procedures. Students will analyze utility bills and rate schedules as well as seasonal and annual trends of energy use. Benchmarking, base lining, weather adjustment, and time of use utility rates will also be covered. **Prerequisites:** NRG 101 and MAT 140 and OAT 152

**NRG 154 - Alternativ Energy Technologies** .....(2:2:1)

A survey of the sources of energy that may be used to increase energy supply. Included are geothermal, wind, low head hydro, solar and biomass. Environmental, social and economic advantages of each source are assessed. **Prerequisites:** OAT 152 and (MAT 140 or MAT 181 or MAT 182 or MAT 185 or MAT 281).

**NRG 200 - Solar Energy Systems** .....(2:2:1)

Solar Energy Systems is a course that details the resources and movement of the sun. Students will determine the sun hours for a given location and time. Students will use tools and associated software to properly perform a complete site analysis. **Prerequisite:** NRG 154

**NRG 201 - Photovoltaic Systems I** .....(4:3:2)

Students will learn the fundamentals of PV modules, including how a solar cell converts sunlight into electricity. The system components of a PV system will be discussed, including the role of modules, inverters, and charge controllers. Students will size PV systems for a variety of uses. **Prerequisite:** NRG 154 **Corequisites:** ELC 122 and NRG 200

**NRG 202 - Photovoltaic Systems II** .....(3:2:2)

This course will give students an opportunity to design both the electrical and mechanical systems required in photovoltaic systems. Students will learn about the secondary components required in PV systems and how all parts are integrated into the overall system. Students will learn to troubleshoot and resolve typical problems that can occur when installing PV systems. **Prerequisites:** NRG 110 and NRG 201 **Corequisite:** ELC 241

**NRG 203 - Cncpts of Solar Thermal Design** .....(3:2:2)

This course will introduce the student to the concepts of solar heating design, installation, and operation. Design characteristics, components, operation and maintenance of major components will be covered. Site evaluation, codes and regulations, system selection, and planning will be emphasized. **Prerequisites:** NRG 110 and NRG 201

**NRG 204 - Coop Ed:Renewable Energy Solar** .....(3:0:9)

The Renewable Energy-Solar Cooperative Education course will provide ways for students to increase their awareness of industry expectations, as well as develop job search tools and skills. The content is designed to help students present themselves to employers in a competent and professional manner and to move initially into their Cooperative Education; then into their professional careers. Students will work in a Renewable Energy related Cooperative Education job for a minimum of 144 hours. **Prerequisites:** NRG 110 and NRG 201

**NRG 206 - Co-op Ed: Energy Management** .....(5:0:15)

The Energy Management Cooperative Education course will provide ways for students to increase their awareness of industry expectations, as well as develop job search tools and skills. The content is designed to help students present themselves to employers in a competent and professional manner and to move initially into their Cooperative Education; then into their professional careers. Students will work in an Energy related Cooperative Education position for a minimum of 240 hours. **Prerequisite:** NRG 124

**NRG 207 - NABCEP Solar Entry Level Prep** .....(1:1:0)

This course is a review for the North American Board of Certified Energy Practitioners (NABCEP) Entry Level Exam. **Prerequisites:** NRG 110 and NRG 201

**NRG 212 - Commercial Energy Use Analysis** .....(3:2:2)

This class will provide an opportunity for the student to apply what he/she has learned throughout the entire energy management program to a commercial building energy audit. It will include analysis of all key building components including envelope, HVAC systems, lighting systems, and operation and maintenance procedures. The analysis will include recommendations for upgrades and the cost savings associated with those upgrades. **Prerequisites:** NRG 124 and NRG 142 and NRG 222 and NRG 232

**NRG 213 - Building Energy Simulations** .....(3:2:2)

Building Energy Simulations provides students with direct, hands-on experience with widely used building energy analysis tools. Students will learn about the program's basic modeling assumptions and build a series of increasingly complex models that explore the various features and capabilities of the building energy simulation software. Students will also develop a calibrated energy simulation of an existing building and then simulate potential energy benefits of various retrofitting measures to the building. Pre-requisites: NRG 212 or NRG 212 concurrently

**NRG 222 - Comm'I HVAC Energy Analysis** .....(2:2:1)

This is an in-depth course on heating, ventilation and air conditioning systems. The student will identify and analyze the energy consumption of the various HVAC equipment and systems used in commercial buildings. The student will learn how to program and deploy data loggers to gather energy information such as temperature, humidity and current draw on various systems and components. This course will use the fundamentals of psychometrics, fan laws and air/water properties to analyze energy usage and select strategies for improvement. The student will analyze alternatives to predict energy and cost savings for these strategies. **Prerequisites:** (PHY 111 or PHY 205 or PHY 171) and ACR 121 and (MAT 140 or MAT 181 or MAT 182 or MAT 185 or MAT 281).

**NRG 223 - Energy Control Strategies** .....(3:2:2)

Topics include building system control theory and sequences. Controlled device selection criteria are discussed and the effects on system performance are analyzed. An emphasis is placed on identifying and understanding control strategies related to HVAC equipment and components. Modifications in control sequence of operations are evaluated and calculations are employed to estimate energy savings. Students complete an energy efficiency controls calculation project. **Prerequisites:** NRG 124 and NRG 222

**NRG 232 - Lighting Applications** .....(2:2:1)

This course teaches lighting applications for different building types. Students will critically evaluate lighting systems, luminaries and associated components and perform various types of illuminance calculations. Students will work effectively as a member of a team in the development of lighting audits with potential energy conservation methods from various lighting measures **Prerequisites:** NRG 131 and MAT 140 or MAT 181 or MAT 182 or MAT 185 or MAT 281.

**NRG 241 - Energy Investment Analysis** .....(2:2:1)

A student in this course will learn to construct spreadsheets to analyze energy investment alternatives. Topics include: interest, simple payback and life-cycle analysis, time value of money, cash flow equivalence, cost- benefit analysis, effects of tax credits, depreciation, inflation and/or escalating fuel costs on energy investments, and cost estimating procedures. **Prerequisites:** NRG 111 and OAT 152



**NUR 101 - NLN - PAX Preparation Course** .....(1:1:0)

This course is designed to assist prospective nursing students to be better prepared to take the National League for Nursing Pre-Admission Exam (NLN-PAX). The NLN-PAX is required as part of the application process for the Associate Degree Nursing Program at the Owens, Terry, and Stanton campuses of Delaware Tech. **Prerequisites:** (Test score or MAT 005 or NCS 005 or NCW 045 or MAT 090 or MAT 012 or NCS 012 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 181) and (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or ESL 034 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or ESL 032 or ESL 100 or RDG 120).

**NUR 111 - Cultural Competency & Health** .....(3:3:0)

This course introduces cultural theories and concepts that influence health beliefs and practices. It is designed to offer health care providers with tools for the effective delivery of culturally competent care.

**Prerequisites:** (Test score or ENG 121 or ENG 125) and SOC 111.

**NUR 114 - Pharmacology for Nurses**.....(3:3:0)

This elective course is designed to provide nursing students with additional knowledge of pharmacology. This course introduces the principles of pharmacology, including drug classifications and their effects on the body. Drug prototypes are used to examine major drug classifications highlighting therapeutic use, adverse reactions, precautions, and contraindications, and health teaching. Legal, ethical, and contemporary issues are presented as they relate to nursing practice. **Prerequisites:** BIO 120 and BIO 121.

**NUR 120 - Spirituality and Health** .....(3:3:0)

This course introduces the concepts of spirituality and spiritual needs as part of whole person health including an exploration of illness and end of life spiritual care. It provides an overview of various spiritual, cultural, religious and complementary/alternative practices. Learning activities will offer students the opportunity to develop/increase their own spiritual self-awareness. **Prerequisites:** SOC 111 and PSY 121 and ENG 120.

**NUR 121 - Nursing Fundamentals I** .....(11:6:5)

This course provides the foundational content for beginning nursing practice. The steps of the nursing process are introduced. Principles relating to communication, activities of daily living, safety, infection control, medication administration, data collection, and documentation are covered. All basic nursing skills including physical assessment are taught and implemented in laboratory and long-term care clinical settings. **Prerequisites:** (Test score or RDG 120) and (BIO 110 or BIO 120) and MAT 119

**NUR 122 - Nursing Fundamentals II** .....(11:6:5)

This course builds on the content provided in NUR 121 and NUR 123 to address the nursing care of patients with commonly experienced health problems. The clinical experience in the course is two-fold: the implementation of didactic content provided in NUR 123 in a variety of settings for special populations and the application of skills in the acute care setting for medical-surgical patients with the building of nursing knowledge for this population. **Prerequisites:** NUR 121 and NUR 123 and (BIO 121 or BIO 110)

**NUR 123 - Nursing of Special Populations** .....(3:3:0)

The course is designed to assist the student to provide basic assessment of psychiatric, geriatric, obstetric, and pediatric clients. Selected principles related to safety, pharmacology, and nutrition are covered. The student gains knowledge in these content areas with an emphasis on normal health needs, health deviations, and developmental factors. **Prerequisites:** (Test score or RDG 120) and (BIO 110 or BIO 120) and MAT 119

**NUR 124 - Basic Nursing Concepts** .....(6:4:6)

This course provides the foundational content for beginning nursing practice. The steps of the nursing process are introduced. Principles relating to communication, activities of daily living, safety, infection control, data collection, and documentation are covered. Basic nursing skills including physical assessment are taught and implemented in the clinical laboratory setting. **Prerequisites:** (Test score or RDG 120) and (BIO 110 or BIO 120) and MAT 119

**NUR 125 - Nursing Concepts I** .....(8:4:12)

This course builds on the content provided in NUR 124 to address the nursing care of patients with issues related to activities of daily living. Principles relating to pharmacology, medication administration, care of the patient having surgery, and those with infectious diseases are covered. Nursing skills are implemented in the clinical laboratory and long-term care settings. **Prerequisite:** NUR 124

**NUR 126 - Nursing Concepts II** .....(8:4:12)

This course builds on the content provided in NUR 123, 124 and 125 to address the nursing care of patients with commonly experienced health problems. The clinical experience in the course is two-fold: the implementation of didactic content provided in NUR 123 in variety of settings for special populations and the application of skills in the acute care setting for medical-surgical patients with the building of nursing knowledge for this population. **Prerequisites:** NUR 123 and NUR 125 and (BIO 110 or BIO 121)

**NUR 131 - Fundamentals of Nursing** .....(4:2:6)

This course introduces the student to the role of the practical nurse as a member of the multi-disciplinary health care team. Emphasis is placed on the integration of the nursing process and theoretical concepts into the performance of fundamental skills in a long term care setting. **Prerequisites:** (BIO 110 or BIO 120) and BIO 121 and (Test score or ENG 121 or ENG 125) and (PSY 127 or PSY 127 concurrently).

**NUR 132 - Medical-Surgical Nursing I** .....(6:3:9)

This course defines the role of the practical nurse as a provider of care and member within the discipline of nursing. Emphasis is placed on the systematic attainment of theoretical knowledge by the use of the nursing process and beginning critical thinking skills which are needed for beginning medical-surgical clinical practice. Concepts of promotion, maintenance and restoration of health are introduced when caring for adults in the acute care and community settings. **Prerequisites:** NUR 131 and (BIO 110 or BIO 120) and BIO 121 and (PSY 127 or PSY 127 concurrently).

**NUR 133 - Medical-Surgical Nursing II** .....(6:3:9)

This course completes the systematic approach to the delivery of medical-surgical theoretical knowledge. The use of strengthened critical thinking exercises and the nursing process readies the practical nursing student for entry into a medical-surgical nursing practice when caring for adults in the acute care and community settings. **Prerequisites:** NUR 132 and MAT 119 and PSY 127 and (BIO 110 or BIO 120) and BIO 121.

**NUR 134 - Essentials-Mental Hlth Nursing** .....(2:1:3)

This course explores the role of the entry-level practical nurse as a provider of care and member within the discipline of nursing in the mental health setting by introducing theoretical knowledge needed for beginning clinical practice. The use of the nursing process promotes critical thinking in the care of clients with alterations in mental health. **Prerequisites:** NUR 132 and PSY 127 and (BIO 110 or BIO 120) and BIO 121.

**NUR 135 - Essentials Peri-Natal Nursing** .....(2:1:3)

This course explores the role of the entry-level practical nurse as a provider of care and member within the discipline of nursing in the maternal-newborn setting by introducing theoretical knowledge needed for beginning clinical practice. The use of the nursing process promotes critical thinking in the care of childbearing families and women across the reproductive lifespan. **Prerequisites:** NUR 132 and PSY 127 and (BIO 110 or BIO 120) and BIO 121.

**NUR 136 - Essentials-Pediatric Nursing** .....(2:1:3)

This course explores the role of the entry-level practical nurse as a provider of care and member within the discipline of nursing in the pediatric setting by introducing theoretical knowledge needed for beginning clinical practice. The use of the nursing process promotes critical thinking in the care of children and their families. **Prerequisites:** NUR 132 and PSY 127 and (BIO 110 or BIO 120) and BIO 121.

**NUR 137 - Essentials Legal-Ethical Issues** .....(1:1:0)

This course explores the legal-ethical standards of nursing practice as it relates to the practical nurse. Emphasis is placed on development of interpersonal skills used in the workplace. Focus is placed on preparation for employment. **Prerequisites:** NUR 132 and PSY 127 and (BIO 110 or BIO 120) and BIO 121.

**NUR 141 - Nursing Care I-A**.....(5:2:9)

The purpose of this Fundamentals course is to introduce the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Concepts integral to health, illness and professional nursing practice will be included. Learning experiences are geared towards student-centered, active-learning strategies which enhance the student's ability to apply theory to practice. Clinical experiences emphasize the performance of skills based on evidence. **Prerequisites:** BIO 120 and MAT 119

**NUR 142 - Nursing Care I-B**.....(5:2:9)

The purpose of the Fundamentals course is to introduce the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Concepts integral to health, illness and professional nursing practice will be included. Learning experiences are geared towards student-centered, active-learning strategies which enhance the student's ability to apply theory to practice. Clinical experiences emphasize the use of nursing assessment, therapeutic communication, and community nursing. **Prerequisites:** BIO 120 and MAT 119

**NUR 143 - Nursing Care II-A** .....(5:2:9)

The purpose of this adult-health nursing course is to continue the development of the nurse's role as provider of care, manager of care, and member within the discipline of nursing. Concepts integral to health, illness and professional nursing practice will be included. Learning experiences are geared towards student-centered, active-learning strategies which enhance the student's ability to apply theory to practice. Clinical experiences emphasize the safe performance of nursing practice within the medical-surgical setting. **Prerequisites:** BIO 121 and PSY 127 and NUR 141 and NUR 142

**NUR 144 - Nursing Care II-B** .....(5:2:9)

The purpose of this maternal-child and pediatric nursing course is to continue the development of the nurse's role as provider of care, manager of care and member within the discipline of nursing. Concepts integral to health, illness and professional nursing practice will be included. Learning experiences are geared towards student-centered, active learning strategies which enhance the student's ability to apply theory to practice. Clinical experiences in the community and acute care settings emphasize the performance of safe nursing practice for both pediatrics and maternal-child health. **Prerequisites:** BIO 121 and PSY 127 and NUR 141 and NUR 142

**NUR 145 - LPN to RN Role Transition** .....(2:2:0)

This course assists with the transition from the role of the LPN to the RN roles of provider of care, manager of care and member within the discipline of nursing as an Associate Degree Nurse. Emphasis is placed on the concepts of clinical competence and critical thinking in the planning and documentation of care for clients in a variety of health settings. Learning experiences are provided through independent study and simulation in the nursing campus lab setting. **Prerequisite:** NUR 199

**NUR 171 - Nursing Care of Adults I** .....(4:2:6)

This course introduces the student to the role of the nurse as a member of the multi-disciplinary health care team. Emphasis is placed on theoretical concepts and the performance of fundamental skills. Critical thinking is introduced using the nursing process in the care of adults in long-term care settings. **Prerequisites:** (BIO 110 or BIO 120) and BIO 121 and PSY 127 and (Test score or ENG 121 or ENG 125).

**NUR 172 - Nursing Care of Adults II**.....(6:3:9)

This course defines the role of the nurse as a provider of care, and member within the discipline of nursing. Emphasis is placed on theoretical knowledge needed for beginning clinical competence. Through use of critical thinking and the nursing process, focus is placed on concepts of promotion, maintenance, and restoration of health when caring for adults in acute care and community settings. **Prerequisites:** (BIO 110 or BIO 120) and BIO 121 and NUR 171.

**NUR 173 - Nursing Care of Adults III**.....(6:3:9)

This course enables a demonstration of an understanding of the role of the nurse in entry-level practice as a provider of care and member within the discipline of nursing. There is continued emphasis placed on theoretical knowledge needed for clinical competence. By building on critical thinking and the nursing process, focus is placed on the concepts of promotion, maintenance, and restoration of health when caring for adults in the acute care and community settings. **Prerequisites:** (BIO 110 or BIO 120) and BIO 121 and MAT 119 and NUR 172.

**NUR 174 - Mental Health Nursing**.....(2:1:3)

This course enables the demonstration of an understanding of the role of the entry-level nurse as a provider of care, and member within the discipline of nursing in mental health settings. Introduces theoretical knowledge needed for beginning clinical competence. By continuing to build on critical thinking and the nursing process, focus is placed on the concepts of promotion, maintenance, and restoration of health when caring for clients with alterations in mental health. **Prerequisites:** (BIO 110 or BIO 120) and BIO 121 and MAT 119 and NUR 172.



**NUR 175 - Maternal/Newborn Nursing I.....(2:1:3)**

This course enables demonstration of an understanding of the role of the entry-level nurse as a provider of care and member within the discipline of nursing in the maternal-newborn setting. Introduces theoretical knowledge needed for beginning clinical competence. By continuing to build on critical thinking and the nursing process, focus is placed on promotion, maintenance, and restoration of health for the care of childbearing families and women across the reproductive life span. **Prerequisites:** (BIO 110 or BIO 120) and BIO 121 and MAT 119 and NUR 172.

**NUR 176 - Nursing Care of Children I .....(2:1:3)**

This course enables demonstration of an understanding of the role of the entry-level nurse as a provider of care and member within the discipline of nursing in pediatric settings. Emphasis is placed on theoretical knowledge needed for beginning clinical competence. By continuing to build on critical thinking and the nursing process, focus is placed on the concepts of promotion, maintenance, and restoration of health when caring for children and their families. **Prerequisites:** (BIO 110 or BIO 120) and BIO 121 and MAT 119 and NUR 172.

**NUR 177 - Nursing Perspectives I .....(1:1:0)**

This course enables demonstration of an understanding of the role of the entry-level nurse as it relates to the legal and ethical standards of nursing practice. Emphasis is placed on development of interpersonal skills used in the workplace. Focus is placed on preparation for employment. **Prerequisites:** (BIO 110 or BIO 120) and BIO 121 and NUR 172.

**NUR 178 - Transition:Professional Nursing .....(2:2:0)**

This course assesses and provides theoretical and clinical knowledge, as well as curriculum awareness, for the transitioning Licensed Practical Nurse into the Associate Degree Nursing program. Emphasis is placed on establishing a baseline of knowledge and clinical competency that assists the returning student in his or her goal to be a professional nurse. **Prerequisites:** ((NUR 173 and NUR 174 and NUR 175 and NUR 176 and NUR 177) or NUR 199) and BIO 120 and BIO 121 and PSY 127 and MAT 119 and (Test score or ENG 121 or ENG 125).

**NUR 179 - Paramedic Bridge Course .....(10:8:2)**

This course assesses and provides theoretical and clinical knowledge, as well as curriculum awareness, for the transitioning certified paramedic into the Associate Degree Nursing program. Emphasis is placed on establishing a baseline of knowledge and clinical competency with diverse populations in a variety of settings that assists the paramedic in his or her goal to be a professional nurse. **Prerequisites:** NUR 198 and BIO 120 and BIO 121 and BIO 125 and MAT 119 and PSY 127 and (Test Score or ENG 121 or ENG 125) and RDG 120.

**NUR 189 - Approved Technical Elective.....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**NUR 199 - Adv Credit/Practical Nursing.....(0:0:0)**

Advanced credit for approved practical nursing graduates, holding a current LPN license. **Prerequisites:** None

**NUR 221 - Nursing Care of Adults I.....(3:2:3)**

This course develops the concepts and principles of nursing as it applies to the care of individuals with orthopedic and sensory conditions, complex nutritional problems, and imbalances of homeostasis. A clinical focus on teaching to empower patients taking into account individual diversity is emphasized. **Prerequisites:** BIO 121 and PSY 127 and (Test score or ENG 121 or ENG 125) and MAT 119 and ((NUR 121 and NUR 122 and NUR 123) or (NUR 123 and NUR 124 and NUR 125 and NUR 126) or (NUR 199)).

**NUR 222 - Nursing Care of Adults II.....(3:2:3)**

This course develops the concepts and principles of nursing as it applies to the care of individuals with cardiovascular, respiratory, immunological, and neurological problems. A clinical focus on professionalism, encompassing the nurse's role in interdisciplinary collaboration, is emphasized. **Prerequisites:** BIO 121 and PSY 127 and (Test score or ENG 121 or ENG 125) and MAT 119 and ((NUR 121 and NUR 123 and NUR 122) or (NUR 123 and NUR 124 and NUR 125 and NUR 126) or (NUR 199)).

**NUR 223 - Nursing Care of Adults III.....(3:2:3)**

This course develops the concepts and principles of nursing as it applies to the care of individuals with hematological and renal disorders and cancer. Content is also provided regarding nursing's role within the dynamic healthcare system. A clinical focus on the roles of the nurse as manager, care coordinator, advocate, collaborator, and researcher is emphasized. **Prerequisites:** BIO 121 and PSY 127 and (Test score or ENG 121 or ENG 125) and MAT 119 and ((NUR 121 and NUR 122 and NUR 123) or (NUR 123 and NUR 124 and NUR 125 and NUR 126) or (NUR 199)).

**NUR 224 - Maternal Newborn Nursing.....(3:2:3)**

This course develops the concepts and principles of nursing as it applies to the care of maternal-newborn patients and families. The integration of basic genetic concepts and principles develops the importance of genetics in nursing theory and clinical practice. **Prerequisites:** (Test score or ENG 121 or ENG 125) and BIO 121 and PSY 127 and MAT 119 and ((NUR 121 and NUR 122 and NUR 123) or (NUR 123 and NUR 124 and NUR 125 and NUR 126) or (NUR 199)).

**NUR 225 - Pediatric Nursing .....(3:2:3)**

This course develops the concepts and principles of nursing as it applies to the care of pediatric patients and families. The clinical focus is in the acute care setting and incorporates health promotion experiences. **Prerequisites:** (Test score or ENG 121 or ENG 125) and BIO 121 and PSY 127 and MAT 119 and ((NUR 121 and NUR 123 and NUR 122) or (NUR 123 and NUR 124 and NUR 125 and NUR126) or (NUR 199)).

**NUR 226 - Mental Health Nursing.....(3:2:3)**

This course develops the concepts and principles of nursing as it applies to the care of patients with mental health issues. The clinical focus is in both inpatient and community settings with a focus on developing therapeutic communication skills. **Prerequisites:** (Test score or ENG 121 or ENG 125) and BIO 121 and PSY 127 and MAT 119 and ((NUR 121 and NUR 123 and NUR 122) or (NUR 123 and NUR 124 and NUR 125 and NUR 126) or (NUR 199)).

**NUR 241 - Nursing Care III-A** .....(5:2:9)

The purpose of this Adult-Health course is to expand the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Concepts integral to health, illness and professional nursing practice will be included. Learning experiences are geared towards student- centered, active-learning strategies which enhance the student's ability to apply theory to practice. Clinical experiences focus on caring for adults in a variety of medical-surgical settings where the student functions as a member of the health-care team.

**Prerequisites:** (BIO 125 or BIO 250) and NUR 143 and NUR 144

**NUR 242 - Nursing Care III-B** .....(5:2:9)

The purpose of this Mental Health/Psychiatric course is to expand the nurse's role as provider of care, manager of care and member of the discipline of nursing. Concepts integral to health, illness and professional nursing practice will be included. Learning experiences are geared towards student- centered, active-learning strategies which enhance the student's ability to apply theory to practice. Clinical experiences stress therapeutic communication techniques and effective individual interactions in various age groups in a variety of inpatient and community mental health settings.

**Prerequisites:** (Bio 125 or BIO 250) and NUR 143 and NUR 144

**NUR 243 - Nursing Care IV-A** .....(5:2:9)

The emphasis of this adult-health course is to expand the nurse's role as an independent provider of care and manager of care for a group of clients. Students integrate theoretical knowledge, nursing process, and critical thinking to demonstrate safe clinical competence. Learning experiences are geared towards student-centered, active- learning strategies which provide opportunities for students to apply theory to practice. Clinical experiences focus on caring for adults in a variety of complex medical-surgical settings where the student functions as a member of the health-care team. **Prerequisites:** SOC 111 and NUR 241 and NUR 242

**NUR 244 - Nursing Care IV-B** .....(5:2:9)

The emphasis of this community health course is to expand the nurse's role as in independent provider of care and manager of care for a group of clients. Students integrate theoretical knowledge, nursing process, and critical thinking to demonstrate safe clinical competence. Learning experiences are geared towards student-centered, active- learning strategies which provide opportunities for students to apply theory to practice. Clinical experiences focus on caring for individuals and families throughout the lifespan within a variety of community based healthcare settings. **Prerequisites:** SOC 111 and NUR 241 and NUR 242

**NUR 267 - Nursing Education as a Career** .....(3:3:0)

This nursing elective will examine the nurse educator role in contemporary nursing education. Emphasis will include teaching with technology; teaching/learning concepts; diverse learning styles; clinical, classroom, community teaching; and legal/ethical issues. Learning experiences focus on the nurse educator's role in academia, healthcare agencies and in the community. **Prerequisites:** (NUR 141 and NUR 142) or (NUR 122 or NUR 126) or (NUR 172 and NUR 173).

**NUR 271 - Nursing Care of Adults IV** .....(5:2:9)

This course examines the role of the professional nurse as a provider of care, manager of care and member within the discipline of nursing. Emphasis is on advanced theoretical knowledge required for clinical competence. Concepts of community health nursing are introduced. Synthesis of critical thinking and the nursing process is applied for the promotion, maintenance, and restoration of health when caring for adults in a variety of acute care and community settings. **Prerequisites:** ((NUR 173 and NUR 174 and NUR 175 and NUR 176 and NUR 177) or (NUR 199)) and (NUR 178 and BIO 120 and BIO 121 and MAT 119 and PSY 127) and (Test score or ENG 121 or ENG 125).

**NUR 272 - Nursing Care of Adults V** .....(5:2:9)

This course interprets the role of the professional nurse as a provider of care, manager of care and member within the discipline of nursing. Emphasis is on advanced theoretical knowledge required for clinical competence. Community health nursing is integrated. Critical thinking and the nursing process are used in the evaluation of the effectiveness of the promotion, maintenance, and restoration of health when caring for adults in a variety of acute care and community settings. **Prerequisites:** NUR 271

**NUR 274 - Community Mental Hlth Nursing** .....(3:1:6)

This course interprets the role of the professional nurse as a provider of care, manager of care and member within the discipline of nursing in the community mental health setting. Emphasis is placed on advanced theoretical knowledge required for clinical competence. Critical thinking and the nursing process are used in the evaluation of the promotion, maintenance, and restoration of health when caring for the client with alterations in mental health. **Prerequisites:** NUR 271

**NUR 275 - Maternal/Newborn Nursing II** .....(3:1:6)

This course examines the role of the professional nurse as a provider of care, manager of care and member within the discipline of nursing in the maternal-newborn setting. Emphasis is placed on advanced theoretical knowledge required for clinical competence. Concepts of community health are introduced. Synthesis of critical thinking and the nursing process is applied in the promotion, maintenance, and restoration of health when caring for childbearing families and women across the reproductive life span. **Prerequisites:** ((NUR 173 and NUR 174 and NUR 175 and NUR 176 and NUR 177) or (NUR 199)) and NUR 178 and BIO 120 and BIO 121 and PSY 127 and MAT 119 and (Test score or ENG 121 or ENG 125).

**NUR 276 - Nursing Care of Children II** .....(3:1:6)

This course interprets the role of the professional nurse as a provider of care, manager of care and member within the discipline of nursing in pediatric settings. Emphasis is placed on advanced theoretical knowledge required for clinical competence. Community health nursing is integrated. Critical thinking and the nursing process are used in the evaluation of the effectiveness of the promotion, maintenance, and restoration of health when caring for children and their families. **Prerequisites:** NUR 271 and NUR 275.

**NUR 277 - Nursing Perspectives II** .....(1:1:0)

This course enables assessment of the role of the professional nurse as it relates to the legal and ethical standards of nursing practice. Emphasis is placed on development of leadership and management skills as a member of the multi-disciplinary health care team. Focus is placed on integration of critical thinking skills in decision making within the health community. **Prerequisites:** (NUR 173 and NUR 174 and NUR 175 and NUR 176 and NUR177) or NUR 199.

**NUR 289 - Approved Technical Elective.....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**OAT 010 - Business & Computer Skills.....(3:3:1)**

This course is designed to give the pre-tech student a survey of office careers and the keyboarding, filing, and proofreading skills needed for these jobs. **Prerequisites:** (Test score or RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120) and (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 005 or NCS 005 or MAT 012 or NCS 012 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 135 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**OAT 110 - Basic Keyboarding.....(2:2:1)**

A course designed to enable the student to master computer keyboarding skills **Prerequisites:** (Test score or RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120) and (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 005 or NCS 005 or MAT 012 or NCS 012 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 135 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**OAT 121 - Keyboarding.....(4:3:2)**

This course develops touch control of the keyboard and proper keyboarding techniques and builds basic speed and accuracy. Students will use a word processing software to format letters, reports, tables, memos and related business communications. **Prerequisites:** (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120) and (Test score or MAT 005 or NCS 005 or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 135 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**OAT 122 - Keyboarding Applications.....(4:3:2)**

This course continues the development of keyboarding skills, speed-building, and accuracy. Students perform advanced word processing skills in the formatting of various types of business correspondence, reports, tables and electronic forms. **Prerequisite:** OAT 121

**OAT 132 - Referencing and Transcription.....(3:3:1)**

Provides student with writing, referencing, proofreading and editing skills; integrated language skills while transcribing a variety of business documents. **Prerequisites:** (OAT 121 or OFS 121) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**OAT 151 - Access Level I.....(3:2:2)**

This course will teach the fundamentals of Microsoft Access. **Prerequisites:** None

**OAT 152 - Excel Level I.....(3:2:2)**

This course will teach the fundamentals of Microsoft Excel. Upon completion of this course, participants may be eligible to take the Microsoft Office Specialist Core level certification test in Excel. **Prerequisites:** None

**OAT 154 - Access Level II.....(3:2:2)**

This course will teach the more advanced concepts of Microsoft Access. Upon completion of this course, participants may be eligible to take the Microsoft Office Specialist certification examination for Access. **Prerequisite:** OAT 151

**OAT 155 - Excel Level II.....(3:2:2)**

This course will teach the more advanced features of Microsoft Excel. Upon completion of this course, participants may be eligible to take the Microsoft Office Specialist expert level certification in Excel. **Prerequisite:** OAT 152

**OAT 157 - Word Level I.....(3:2:2)**

This course will teach the fundamental concepts of Microsoft Word. Upon completion of this course, participants may be eligible to take the Microsoft Office Specialist core-level certification in Word. **Prerequisites:** None

**OAT 158 - Word Level II.....(3:2:2)**

This course will teach the more advanced concepts of Microsoft Word. Upon Completion of this course, participants may be eligible to take the Microsoft Office Specialist expert-level certification in Word. **Prerequisite:** OAT 157

**OAT 159 - PowerPoint.....(3:2:2)**

This course will teach the components of Microsoft PowerPoint. Upon completion of this course, participants may be eligible to take the Microsoft Office Specialist certification test in PowerPoint. **Prerequisites:** None

**OAT 160 - Family Law.....(3:3:0)**

A study of the basic legal principles of marriage, divorce, support, adoption, juvenile law, and parent/child relationships, with an emphasis on drafting legal documents. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**OAT 170 - Intro to the Legal System.....(3:3:0)**

A general perspective of the legal system and a specific knowledge of the present and potential role of the role of the legal assistant within the system. **Prerequisites:** (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120).

**OAT 172 - Law of Simple Contracts.....(3:3:0)**

A study of the negotiation and creation of agreements which legally bind parties in business arrangements with special emphasis on negotiations, offers, acceptance of offers, terms, and conditions and circumstances under which contracts are not only made, but broken. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**OAT 175 - Estate Admin & Probate** ..... (3:3:0)

Basic legal concepts of wills, trust, and intestacy. Included are the fundamental principles of law, along with the organization and jurisdiction of the probate court. An analysis of estate administration, judicial accounting, and training in the preparation of estate, fiduciary, and tax forms are covered. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**OAT 189 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**OAT 231 - Office Systems and Procedures** ..... (3:3:1)

The topics of the course include imaging, processing mail, telecommunications, meetings and conferences, collecting, processing and presenting business data, and handling financial information. Emphasis is placed on work ethics and developing the professional image of an office employee. **Prerequisite:** (OAT 121 or OFS 121) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or NCS 051 or ENG 099 or ESL 100 or ENG 121 or ENG 125).

**OAT 240 - Integrated Business Applicatns** ..... (3:2:2)

A capstone course designed to give the student an opportunity to demonstrate in-depth knowledge of word processing, data bases, spreadsheets and graphics, presentation software and other methods of multimedia communication. **Prerequisites:** (OAT 151 and OAT 152 and OAT 157) and (OAT 159 or OAT 156).

**OAT 241 - Career Dev for Off Occupations** ..... (3:3:0)

This course differentiates between a job and a career. The student learns effective methods for career-related decisions based on skills, values, and interests. The course utilizes the Internet to explore office occupations and job hunting. A Web Page will be created and posted. Teamwork and creativity are essential. **Prerequisites:** OAT 121 or OFS 121.

**OAT 242 - Desktop Publishing**..... (4:3:2)

Provides an understanding of desktop publishing concepts using graphics software combined with text to produce professional business publications. **Prerequisites:** None

**OAT 270 - Criminal Law** ..... (3:3:0)

Introduction to substantive criminal law and procedures including elements of certain crimes, arrests, indictment, trial and post-conviction proceedings. Introduces investigative techniques (interviewing witness, preservation of evidence, etc.) The role of the legal assistant is explored. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 005 or NCS 005 or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 135 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**OAT 271 - Real Property Law** ..... (3:3:0)

Students study the basic concepts of the law of real property. The student will receive training in purchases, and sales agreements, options, easements, deeds, title searches, closing procedures, foreclosures, evictions, condominiums, and zoning. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (MAT 150 or MAT 151 or MAT 153).

**OAT 273 - Civil Procedure** ..... (3:3:0)

The process of civil litigation will be introduced, as well interviewing and investigative skills. The course also includes drafting skills for pleadings and discovery. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**OAT 274 - Torts** ..... (3:3:0)

This course includes the substantive law of torts and insurance, in addition to case investigations. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**OAT 276 - Business Entities** ..... (3:3:0)

Students study laws of the Uniform Commercial Code and draw up articles of incorporation, minutes, by-laws, and other corporate documents pertaining to partnership agreements, promissory notes, security agreements, and sales contracts. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 005 or NCS 005 or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 135 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**OAT 280 - Legal Research & Writing** ..... (3:2:2)

The student will gain familiarity with books in the law library, practice finding and interpreting statutes, case law, and administrative regulations, and learn to use digests, citators, and secondary legal sources. Emphasis will be on writing interoffice memoranda and other legal documents. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and OAT 121 and OAT 170.

**OAT 281 - Legal Research and Writing II** ..... (3:3:0)

This course builds upon the competencies acquired in OAT 280 Legal Research & Writing. Students will gain additional experience and skill in critical analysis of legal issues, locating and evaluating appropriate legal authority, and the application of such authority to the resolution of hypothetical factual situations. Emphasis will also be placed on proper legal writing and citation. **Prerequisite:** OAT 280

**OAT 285 - Law Office Management** ..... (3:2:2)

A study of all phases of law office procedures and the management and organization of a law office, the various machines used, and filing principles. Development and usage of systemization within the law office will be emphasized. Principles and legal theory are demonstrated through practical applications. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (OAT 121 or OFS 121).



**OAT 289 - Approved Technical Elective** .....(0:0:0)  
Students may complete technical electives for which they have written prior approval of the department chairperson.

**OAT 290 - Intern Program** .....(5:1:12)  
Students will be placed in an office for a total of 192 hours for one semester to receive on-the-job training. Students will also attend scheduled seminars with his/ her advisor. A professional portfolio will be prepared. **Prerequisite:** Registration for this course will be at the discretion of the student's advisor.

**OMT 100 - Operations Management** .....(4:4:0)  
This course is designed to provide students with an introduction to the field of Operations Management. The course stresses design and management principles commonly used for the successful and efficient operation of an organization and its processes. Emphasis is placed on specific management functions and techniques such as demand forecasting, manpower and machine requirement determination, information planning, and production and inventory controls including MRP, EOQ, Just-In-Time and Lean. The use of computer tools (Excel OM3) to solve Operations Management problems is introduced. **Prerequisites:** CIS 107 and (Test score or MAT 075 or MAT 090 or MAT 140 or MAT 153 or MAT 181 or MAT 185).

**OMT 210 - Project Based Accounting** .....(3:3:1)  
A study of internal accounting procedures employing the use of accounting data by management for planning, control and project decision making. Topics include accounting fundamentals and theory, cost behaviors, cost management and budgeting, revenue predictions, and alternative management decision making perspectives. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 075 or MAT 090 or MAT 140 or MAT 153 or MAT 181 or MAT 185) and (OMT 100 or IET 242).

**OMT 220 - Process Analysis & Control** .....(3:3:1)  
A study of the processes by which products and services are created and delivered to customers with focus on the flow of products and services through a system. Emphasis is placed on three measures of process efficiency and effectiveness: throughput, flow time, and inventory. By using a process flow method we provide a framework for analyzing, solving and controlling a wide range of business issues. **Prerequisites:** (Test score or ENG 121 or ENG 125) and (MAT 255 or MAT 271) and (OMT 100 or IET 242).

**OMT 230 - Project Management** .....(3:2:2)  
The course is designed to introduce the subject and practical application of Project Management. Project Management is the application of knowledge, skills tools, and techniques to project activities to meet project requirements. Students learn the skills necessary to initiate, plan, execute, control and close small, medium, and large projects. The course combines theory, techniques, and applications of the subject material using a Project Management software application program. **Prerequisites:** (CIS 107 or IET 150 or FET 130) and (Test Score or ENG 121 or ENG 125) and (Test Score or MAT 090 or MAT 140 or MAT 153 or MAT 181)

**OMT 240 - Supply Chain Management** .....(3:3:1)  
This course focuses on the management of supply chain activities, including suppliers, transportation, materials handling, customer service standards, and production. The efficient integration of supply chain element to ensure the right products in the right quantities reach customers at the right time will be discussed. Topics will also include the strategic role of supply chain management, design and planning methods, and supply chain issues. **Prerequisites:** MIS 220 and (OMT 100 or IET 242) and (OMT 220 or IET 175).

**OMT 250 - Statistical Process Control** .....(3:3:1)  
The application of statistics and probability to basic quality control requirements found in organizational settings is the focus of this course. The course teaches the development and use of control charts, acceptance sampling, the use of SPC software, ISO 9000 and QS 9000 Standards, and total quality management practices. **Prerequisites:** (MAT 255 or MAT 271) and (CIS 107 or IET 150).

**OMT 260 - Quality Management** .....(4:4:0)  
The implementation of modern quality management techniques is the focus of this course. The course provides historic and practical applications of quality methods such as continuous process improvement (CPI) and Six Sigma to contemporary processes such as Lean manufacturing. **Prerequisites:** (CIS 107 or IET 150) and (MAT 255 or MAT 271) and (OMT 210 or IET 204).

**OMT 270 - Process Design & Layout** .....(4:3:2)  
This course emphasizes the efficient and effective use of organizational layout and process designs as means to improve productivity, profitability, and employee satisfaction. Students will learn how specific layout plan designs can produce a cost-effective, quality-oriented, environmentally safe, and aesthetically pleasing workplace to serve an organization's present and future needs. The course will also focus on maximizing productivity by efficient design of organizational processes while considering design elements such as space allowances, process/product change, human ergonomics, material handling, and equipment usage. **Prerequisites:** (MAT 255 or MAT 271) and (OMT 210 or IET 204) and (OMT 220 or IET 175) and (OMT 230 or IET 280).

**OTA 110 - Intro To Occupational Therapy** .....(2:2:1)  
Provides an overview of the occupational therapy profession, including the history and philosophy of occupational therapy, the Occupational Therapy Practice Framework (OTPF), and the roles and responsibilities of the occupational therapy assistant. **Prerequisites:** (Test score or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125). Co-requisite: OTA 120

**OTA 120 - Activity Analysis** .....(2:1:2)  
Introduces the importance of purposeful activities. Emphasis is placed on activity analysis, incorporating the Occupational Therapy Practice Framework (OTPF). **Prerequisites:** OTA 110 or OTA 110 concurrently.

**OTA 130 - Kinesiology for the OTA** .....(2:1:2)  
Kinesiology is the study of human motion. This lecture/ laboratory course includes the study and evaluation of joint motion and muscle function. Students learn to develop therapeutic exercise programs, test muscle strength and range of motion. Analysis of functional movement is also included. **Prerequisite:** OTA 120 **Corequisite:** BIO 123

**OTA 189 - Approved Technical Elective** .....(0:0:0)  
Students may complete technical electives for which they have written prior approval of the department chairperson.



**OTA 220 - Pediatric Health Conditions.....(3:3:0)**

Provides information related to the study of conditions, diseases and dysfunctions common to individuals birth to 21 years of age, including Cerebral Palsy, Autism, Down Syndrome and other prevalent pediatric diagnoses. **Prerequisites:** OTA 110 and BIO 121 and PSY 127

**OTA 221 - Adult & Geriatric Health Cond.....(3:3:0)**

Provides information related to the study of the medical conditions, diseases and dysfunctions in the adult and geriatric populations, including i.e. CVA, Spinal Cord Injury, Orthopedic Conditions and other prevalent adult and geriatric diagnoses.

**Prerequisite:** OTA 220 Co-requisites: OTA 223 and OTA 224

**OTA 222 - Pediatric Intervention.....(4:3:3)**

Introduces evaluation and application of occupational therapy techniques in treating the pediatric population.

**Prerequisites:** BIO 121 and OTA 110 and OTA 120.

**OTA 223 - Adult & Geriatric Intervention.....(4:3:3)**

Introduces evaluation and application of occupational therapy techniques in treating the adult and geriatric populations.

**Prerequisites:** MAT 153 and OTA 222 and (PTA 118 or (BIO 123 and OTA 130)). Co-requisites: OTA 221 and OTA 224

**OTA 224 - Psychosocial Conditions.....(3:3:0)**

Introduces the theory and application of occupational therapy techniques in treating individuals with psychosocial conditions. **Prerequisites:**

OTA 120 and PSY 223 Co-requisites: OTA 221 and OTA 223

**OTA 225 - Clinical Fieldwork Level I-A.....(2:1:5)**

This pediatric fieldwork experience provides exposure to individuals served by occupational therapy. A seminar class provides additional exposure to roles and responsibilities of the COTA and issues that impact service delivery across the lifespan. Students are to function as participant observers in the clinical setting with emphasis on the development of their professional behaviors.

**Prerequisites:** OTA 110 and (Test score or ENG 121 or ENG 125).

**OTA 226 - Clinical Fieldwork Level I-B.....(1:0:5)**

This adult and geriatric fieldwork experience exposes students to individuals served by occupational therapy. Students are to function as participant observers in the clinical setting with emphasis on continued development of their professional behaviors. Students will share clinical experiences in OTA 229 (Professional Seminar).

**Prerequisites:** OAT 225 and (ENG 122 or ENG 130 or ENG 124).

**OTA 227 - Group Process.....(2:2:1)**

Introduces the skills related to group referral, assessment planning, and treatment. Group interaction and discussion skills are developed.

**Prerequisite:** OTA 222 Co-requisites: OTA 224 and OTA 226

**OTA 229 - Professional Seminar.....(1:1:0)**

Provides discussion and application of professional, ethical, legal, and multicultural aspects of occupational therapy as they relate to clinical experiences. **Prerequisite:** OTA 225 Co-requisite: OTA 226

**OTA 231 - Clinical Fieldwork Level II-A.....(6:2:20)**

Clinical Fieldwork Level II-A provides supervised practical experience for the student to include: observing, treating, reporting, and recording occupational therapy evaluations and interventions for clients with various conditions. The student will experience treatment of individuals and groups across the life span and in a variety of treatment settings. Continued emphasis will be placed on the development of professional behaviors. A seminar class provides additional exposure to roles and responsibilities of the COTA, emerging practice areas, trends that impact service delivery across the lifespan, and preparation for the certification examination and entry into the workforce. **Prerequisites:** OTA 223 and OTA 224

**OTA 232 - Clinical Fieldwork Level II-B.....(6:2:20)**

This Clinical Fieldwork Level II-B provides supervised practical experience for the student in include: observing, treating, reporting, and recording occupational therapy evaluations and interventions for clients with various conditions. The student will experience treatment of individuals and groups across the life span and in a variety of treatment settings. This Clinical Fieldwork Level II-B will be provided in a different clinical setting than OTA 231. A seminar class provides additional exposure to roles and responsibilities of the COTA, emerging practice areas, trends that impact service delivery across the lifespan, and preparation for the certification examination and entry into the workforce. **Prerequisites:** OTA 231

**OTA 289 - Approved Technical Elective.....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**PHY 100 - Intro to Physics.....(3:2:2)**

This course is designed for students who need a basic introduction to principles of physics, especially in the career fields and other non-engineering disciplines. Emphasis is on a broad, general introduction to physics and day-to-day applications of the principles of physics.

**Prerequisites:** (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test score or MAT 015 or MAT 016 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281).

**PHY 110 - Physics Physical Therapy Assnt.....(4:3:2)**

A course in the basic concepts of physics used by the physical therapist assistant. Content includes heat, levers, frictions, electricity, and motion. **Prerequisites:** MAT 130

**PHY 111 - Conceptual Physics.....(4:3:2)**

A basic course covering the concepts of physics with limited mathematical application. **Prerequisites:** Test score or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 135 or MAT 140 or MAT 141 or MAT 153 or MAT 181 or MAT 182 or MAT 185 or MAT 251 or MAT 261 or MAT 281.

**PHY 112 - Physics for Allied Health.....(4:3:2)**

This is an introductory, algebra/trigonometry based course in physics with an emphasis on allied health applications. The major topics to be covered include motion, force, torque, energy, waves, electricity, and sound. **Prerequisites:** MAT 181

**PHY 115 - Physics for Respiratory Care** .....(4:3:2)

A basic physics course that focuses on the content appropriate to the practice of respiratory therapy. Content includes emphasis on flow, gas laws, volume, and other related topics. **Prerequisites:** MAT 130

**PHY 171 - Physics I**.....(4:3:2)

This laboratory-based physics course includes vectors, kinematics, dynamics, energy, momentum, gravitation, rotational motion and dynamics, equilibrium, and mechanical properties of matter. **Prerequisites:** MAT 181

**PHY 172 - Physics II** .....(4:3:2)

This laboratory-based physics course includes fluids, harmonic motion, waves and sound, thermal properties of matter, heat, thermodynamics, light, lenses, and mirrors. **Prerequisites:** PHY 171

**PHY 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**PHY 205 - General Physics I**.....(4:3:3)

This course is designed to introduce students to physics concepts and its applications to science and industry. Topics include vectors, one and two dimensional motion, work and energy, momentum, collisions, circular motion, gravity, rotational dynamics, mechanics of solids and fluids, fluids in motion, thermal physics, heat, and vibrations and waves. **Prerequisites:** MAT 181 or MAT 182 or MAT 185 or MAT 281

**PHY 206 - General Physics II** .....(4:3:3)

This course is designed to introduce students to physics concepts and its applications to science and industry. Topics include sound, electric fields and electric forces, electric energy, potential and capacitance, current, resistance and DC circuits, RC circuits, magnetism and inductance, AC circuits and EM waves, sound, reflection and refraction, optics, and introductory modern physics. **Prerequisites:** PHY 205 and (MAT 182 or MAT 185 or MAT 281).

**PHY 271 - Electricity and Magnetism** .....(4:3:2)

This laboratory-based physics course includes electricity, electric energy, electric current, magnetism, electromagnetic induction, alternating current, and modern physics. **Prerequisites:** MAT 181 and (PHY 171 or ELC 120 or ELC 124).

**PHY 281 - Physics I with Calculus**.....(4:3:2)

This calculus-based physics course includes vectors, kinematics, dynamics, energy, momentum, gravitation, rotational motion and dynamics, equilibrium, and mechanical properties of matter. **Prerequisites:** MAT 281

**PHY 282 - Physics II with Calculus**.....(4:3:2)

This calculus-based physics course includes electric fields, electric forces, electrical energy, capacitance, electric current, magnetism, electromagnetic induction, alternating current, and electromagnetic waves. It is recommended to take Calculus (MAT 283) simultaneously. **Prerequisites:** MAT 282 and PHY 281

**PHY 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**POL 111 - Political Science** .....(3:3:0)

This course focuses on the organization and operation of government at the various levels emphasizing involvement in the democratic process. The major purpose of the course is to provide the student with a working understanding of the structure and functioning of the formal political system on the local, state, national and international levels. The course is also designed to foster student involvement in the political process and to assist the student's clarification of his/her personal political value system. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**POL 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**POL 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**POS 101 - Intro to Poultry Science** .....(3:2:2)

An overview of the broiler/poultry industries. General introduction to hatching egg production, genetics, hatchery operation, feed production, growing, processing, marketing, and economics. **Prerequisite:** Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120.

**POS 103 - Poultry Biology**.....(3:2:2)

Students study the anatomy and physiology of the chicken with emphasis on reproduction, growth, and embryology. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**POS 105 - Broiler Management** .....(3:2:2)

This course presents the principles of husbandry in growing broiler and breeding stock from chick to market age. Topics include housing, feeding, ventilation, and equipment. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**POS 107 - Feed/Grain Handling**.....(3:3:0)

This course acquaints students with materials, handling, processing, and weighing requirements of grain receiving and storage, and feed manufacturing. Maintenance, design, and construction are included. Includes state and U.S.D.A. regulation for feed production and safety requirements. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**POS 109 - Poultry Marketing** .....(3:3:0)

This course presents poultry marketing fundamentals and discusses the economics of interrelationships of competitive meats, merchandising techniques, advertising, and packaging. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**POS 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**POS 201 - Breeder & Hatchery Management**.....(3:3:0)

Students learn to manage breeder flocks and hatchery operations. The course presents egg handling and storage, hatchery sanitation, and waste control. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**POS 203 - Applied Poultry Nutrition**.....(3:3:0)

Students learn the fundamentals of poultry nutrition and nutrient requirements for growth, maintenance, and reproduction. Students use computers for least-cost feed formulation. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**POS 205 - Poultry Processing**.....(3:3:0)

Students learn the fundamentals of poultry processing from receiving to shipping, including designing and operating equipment, packaging, sanitizing, using labor, complying with state and federal regulations, grading poultry, and controlling quality. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**POS 208 - Poultry Health & Diseases**.....(3:3:0)

Students learn fundamentals of poultry health and disease through a detailed study of the major diseases affecting poultry. The course stresses factors relating to health, causes of diseases, defense mechanisms, immunology, nutrition, and environment. **Prerequisites:** POS 103 and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**POS 210 - Supervised Internship**.....(5:0:16)

Opportunities are provided to pursue, under staff supervision, work experience in a specialized field of the poultry industry. Periodic conferences are held with each student and his/her work supervisor. **Prerequisites:** POS 101 and POS 105 and POS 205

**POS 215 - Poultry Production Management**.....(3:2:2)

Poultry Production Management is an overview of the broiler industries as related to agriculture. Topics covered will be production management techniques needed to be successful as an entrepreneur in this field of agriculture. Students will receive a general introduction to hatching egg production, hatchery operations, feed production, broiler/breeder production, processing, economics, biosecurity, health and history of the Poultry Industry of the Delmarva Peninsula. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and AGS 102.

**POS 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**PSY 100 - Human Relations**.....(3:3:0)

The course is designed as an entry-level exposure for students to the vast world of the social/behavior sciences. This course will have a multi-focus approach. Human relations will provide insight to promote a desire and a method of establishing meaningful human relationships, to help the student realize that positive intra and interpersonal relations will enrich his daily life as a human being and as a worker. **Prerequisites:** Test score or RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120.

**PSY 121 - General Psychology**.....(3:3:0)

This course is a survey of general principles underlying human behavior and mental processes. It includes study of the nervous system, perception, learning, motivation, personality, and psychological disorders. Methods of assessment and research principles are discussed. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**PSY 122 - Social Psychology**.....(3:3:0)

A study of the impact social institutions have on the behavior of the individual. Social psychology deals with how we perceive other people in social situations, how we respond to others and how they respond to us and the systematic study of social behavior. **Prerequisite:** PSY 121

**PSY 123 - Industrial Psychology**.....(3:3:0)

Industrial (Organizational Psychology) provides an overview of the sociopsychological processes specific to formal organizations by emphasizing the interrelationships among individuals, groups and the organizational structure. Behavioral dynamics is the human resource focus that includes attitudes, communication, motivation, stress, teamwork, conflict resolution, diversity, and gender issues. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**PSY 125 - Child Development**.....(3:3:0)

This course is designed to assist students in their understanding of basic concepts relevant to child development. Emphasis will be placed upon physical, cognitive, emotional, and social development during childhood. The interrelationship of these factors will also be discussed and evaluated. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**PSY 126 - Child/Adolescent Development**.....(3:3:0)

Introduction to the processes of physical, cognitive, emotional, and social development during childhood and adolescence. **Prerequisites:** PSY 121

**PSY 127 - Human Development**.....(3:3:0)

A life-span approach to human development through examination of the physical, cognitive, psychological and social processes and tasks associated with each stage in the life cycle. Emphasis will be placed on assessment of needs and common health problems as viewed in a developmental context. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).



**PSY 130 - Mentoring: Psych of Helping** .....(3:3:0)

This course is designed to develop the awareness and skills necessary to mentor a targeted population of proteges. Emphasis will be placed on learning the fundamentals of mentoring and mentoring programs, understanding developmentally at-risk patterns within the target population, and both didactic and experiential components. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**PSY 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**PSY 219 - Organizational Behavior** .....(3:3:0)

Addresses individual and group behavior within organizations, helping students better understand their own motivation and style of work so that they may interact with and manage others more effectively. Students consider how personality, motivation, communication, power, conflict, organizational culture and other influences affect productivity and job satisfaction. Through interactive class discussions, case studies and projects, the class examines research findings, real world situations, and relevant theories. **Prerequisites:** BUS 101 and MGT 212 and (Test score or ENG 121 or ENG 125).

**PSY 223 - Abnormal Psychology** .....(3:3:0)

An introduction to the causes, characteristics, and treatments of various categories of abnormal behavior. The student will examine and comprehend the diversity of factors surrounding maladaptive behavior including: historical views, classification of abnormal disorders, physical and psychological symptoms, and available treatments. **Prerequisites:** PSY 121

**PSY 224 - Human Sexuality** .....(3:3:0)

The basic biology of sexuality, including the psychology and sociology of human sexuality. The course focuses on behavior patterns, emotions, and socio-cultural factors affecting interpersonal relationships. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**PSY 225 - Social Sciences Seminar:Topic** .....(3:3:0)

A special problems course which will give students the opportunity to investigate in detail a particular program, issue, or process from a behavioral or social sciences perspective. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**PSY 230 - Mentor Practicum** .....(2:1:4)

The mentor is placed in a designated school/agency and matches with a preselected protege. Emphasis is placed on activity and effectively mentoring the protege for a predetermined, minimum number of hours per week. Mentors will be responsible to the agency as well as the college and will be supervised by the project director and/or student coordinator of the program. **Prerequisites:** PSY 130

**PSY 244 - Psychology of Terrorism** .....(3:3:0)

This class will examine the psychosocial roots and impact of terrorism. It will also examine the various types of terrorism such as religious, state-sponsored, and individual acts of terrorism as well as the impact of terrorism on many levels from the individual to national level. **Prerequisites:** (Test score or RDG 120) and PSY 121.

**PSY 289 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**PTA 100 - Introduction to PTA** .....(2:2:1)

An introduction to the profession of physical therapy including history, role utilization, professional organization, standards and ethics of practice. Basic patient care procedures, including CPR certification and documentation are covered. **Prerequisites:** BIO 120

**PTA 101 - Basic Techniques** .....(4:2:5)

The theory and skill development in body mechanics, transfers, and gait training, assessment techniques, therapeutic exercise, and massage. This course utilizes didactic, laboratory, and clinical experiences. **Prerequisites:** PTA 100

**PTA 102 - Modalities** .....(3:2:4)

The theory and skill development in modalities, electrical stimulation, pain management, and wound care. This course utilizes didactic, laboratory, and clinical experience. **Prerequisites:** PTA 100

**PTA 115 - Kinesiology** .....(3:2:2)

The study of the relationship between the muscular and skeletal systems acting to provide motion through the biomechanical leverage system. **Prerequisites:** PHY 110 or PHY 112 or PHY 205 or PHY 171 and PTA 100. Corequisites: BIO 123

**PTA 116 - Intro to Pathology** .....(3:3:0)

A basic introduction to diseases, including process and influence on the anatomical and physiologic activity of the body. Implications of these diseases in physical therapy will be discussed. **Prerequisites:** BIO 121 Co-requisites: PTA 101

**PTA 118 - Functional Anatomy&Kinesiology** .....(5:4:2)

This course is an in-depth study of the muscular, skeletal, nervous, and ligamentary systems of humans, focusing on the structure and function associated with various physical therapy techniques. The relationship between the muscular and skeletal systems as they provide motion through the biomechanical leverage system will also be studied. **Prerequisites:** BIO 121 and (PHY 110 or PHY 205 or PHY 112 or PHY 171). Co-requisite: PTA 101

**PTA 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**PTA 205 - Path.Treatmnt Orthopedic Conds** .....(4:3:3)

A study of orthopedic conditions and their underlying pathology. Emphasis on physical therapy interventions of these conditions. **Prerequisites:** PTA 101 and PTA 102 and PTA 116.

**PTA 206 - Path/Treat Neurologcl Conds** .....(4:3:3)

The study of the neurologically and developmentally involved patient including positioning, handling, and facilitation of normal motor control through specialized therapeutic interventions. **Prerequisites:** PTA 101 and PTA 102 and PTA 116

**PTA 208 - Special Topics for the PTA** .....(3:3:0)

An introduction to specialized topics in the profession of physical therapy including (but not limited to) women's health, architectural barriers, AIDS rehab, home health care, aquatic therapy, non-traditional therapies, cardiopulmonary rehab, seating and industrial rehab. **Prerequisites:** PTA 205 and PTA 206 and PTA 211.



**PTA 209 - PTA Management Issues** .....(2:2:0)

An overview of non-patient care related topics and their influence on the clinical practice of the PTA.

**Prerequisites:** PTA 205 and PTA 206 and PTA 211.

**PTA 211 - Clinical Practice I**.....(4:1:13)

The initial comprehensive clinical experience in a physical therapy setting for application of learned clinical skills on patients under the supervision of a licensed physical therapist.

**Prerequisites:** PTA 102 Co-requisites: PTA 205 and PTA 206

**PTA 212 - Clinical Practice II** .....(3:0:13)

The second, full-time clinical experience in a physical therapy setting for application of learned skills practiced in PTA 211, and a continuation of application of newly learned techniques, under supervision of a licensed physical therapist or physical therapist assistant. **Prerequisite:** PTA 211

**PTA 213 - Clinical Practice III** .....(4:0:18)

The third, full-time clinical experience in a physical therapy setting for refinement of previously learned skills and continuation of application of techniques and procedures under supervision of a licensed physical therapist of physical therapist assistant. **Prerequisite:** PTA 212 Concurrently

**PTA 289 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**PUB 101 - Intro to Public Administration** .....(3:3:0)

An evaluation of public administration in multi-disciplinary terms as a policy process, management vehicle, and bureaucratic structure. **Prerequisites:** Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120.

**PUB 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**PUB 212 - Prin of Managing Local Govt**.....(3:3:0)

A study and comparison of the major concepts and principles of local government management. **Prerequisites:** PUB 101 and (Test score or ENG 121 or ENG 125).

**PUB 213 - Prob in Managing Local Govt**.....(3:3:0)

A study of the scope of public administration, public management problems, and an analysis of managing local government. **Prerequisites:** PUB 212

**PUB 221 - Local Govt Finance** .....(3:3:0)

A study of the economic environment for decision making, economic policy as it affects management decisions, and local government financial management. **Prerequisites:** (Test score or ENG 121 or ENG 125) and ACC 101 and PUB 101.

**PUB 231 - Pract. of Local Govt Planning**.....(3:3:0)

An evaluation of the fundamental issues of local government planning with emphasis on economic, political, and social factors. **Prerequisites:** PUB 101 and (Test score or ENG 121 or ENG 125).

**PUB 241 - Public Sector Privatization** .....(3:3:0)

An introduction to the concept of providing public services that can be delivered by the private sector. **Prerequisites:**

(PUB 101 and Test score or ENG 121 or ENG 125).

**PUB 251 - Ethical Problems in Pub. Admin**.....(3:3:0)

Students apply broad ethical theory in solving personal and professional dilemmas while considering moral issues. The course stresses considerations of administrators' ethical responsibilities and actions required to balance the responsibilities and objectives of public policy.

**Prerequisites:** PUB 101 and (Test score or ENG 121 or ENG 125).

**PUB 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**RAD 100 - Hospital Orientation**.....(1.5:1.5:1.5)

This course introduces the student to the field of radiologic technology, to the hospital environment, and to student responsibilities. Students are oriented to academic and administrative structure, key departments and personnel, and to the profession as a whole. Basic principles of radiography, radiation protection, and other pertinent safety issues are introduced. **Prerequisites:** None

**RAD 105 - Intro Patient Care/Radiography** .....(3:2:2)

This course provides the radiography student with in-depth patient care knowledge and skills necessary in the performance of radiographic procedures on all patient populations. In addition, an introduction to the field of radiologic technology and radiation protection will be included. **Prerequisites:** CHM 110 or CHM 150

**RAD 106 - Intro to Radiography**.....(2:2:1)

This course introduces the fundamentals of radiologic sciences and its relation to healthcare. The radiographers role in patient care and pharmacology will be discussed. An emphasis on ethics and law as it relates to healthcare will be examined. **Prerequisites:** CHM 110

**RAD 120 - Image Critique/Positioning I** .....(4:3:3)

This course provides the student with the basic knowledge and skill, as well as, the anatomy and the anatomical relationships necessary to perform standard radiographic procedures of the chest, abdomen, upper extremities, lower extremities and shoulder girdle. Energized laboratory demonstrations will be used to complement the lecture portion of this course. **Prerequisites:** MAT 153 and BIO 120.

**RAD 121 - Image Critique/Positioning II** .....(4:3:3)

This course provides the student with the basic knowledge and skill, as well as, the anatomy and the anatomical relationships necessary to perform standard radiographic procedures of the bony thorax, vertebral column, pelvic girdle, lower extremities, urinary and gastrointestinal systems. Energized laboratory demonstrations will be used to complement the lecture. **Prerequisites:** RAD 106 and RAD 120.

**RAD 130 - Radiographic Procedures I** .....(4:3:3)

This course will provide the student with the skill necessary to perform standard radiographic procedures to include chest, abdomen, upper extremities, lower extremities, and pelvic girdle. Optimal Radiographic production and anatomy identification are supported by energized laboratory experience. **Prerequisite:** RAD 105

**RAD 131 - Radiographic Procedures II**.....(4:3:3)

This course will provide the student with the knowledge necessary to perform studies of the gastrointestinal tract, spine, bony thorax, portable radiography, trauma procedures, OR/ Image intensification, urinary and biliary procedures. Optimal radiographic production and anatomy identification are supported by energized laboratory experience. **Prerequisite:** RAD 130

**RAD 140 - Prin Radiographic Imaging I**.....(3:3:0)

This course provides the student with an overview of radiographic principles that include radiographic physics, x-ray production, interactions with matter and scatter radiation control relative to basic imaging. **Prerequisite:** RAD 105 and (MAT 153 or MAT 153 <concurrent>) Co-requisite: None

**RAD 141 - Prin Radiographic Imaging II** .....(3:3:0)

This course provides the student with an in-depth knowledge of radiographic principles that include image quality factors, anatomic/pathologic variances, exposure systems and image acquisition methods. **Prerequisite:** RAD 140

**RAD 150 - Radiation Protection/Biology**.....(2:2:0)

This course provides the student with an overview of the principles of radiation protection for the radiographer, patients, other personnel, and the public. Radiation effects on biological molecules and organisms and factors affecting biological response are also presented. **Prerequisites:** RAD 140 and BIO 120.

**RAD 160 - Clinical Radiography I**.....(3:0:16)

This course is the first in a series which provides the student with exposure to the practice of radiography. This clinical education course takes place in various diagnostic imaging departments. The student develops and refines skills in patient management, equipment manipulation, positioning, technical factors selection, and image evaluation. All procedures in which the student participates are under direct supervision until competency has been achieved. **Prerequisites:** BIO 120

**RAD 161 - Clinical Radiography II**.....(3:0:16)

This course is the second in a series which provides the student with exposure to the practice of radiography. This clinical education course takes place in various diagnostic imaging departments. The student develops and refines skills in patient management, equipment manipulation, positioning, technical factors selection, and image evaluation. All procedures in which the student participates are under direct supervision until competency has been achieved. **Prerequisites:** RAD 160

**RAD 162 - Clinical Radiography III**.....(5:0:27)

This course continues to provide the student with exposure to the practice of radiography. This clinical education course takes place in various diagnostic imaging departments. The student develops and refines skills in patient management, equipment manipulation, positioning, technical factors selection, and image evaluation. All procedures in which the student participates are under direct supervision until competency has been achieved. **Prerequisites:** RAD 161 and BIO 121

**RAD 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**RAD 220 - Image Critique/Positioning III**.....(4:3:3)

This course provides the student with basic knowledge and skills, as well as, the anatomy and the anatomical relationships necessary to perform standard radiographic procedures of the skull, facial bones, and sinuses. Sectional anatomy of the head, thorax and abdomen is introduced and procedural considerations for arthrography, myelography hysterosalpingography, and biliary procedures are discussed. Energized laboratory demonstrations will be used to complement the lecture portion of this course when applicable. **Prerequisites:** RAD 121

**RAD 222 - Selected Topics in Radiography** .....(3:3:0)

This course is a review of program content in preparation for the American Registry of Radiologic Technologists (A.R.R.T.) examination. The student will focus on content areas that are relevant to the registry and identify areas where remediation may be necessary. **Prerequisites:** RAD 260

**RAD 230 - Radiographic Procedures III**.....(3:2:2)

This course will provide the student with the knowledge and skill necessary to perform procedures and identify pertinent anatomy demonstrated in cranial radiography, arthrography, myelography, sialography, mammography, hysterosalpingography and pediatric radiography. Some of these topic areas will be supported in the energized lab setting. Additional topics include radiologic pharmacology and the basics of cross- sectional anatomy. Students will independently research CT, MRI, bone densitometry, angiography/ interventional procedures, diagnostic medical sonography, nuclear medicine and radiation therapy. **Prerequisite:** RAD 131

**RAD 240 - Radiographic Imaging Equipment** .....(3:3:0)

This course provides the student with knowledge of various types of equipment routinely utilized to produce diagnostic images. Radiographic processing and quality control of imaging equipment and accessories are also presented. **Prerequisites:** RAD 141

**RAD 250 - Radiographic Pathology**.....(2:2:0)

This course provides the student with an introduction to the concepts of disease. Pathology as it relates to various radiographic procedures is discussed. **Prerequisites:** RAD 260 and BIO 121

**RAD 260 - Clinical Radiography IV**.....(5:0:24)

This course continues to provide the student with exposure to the practice of radiography. This clinical education course takes place in various diagnostic imaging departments. The student develops and refines skills in patient management, equipment manipulation, positioning, technical factors selection, and image evaluation. All procedures in which the student participates are under direct supervision until competency has been achieved. **Prerequisites:** RAD 162

**RAD 261 - Clinical Radiography V**.....(5:0:24)

This course is the final in a series of clinical rotations which provides the student with exposure to the practice of radiography. This clinical education course takes place in various diagnostic imaging departments. The student develops and refines skills in patient management, equipment manipulation, positioning, technical factors selection, and image evaluation. All procedures in which the student participates are under direct supervision until competency has been achieved. **Prerequisites:** RAD 260

**RAD 262 - Clinical Radiography VI**..... (3:0:15)

This course is the final unit which provides the student with the necessary exposure to the practice of radiography. This clinical education course takes place in various radiology departments. The student develops and refines skills in patient management, equipment manipulation, positioning, technique manipulation and film evaluation. **Prerequisites:** RAD 261

**RAD 270 - Digital Image Acquistn/Display** ..... (2:2:0)

This course provides the student with an in-depth knowledge of the principles of digital imaging. Image acquisition, characteristics, display and quality assurance are presented. The basic principles of Computer Tomography (CT) are also discussed. **Prerequisites:** RAD 240

**RAD 289 - Approved Technical Elective**..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**RCT 120 - Pharm for Respiratory Care** ..... (3:3:0)

This course is designed to prepare students with a basic understanding of pharmacological principles and therapeutic applications with relationship to healthcare practice. Special emphasis will be placed upon therapeutic agents used in respiratory care. **Prerequisites:** BIO 120 and CHM 110 and MAT 153 and (Test score or RDG 120).

**RCT 130 - Intro to Respiratory Care** ..... (7:6:2)

Designed to introduce the student to the delivery of respiratory care. Emphasis will be placed on principles of gas flow, pressure regulation, production and storage. Also addressed will be the theory, equipment, and procedures of oxygen therapy. Integration and application of these procedures are essential to delivery of respiratory care. **Prerequisites:** MAT 153

**RCT 140 - Pulmonary Physiology** ..... (3:3:0)

This course addresses normal structure and function of the human respiratory system. Included are mechanics of breathing, gas exchange and transport, acid-base balance, and control of ventilation. Integration of normal pulmonary physiology concept to respiratory care. **Prerequisites:** BIO 120

**RCT 189 - Approved Technical Elective**..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**RCT 210 - Neonatal/Ped Respiratory Care**..... (3:3:0)

Course is designed to further the student's understanding of neonatal and pediatric disease and effective delivery of respiratory care to these patients. **Prerequisites:** RCT 231 Co-requisites: RCT 232 and RCT 252

**RCT 231 - Respiratory Care Procedures I**..... (4:3:2)

Course is designed to give the student knowledge necessary to effectively administer basic respiratory care modalities. Included are positive pressure breathing, SMI, chest physical therapy, aerosolized medications, and bedside pulmonary function testing. **Prerequisites:** RCT 130 and BIO 121 Co-requisites: RCT 251

**RCT 232 - Respiratory Care Procedures II**..... (7:6:3)

This course is a continuation of RCT 231 Respiratory Care Procedure I. It is designed to provide knowledge of and rationale for more advanced respiratory care techniques, such as those associated with artificial airways and mechanical ventilation. **Prerequisites:** RCT 231 Co-requisites: RCT 210 and RCT 252

**RCT 233 - Spec Topics in Respiratory Care**..... (4:4:0)

This course provides the student with knowledge of advanced concepts in respiratory care associated with support of the critically ill patient. **Prerequisites:** RCT 232 Co-requisites: RCT 253

**RCT 241 - Pulmonary Pathophysiology I**..... (3:3:0)

Pulmonary Pathophysiology I will introduce the student to evaluation of the patient with pulmonary disease. This will include signs and symptoms, physical assessment, chest radiography, pulmonary function, and pertinent laboratory tests. Also addressed will be obstructive lung diseases. Assessment and decision for care are emphasized. **Prerequisites:** RCT 140 and BIO 121

**RCT 242 - Pulmonary Pathophysiology II**..... (4:4:0)

Pulmonary Pathophysiology II will introduce the student to patterns of restrictive lung disease. Topics will include pneumonias, fibrotic lung disease, pulmonary neoplasms, disorders of pulmonary circulation, diseases of the pleura and thoracic wall, neuromuscular diseases, aspiration, trauma, and ARDS. Assessment and decisions on care are emphasized. **Prerequisites:** RCT 241

**RCT 244 - Cardiopulmonary Assessment**..... (5:3:6)

This course will cover both diagnostic and rehabilitative cardiopulmonary theory and techniques including: ABG equipment, Pulmonary Function Studies, EKG studies, Exercise Testing, Hemodynamics, and Home Care. The course will place an emphasis on interpretation and clinical application. **Prerequisites:** RCT 210 and RCT 232 and RCT 242. Co-requisite: RCT 253

**RCT 251 - Clinical Respiratory Care I**..... (2:0:8)

This course is designed to allow students to, under supervision, apply knowledge of respiratory care techniques in a patient care setting. Prerequisite: RCT 130 and (ENG 122 or ENG 124). Co-requisites: RCT 231

**RCT 252 - Clinical Respiratory Care II**..... (3:0:16)

This course is a continuation of RCT 251 Clinical Respiratory Care I. The student will, under supervision, apply more advanced respiratory care modalities, such as bronchial hygiene techniques, as well as care of patients with artificial airways and introduction to mechanical ventilation. **Prerequisites:** RCT 251 Co-requisites: RCT 210 and RCT 232

**RCT 253 - Clinical Respiratory Care III**..... (5:0:24)

This course is designed to provide the student with practice in all aspects of respiratory care. It is an advanced course with emphasis on care of the critically ill adult, pediatric, and neonatal patient in a variety of settings. **Prerequisites:** RCT 252

**RCT 289 - Approved Technical Elective**..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**RDG 005 - Basic Reading**..... (4:4:0)

A developmental course designed to improve vocabulary and comprehension skills. Additional resources are available for skill enhancement. **Prerequisites:** None

**RDG 051 - Pre-Tech Reading**..... (4:4:0)

A review course designed to improve vocabulary and comprehension skills and to increase reading flexibility. Additional resources are available for skill enhancement. **Prerequisites:** Test score or RDG 005 or ENG 006 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120.

**RDG 120 - Critical Reading & Thinking** .....(3:3:0)

A college-level course designed to improve study skill efficiency, reading comprehension, vocabulary, critical reading and thinking. Additional resources are available for skill enhancement. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125).

**RDG 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**RDG 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**SCI 100 - Environmental Monitoring Techn**.....(1:0:2.5)

Students will be introduced to hands-on field and laboratory techniques in biology, biotechnology and chemistry to monitor the environment. **Prerequisites:** (Test scores or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test scores or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test scores or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 182).

**SCI 101 - The World: An Owner's Manual** .....(2:2:0)

Scientific literacy is important to understand how the world and society works. This course explores important issues of the day such as global climate change, drug-resistant bacteria, global information systems, and invasive species. Basic concepts in earth science, human health and technology will be discussed. **Prerequisites:** (Test scores or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test scores or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**SCI 112 - Science Crs Success Strategies** .....(1:1:0)

This class is designed to improve learning and comprehension in the science courses that precede major classes. Student success, learning styles, time management, problem solving, and effective study skills will be covered. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125)

**SCI 130 - Introduction to Research** .....(2:2:0)

Research is integral to many fields of study. This course investigates the components of a research project including scientific principles, project design, documentation, communication, and professional ethics and behavior. **Prerequisites:** (Test score or ENG 051 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**SCI 206 - Pesticide Principles and Apps** .....(3:3:0)

This course examines the principles of insects, weed and disease control in agricultural crops, horticultural plants and turf, integrated pest management, economics and safety. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or MAT 090 or MAT 119 or MAT 120 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181) and AGS 105.

**SCI 223 - Applied Ecology** .....(3:3:0)

This course offers an exploration of the ecology of plant form, function, abundance and diversity. Topics include plant adaptations to environmental conditions, life history variation, competitions, and mid-Atlantic native plant distribution. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 012 or NCS 012 or MAT 015 or MAT 090 or MAT 119 or MAT 120 or MAT 130 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181)

**SCI 230 - Research Methodology** .....(3:2:3)

To successfully conduct undergraduate research, students require an in-depth knowledge of the scientific process. This class investigates experimental design, data collection, statistical analysis, scientific integrity, and communication within the context of ongoing research projects. **Prerequisites:** (NCJ 130 or SCI 130) and (Test score or RDG 120) and (Test score or MAT 075 or MAT 090 or MAT 140 or MAT 153 or MAT 181 or MAT 185) and (BIO 150 or CHM 150 or PHY 171 or PHY 281).

**SCI 240 - Turfgrass Physiology**.....(3:2:2)

This course is an introduction to the science of turf grasses. Students will develop an understanding of turf grass growth, development, and adaption, cultural practices used to manage turf grasses, pest problems, and establishment methods. Students will be exposed to the various grasses used in turf grass management. Topics covered will be identification, growth and development, seasonal grasses, turf grass environment and an overview of cultural practices will be discussed. **Prerequisites:** AGS 101 and AGS 105

**SGT 100 - Intro to Surgical Technology**.....(2:2:0)

An introduction to surgical technology focusing on selected aspects in the development of surgical technology as a technical profession. Topics include professionalism, communication, biomedical science, the biopsychosocial needs of the surgical patient, ethical/legal issues specific to the perioperative setting, patient, and work place safety. **Prerequisites:** (Test Score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test Score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**SGT 200 - Surgical Technology I**.....(7:4:8)

The basic knowledge and fundamental techniques necessary for assuming the responsibilities of a surgical technologist are highlighted. Preoperative and intraoperative patient care concepts, with both nonsterile and sterile responsibilities are emphasized. This course also introduces skill development related to instrumentation, equipment, patient transportation, surgical positioning, and preoperative patient preparation. **Prerequisites:** BIO 121 and BIO 125 and SGT 100 and BIO 100 and ENG 124 and CIS 107 and (MAT 119 or MAT 130 or MAT 140). Corequisite: SGT 202

**SGT 202 - Pharmacology**.....(2:2:0)

This course will provide students with foundation in pharmacology. This will prepare the student to safely and appropriately prepare and manage operating room medications and solutions. **Prerequisites:** BIO 121 and BIO 125 and SGT 100.



**SGT 210 - Surgical Technology II** ..... (7:4:10)

This course will review the surgical specialties and focus on the diagnostic and surgical interventions and complications. Knowledge and skills for effective performance as a scrubbed member of the operating room team are reinforced. Focus is placed on the responsibilities of the surgical technician in intraoperative case management during intermediate surgical interventions.

**Prerequisites:** SGT 200 and SGT 202. **Corequisite:** SGT 211

**SGT 211 - Surgical Tech Practicum II**.....(2:0:9)

This course will be clinical rotations in the operating room of affiliated healthcare institutions. Knowledge and techniques essential to effective performance as a scrubbed member of the surgical team will be stressed as the student develops and improves skills as the scrub person. Progression to solo scrub experience is expected.

**Prerequisites:** SGT 200 and SGT 201. **Corequisite:** SGT 210

**SGT 220 - Surgical Technology III**.....(4:3:4)

This course is a continuation of SGT 210. Knowledge and skills for effective performance as a scrubbed member of the operating room are stressed. The responsibilities of the surgical technologist in the care and safety of the patient during and after surgical intervention in both general and specialty field surgery are reviewed.

**Prerequisites:** SGT 210 and SGT 211. **Corequisite:** SGT 221

**SGT 221 - Surgical Technolgy Clinical II**..... (5:0:24)

This course will be clinical rotations in the operating room of affiliated healthcare institutions. Learning experiences in advanced surgical interventions in general and specialty surgery are included. Focus is on the student assuming an independent role as a surgical technologist to facilitate transition from student to graduate.

**Prerequisites:** SGT 210 and SGT 211. **Corequisite:** SGT 220

**SMT 110 - Occupational Safety/Health Act**.....(3:3:0)

The scope and elements of the Occupational Safety and Health Act are covered. The duties and responsibilities of employers and employees under the OSHA Act are discussed. Students are taught to interpret and apply sections of the law in practical exercises. **Prerequisites:** None.

**SMT 120 - Dsgning Safe Work Environments**.....(4:3:3)

The role of the safety manager in creating safe working conditions is discussed. Safety techniques and programs for construction sites, vehicle operations, factories, offices, and laboratories are presented. Hazardous processes, working with electrical equipment and power tools will also be covered. **Prerequisites:** None

**SMT 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**SMT 210 - Industrial Hygiene I**.....(3:3:1)

The fundamentals of the causes and prevention of occupational illnesses and diseases are covered. Chemical, noise, and environmental exposures are discussed in the context of the workplace. Students perform lab exercises designed to apply theories to actual problem solving. **Prerequisites:** None

**SMT 221 - Industrial Hygiene II**.....(3:2:2)

This advanced course deepens and broadens the student's understanding of occupational health issues. Air, noise, and chemical sampling equipment and techniques are covered in lab exercises. **Prerequisites:** SMT 210

**SMT 230 - Ergonomics**.....(3:3:0)

The engineering science of adapting the work environment to the physiological needs of the human worker is presented. The mechanics and results of repetitive motion injuries are discussed and solutions offered. **Prerequisites:** None.

**SMT 289 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**SOC 111 - Sociology I**.....(3:3:0)

Analysis of American social organization and culture, through a crosscultural perspective. Sociology investigates, describes, and analyzes patterns of human behavior in all areas of human experience for the purpose of understanding the human condition.

**Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**SOC 125 - Honors Sociology**.....(3:3:0)

This course, which has higher level standards, fulfills the requirement for SOC 111-Sociology I. It emphasizes writing in a variety of modes, focuses on an analysis of American social organization and culture, including relations to other cultures, and integrates the topic of technology and its influences. **Prerequisites:** Test score or RDG 120

**SOC 189 - Approved Technical Elective**.....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**SOC 213 - Ethical Issues in Health Care**.....(3:3:0)

An introduction to the social process found in the health care system, including those within the group, institutional, and community medical environments. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**SOC 215 - Business Ethics**.....(3:3:0)

The starting point is an examination of the philosophical foundation of morality and ethics. Theory is then applied to a variety of business situations using examples and case studies. Situations are viewed from the perspectives of businesses, employees, consumers and society. The student develops an appreciation for the complexities of moral dilemmas. **Prerequisites:** BUS 101 and (Test score or ENG 121 or ENG 125).

**SOC 221 - Human Diversity**.....(3:3:0)

This course is designed to increase the student's awareness, tolerance, and appreciation for participation in an increasingly complex and diverse human landscape. This course will have a double focus: one will be an historical approach to intercultural relationships, and the other will be an analysis of the current success in incorporating the emerging diverse minorities into our general social fabric. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**SOC 224 - Family Structures**.....(3:3:0)

An introduction to the development and interpersonal processes of the family, alternative family structures and lifestyles, and dysfunctional patterns and social problems of the family group. **Prerequisites:** SOC 111

**SOC 289 - Approved Technical Elective** ..... (0:0:0)  
Students may complete technical electives for which they have written prior approval of the department chairperson.

**SPA 133 - Using Beginning Spanish** ..... (3:3:0)  
Recommended for those who have had no prior study of Spanish or who need a basic working knowledge of the language, this course allows students to focus on the fundamentals: sounds, basic greetings, and simple grammatical structures. Real-life communication will take place in Spanish. **Prerequisite:** None

**SPA 135 - Spanish for Health Care Worker** ..... (3:3:0)  
This course prepares students to use Spanish for basic communications in health care situations, for example, making appointments and discussing medical histories, injuries, test procedures. Focus is also on cultural patterns and attitudes toward health care issues. **Prerequisites:** SPA 133 or SPA 136.

**SPA 136 - Spanish Communication I** ..... (4:4:1)  
This course introduces students to the Spanish language through communicative interaction. Students will develop listening comprehension (listening and reading) skills, and expressive (speaking and writing) skills. They will acquire basic Spanish grammar and vocabulary needed for daily communication. Students will increase their awareness of Hispanic cultures. **Prerequisites:** None

**SPA 137 - Spanish Communication II** ..... (4:4:0)  
Students develop ability to narrate and discuss events in present and past time. Communicative ability is expanded to include a greater variety of social interactions. Emphasis is given to developing listening comprehension skills needed for communication with Spanish speakers. **Prerequisite:** SPA 136

**SPA 138 - Spanish Communication III** ..... (4:4:0)  
Students strengthen ability and describe present, past and future events. Complex language structures are introduced. Development of listening comprehension skills is a major focus of the course. **Prerequisites:** SPA 137

**SPA 139 - Spanish for Heritage Speakers** ..... (4:4:0)  
In this course for native/heritage Spanish speakers, students develop, maintain and enhance their Spanish language proficiencies in the reading, writing, speaking, listening, and cultural competencies. Students use Spanish for a variety of personal, academic, and community interactions with diverse audiences. **Prerequisites:** Student must be a fluent native/heritage speaker of Spanish with some reading and writing proficiency.

**SPA 189 - Approved Technical Elective** ..... (0:0:0)  
Students may complete technical electives for which they have written prior approval of the department chairperson.

**SPA 289 - Approved Technical Elective** ..... (0:0:0)  
Students may complete technical electives for which they have written prior approval of the department chairperson.

**SSC 100 - First Year Seminar** ..... (1:1:0)  
This course is designed to facilitate the successful transition of new students into the academic, cultural, and social climate of DTCC. To accomplish this, the seminar will provide information on the College and its systems, strategies for academic and career success, and opportunities for college involvement.

**SSC 104 - Learning Through Service** ..... (1:1:0)  
This course introduces students to the value of service learning by combining community service with academic instruction, focusing on critical, reflective thinking and personal and civic responsibilities. **Prerequisites:** None

**SSC 106 - Introduction to Leadership** ..... (1:1:0)

**SSC 114 - Diversity Relations/College Ex** ..... (1:1:0)  
A course that examines, cultivates, and uses diversity knowledge, skills, and abilities as a catalyst to analyze and change ways of thinking and performing diversity communications. A brief background of each ethnic group is provided, as well as information about the worldview or orientation that guides a synthesis and evaluation of course competencies into an action plan indicative of the College and various diversity missions. **Prerequisites:** None

**SSC 115 - Intro to Information Literacy** ..... (1:1:0)  
This course introduces the student to basic information literacy skills which include how to access, locate, evaluate and use information sources in a variety of formats. Students will gain an understanding of the role of library resources in the research process. Topics include how to create a search strategy for finding information, use print and electronic resources to locate information, critically evaluate and analyze information sources, and how to properly cite the information. **Prerequisites:** None

**SSC 117 - Brain Power** ..... (1:1:0)  
The human brain is the most complex organ in the body. This course examines how the brain functions and explores how it regulates basic body functions and responses. Topics include brain development, healthy brain lifestyle choices, and the effects and dangers of drug and alcohol use. **Prerequisites:** None

**SSS 100 - Career & Life Planning Seminar** ..... (1:1:0)  
This course is designed to offer students an opportunity to examine the factors necessary in making informed and realistic career choices. Emphasis is placed on values clarification, goal setting, and decision making. Career opportunities will be discussed relevant to individual personality traits. **Prerequisites:** None

**SSS 101 - Mastering College Life** ..... (1:1:0)  
This course is designed to provide any Delaware Tech student with the information necessary to understand and use college procedures, policies, and services. These include, but are not limited to, grading policies, study skills and strategies, learning styles, registration procedures, student rights and responsibilities, introduction to technologies, and student services. **Prerequisites:** None

**SSS 102 - Personal/Career Development** ..... (1:1:0)  
This course will give students practical ideas and methods for developing career plans. Students will learn more about themselves through a variety of in-class activities, including career testing and research. **Prerequisites:** None

**SSS 103 - Adult Learner Success Strategy .....(1:1:0)**

While all students need help adjusting to college life, adult students need special attention if they are to succeed. This course will guide students in increasing their ability to handle the multiple pressures of being an adult student. Topics will include, but are not limited to, balancing college and work, improving efficiency and effectiveness with new learning strategies, thriving under pressure, and gaining support of family and friends. Activities and discussions will focus on behaviors which contribute to a successful and positive college experience. **Prerequisites:** None

**SSS 105 - A College & Life Skills Course.....(1:1:0)**

The purpose of this course is to enhance your skills and knowledge in both life management and academic planning. Course topics include: money management; interviewing and resume writing skills; college application process; science, math and English success strategies; value of higher education. This course is designed to help you succeed and stay on track toward your life and educational goals! **Prerequisites:** None

**SSS 106 - Becoming a Peer Helper .....(1:1:0)**

The purpose of this course is to build peer helping and leadership skills. Peer helping builds upon the natural helping skills and relationships which exist among students. Peer helpers will be trained to listen, share experiences, assist with decision making and provide support and practical assistance with their fellow students. **Prerequisites:** None

**SSS 107 - Tutorial Support Course .....(1:1:0)**

This course is designed to provide any Delaware Tech student (tutor) with the information necessary to offer academic support to students (tutees). Instruction includes, but is not limited to, tutorial procedures and policies, tutor's role and responsibilities, study skills and strategies, learning styles, and diverse student population. **Prerequisites:** None

**SSS 108 - Blackboard/Learning Concepts .....(1:0:2)**

This course is designed to orient students to Blackboard and to provide them with the information necessary to be successful in an E-Learning (electronic learning) classroom environment. **Prerequisite:** None

**TAE 099 - Arch/Civil Tech Seminar .....(1:1:0)**

This class is an introduction to careers in Architectural and Civil Engineering and Construction Management and a survey of methods, techniques and resources that will be important to a student's academic success in future Arch/Civil courses. **Prerequisites:** None

**TAH 099 - Allied Health Tech Seminar .....(1:1:0)**

This course will familiarize students with their technology and with factors that influence academic, professional, and career success. **Prerequisites:** None

**TBU 099 - Business Technology Seminar.....(1:1:0)**

This course will familiarize students with their technology and with factors that influence academic, professional and career success. **Prerequisites:** None

**TCA 099 - CUI Technology Seminar.....(1:1:0)**

This course will familiarize students with their technology and with factors that influence academic, professional and career success. **Prerequisites:** None

**TCJ 099 - CRJ Technology Seminar .....(1:1:0)**

This course will familiarize students with their technology and with factors that influence academic, professional, and career success. **Prerequisites:** None

**TCS 099 - CIS Technology Seminar .....(1:1:0)**

This course will familiarize students with their technology and with factors that influence academic, professional, and career success. **Prerequisites:** None

**TDT 101 - Tractor-Trailer Driver Trainin ..... (12:7:14)**

Drivers are trained to safely, legally, and efficiently operate a tractor-trailer, and to teach knowledge of the non-driving duties required for drivers to operate in interstate commerce. **Prerequisites:** None

**TDT 189 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**TDT 289 - Approved Technical Elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**TEC 099 - ECE Technology Seminar .....(1:1:0)**

This course will familiarize students with their technology and with factors that influence academic, professional, and career success. **Prerequisites:** None

**TEG 099 - Engineering Technology Seminar.....(1:1:0)**

This course will familiarize students with their technology and with factors that influence academic, professional, and career success. **Prerequisites:** None

**TEN 099 - Entrepreneur .....(1:1:0)**

This course will familiarize students with their technology and with factors that influence academic, professional, and career success. (Prerequisites: None)

**THS 099 - H.S. Technology Seminar .....(1:1:0)**

This course will familiarize students with their technology and with factors that influence academic, professional and career success. **Prerequisites:** None

**TNU 099 - Nursing Technology Seminar .....(1:1:0)**

This course will familiarize students with their technology and with factors that influence academic, professional, and career success. **Prerequisites:** None

**TVS 099 - Visual Design Tech Seminar .....(1:1:0)**

This class is an introduction to careers in Visual Communications and Interior Design and a survey of methods, techniques and resources that will be important to a student's success in future Visual Communications or Interior Design courses. **Prerequisites:** None

**VAS 111 - Vascular Techniques I.....(3:3:1)**

This course introduces the student to the basic, vascular, physical principles and instrumentation; vascular physiology and hemodynamics; vascular anatomy; and fundamental skills and principles needed to perform peripheral arterial evaluation of the upper and lower extremities. **Prerequisites:** BIO 120 and DMS 106.

**VAS 112 - Vascular Techniques II .....(3:3:1)**

This course is a continuation of VAS 111 Vascular Techniques I. Emphasis is placed on the fundamental skills and principles needed to perform peripheral venous evaluation of the upper and lower extremities. Evaluation of cerebrovascular, intracranial Doppler is also introduced. Introductory clinical experiences integrate previously learned principles. **Prerequisites:** VAS 111

**VAS 189 - Approved Technical elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**VAS 213 - Vascular Techniques III .....(3:3:1)**

A continuation of VAS 112 Vascular Techniques II. Emphasis is placed on the fundamental skills and principles needed to perform and evaluate abdominal aorta, IVC, liver vasculature, mesenteric arteries and renal vasculatures **Prerequisites:** VAS 112

**VAS 289 - Approved Technical elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**VET 101 - Intro to Veterinary Technology.....(2:1:3)**

An orientation and survey course introducing the beginning student to basic practices and principles underlying the field of Veterinary Technology. Career opportunities, professional ethics, practice/facility management, and regulatory organizations will be discussed. Students will study those aspects of medical terminology that are commonly used by the veterinary profession. **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 120) and MAT 153 and CHM 100 and (BIO 140 or BIO 150).

**VET 102 - Veterinary Anatomy.....(3:2:3)**

This course introduces the student to comparative anatomy of common domesticated species. Anatomical relationships to clinical conditions will be discussed. The laboratory will reinforce gross and microscopic structural differences between species through examination of skeletons and/or slides, cadaver specimens, and radiographs.

**Prerequisites:** (BIO 140 or BIO 150) and CHM 100 and MAT 153.

**VET 110 - Veterinary Physiology.....(3:2:3)**

This course introduces the student to the physiological processes carried out by the major tissues and organ systems in the domesticated species of animals. Regulatory mechanisms and homeostasis are discussed. The laboratory will reinforce the application of physiology to function and dysfunction as seen in veterinary medicine. **Prerequisites:** VET 101 and VET 102

**VET 120 - Breeds And Behavior .....(2:2:0)**

This course is an overview on the common breeds of domesticated animals. Breed characteristics and disease predisposition of common breeds will be discussed in class. Fundamental principles of animal behavior, including patterns of behavior, evolution of behavior, and abnormal behavior will be discussed. These principles will be applied to teach students proper animal restraint in a variety of settings. Pet selection, behavior modification, human-animal bond, and pet training will be discussed using clinical scenarios. **Prerequisites:** Vet 101

**VET 140 - Pharmacology for Vet Techs.....(3:2:3)**

This course will provide study in the area of veterinary drugs and medicines. Topics include classes and actions of drugs, calculating dosages, administering medications, pharmacy maintenance, drug dispensing laws and procedures, laboratory safety and pharmacy record keeping. **Prerequisites:** VET 101 and VET 102

**VET 145 - Exotic Animal Care and Mgmt .....(1:1:0)**

This course provides an overview of exotic animal medicine and surgery as it applies to the veterinary technician. Topics include nursing care, anatomy and physiology, nutrition, husbandry, behavior, common diseases, handling, and surgery and anesthesia of the most common exotic animals will be covered. **Prerequisites:** VET 110

**VET 189 - Approved Technical elective .....(0:0:0)**

Students may complete technical electives for which they have written prior approval of the department chairperson.

**VET 205 - Small Animal Health & Disease.....(3:3:0)**

This is a survey course in the infectious and noninfectious diseases of companion animals. The etiology, diagnosis, treatment, and prevention (including dentistry) and vaccination programs will be covered. The role of the veterinary technician in educating the public on common diseases and their clinical signs will be discussed. A good knowledge of comparative anatomy and physiology are necessary for the successful navigation of this course.

**Prerequisites:** VET 120 and VET 110 and VET 140 and MLT 130.

**VET 210 - Veterinary Clinical Pathology .....(3:2:3)**

This course will provide basic background in veterinary pathology covering theory and techniques in hematology, chemistry, urinalysis, microbiology, cytology, and toxicology. An introduction to the common internal and external parasites of small animals will be covered. Practical application of laboratory skills and use of diagnostic equipment is taught in the laboratory. **Prerequisites:** VET 201 and VET 140 and MLT 130.

**VET 221 - Veterinary Nursing I .....(3:2:3)**

This course will give the veterinary technician student theoretical and technical skills in medical nursing. Topics include basic animal care and first aid, physical examination, administration of medication, nutrition, and disinfecting/cleaning. Fluid therapy administration will be discussed. Laboratory sessions reinforce the concepts learned in lecture. **Prerequisites:** VET 110 and VET 120 and VET 140 and MLT 130.

**VET 222 - Veterinary Nursing II .....(3:2:3)**

This course will give the veterinary technician student theoretical and technical skills in surgical and anesthesia nursing. Topics include sterile technique, description and use of surgical equipment, common surgical procedures, preparations of surgical patient, and preparation of the surgical suite. Anesthesiology will be discussed including drugs, patient preparation, monitoring, and post-operative care of the patient. Topics in veterinary dentistry and advanced emergency medicine will be covered. Laboratory sessions reinforce the concepts learned in lecture. **Prerequisites:** VET 205 and VET 210 and VET 221.

**VET 224 - Lg Animal/Equine Nurs/Hlth Mgt .....(4:3:3)**

This course involves large animal and equine nursing and health management for the veterinary technician. This course provides an introduction to nursing and health management that a technician will be expected to provide in a veterinary practice. Common diseases of livestock and equine including basic therapeutic or diagnostic approaches, and vaccinations will be discussed. **Prerequisites:** VET 221



**VET 230 - Research Animal Technology** .....(3:2:2)

This course prepares students to work with a variety of animals used in research. Laboratory sessions provide hands-on training in restraint, drug administration, sample collection, anesthesia, and research techniques. Lectures will cover husbandry, diseases, and sanitation, as well as the principles and ethics of animal research. **Prerequisites:** VET 205

**VET 235 - Diagnostic Imaging**.....(3:2:3)

This course provides students with theoretical and practical information and experience needed to produce diagnostic veterinary medical radiographs. Other methods of diagnostic imaging, including ultrasonography, will be discussed. **Prerequisites:** VET 205 and VET 221.

**VET 250 - Vet Tech Internship** ..... (5:0:15)

This course is designed to give students “hands-on” experience prior to the graduation from the Veterinary Technology program. This course will provide clinical learning situations for developing the techniques required for veterinary technicians in small and/or large animal surgery, medical nursing, clinical pathology, diagnostic imaging, and ancillary areas. Students are assigned to 240 hours working in a variety of clinical and field service settings under the direction of a qualified veterinarian and/or licensed veterinary technician. **Prerequisites:** VET 222 and VET 224 and VET 235 and VET 230.

**VET 289 - Approved Technical Elective** ..... (3:1:8)

Students may complete technical electives for which they have written prior approval of the department chairperson. **Prerequisite:** VET 101 or VET 101 concurrently.

**VSC 109 - Drawing I** .....(4:3:3)

Fundamentals of drawing; use of line, shape, shading, and pictorial composition through the study of nature, still life arrangements, the human figure, landscapes, etc. Includes introduction to drawing media, such as pencil, pen and ink and charcoal. **Prerequisites:** None

**VSC 115 - Intro To Design** .....(3:2:2)

This class is an introduction to the principles and techniques of visual communications and interior design. Emphasis will be placed on the development of problem solving skills required by designers in both disciplines. Key elements of design will be examined in conjunction with training in basic production skills. **Prerequisites:** (Test score or RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120) and (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 005 or NCS 005 or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 135 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**VSC 125 - Color And Composition** .....(3:2:2)

Extensive work in applied color theory combined with the study of compositional formats and styles. Focus will be on application of these concepts in realistic interior and graphic design projects. **Prerequisites:** (Test Score or RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120) and (Test Score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125) and (Test Score or MAT 005 or NCS 005 or MAT 012 or NCW 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 135 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**VSC 131 - Art History I**.....(3:3:0)

The history of Western art, architecture, and the decorative arts from cave paintings to the height of the Renaissance. Egyptian, Greek, Roman, Gothic, and early Renaissance artists and artworks will be examined and discussed as they relate to the history of art and western civilization. **Prerequisites:**(Test score or RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120) and (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125).

**VSC 132 - Art History II** .....(3:3:0)

This course deals with the history of Western art, architecture, and the decorative arts from the height of the Renaissance to the 21st century. Relationship between art of the various periods and their historical and cultural influences will be explored. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125).

**VSC 133 - History of Graphic Design** .....(2:2:0)

The study of the history and growth of graphic design as it applies to current trends in industry and commerce. The focus will be on a survey of the major innovators and movements in visual communications and advertising in the 20th century. **Prerequisite:** VSC 115

**VSC 134 - Art History Study Abroad**.....(3:3:0)

This course is designed with a study abroad component to immerse the student in the art, architecture, artists, styles, and movements of the designated study abroad location. It will be a focused 3-credit art history course run in distributed format. The art history artifacts will be studied in-place as they are found in the museums and historical sites of the designated study abroad location(s). **Prerequisites:** (Test score or ENG 051 or ENG 099 or NCS 051 or ESL 100 or ENG 121 or ENG 125) and (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120).

**VSC 135 - Non-Western Art Survey** .....(3:3:0)

This is a survey course of the diverse art of the non-western world. The art of Africa, Native American, India, China, etc., will be examined. Largely ignored in traditional art history courses, non-western art has had a great cultural and stylistic influence on today's art world. **Prerequisites:** (Test score or RDG 051 or NCS 052 or ENG 099 or ESL 100 or RDG 120) and (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125).

**VSC 155 - Typography And Layout**.....(3:2:2)

This course examines the history of type and typesetting, modern methodologies and principles, and the aesthetics of good typographic design. Students will strengthen their use of type as a design element through a variety of projects ranging from elementary exercises to intermediate and advanced presentations. **Prerequisites:** VSC 115 and VSC 160

**VSC 160 - Computer Graphics I** .....(4:3:2)

Students will be introduced to the computer as an artistic medium. The basics of the Macintosh operating platform and Adobe Photoshop and QuarkXPress software will be emphasized. Students will become proficient in the use of these important computer graphic software packages through a series of beginning to intermediate projects. **Prerequisites:** (Test score or RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120) and (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125).

**VSC 161 - Computer Graphics II** .....(4:3:2)

Students will continue progress initiated in Computer Graphics I and expand their capabilities to include further mastery of Photoshop, QuarkXPress, and additional software skills with the draw program, Adobe Illustrator. Emphasis will be placed on development of professional level projects for inclusion in the student's final portfolio. **Prerequisites:** VSC 160

**VSC 165 - Photography I** .....(4:3:2)

This course is an introduction to the 35mm camera and the exposure controls and creative decision making skills necessary to create quality images on film. It will focus on managing the variables of shutter speed, film speed, aperture settings, and other elements. Artistic and aesthetic issues relevant to professional practice also will be explored.

**Prerequisites:** (Test score or RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120) and (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125) and (Test score or MAT 005 or NCS 005 or MAT 012 or NCS 012 or MAT 015 or NCW 045 or MAT 075 or MAT 090 or MAT 119 or MAT 120 or MAT 125 or MAT 130 or MAT 135 or MAT 140 or MAT 141 or MAT 150 or MAT 153 or MAT 181 or MAT 185).

**VSC 166 - Photography II** .....(3:2:4)

Students will expand their knowledge of photography beyond those learned in Photography I and develop a deeper understanding of aesthetic issues. It will focus on the technical aspects of processing black and white film and prints and explore the students' personal creativity and vision. **Prerequisites:** VSC 165

**VSC 175 - Print Production Processes** .....(2:1.5:1)

A study of the processes used in the printing industry. Emphasis will be placed on terminology, practices, and techniques for effectively communicating with printing professionals. Class projects will develop the students' ability to design within the parameters necessary to insure a printable solution. **Prerequisites:** VSC 155 and VSC 160

**VSC 181 - CorelDraw** .....(4:3:2)

An introduction to CorelDraw, a PC-based graphic design software package. Emphasis will be placed on illustrative and text handling capabilities of the software through exercises and projects. This serves as a valuable cross-training course for visual communications students. **Prerequisites:** (Test score or RDG 005 or ENG 006 or RDG 051 or ENG 099 or NCS 052 or NCW 091 or ESL 032 or ESL 100 or RDG 120) and (Test score or ENG 005 or ENG 006 or ENG 051 or ENG 099 or NCS 051 or NCW 090 or ESL 034 or ESL 100 or ENG 121 or ENG 125).

**VSC 185 - Advanced Drawing** .....(3:2:2)

Self-paced study of advanced techniques in a selected drawing media or technique. Targeted for students with skills beyond the foundation level or students intending an illustration career. Requires permission of the department chairperson. **Prerequisites:** VSC 109

**VSC 186 - Advanced Painting** .....(3:2:2)

Self-paced study of advanced techniques in a selected painting media or technique. Targeted for students with skills beyond the foundation level or students intending an illustration career. Requires permission of the department chairperson. **Prerequisites:** VSC 125

**VSC 187 - Advanced Illustration** .....(3:2:2)

Self-paced study of advanced techniques in a selected media or technique. Emphasis will be placed on development of a personal illustrative style. Targeted for students intending to pursue an illustrative career. Requires permission of department chairperson. **Prerequisites:** VSC 109 and VSC 125 and VSC 165.

**VSC 189 - Approved Technical Elective** .....(0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**VSC 190 - Intro To Videography** .....(3:2:2)

Students will learn the basics of video camera operation, lighting, sound, and editing. Emphasis will be placed on lectures and hands-on assignments as students prepare to use video production techniques on multimedia projects. **Prerequisites:** VSC 160 and VSC 165

**VSC 251 - Portfolio Workshop** .....(4:3:3)

An individualized assessment of the student's work followed by assignments aimed at strengthening the content and/or presentation of the final portfolio. Must be coordinated with other classes in the student's final semester and culminates with a formal portfolio review presentation. **Prerequisites:** VSC 115 and VSC 155 and VSC 161 and VSC 165.

**VSC 260 - Multimedia Authoring** .....(3:2:4)

Students will learn how to script and execute interactive multimedia presentations. Emphasis will be placed on design and techniques through the development of a full multimedia presentation project. **Prerequisites:** VSC 160 and VSC 161 and VSC 262.

**VSC 261 - Multimedia Sound** .....(3:2:2)

This course is a study of the theory, techniques, and control of sound recording and computer sound editing. An emphasis will be placed on the use of sound as it relates to multimedia presentations. **Prerequisites:** VSC 160

**VSC 262 - Computer Graphics III** .....(4:3:2)

Students will continue progress initiated in Computer Graphics I and II and expand their capabilities to use them in multimedia applications. Software skills will expand to include Adobe Premier. Students will complete a four-to-six minute presentation as well as other exercises and projects. Emphasis will be placed on development of professional level projects for inclusion in the student's final portfolio. **Prerequisites:** VSC 115 and VSC 160.

**VSC 263 - Advanced Multimedia Authoring** .....(4:3:3)

In this class students will learn advanced concepts in scripting as they build on skills mastered in Multimedia Authoring. Advanced Lingo software and web applications also will be addressed. Requires permission of the department chairperson. **Prerequisites:** VSC 260

**VSC 264 - 3-D Design and Animation** .....(4:3:3)

In this class, students will learn advanced concepts as they build on skills mastered in earlier computer graphics classes. Students will be introduced to designing and animating objects using 3-D software and the use of timelines for animation. **Prerequisites:** VSC 162

**VSC 265 - Motion Graphics** .....(3:2:4)

A study of the basics of computer animation via foundation level projects. Additional work will be done using traditional animation methods in a digital environment. **Prerequisites:** VSC 161

**VSC 267 - Color Photography** ..... (4:3:3)

Students will be introduced to the concepts of color photography incorporating digital darkroom tools. Students will be using traditional camera techniques combined with digital manipulating and printing methods. **Prerequisites:** VSC 125 and VSC 160 and VSC 166.

**VSC 268 - Photo Illustration** ..... (3:2:3)

Students will be asked to expand their problem solving abilities as well as their technique as they begin using large format camera techniques. Using the 4x5 camera, students will explore commercial illustration tools, props, lighting and background requirements needed by the new digital photographer. **Prerequisites:** VSC 166

**VSC 270 - Project Management** ..... (2:1.5:1)

A study of management skills as they apply to the advertising and multimedia design industry. Emphasis will be placed on scheduling, pricing, ethical guidelines, and media specification. Students will develop projects and move them through concept, development, production and delivery. **Prerequisites:** VSC 115 and VSC 160 and VSC 175

**VSC 271 - Illustration** ..... (3:2:2)

This course is a study of the technical and aesthetic aspects of creating illustrations for publication. A range of assignments will be used to build skills in rendering in various media and in the conceptualization of images for editorial, commercial, and book illustrations. **Prerequisites:** VSC 109 and VSC 115 and VSC 125 and VSC 160.

**VSC 275 - Self Promotion** ..... (2:1.5:1)

The current trends in self-promotional techniques for the visual communications professional. Students will develop materials designed to help them get the attention of potential clients or employers. Emphasis will be on showcasing the student's individual talents through a series of promotional projects. **Prerequisites:** VSC 155 and VSC 161 and VSC 165

**VSC 281 - Project Elective** ..... (3:2:2)

Individualized work on a practical field assignment or specified series of assignments that will help prepare the student for the realities of being a visual communications technology professional. Requires approval and sponsorship of the instructor. **Prerequisite:** Permission of the department chairperson

**VSC 285 - Advanced Project Elective** ..... (3:2:4)

Advanced level individualized work on a practical field assignment or specified series of assignments that will help prepare the student for the realities of being a visual communications technology professional. Must include scheduling, cost analysis, and contractual components. Requires approval and sponsorship of the department chairperson. **Prerequisites:** VSC 115

**VSC 289 - Approved Technical Elective** ..... (0:0:0)

Students may complete technical electives for which they have written prior approval of the department chairperson.

**VSC 292 - Video Production** ..... (4:3:2)

This course is a study in the coordination of the many facets of the video studio. Direction, sound, camera, output devices, and video editing will be covered as well as scripting and electronic graphics. **Prerequisites:** VSC 190