

Course Descriptions

NURSING ASSISTANT/AIDE (NAS)

- NAS 100 LONG TERM CARE NURSING ASSISTANT (3T, 3C) 4 credits**
This course fulfills the seventy-five (75) hour OBRA requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.
- NAS 111 FUNDAMENTALS OF LONG TERM CARE (3T, 6S) 5 credits**
COREQUISITE: NAS 112
This course provides the student with necessary theory and laboratory experiences for the development of skills required of the long term care nursing assistant. Emphasis is placed on infection control, safety, body mechanics, communications, observation, and personal and restorative care. Upon completion of this course, students should apply theoretical concepts to care for the resident/client and perform skills in accordance with the Omnibus Budget Reconciliation Act (OBRA) 1987 guidelines.
- NAS 112 FUNDAMENTALS OF LONG TERM CARE CLINICAL (6C) 2 credits**
COREQUISITE: NAS 111
This course is designed to assist the student to develop the knowledge, attitudes, and skills needed to perform basic nursing care safely and efficiently in a supervised long term care clinical setting. Emphasis is placed on the application of knowledge, attitudes and skills appropriate for the long term care nursing assistant. Upon completion of this course, the student should demonstrate beginning competence in the delivery of care to the client in a long term care facility.
- NAS 113 FUNDAMENTALS OF HOME HEALTH CARE (3T, 6S) 5 credits**
This course provides the student with the necessary theory and laboratory experiences for the development of skills required to qualify as a Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, mobility, personal care, and infection control that are required to care for the home-bound client of all ages. Upon completion of this course, the student should be able to apply concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA) 1987 and the National Association of Home Care.
- NAS 114 HOME HEALTH AID CLINICAL (6C) 2 credits**
PREREQUISITE: NAS 113
This course is designed to assist the student to develop knowledge, attitudes and skills needed to perform basic nursing care safely and efficiently in a supervised home health care clinical setting. Emphasis is

placed on application of knowledge, attitudes, and skills needed appropriate for the home health care aide. Upon completion of this course, the student will demonstrate beginning competence in care of the client in the home care setting.

- NAS 115 CPR & BASIC FIRST AID (2T) 1 credit**
This course is designed to help the student feel more confident and act appropriately in an emergency situation. Emphasis is placed on providing the student with theoretical concepts to develop skills in basic first aid and cardiopulmonary resuscitation. Upon successful course completion, which includes specific competencies in basic life support, the student will receive appropriate course completion documentation.

NURSING/ADN (NUR)

- NUR 110 FUNDAMENTALS OF NURSING (4T, 3S/3C) 6 credits**
PREREQUISITE: Admission to program, permission of instructor.
COREQUISITE: NUR 131, NUR 241, HPS 100
This course presents concepts and theories basic to the art and science of nursing. Emphasis is placed on introduction to problem-solving and the nursing process. The role of the nurse as a member of the discipline of nursing is emphasized. Students are introduced to the concepts of needs, growth and development, safety, communication, teaching-learning, critical thinking, ethical-legal, nursing history, and the program's philosophy of nursing. This course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. Students will demonstrate a beginning level of competency in performing basic nursing skills for individuals with common health alterations. (Lab/clinical required.)
- NUR 131 HEALTH ASSESSMENT (3S) 1 credit**
PREREQUISITE: ENG 101, SPH 107, PSY 200, MTH 100 or MTH 112 or MTH 116
COREQUISITE: BIO 201, PSY 210, HPS 100, NUR 110, NUR 241
This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages. The focus is on symptoms analysis along with physical, psychosocial, and growth and development assessment. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnosis and documenting findings appropriate to nursing. (Lab required.)
- NUR 201 SPECIALIZED AREA OF STUDY (1T) 1 credit**
PREREQUISITE: Permission of Instructor
This course is directed toward the specialized study of theory experiences in a selected area as determined by students, employers, and/or the program.

Emphasis is placed on the development of knowledge in an area of interest to the student. The student should be able to meet the objectives of the course as approved by the instructor.

NUR 202 SPECIALIZED AREA OF STUDY (2T) 2 credits
PREREQUISITE: Permission of Instructor
 This course is directed toward the specialized study of nursing experiences in a selected area as determined by students, employers, and/or the program. Emphasis is placed on the development of knowledge and skills in an area of interest to the student. The student should be able to meet the theoretical and skill objectives of the course as approved by the instructor.

NUR 204 COMPUTER APPLICATION IN NURSING (1T) 1 credit
PREREQUISITE: Permission of Instructor
 This course includes concepts related to computer and technology applications in nursing. Emphasis is placed on computer hardware and software utilized in education, research, and health care settings. Students should be able to incorporate computer technology into nursing practice. (Lab required)

NUR 207 DIRECTED STUDY IN NURSING (1T) 1 credit
PREREQUISITE: Permission of Instructor
 This course is designed to increase the opportunity for exploring, reading, and reporting on specific theoretical topics related to the field of nursing. Topics must be approved by the instructor. Emphasis is placed on the development of knowledge in an area of interest to the student. The student should be able to meet the objectives of the course as approved by the instructor.

NUR 211 NURSING CONCEPTS FOR MOBILITY STUDENTS (4T, 3C) 5 credits
PREREQUISITE: ENG 101, SPH 107, PSY 200, BIO 201, MTH 100 or MTH 112 or MTH 116, Validation, Permission of Instructor, Current Alabama Practical Nursing License
COREQUISITE: PSY 210, BIO 202
 This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. The program's philosophy, objectives, and conceptual framework are also introduced. Emphasis is placed on the nursing process, communication, selected theory, and nursing skills and the role of the registered nurse. Upon completion, students should be able to successfully transition into the ADN program. (Clinical required)

NUR 241 BASIC PHARMACOLOGY (3S) 1 credit
PREREQUISITE: ENG 101, SPH 107, PSY 200, MTH 100 or MTH 112 or MTH 116
COREQUISITE: BIO 201, PSY 210, HPS 100, NUR 110, NUR 131
 This course introduces the student to basic principles of pharmacology and the skills necessary to safely administer medications. Areas of emphasis include legal implications, pharmacokinetics, pharmacody-



NUR 242 ADVANCED PHARMACOLOGY (2T) 2 credits
PREREQUISITE: NUR 251, NUR 271
COREQUISITE: NUR 267, NUR 204, NUR 291
 This course is designed to provide the student comprehensive knowledge of drug classifications and applications of pharmacology. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. The actions, dosages, side effects, adverse reactions are presented for drug prototypes from each classification of drugs. The student will be able to synthesize knowledge of drug therapy in a variety of settings with individuals across the life span.

NUR 251 ADULT NURSING I (3T, 6C) 5 credits
PREREQUISITE: NUR 110, NUR 241, NUR 131, BIO 201, PSY 210, HPS 100
COREQUISITE: NUR 271, BIO 202
 This course provides an opportunity to utilize the provider of care and manager of care roles to meet nursing needs of adults in a variety of settings. Emphasis is placed on the aging process as it applies to normal developmental changes and alterations in health commonly occurring in the adult. Students should be able to apply the nursing process in caring for adults in a variety of settings. (Clinical required)

NUR 265 ADVANCED NURSING I (4T, 6C) 6 credits
PREREQUISITES: NUR 251, NUR 271, BIO 202, PSY 210
COREQUISITE: NUR 266, BIO 220
 This course introduces concepts related to the nursing care of adults and children experiencing acute and chronic alterations in health and concepts related to the psychosocial needs of individuals. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Students will be able to synthesize knowledge of drug therapy and

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apply the nursing process to individuals experiencing acute and chronic health alterations in a variety of settings. (Clinical required).

NUR 266 ADVANCED NURSING II (4T, 6C) 6 credits
PREREQUISITE: NUR 265
COREQUISITE: BIO 220
 This course provides expanded concepts related to nursing care of adults and children experiencing common complex alterations in health and concepts related to the psychosocial needs of individuals. Emphasis is placed on the nurse's role as a member of a multi-disciplinary team and as a manager of care for groups of individuals. Students will be able to synthesize knowledge of drug therapy and provide comprehensive nursing care for groups of individuals with common complex alterations in health in a variety of settings. (Clinical required)

NUR 267 ADVANCED NURSING III (4T, 6C) 6 credits
PREREQUISITE: NUR 266, BIO 220
COREQUISITE: NUR 291, NUR 204, NUR 242, HUMANITIES ELECTIVE
 This course provides expanded concepts related to nursing care of adults and children experiencing common complex alterations in health and concepts related to the psychosocial needs of individuals. Emphasis is placed on the nurse's role as a member of a multi-disciplinary team and as a manager of care for groups of individuals. Students will be able to synthesize knowledge of drug therapy and provide comprehensive nursing care for groups of individuals with common complex alterations in health in a variety of settings. (Clinical required)

NUR 269 FAMILY CENTERED NURSING (3T, 3S, 6C) 6 credits
PREREQUISITES: NUR 110, NUR 241, NUR 131, HPS 100, BIO 201, PSY 210
COREQUISITES: NUR 251, BIO 202
 This course provides a family centered approach to the care of the childbearing and childrearing family. Emphasis is on the normal concepts relating to the antepartal, intrapartal, postpartal, neonatal periods and the concepts of growth and development, health promotion and common alterations in health. The student should be able to manage and provide care to the childbearing and childrearing family in a variety of settings.

NUR 291 TRANSITION INTO NURSING PRACTICE (1-2T, 5-10P) 3 credits
PREREQUISITE: NUR 266
COREQUISITE: NUR 267, NUR 242, NUR 204, Humanities Elective
 This course prepares the student for transition into nursing practice. Emphasis is placed on the roles of the professional nurse, concepts of leadership, and management, and trends and issues in health care delivery. The student will apply these concepts in the preceptor experience. (Preceptorship required).

NURSING/PRACTICAL (LPN)

LPN 098 PREPARATION FOR PRACTICAL NURSING (3T) 3 credits
 This course begins to build the knowledge base for the more advanced courses in the practical nursing program. Content includes effective study and test-taking skills, assertiveness training, stress management, values clarification, cultural diversity, ethics and legal considerations, communication skills, introduction to the nursing process, and basic computer skills. Upon completion of this course, the student will demonstrate basic knowledge necessary for entry into the practical nursing program.

LPN 099 BASIC NURSING SKILLS (2T, 3S) 3 credits
 This course provides the student with an introduction of procedures utilized in the basic care of clients. Topics included in this course are vital signs, body mechanics, infection control measures, personal care, and nutritional needs. Upon completion of this course, the student will demonstrate the designated basic nursing skills.

LPN 100 BASIC LIFE SUPPORT (1T) 1 credit
 Basic Cardiopulmonary Resuscitation is a course for the health care provider to develop skills in administering a combination of artificial respirations and external compressions as an emergency procedure when cardiac arrest occurs. The course content is consistent with national standards for basic life support courses. Upon completion, the student will demonstrate proficiency as specified by established national standards.

LPN 101 EMERGENCY/FIRST AID (2T, 3S) 3 credits
 This course will prepare the student to assess and make appropriate decisions to implement first aid. Content emphasizes common health related emergencies and preventive measures. Upon completion of this course, the student will demonstrate proficiency of written, oral and skill requirements.

LPN 103 NURSING INFORMATICS (1T, 3S) 2 credits
PREREQUISITE: Permission of Instructor
 Nursing informatics introduces the student to the use of computer technology in nursing and in the delivery of health care. Emphasis is placed on basic computer operations and functions, nursing information systems and computerized medical records, computer-assisted learning, and basic computer applications. Upon completion of this course, the student will demonstrate the basic knowledge and skills of computer applications.

LPN 104 PRACTICAL NURSING MASTER STUDENT (2T, 3S) 3 credits
 This course is designed to assist the student to acquire the skills necessary to become successful in the student role. The focus of the course includes study skills, overcoming test anxiety, note-taking, improving memory, managing time, and developing organizational skills. Upon completion of this course, the student will demonstrate skills needed to be successful in the student role.

- LPN 105 FUNDAMENTALS OF NURSING (2T, 9C) 5 credits**
PREREQUISITE: Permission of Instructor
 This course is an introduction to basic nursing concepts and skills. Topics include basic needs, medical terminology, homeostasis, and the health/wellness continuum. Upon completion of this course, the student will demonstrate competency in providing fundamental care to all patients.
- LPN 113 BODY STRUCTURE AND FUNCTION FOR LPN (2T, 3S) 3 credits**
PREREQUISITE: Permission of Instructor
 This course is designed to enable the student to acquire knowledge of normal structure and function of body systems. Content focuses on the interrelations among the organ systems and the relationship of each organ system to homeostasis. Upon completion of this course, the student will demonstrate basic knowledge of body systems and their relationships.
- LPN 114 DOSAGE CALCULATIONS (3S) 1 credit**
PREREQUISITE OR COREQUISITE: MTH 100 or above and Permission of Instructor
 This course introduces calculation of solutions and systems of measurement. Conversions among and between the metric, apothecaries, and household unit systems and intravenous infusion rates will be included. Upon completion of this course, the student will demonstrate proficiency in calculating drug dosages and IV infusion rates for adults and children.
- LPN 115 NUTRITION AND DIET THERAPY (1T, 3S) 2 credits**
PREREQUISITE: Permission of Instructor
 This course uses the nursing process to present basic principles of normal nutrition and diet therapy throughout the life cycle. The functions, requirements and deficiency of specific nutrients are identified as well as the modifications for therapeutic diets. Upon completion of this course, the student will demonstrate knowledge of basic nutrition principles and modifications necessary for health maintenance, promotion, and restoration.
- LPN 118 MENTAL HEALTH CONCEPTS (2T) 2 credits**
PREREQUISITE: Permission of Instructor
 This course is designed to provide an overview of psychosocial adaptation and coping concepts used throughout the life span. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, the student will demonstrate the ability to assist client in maintaining psychosocial integrity through the use of the nursing process.
- LPN 120 PHARMACOLOGY (1T, 3C) 2 credits**
PREREQUISITE: Permission of Instructor
 This course is an introduction to pharmacological agents commonly used with recurring pathology. Topics include drug laws, drug classifications, and therapeutic pharmacological interventions. Upon completion of this course, the student will demonstrate

knowledge of basic pharmacology agents and the administration of medications.

- LPN 121 ADULT HEALTH CONCEPTS I (2T, 3S) 3 credits**
PREREQUISITE: LPN 105, LPN 113
COREQUISITE: LPN 161, LPN 136
 This course provides the student with principles necessary to meet the needs of the individual throughout the adult lifespan in a safe and ethical manner using the nursing process. The focus of the course is on meeting the needs of individuals with diseases and disorders of the musculoskeletal, integumentary, respiratory, gastrointestinal systems and peri-operative states. Upon completion of this course, the student will demonstrate knowledge necessary to deliver safe and effective nursing care.
- LPN 134 MATERNAL HEALTH NURSING (1T, 3S) 2 credits**
PREREQUISITE: LPN 105
COREQUISITE: LPN 172
 This course uses the nursing process to focus on the childbearing cycle of the family unit and the role of the nurse in care of mother and newborn and facilitator of adaptation. Course content includes the normal pregnancy and complications; labor and delivery; care of the newborn; post-partum care, and drug therapy. Upon completion of this course, the student will demonstrate knowledge needed to deliver safe and effective nursing care for the family unit in the child-bearing cycle.
- LPN 135 CHILD HEALTH NURSING (1T, 3S) 2 credits**
PREREQUISITE: LPN 105, LPN 113
COREQUISITE: LPN 162, LPN 141
 This course is designed to provide the student with knowledge necessary to meet the physiological, psychosocial, cultural, and developmental needs of the sick or well child from infancy through adolescence in a safe and ethical manner. Course content includes aspects of growth and development, health supervision, prevention and care of the pediatric client. Upon completion of this course, the student will demonstrate knowledge needed to deliver safe and effective care to children.



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| LPN 136 | PHARMACOLOGY (2T) PREREQUISITE: LPN 105, LPN 113 COREQUISITE: LPN 121, LPN 141 and appropriate clinical. This course provides the student with knowledge of pharmacological agents used to treat disorders related to the corequisite nursing theory course. The nursing process provides the framework for the study of medications, classifications, physiological action, common side effects, appropriate nursing action and criteria for evaluating effectiveness of drug therapy. Upon completion of this course, the student will demonstrate knowledge necessary to safely administer medications. | 2 credits | LPN 162 | ADULT CHILD NURSING CLINICAL (9C) PREREQUISITE: LPN 105, LPN 113 COREQUISITES: LPN 141, LPN 135 This course provides the student with opportunities to apply concepts and principles of client care in a structured environment. Client experiences are designed to provide opportunity for application of nursing process, psychomotor skills, critical thinking, and knowledge of client care for clients through the life span. Upon completion of this course, the student will demonstrate knowledge and skills necessary to provide safe and effective care utilizing the nursing process. | 3 credits |
| LPN 141 | ADULT HEALTH CONCEPTS III (2T, 3S) PREREQUISITE: LPN 105, LPN 113 COREQUISITES: LPN 136, LPN 162 This course provides the student with principles necessary to meet the needs of the individual throughout the adult lifespan in a safe and ethical manner using nursing process. The focus of the course is on meeting the needs of individuals requiring emergency care and with diseases/disorders of the neurological, sensory, cardiovascular and endocrine systems. Upon completion of this course, the student will demonstrate knowledge necessary to deliver safe and effective nursing care. | 3 credits | LPN 172 | MATERNAL HEALTH CLINICAL (6C) PREREQUISITE: LPN 105, LPN 113 COREQUISITE: LPN 134 This course is designed to provide the student with opportunities to apply concepts and principles of maternal health nursing in a structured environment. Clinical experiences are designed to provide opportunity for application of the nursing process, psychomotor skills, critical thinking, and knowledge of client care for the maternal health client. Upon completion of this course, the student will demonstrate knowledge and skills necessary to provide safe and effective care to the family unit in the child bearing cycle. | 2 credits |
| LPN 145 | ROLE TRANSITION (3S) PREREQUISITE: Permission of Instructor This course is designed to provide the student with the knowledge and skills necessary to make the transition from student to LPN practitioner. Content includes the professional responsibilities of the LPN, leadership skills, quality assurance, fiscal management and professional accountability, resume preparation, job interviewing skills, obtaining/resigning employment, and preparation for the NCLEX-PN. Upon completion of this course, the student will demonstrate knowledge and skills necessary for entry into practical nursing. | 1 credit | LPN 200 | CURRENT HEALTH ISSUES AND TRENDS (3T) PREREQUISITE: Permission of Instructor This theory course is designed to allow the student to explore issues that affect health care. Topics include issues that are relevant to current nursing practice. Upon completion of this course, the student will demonstrate knowledge necessary to adapt to a changing health care environment. | 3 credits |
| LPN 161 | APPLIED CLINICAL CONCEPTS (12C) PREREQUISITE: LPN 105 COREQUISITE: LPN 121 This course provides the student with opportunities to apply concepts and principles of client care in a structured environment. Client experiences are designed to provide opportunity for application of nursing process, psychomotor skills, critical thinking, and knowledge of client care for clients through the life-span. Upon completion of this course, the student will demonstrate knowledge and skills necessary to provide safe and effective care to clients utilizing nursing process. | 4 credits | LPN 201 | GERIATRIC NURSING CONCEPTS (3T) PREREQUISITE: Permission of the Instructor This course is designed to provide the student with an opportunity to explore physiological, psychosocial, cultural and developmental needs of the geriatric client. Content will include physical and psychosocial needs unique to the geriatric client, methods of health promotion, maintenance, and restoration, issues related to death and dying, long-term care, and pharmacological considerations. Upon completion of this course, the student will demonstrate knowledge and skills necessary to provide effective care to the geriatric client. | 3 credits |
| | | | LPN 202 | READING EKG'S FOR PRACTICAL NURSING (3T) PREREQUISITE: Permission of Instructor This course provides the student with the knowledge and skills for interpretation of electrocardiograms. Emphasis is placed on the recognition and treatment of common atrial, junctional, and ventricular arrhythmias. Upon completion of this course, the student will demonstrate knowledge and skills necessary for | 3 credits |

recognition of normal and abnormal heart rhythms.

effective care for the client requiring long term and restorative care.

LPN 203 IV THERAPY CONCEPTS (2T, 3S) 3 credits
PREREQUISITE: Permission of Instructor
 This course provides the student with advanced knowledge and skills in the principles of intravenous fluid therapy. Emphasis is placed on anatomy review, phlebotomy techniques, and IV procedures and delivery systems. Upon completion of this course, the student will demonstrate knowledge and skills necessary to deliver safe and effective intravenous therapy.

LPN 209 NCLEX-PN EXAMINATION REVIEW (2T) 2 credits
PREREQUISITE: Permission of Instructor
 This course is designed to assist the student in preparation for the practical nursing licensure examination (NCLEX-PN). Emphasis is placed on test taking skills, computer-assisted simulations and practice tests, development of prescriptive plan for medication and content specific to the practice of practical nursing.

LPN 204 PULMONARY NURSING CONCEPTS FOR LPN (3T) 3 credits
PREREQUISITE: Permission of Instructor
 This course is designed to expand the knowledge base of the student in principles of respiratory nursing. Topics include physiology/pathophysiology review, concepts of pulmonary nursing, and health promotion/maintenance concepts. Upon completion of this course, the student will demonstrate knowledge and skills necessary to deliver safe and effective care to the client with pulmonary alterations.

LPN 251 CLINICAL PRECEPTORSHIP FOR LPN (15 5P) 3 credits
PREREQUISITE: Permission of Instructor
 This course is designed to provide the student with an opportunity to participate in utilizing the nursing process in practice in a health care setting under the direct leadership of a licensed professional. Emphasis is placed on developing clinical skills. Upon completion of this course, the student will meet requirements as specified in a preconstructed contractual agreement.

LPN 205 DIRECTED STUDIES I FOR LPN (1T) 1 credit
PREREQUISITE: Permission of Instructor
 This course provides the student with an opportunity to expand knowledge of practical nursing. Learning activities will be tailored to meet the unique needs of the student. Upon completion of this course, the student will meet requirements as specified in a preconstructed contractual agreement.

OFFICE ADMINISTRATION (OAD)

OAD 100 BASIC KEYBOARDING (1-3T) 1-3 credits
 This course is designed to enable the student to develop touch keyboarding skills for efficient use of the typewriter or microcomputer through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information. Upon completion, the student should be able to demonstrate proper technique while keying on a typewriter or microcomputer keyboard.

LPN 206 DIRECTED STUDIES II FOR LPN (2T) 2 credits
PREREQUISITE: Permission of Instructor
 This course provides the student with an opportunity to expand knowledge of practical nursing. Learning activities will be tailored to meet the unique needs of the student. Upon completion of this course, the student will meet requirements as specified in a preconstructed contractual agreement.

OAD 101 BEGINNING KEYBOARDING (3T) 3 credits
 This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables.

LPN 207 DIRECTED STUDIES III FOR LPN (3T) 3 credits
PREREQUISITE: Permission of Instructor
 This course provides the student with an opportunity to expand knowledge of practical nursing. Learning activities will be tailored to meet the unique needs of the student. Upon completion of this course, the student will meet requirements as specified in a preconstructed contractual agreement.

OAD 103 INTERMEDIATE KEYBOARDING (3T) 3 credits
PREREQUISITE: OAD 101 or Permission of Instructor
 This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.

LPN 208 LONG TERM/RESTORATIVE NURSING FOR LPN (2T, 3S) 3 credits
PREREQUISITE: Permission of Instructor
 This course is designed to expand the knowledge base of the student in principles of long term care and restorative nursing. Topics include physiological and psychosocial restorative concepts, chronic illness, dementias, and community resources. Upon completion of this course, the student will demonstrate knowledge and skills necessary to deliver safe and

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- OAD 104** **ADVANCED KEYBOARDING (3T)** **3 credits**
PREREQUISITE: OAD 103 or Permission of Instructor
 This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents using decision-making skills. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents.
- OAD 125** **WORD PROCESSING (3T)** **3 credits**
PREREQUISITE: OAD 101 or Permission of Instructor
 This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters and reports.
- OAD 126** **ADVANCED WORD PROCESSING (3T)** **3 credits**
PREREQUISITE: OAD 125 or Permission of Instructor
 This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and outside lab. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.
- OAD 138** **RECORDS/INFORMATION MANAGEMENT (3T)** **3 credits**
 This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.
- OAD 200** **MACHINE TRANSCRIPTION (3T)** **3 credits**
PREREQUISITE: Keyboarding skills recommended
 This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction and outside lab. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.
- OAD 217** **OFFICE MANAGEMENT (3T)** **3 credits**
 This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolution skills. Upon completion, the student should be able to demonstrate use of the tools necessary for effective supervision of people and technology in the modern office.
- OAD 230** **ELECTRONIC PUBLISHING (3T)** **3 credits**
 This course is designed to introduce the student to the elements and techniques of page design, layout and typography through classroom instruction and outside lab. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.
- OAD 232** **THE ELECTRONIC OFFICE (3T)** **3 credits**
 This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and outside lab. Emphasis is on the use of computerized equipment, software, networking, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology.
- OAD 233** **TRENDS IN OFFICE TECHNOLOGY (3T)** **3 credits**
 This course is designed to address current trends in office technology through classroom instruction and outside lab. Emphasis is on technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office.
- ORIENTATION (ORI)**
- ORI 103** **ORIENTATION (STUDY SKILLS) (2T)** **2 credits**
 This course helps students develop practical knowledge and skills toward a successful college experience, both academically and personally. Topics include time, reading, memory, notes, tests, diversity, thinking, writing, relationships, health, and career planning.
- ORIENTATION/TECHNICAL (ORT)**
- ORT 100** **ORIENTATION TO COLLEGE 1(2)** **1 credit**
 This course is designed to introduce the beginning student to college life. It provides that student with

information on what the college expects from the student and what the student should expect from the college. The course also addresses student attitudes and goals as well as safety and other issues pertinent for technical students. For non-degree programs only.

ness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.

PHYSICAL EDUCATION (PED)

- PED 100 FUNDAMENTALS OF FITNESS (3T) 3 credits**
This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration and coordination. It is reviewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. This course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.
- PED 101 SLIMNASTICS (Beginning) (2A) 1 credit**
This course provides an individualized approach to physical fitness, wellness, and other health-related factors. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.
- PED 102 SLIMNASTICS (Intermediate) (2A) 1 credit**
This course is an intermediate-level class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems, nutrition, and weight control. Upon completion, students should be able to implement and evaluate an individualized physical fitness program.
- PED 103 WEIGHT TRAINING (Beginning) (2A) 1 credit**
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight-training program.
- PED 104 WEIGHT TRAINING (Intermediate) (2A) 1 credit**
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight-training program.
- PED 105 PERSONAL FITNESS (2A) 1 credit**
This course is designed to introduce the basic fitness and to improve the student's understanding of wellness. Fitness levels will be improved through aerobics and aerobic activities.
- PED 106 AEROBICS (2A) 1 credit**
This course introduces a program of cardiovascular fit-

- PED 107 AEROBICS DANCE (Beginning) (2A) 1 credit**
This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic dance aerobics.
- PED 108 AEROBICS DANCE (Intermediate) (2A) 1 credit**
PREREQUISITE: PED 107 or Permission of Instructor
This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design an aerobics routine.
- PED 109 JOGGING (2A) 1 credit**
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities.
- PED 118 GENERAL CONDITIONING (Beginning) (2A) 1 credit**
This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program.
- PED 119 GENERAL CONDITIONING (Intermediate) (2A) 1 credit**
PREREQUISITE: PED 118 or Permission of Instructor
This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program.
- PED 121 BOWLING (Beginning) (2A) 1 credit**
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling.
- PED 122 BOWLING (Intermediate) (2A) 1 credit**
PREREQUISITE: PED 121 or Permission of Instructor
This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills

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- and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling.
- PED 123 GOLF (Beginning) (2A) 1 credit**
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.
- PED 124 GOLF (Intermediate) (2A) 1 credit**
PREREQUISITE: PED 123 or Permission of Instructor
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as a club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play a recreational round of golf.
- PED 125 SKATING (2A) 1 credit**
This course introduces the fundamentals of skating. Emphasis is placed on basic positioning, balance, and form. Upon completion, students should be able to demonstrate skills necessary for recreational skating.
- PED 126 RECREATIONAL GAMES (2A) 1 credit**
This course is designed to give an overview of a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational games. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities.
- PED 127 ARCHERY (2A) 1 credit**
This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery.
- PED 128 RACQUETBALL (2A) 1 credit**
This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball.
- PED 129 EQUITATION (2A) 1 credit**
This course is designed to give advanced riding experiences in a variety of specialized situations. Emphasis is placed on the development of skills such as jumping, rodeo games, and trail riding. Upon completion, students should be able to demonstrate control and management of the horse and perform various riding techniques.
- PED 131 BADMINTON (Beginning) (2A) 1 credit**
This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations.
- PED 133 TENNIS (Beginning) (2A) 1 credit**
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.
- PED 134 TENNIS (Intermediate) (2A) 1 credit**
PREREQUISITE: PED 133 or Permission of Instructor
This course emphasizes the refinement of playing skills. Topics include the development of fundamentals, learning advanced serves, strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.
- PED 160 SOCIAL DANCE (2A) 1 credit**
This course introduces the fundamentals of popular social dance. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances.
- PED 171 BASKETBALL (Beginning) (2A) 1 credit**
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball.



- PED 172 BASKETBALL (Intermediate) (2A) 1 credit**
PREREQUISITE: PED 171 or Permission of Instructor
 This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level.
- PED 176 VOLLEYBALL (Beginning) (2A) 1 credit**
 This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.
- PED 177 VOLLEYBALL (Intermediate) (2A) 1 credit**
PREREQUISITE: PED 176 or Permission of Instructor
 This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.
- PED 181 BASEBALL (Beginning) (2A) 1 credit**
 This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules and basic game strategy. Upon completion, students should be able to participate in recreational baseball.
- PED 182 BASEBALL (Intermediate) (2A) 1 credit**
 This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.
- PED 186 SOFTBALL (Beginning) (2A) 1 credit**
 This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.
- PED 187 SOFTBALL (Intermediate) (2A) 1 credit**
 This course presents advanced skills and competitive practice in softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in competitive softball.
- PED 200 FOUNDATIONS OF PHYSICAL EDUCATION (3T) 3 credits**
 In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors.
- PED 213 BASIC VOLLEYBALL RULES AND OFFICIATING TECHNIQUES (3T) 3 credits**
 This course introduces the rules and techniques for sports officiating in high school volleyball. Emphasis

is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in volleyball.

- PED 214 ADVANCED VOLLEYBALL RULES AND OFFICIATING TECHNIQUES (3T) 3 credits**
PREREQUISITE: PED 213
 This course presents advanced rules and techniques for sports officiating in high school volleyball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in volleyball.
- PED 220 ADVANCED BASEBALL AND SOFTBALL RULES AND OFFICIATING TECHNIQUES (3T) 3 credits**
 This course presents advanced rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball.
- PED 226 HIKING (2A) 1 credit**
 This course provides instruction on how to equip and care for one's self on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes.
- PED 227 ANGLING (2A) 1 credit**
 This course introduces the sport of angling. Emphasis is placed on fishing with the use of artificial lures. Upon completion, students should be able to cast and retrieve using baitcaster and spinning reels and identify the various types of artificial lures.



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- PED 236 CANOEING (2A) 1 credit**
This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills.
- PED 245 CYCLING (2A) 1 credit**
This course is designed to promote physical fitness through cycling. Emphasis is placed on selection and maintenance of the bicycle gear shifting, pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion, students should be able to demonstrate safe handling of a bicycle for recreational use.
- PED 246 CAMPING (2A) 1 credit**
This course is designed to acquaint the beginning camper with outdoor skills. Topics include camping techniques such as cooking and preserving food, safety, and setting up camp. Upon completion, students should be able to set up camp sites in field experiences using proper procedures.
- PED 251 VARSITY BASKETBALL I (2A) 1 credit**
This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules and basic game strategy. Upon completion, students should be able to participate in competitive basketball.
- PED 252 VARSITY BASEBALL I (2A) 1 credit**
PREREQUISITE: Permission of Instructor
This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.
- PED 254 VARSITY SOFTBALL I (2A) 1 credit**
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball.
- PED 257 VARSITY CHEERLEADING (2A) 1 credit**



PHOTOGRAPHY AND FILM (PFC)

- PFC 173 PHOTOGRAPHY I (2T, 2E) 3 credits**
This course is an introduction to photography. Emphasis is placed on aesthetic as well as technical aspects of photography. Upon completion, student will be able to produce well composed photographs.
- PFC 174 PHOTOGRAPHY II (2T, 2E) 3 credits**
PREREQUISITE: Permission of Instructor
This is a sequence to Photography I and serves as an introductory photography course. Emphasis is placed on aesthetic as well as technical aspects of photography. Upon completion, the student will be able to produce well composed photographs.
- PFC 176 FILMMAKING (6E) 3 credits**
This course provides a knowledge of the basics of filmmaking. Emphasis is placed on procedure, equipment, editing and sound. Upon completion, students should demonstrate a basic knowledge of filmmaking through critical analysis and film projects.
- PFC 177 COLOR PHOTOGRAPHY (2T, 2E) 3 credits**
PREREQUISITE: ART 173 or ART 176 or Permission of Instructor
This course covers the primary materials and processes of color photography. Emphasis is placed on the correct exposure, processing, creative color usage, and printing of both positive/negative color materials through exploration of films, filters, processes, and color temperature. Upon completion, students should be able to correctly execute the technical controls of color materials and explore the creative possibilities of color photography.
- PFC 178 AUDIO-VISUAL TECHNIQUES (1T, 2E) 2 credits**
This course is an exploration of the area of linkage between the visual and auditory senses. Work with sound and recording equipment, projected images and multimedia hardware and software is included. Students will produce finished multimedia pieces.
- PFC 187 PHOTOGRAPHY, FILM, AND MEDIA I (1T, 2E) 2 credits**
PREREQUISITE: ART 173 or PFC 177 or Permission of Instructor
This course is designed to help the student explore creative approaches to photography, film, and related media. Problems in darkroom techniques, laboratory techniques, and special effects are included. Upon completion, the student should be able to apply these techniques to professional quality finished pieces.



- PFC 188** **PHOTOGRAPHY, FILM, AND MEDIA II** **2 credits**
(1T, 2E)
PREREQUISITE: PFC 187 or Permission of Instructor
This course is designed to help the student explore creative approaches to photography, film, and related media in greater depth. Problems in darkroom techniques, laboratory techniques, and special effects are included. Upon completion, the student should be able to apply these techniques to professional quality finished pieces.
- PFC 258** **PHOTOGRAPHIC AND MEDIA PROBLEMS** **2 credits**
(1T, 2E)
This course deals with special problems in the student's area of interest. Emphasis is placed on design, technique and results. Upon completion, the student will be able to produce professional quality photographs in one particular area of photography.
- PFC 273** **STUDIO PHOTOGRAPHY I (2T, 2E)** **3 credits**
This course stresses image-making problems requiring studio or other controlled environment solutions. Lights, props, and related equipment and techniques are utilized. The student will produce quality photographs using studio techniques.
- PFC 274** **STUDIO PHOTOGRAPHY II (2T, 2E)** **3 credits**
PREREQUISITE: PFC 273 or Permission of Instructor
This course deals with advanced problems requiring studio or other controlled environment solutions. Lights, props, and related equipment and techniques are utilized. The student will produce quality photographs using studio techniques.
- PFC 276** **FILMMAKING II (2T, 2E)** **3 credits**
PREREQUISITE: PFC 176 or Permission of Instructor
This course is a continuation of the study of film production. Emphasis is on various aspects of filmmaking which may include design, special effects, digital and linear production techniques, and machine control. Upon completion, students should have hands-on experience and an understanding of professional filmmaking.

PHILOSOPHY (PHL)

- PHL 106** **INTRODUCTION TO PHILOSOPHY (3T)** **3 credits**
The purpose of this course is to familiarize the student with basic concepts of philosophy. Major ideas will be covered in a historical survey from the early Greeks to the modern era. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision-making and problem solving.
- PHL 116** **LOGIC (3T)** **3 credits**
This course is designed to help students assess information and arguments. The focus of the course is on logic and reasoning. The student should be able to understand how inferences are drawn, be able to recognize ambiguities and logical and illogical reasoning.
- PHL 206** **ETHICS AND SOCIETY (3T)** **3 credits**
This course is a systematic study of ethical systems as they apply to present-day living.
- PHL 210** **ETHICS AND THE HEALTH SCIENCES (3T)** **3 credits**
This course is a study of ethical issues related to the health sciences such as contraception, abortion, and eugenics; human experimentation; truth in drugs and medicine; death and dying; and other health related issues. The student should be able to clarify relevant ethical considerations and have a philosophical basis for decisions on right and wrong, good and bad, rights and responsibilities.

PHYSICAL SCIENCE (PHS)

- PHS 111** **PHYSICAL SCIENCE (3T, 2E)** **4 credits**
This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required.
- PHS 112** **PHYSICAL SCIENCE II (3T, 2E)** **4 credits**
PREREQUISITE: MTH 098 Elementary Algebra
This course provides the non-technical student with an introduction to the basic principles of chemistry and physics. Laboratory is required.
- PHS 120** **ENVIRONMENTAL SCIENCE (3T, 2E)** **4 credits**
PHS 120 is an interdisciplinary course intended for non-science majors who desire an introduction to environmental science. The environment will be studied with an emphasis on such topics as air, soil, water, wildlife, forestry, and solid waste pollution. Laboratory will include both field studies and experimentation.

representations commonly used in mechanical/manufacturing type drawings. Emphasis is placed on basic drafting language, orthographic projection, auxiliary views, types of drawings, freehand technical sketching, dimensions and tolerances, section views, pictorial drawings, data sections of a print, machine specifications, numerical control drawings, welding drawings, and geometric tolerancing. Upon completion, students should be able to read, understand and use blueprints.

- PMC 114 MECHANICAL DRIVES AND BEARINGS (2T, 3M) 3 credits**
This course is a survey course of the various mechanical drive systems and components used in industry. Emphasis is placed on application with topics to include couplings, alignment, belts and chains, gears, gear boxes, clutches, brakes, motors, types, plain, ball, roller, noodle, maintenance, principles of seals, dynamic, static, oil, rings, gaskets, and sealings. Upon completion, students should have an understanding of mechanical drives and bearings.
- PMC 116 LUBRICATION (2T) 2 credits**
This course is an introduction to the science of lubrication as it pertains to industrial applications. Emphasis is placed on basic science (friction, wear, and surfaces), properties of lubricants, viscosity, additives, and methods of application. Upon completion, students should have a basic knowledge of lubricants and their application.
- PMC 117 PUMPS AND PIPING SYSTEMS (2T, 3M) 3 credits**
This course is a survey of the various types of pumps and piping systems used in industry. Emphasis is placed on basic science, flow of fluids, types, applications, installation and operation of centrifugal, rotary, diaphragm and reciprocating. Types of pipe, materials, tubes, hoses, codes, fittings, traps, valves, strainers, supports and an intro to piping drawings are included. Upon completion, students should have knowledge of pumps and piping systems.
- PMC 120 TECHNICAL SKETCHING (1T, 2E) 2 credits**
This course is a study of understanding and application of graphic communications of technical information in an understandable and definitive method. Emphasis is placed on topics that will enable a person to convey verbal and numerical information that is neat, legible and proportioned. Topics shall include techniques to use, projections, proportions, views, dimensioning and tolerancing. Upon completion, students will have knowledge of graphic communications.
- PMC 123 MATERIALS AND PROCESSES (3T) 3 credits**
This course is a survey of the structure and properties of materials. Emphasis is placed on ferrous and non-ferrous metals, and selected industrial processes such as metal forming, heat treatments, metal cutting, drilling, reaming, boring, broaching, abrasive machining and welding processes. Upon completion, stu-

dents should have knowledge of materials and processes as related to industry.

- PMC 124 INDUSTRIAL MATERIALS (3T) 3 credits**
This course is a study of the theory of structure and properties of industrial materials. Emphasis is placed on the use and selection of industrial materials, with topics to include metals (ferrous and non-ferrous), plastics, elastomers, ceramics, and composites. Also included are those processes involved with materials such as hot & cold rolling and heat treating. Chemical structure and change is covered in heat treating. Upon completion, students should have knowledge of industrial materials.
- PMC 125 INDUSTRIAL PROCESSES (2T) 2 credits**
This course is a comprehensive study of industrial processes particularly as they pertain to manufacturing operations. Emphasis is placed on inspection methods along with quality control and automation, with topics covering chip removing, chipless machines, forming and welding. Field trips to industry plants will supplement class work. Upon completion, students should have knowledge of industrial processes.
- PMC 130 GEOMETRIC TOLERANCING AND FORM (1T) 1 credit**
This course is based on latest ANSI Y 14.5M standards. Geometric dimensioning and tolerancing is the system being used to assure precision and precisionness in industrial operations. Emphasis is placed on definitions, symbols used, form tolerancing, orientation tolerances and runout tolerancing, and interpretation of feature control blocks. Upon completion, students should have knowledge of geometric tolerancing.
- PMC 134 DIEMAKING (2T) 2 credits**
This course covers principles, theory, techniques, design and construction of basic and advanced types of dies used in manufacturing. Emphasis is placed on blanking and piercing dies, screw and dowel holes, die life, stripping, die to press relationships, inverted dies, compound dies and combination dies. Upon completion, students should have knowledge of diemaking.
- PMC 135 PRECISION MEASUREMENTS METROLOGY (3T) 3 credits**
This course is a study of the use and care of precision instruments and dimensional controls. Emphasis is placed on reasons and language of measurements, systems of measurements, graduated scales, scaled instrument, vernier instruments, micrometers, standards, gage blocks, use of comparators, pneumatic, electronics devices and use of optical flats. Upon completion, students should have knowledge of measurements of metrology.
- PMC 136 SHOP THEORY I (1T, 2E) 3 credits**
This course is an introduction to industrial machine tools and their applications. Emphasis is placed on machine set-ups, handtools, cutting tools, speeds and feeds, drilling machines, measuring and gaging. Upon

Course Descriptions

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| | completion, students will have a basic knowledge of machine tools and their applications. | | |
| PMC 137 | SHOP THEORY II (1T, 2E) This course is a continuation of PMC 136. Emphasis is placed on operations of various machine tools including lathe, shapers, milling machines, borer and grinders. Upon completion, students will have an advanced knowledge of machine tools and their application. | 3 credits | |
| PMC 155 | STATISTICAL QUALITY CONTROL (SQC) (3T) PREREQUISITE: MTH 112 or Higher This is an in-depth course of study in various types of control charts, rationalizing subgroups, analyzing variations and procedures for applying statistical techniques. Upon completion, a student should be able to apply knowledge to solving quality control type problems. | 3 credits | |
| PMC 158 | INTRODUCTION TO STATISTICAL PROCESS CONTROL (SPCI) (2T) PREREQUISITE: PMC 102 or Higher This is an introductory course in preparing various types of control charts for analysis and control of processes. Emphasis is placed on descriptive statistics, X-R charts, median range charts and variability and attribute charts. Use of charts for problem solving and analysis are included. Upon completion, students should have knowledge of statistical process control. | 2 credits | |
| PMC 163 | PROBLEM SOLVING AND DECISION MAKING TECHNIQUES (2T) This course is a study of the various decision making concepts and their application to productive processes and service to make logical decisions. Emphasis is placed on brain-storming, cause and effect diagrams, pareto charts, and use of graphs. Upon completion, students should be able to solve problems and make decisions related to industry needs. | 2 credits | |
| PMC 180 | BASIC ELECTRICITY AND ELECTRONICS I (3T) PREREQUISITE: PMC 101 This course is designed for the person who needs an understanding of electrical/electronic fundamentals and principles. Emphasis is placed on electrical theory and science, devices, magnetism and electromagnetism, circuit analysis of resistive, capacitive, resonance and tuned circuits. Upon completion, students will have knowledge of basic electricity and electronics for industry use. | 3 credits | |
| PMC 182 | FUNDAMENTALS OF ROBOTICS (2T) This is a survey course of what Robots do, how they operate, and how they are integrated into automated manufacturing. Emphasis is placed on terminology, classification, and principles of operations are covered. Programming and teaching methods are included. Upon completion, students will have knowledge of how robotics is used in industry. | 2 credits | |
| PMC 195 | INDUSTRIAL HEALTH AND SAFETY (3T) This course is designed to provide a comprehensive coverage of safety practices and the relationship between safety and human relations. Emphasis is placed on accident losses, legislation, OSHACT, practices, investigations, and hazards: falls, impacts, mechanical, electrical, pressure, fire, explosions, noise, and radiation. Upon completion, students should have knowledge of health and safety practices needed in an industrial environment. | 3 credits | |
| PMC 202 | APPLIED FLUID MECHANICS (3T) PREREQUISITE: PMC 102 or higher This course is an introduction to behavior of fluids (liquid and gas) in static and dynamic condition in various systems. Emphasis is placed on S1 Metric review, fluid metrology, fluid properties, statics, flow, momentum and reaction and lubrication principles. Upon completion, students will have knowledge of fluids. | 3 credits | |
| POLITICAL SCIENCE (POL) | | | |
| POL 103 | CURRENT AFFAIRS (2T) PREREQUISITE: Permission of Instructor This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination of current events. Emphasis is placed on topics which contribute to student awareness of historical development and political significances of selected contemporary issues. Upon completion, students should be able to identify and explain factors in the historical development of, explain political significances of, and express informed judgments about selected contemporary social and political issues. | 2 credits | |
| POL 104 | CURRENT AFFAIRS (2T) PREREQUISITE: Permission of Instructor This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination of current events. Emphasis is placed on topics which contribute to student awareness of historical development and political significances of selected contemporary issues. Upon completion, students should be able to identify and explain factors in the historical development of, explain political significances of, and express informed judgments about selected contemporary social and political issues. | 2 credits | |
| POL 105 | CURRENT AFFAIRS (2T) PREREQUISITE: Permission of Instructor This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination of current events. Emphasis is placed on topics which contribute to student awareness of historical development and political significances of selected contemporary issues. Upon | 2 credits | |

completion, students should be able to identify and explain factors in the historical development of, explain political significances of, and express informed judgments about selected contemporary social and political issues.

POL 106 CURRENT AFFAIRS (3T) 3 credits

PREREQUISITE: Permission of Instructor
This course is a study of contemporary world events as reflected in current media reports. Emphasis is placed on topics of current significance as news or human interest events on the national and international levels. Upon completion, students should be able to identify and explain factors involved with, explain political significances of, and express informed judgments about selected contemporary social and political issues.

POL 200 INTRODUCTION TO POLITICAL SCIENCE (3T) 3 credits

This course is an introduction to the field of political science through examination of the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems. Topics include approaches to political science, research methodology, the state, government, law, ideology, organized political influences, governmental bureaucracy, problems in political democracy, and international politics. Upon completion, students should be able to identify, describe, define, analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems.

POL 211 AMERICAN NATIONAL GOVERNMENT (3T) 3 credits

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

POL 220 STATE AND LOCAL GOVERNMENT (3T) 3 credits

This course is a study of the forms of organization, functions, institutions, and operation of American state and local governments. Emphasis is placed on the variety of forms and functions of state and local governments, with particular attention to those in Alabama and to the interactions between state and local government and the national government. Upon completion, students should be able to identify elements of and explain relationships among the state, local, and national governments of the U.S. and function as more informed participants of state and local political system.

POL 230 COMPARATIVE GOVERNMENT (3T) 3 credits

This course introduces comparative analysis of political systems. Emphasis is placed on institutions and processes of contemporary national political systems in selected democratic industrial nations. Upon completion, students should be able to compare and contrast the organization, institutions, and processes of major types of governmental systems of the world.

POL 236 SURVEY OF INTERNATIONAL RELATIONS (3T) 3 credits

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

POL 240 POLITICAL THEORY (3T) 3 credits

PREREQUISITE: Permission of Instructor
This course is an introduction to political theory through examination of philosophical concepts related to development of modern political ideologies. Emphasis is placed on selected sources of political philosophies. Upon completion, students should be able to identify selected political concepts and associated philosophers, and define, analyze, and explain major tenets of selected ideologies.

POL 299 DIRECTED STUDIES 1-3 credits*

PREREQUISITE: Recommendation of Instructor and Approval of Department Chairperson

This course provides opportunities for non-traditional exploration of selected topics in political science. Emphasis is placed on knowledge and experience students gain through learning activities such as guided reading, internships, and programs combining personal experience with related intensive study. Upon completion, students should be able to prepare papers, presentations, or other projects on approved topics related to their individual experiences.

*Credit to be determined from appropriate contact-to-credit ratio formula.

PARALEGAL (PRL)

PRL 101 INTRODUCTION TO PARALEGAL STUDY (3T) 3 credits

This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to explain the role of the paralegal and identify the skills, knowledge, and ethics required of legal assistants.

Course Descriptions

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| PRL 102 | BASIC LEGAL RESEARCH AND WRITING (2T, 2E) FORMERLY: PRL 205 CO/PREREQUISITE: PRL 101 | 3 credits | | <p>preparing a criminal case. (Students may substitute CRJ 140.)</p> |
| PRL 103 | ADVANCED LEGAL RESEARCH AND WRITING (2T, 2E) FORMERLY: PRL 206 PREREQUISITE: PRL 102 | 3 credits | PRL 170 | <p>ADMINISTRATIVE LAW (3T) FORMERLY: PRL 102</p> <p>This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, workers' compensation, unemployment, zoning and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.</p> |
| PRL 130 | CIVIL INJURIES AND LITIGATION (3T) FORMERLY: PRL 103 | 3 credits | PRL 192 | <p>SELECTED TOPICS IN PARALEGAL (3T) 3 credits</p> <p>This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.</p> |
| PRL 150 | COMMERCIAL LAW (2T, 2E) | 3 credits | PRL 210 | <p>INTRODUCTION TO REAL PROPERTY LAW (2T) 2 credits</p> <p>This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.</p> |
| PRL 160 | CRIMINAL LAW AND PROCEDURE (2T, 2E) | 3 credits | PRL 211 | <p>REAL PROPERTY LAW (1T, 4E) PREREQUISITE: PRL 210 3 credits</p> <p>This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closing. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation. (Students may substitute RLS 125.)</p> |
| | | | PRL 220 | <p>CORPORATE LAW (3T) 3 credits</p> <p>This course covers the legal aspects of forming, operating, and maintaining a business. Emphasis is placed on the business corporation with additional coverage of sole proprietorships and partnerships. Upon completion, students should be able to draft basic partnership and corporate documents and file these documents as required.</p> |
| | | | PRL 230 | <p>DOMESTIC LAW (3T) FORMERLY: PRL 104 3 credits</p> <p>This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients,</p> |

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| | gather information, and draft documents related to family law. | | |
| PRL 240 | WILLS, ESTATES, AND TRUSTS (2T, 2E) FORMERLY: PRL 201 This course covers various types of wills, trusts, probate estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts. | 3 credits | PRL 299 SELECTED TOPICS IN PARALEGAL PREREQUISITE: Permission of the instructor and approval of department chairperson This course provides an opportunity to explore areas of particular interest in the field of legal assistantship, such as ethics, compensation issues, and licensing, or to pursue in depth study of the paralegal perspective in particular areas of law. Upon completion, students should be able to demonstrate extensive knowledge of the selected issues or areas of law either by production of a research paper of significant length or satisfactory performance on a standardized test in the subject area. *Credit to be determined from appropriate contact-to-student ratio formula. |
| PRL 250 | BANKRUPTCY AND COLLECTIONS (3T) This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments. | 3 credits | PSG 120 PRINCIPLES AND PRACTICES OF HEALTH CARE (3T) PREREQUISITE: Permission of Instructor This course introduces the principles of health care organization, medical terminology, and interdepartmental relations with sleep centers. Emphasis is placed on the organization of hospital care systems, introduction to sleep disorders, polysomnographic procedures, sleep clinic, coping with physical illness, psychology of health care, customer driven market, and communicating with sleep patients. Upon completion, students should be able to effectively interact with sleep patients and understand the role of sleep centers in a health care organization. |
| PRL 270 | WORKERS' COMPENSATION LAW (2T) This course covers the process of initiating and handling workers' compensation claims. Emphasis is placed on reviewing and drafting relevant Industrial Commission forms. Upon completion, students should be able to interview clients, gather information, and draft documents related to workers' compensation claims. | 2 credits | PSG 130 EMERGENCY CARE FOR SLEEP CENTER PATIENTS (1T, 3S) PREREQUISITE: Permission of Instructor This course provides understanding of emergency policies and procedures for patients in a sleep center. Emphasis is placed on emergency care in the sleep center and emergency response plans. Upon completion, students should be able to respond appropriately to emergency situations such as cardiac arrest, seizures, and other changes in patient status as well as fire and disaster emergencies. |
| PRL 282 | LAW OFFICE MANAGEMENT AND PROCEDURES (2T, 2E) This course focuses on the organization, function, practices and procedures of a law office. Emphasis is placed on basic law office management, including office layout, personnel, equipment and supplies, filing systems, scheduling and docket control; as well as the creation, preparation, organization and processing of pleadings, forms, briefs and other legal documents. Upon course completion, students should be able to demonstrate and apply appropriate law office management techniques and procedures. | 3 credits | PSG 140 PSG DATA TABULATION AND INTERPRETATION (3T, 5L) COREQUISITE: PSG 219, PSG 220, PSG 221 PREREQUISITE: PSG 201 and PSG 211, BIO 201 and BIO 202 This course is designed to provide basic and specialized principles of record scoring and data tabulation of normal and abnormal sleep recordings. Emphasis is placed on introduction to scoring the polysomnogram, adult sleep staging, tabulating respiratory events, artifact, infant scoring, calculating sleep parameters, CPAP/BIPAP, NPT tabulations, and periodic limb movement tabulations. Upon completion, students should be able to utilize key terms relating to the polysomnogram to adequately tabulate sleep stages and respiratory events in the evaluation process of sleep disorders. |
| PRL 291 | INTERNSHIP IN PARALEGALISM (15M) FORMERLY: PRL 290 PREREQUISITE: PRL 101, PRL 102, PRL 130, and Permission of Instructor This course provides students opportunities to work in paid or unpaid positions in which they apply paralegal skills and knowledge. Upon course completion, students should be able to apply in real-work settings competencies obtained in the PRL curriculum. | 3 credits | |

Course Descriptions

- PSG 201 POLYSOMNOGRAPHIC INSTRUMENTATION (2T, 6S) 4 credits**
PREREQUISITE: PSG 120 and PSG 130 and **Admission to Program**
 This course is designed to introduce theory, application, and integration of polygraphs, and the purpose and function of ancillary equipment used during sleep disorders testing, data tabulation, treatment, and future trends in instrumentation. Emphasis is placed on the polygraph, instrumentation and applied electronics, maintenance and repair, monitoring physiologic parameters, CPAP treatment, oxygen therapy, and polysomnographic procedures. Upon completion, students should be able to utilize basic concepts of polygraphic instrumentation.
- PSG 202 POLYSOMNOGRAPHIC PROCEDURES II (1T, 15P5) 4 credits**
COREQUISITE: PSG 140, PSG 219, PSG 220
PREREQUISITE: BIO 201 and BIO 202, PSG 201, PSG 211
 This course is designed to enhance understanding and retention of concepts while learning and performing skills which require physical coordination and manual dexterity. Emphasis is placed on application of concepts of polysomnographic instrumentation and differential diagnosis of diseases. Upon completion, student will be able to perform specific task competencies required for successful program completion.
- PSG 211 POLYSOMNOGRAPHIC PROCEDURES I (1T, 5P5) 2 credits**
COREQUISITE: PSG 201
PREREQUISITE: PSG 120, and PSG 130, or PSG 201
 This course is designed to enhance understanding and retention of concepts by application while learning and performing skills which require physical coordination and manual dexterity. Emphasis is placed on application of concepts of data tabulation, emergency care, and polysomnographic policies and procedures. Upon completion, students will be able to perform specific task competencies required for successful program completion.
- PSG 219 PSG ANATOMY AND PHYSIOLOGY (3T) 3 credits**
COREQUISITE: PSG 220, PSG 140, PSG 221
PREREQUISITE: BIO 201 and BIO 202, PSG 211, PSG 201
 This course reviews the anatomy and physiology of cardiopulmonary, central nervous, gastrointestinal, and genitourinary systems in relationship to the sleep/wake cycle and sleep disorders. Topics include electrocardiograph, neurologic function, arterial blood gases, respiratory function and chronobiology. Upon completion of this course, the student will be able to explain the anatomy and physiology of reviewed systems related to the sleep/wake cycle and sleep disorders.
- PSG 220 SLEEP/WAKE PATHOPHYSIOLOGY (3T) 3 credits**
COREQUISITE: PSG 140, PSG 219 and PSG 221
PREREQUISITE: BIO 201, BIO 202, PSG 201, PSG 211
 This course studies the etiology and treatment of sleep/wake cycle and related disorders in the context of the interrelationships of various systems as well as learning the diagnostic categories of sleep/wake disorders. Topics include Dyssomnias, Parasomnias, sleep-disordered breathing, CPAP therapy, surgical and other treatments for disorders. Upon completion, the student will be able to recognize the manifestations of sleep disorders, classify and state the appropriate treatment for those disorders.
- PSG 222 PHARMACOLOGY FOR SLEEP DISORDERS (2T) 2 credits**
COREQUISITE: PSG 230, PSG 240, PSG 241, PSG 251
PREREQUISITE: PSG 140, PSG 219, PSG 220, PSG 211
 This course introduces the general principles of pharmacology, and studies the pharmacology of drug groups that affect the neurologic, cardiorespiratory, and sleep/wake systems. Focus is placed upon the effects of drug groups upon sleep and the optimum medications used to treat various sleep disorders. Upon completion, students will be able to analyze and explain the polysomnographic features associated with pharmacologic agents and appropriate therapeutic agents for treatment of sleep disorders.
- PSG 230 DATA TABULATION AND INTERPRETATION OF NEURODIAGNOSTICS (1T, 6S) 3 credits**
COREQUISITE: PSG 222, PSG 240, PSG 241, PSG 251
PREREQUISITE: PSG 140, PSG 219, PSG 220, PSG 221
 This course provides principles of processing neurodiagnostics recordings and recognition of normal, abnormal, and artifactual records. Emphasis is placed on instrumentation, neuroanatomy, 10/20 measurement system, polarity, montages, and calibration. Upon completion, student will be able to recognize abnormal and artifactual activity on polygraphic recordings.
- PSG 240 SLEEP DISORDERS SEMINAR (2T) 2 credits**
COREQUISITE: PSG 222, PSG 230, PSG 241, PSG 251
PREREQUISITE: PSG 140, PSG 219, PSG 220, PSG 221
 This course provides understanding of policy and procedure development and explains the methodology for the development of performance of clinical research projects in a sleep center. Topics include departmental policies and procedures, journal reporting, research articles, case reports, and evaluation of instrumentation. Upon completion, the student will be able to generate a comprehensive polysomnographic procedure, inservice others on that procedure, and present a specific topic related to sleep medicine.

PSG 241 MANAGEMENT OF A SLEEP DISORDER CENTER (2T) 2 credits
COREQUISITE: PSG 222, PSG 230, PSG 240, PSG 251
PREREQUISITE: PSG 140, PSG 219, PSG 220, PSG 221
 Introduces theories of supervision and leadership, organizational structure, logistics and standards of a sleep disorders center. Topics include basic management concepts, human resources, standards of accreditation, marketing and public relations, customer service, and resume writing. Upon completion, the student will be able to relate the managerial requirements for opening and operating a sleep disorders center.

PSG 251 POLYSOMNOGRAPHIC PROCEDURES III (1T, 20P5) 5 credits
COREQUISITE: PSG 222, PSG 230, PSG 240, PSG 241
PREREQUISITE: PSG 140, PSG 219, PSG 220, PSG 221
 The course is designed to enhance understanding and retention of concepts by application while learning and performing skills which require physical coordination and manual dexterity. Emphasis is placed on overnight and daytime polysomnographic procedures. Upon completion, student will be able to perform specific task competencies required for successful program completion.

PSYCHOLOGY (PSY)

PSY 100 ORIENTATION (1T) 1 credit
FORMERLY: ORI 100
 This course is designed to introduce the student to college life, responsibilities, rules and regulations.

PSY 102 APPLIED PSYCHOLOGY (2T) 2 credits
 This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living and on-the-job experiences.

PSY 106 CAREER EXPLORATION (1T) 1 credit
 This course is designed for students to explore potential career fields. The course includes an assessment, thorough testing of strengths and weaknesses, general information about careers and job skills, value and decision making techniques, and career research.

PSY 107 STUDY SKILLS (1T) 1 credit
 In this course, emphasis is placed on the skills of "how to study." The course introduces the student to effective techniques for listening in class, note taking, preparation for test taking, and an overall system of successful study.

PSY 110 PERSONAL DEVELOPMENT (3T) 3 credits
 This is a structured group experience that emphasizes effective living through developing one's own internal resources. Topics included are self-programmed control, relaxation training, and inter-personal skills. The course is designed to translate other life skills into successful college adjustment. Study skills, library skills, and life planning are also discussed. This course may not transfer to some four-year institutions.

PSY 200 GENERAL PSYCHOLOGY (3T) 3 credits
 This course is a survey of behavior with an emphasis on psychological processes. This course includes the biological bases for behavior, thinking, emotion, motivation, and the nature and development of personality.

PSY 207 PSYCHOLOGY OF ADJUSTMENT (3T) 3 credits
 This course provides an understanding of the basic principles of mental health and an understanding of the individual modes of behavior.

PSY 208 CONTEMPORARY ISSUES IN PSYCHOLOGY (3T) 3 credits
PREREQUISITE: PSY 200
 This course is a study of selected topics in general psychology.

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

PSY 211 CHILD GROWTH AND DEVELOPMENT (3T) 3 credits
 This course is a systematic study of the behavior and psychological development of the child from conception to adolescence. Emphasis will be placed on principles underlying physical, mental, emotional and social development, methods of child study, and practical implications.

PSY 212 ADOLESCENT PSYCHOLOGY (3T) 3 credits
PREREQUISITE: PSY 200
 This course covers a systematic study of the behavior and psychological development of the adolescent from late childhood to early adulthood. Emphasis will be placed on principles underlying physical, mental, emotional, and social development.

PSY 216 ADULT PSYCHOLOGY (3T) 3 credits
PREREQUISITE: PSY 200
 This course covers a systematic study of the behavior and psychological development of the adult. Emphasis will be placed on principles underlying physical, mental, emotional and social development.

PSY 217 PSYCHOLOGY OF DEATH AND DYING (3T) 3 credits
 This course is a study of the special psychological adjustments surrounding the issue of death and deal-

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ing with the terminally ill.

PSY 220 HUMAN SEXUALITY (3T) 3 credits
This course is a comprehensive and integrated approach to human sexuality emphasizing biological, psychological, social and emotional aspects.

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

PSY 240 EDUCATIONAL PSYCHOLOGY (3T) 3 credits
PREREQUISITE: PSY 200
This course is a study of psychological theories and principles as applied to the educational process.

PSY 250 SOCIAL PSYCHOLOGY (3T) 3 credits
PREREQUISITE: PSY 200
This course is a study of social factors as they influence individual behavior.

PSY 260 STATISTICS FOR THE SOCIAL SCIENCES (3T) 3 credits
This course is an introduction to the basic statistical concepts, measures, and techniques used in social science research and report writing. It includes both descriptive and inferential statistics.

PSY 270 BUSINESS AND INDUSTRIAL PSYCHOLOGY (3T) 3 credits
PREREQUISITE: Permission of Instructor
This course is a study of interpersonal relations in the working environment, interpersonal communications, and techniques for selection and supervision of personnel.

PSY 276 HUMAN RELATIONS (3T) 3 credits
PREREQUISITE: Permission of Instructor
This course focuses on readings, inter- and intra- personal experiences, individual testing, employer visits and open discussions. Its goal is to assist the student in making a successful transition from classroom to the world of work.

PSY 280 BRAIN, MIND AND BEHAVIOR (3T) 3 credits
PREREQUISITE: PSY 200
This course is a comprehensive study of the human brain and its functions.

QUALITY CONTROL TECHNOLOGY (OCT)

OCT 101 INTRODUCTION TO QUALITY (3T) 3 credits
This course covers the total quality system, management strategies for quality, the difference between quality control and quality assurance, and the interdependence of systems and processes. Emphasis is placed on consumer demand for quality, establishing

the quality system, organizing and achieving total commitment, the use of surveys, complaints, and how to use information to compete for additional market share. Upon completion, the student should understand the importance of customers and know how to gain an understanding of the customer's wants and needs and develop customer loyalty.

OCT 102 STATISTICS I FOR QUALITY CONTROL (3T) 3 credits
FORMERLY: OCT 103

This course introduces elementary probability and statistics. Topics include basic laws of probability, developing histograms, understanding basic discrete and continuous probability density functions, use of the calculator, variability, descriptive statistics, normal distributions, samples, and populations. Upon completion of this course the student should be able to understand and apply elementary probability and statistical tools to the area of quality.

OCT 103 STATISTICAL PROCESS CONTROL (3T) 3 credits
FORMERLY: OCT 202
PREREQUISITE: OCT 102 or BUS 271

This course is an introduction to the development of attribute and variable control charts. Topics include problem identification, solution by application of process improvement methods, analysis of attribute data, and a study of non-traditional ideas on problem finding and solving with practical application. Upon completion, students will have a basic understanding of how and why control charts work and will be expected to collect data from work or home environment for charting.

OCT 104 INSPECTION PLANNING AND METROLOGY (3T) 3 credits
FORMERLY: OCT 204
PREREQUISITE: OCT 102

This course is a study of the mathematics of measurement systems. Topics include the inspection, function, quality requirements for inspection, types of inspection, survey of inspection tools used in the trade, ethics, measurement systems, history of inspection techniques, and technology advances. Students will learn how to conduct gage capability studies and understand the sources of measurement error.

OCT 105 FACILITATOR TRAINING (2T, 3M) 3 credits
FORMERLY: OCT 180

This course is designed to teach participants how to use facilitation and communication techniques to obtain group consensus in the solution of a problem. Topics covered include differences between a team leader and facilitator, conflict management, identifying facilitation strategies, sending and receiving messages in a work environment, giving feedback in the work group, sharing information, and reaching consensus within the cross functional team structure. Upon completion of this applied course, the student should have a basic understanding of the skills needed to facilitate the interactive process of the Total Quality Leadership Team.

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| OCT 202 | <p>STATISTICS II FOR QUALITY CONTROL (3T) 3 credits FORMERLY: OCT 201 PREREQUISITE: OCT 102, BUS 271 or MTH 265 This course is a continuation of OCT 102, Statistics I. Topics include probability density functions, acceptance sampling by attributes and variables, regression and correlation, and an introduction to experimental design. Upon completion, the student should have an understanding of the basic statistical tools used in the field of quality.</p> |
| OCT 204 | <p>AUDITING (3T) 3 credits FORMERLY: OCT 203 The focus of this course is how to audit a quality system. Topics include types of audits, establishing the audit team, data that is required, documentation required, how and what statistical data is useful, corrective action, improvement through audit processes, and current industry auditing standards. Upon completion, the student should be able to identify practical uses of audits and audit results.</p> |
| OCT 205 | <p>CONTINUOUS IMPROVEMENT TECHNIQUES (3T) 3 credits FORMERLY: OCT 120 This course introduces the problem solving process and problem solving tools such as Pareto charts, flow charts, brainstorming, histograms, cause and effect diagrams, simple graphical methods, and diagnostic graphing techniques. A basic plan-do-study-act cycle which instills system alignment and system improvement concepts is used as the course framework and benchmarking and practical applications of root cause analysis will be introduced. Upon completion, students should be able to apply several problem-solving tools.</p> |
| OCT 206 | <p>QUALITY PRACTICES AND APPLICATION (3T) 3 credits FORMERLY: OCT 222 This course provides an overview of Total Quality Management (TQM) and its application to the workplace. Included is a discussion of the history of TQM, problem solving tools, developing and managing effective teams, leadership skills, elements of empowerment, and commitment to quality. Upon completion, the student should be able to work through exercises demonstrating the concepts of Total Quality Management.</p> |
| OCT 207 | <p>SEMINAR IN QUALITY TECHNOLOGY (3T) 3 credits This course is designed to cover topics of current interest in the area of quality. Topics include such areas of current interest as ethics, current industry standards, software, and other timely topics of concern. Upon completion, the student should be aware of the topics of current interest and concern in the area of quality.</p> |
| OCT 208 | <p>RELIABILITY FOR THE TECHNOLOGIES (3T) 3 credits This course provides an overview of reliability for the technologies. Topics include Failure Modes and</p> |

Effects Analysis (FMEA), failure rates and mean time between failures, reliability, availability, life cycle costs, maintainability, safety, benchmarking, supplier quality, and software quality. Upon completion, the student should be able to identify the elements necessary to achieve reliability.

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| OCT 209 | <p>DESIGN OF QUALITY PROGRAMS (3T) 3 credits FORMERLY: OCT 160 This course provides an overview of International Standards for Quality System Management. Emphasis is on design implementation and maintenance of quality programs such as ISO 9000, Baldrige criteria, and other current standards. Upon completion, the student should be able to identify the elements necessary for the design, implementation, and maintenance of a quality system.</p> |
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RELIGION (REL)

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| REL 100 | <p>HISTORY OF WORLD RELIGIONS (3T) 3 credits This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions of the world.</p> |
| REL 101 | <p>SURVEY OF CHURCH HISTORY I (3T) 3 credits This is the first course in a sequence of two courses which is a study of the growth and development of the church from the New Testament to the Reformation.</p> |
| REL 102 | <p>SURVEY OF CHURCH HISTORY II (3T) 3 credits This course is the second in a sequence of two courses which is a study of the growth and development of the church from the Reformation to the present day.</p> |
| REL 106 | <p>CHRISTIAN DOCTRINES (3T) 3 credits This course is a comparative study of church doctrines. The student should have an understanding of the various doctrines of the church.</p> |
| REL 107 | <p>INTRODUCTION TO CHRISTIAN LIVING (3T) 3 credits This course is a study of the categories of Christian ethics. Attention is given to the social institutions and how Christian ethics are applied to these institutions. The student should have an understanding of the ethical decisions of Christian living.</p> |
| REL 108 | <p>INTRODUCTION TO PREACHING MINISTRY (3T) 3 credits This course is a study of the meaning of preaching and the importance of the sermon. Included in the course is an introduction to the textual and topical resources for sermons. The student should understand and be able to prepare sermons.</p> |

Course Descriptions

- REL 109 TEACHING IN THE CHURCH (3T) 3 credits**
This course is a study of methods designed to improve teaching in the church. It addresses the meaning, methods and material that are effective in teaching in a church environment. The student should be able to develop a church curriculum upon completion of this course.
- REL 116 CHURCH ADMINISTRATION (3T) 3 credits**
This course is a comparative study of various types of church administration. The student should have an understanding of the various types of church administration.
- REL 119 INTERPRETING THE BIBLE (3T) 3 credits**
This course is an attempt to understand the method of dealing with scripture as the word of God. Attention is given to different approaches to interpretation and suggestions are provided for legitimate application. The student should develop a greater understanding of the Bible as a result of this course.
- REL 120 LIFE AND TEACHING OF JESUS (3T) 3 credits**
This course is a study of the teaching of Jesus as recorded in the Gospels, covering an examination of major events in his life in light of modern Biblical and historical scholarship. The student should have knowledge of Jesus' life and the application of his teachings to modern life. Emphasis in the course is given to the reading and interpretation of the gospels and on other ancient and modern source material.
- REL 151 SURVEY OF THE OLD TESTAMENT (3T) 3 credits**
This course is an introduction to the content of the Old Testament, with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course.
- REL 152 SURVEY OF THE NEW TESTAMENT (3T) 3 credits**
This course is a survey of the books of the New Testament, with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.
- REL 166 BIBLICAL BACKGROUND (3T) 3 credits**
This course is a contemporary overview of Biblical lands. The student should have an understanding of the geographical and cultural context of the lands associated with the Bible.
- REL 206 HISTORY OF AMERICAN CHRISTIANITY (3T) 3 credits**
This course is an attempt to understand the complex character of American churches and sects, their origin and development.
- REL 240 PSYCHOLOGY OF RELIGION (3T) 3 credits**
This course is a study in personal adjustment and self-understanding in a religious context.
- REL 250 INTRODUCTION TO PASTORAL CARE (3T) 3 credits**
This course is an introduction to the role and function of pastoral counseling. The student should have a basic understanding of the various tasks of a pastoral counselor.
- ### REAL ESTATE (RLS)
- RLS 101 REAL ESTATE PRINCIPLES (4T) 4 credits**
This is an introductory real estate course providing the necessary terminology, background, and understanding of real estate principles. Topics include history of property ownership, real estate finance, real estate law, and the mechanics of listing and closing the sale. It is designed to assist those preparing for the real estate salesman's licensing examination in Alabama.
- RLS 110 REAL ESTATE FINANCE (3T) 3 credits**
FORMERLY: RLS 115
PREREQUISITE: RLS 101
This course provides an analysis of money markets, with special emphasis on real estate financing. Topics include interest rates, lending policies, problems and rules in real estate financing of real property.
- RLS 116 REAL ESTATE APPRAISAL CERTIFICATION (4T) 4 credits**
FORMERLY: RLS 121
PREREQUISITE: RLS 101
This is an introductory course providing the foundation of real estate appraisal. Topics include site and physical factors; effects of the money and capital markets; methodologies used to value property; and how to present and evaluate the appraisal report.
- RLS 125 REAL ESTATE LAW (3T) 3 credits**
This course deals with the Alabama real estate law. Emphasis is placed on such areas as real property and zoning easements, titles, deeds, recording practices, contracts, mortgages, and law.
- RLS 140 INDEPENDENT STUDY IN REAL ESTATE (1-3T) 1-3 credits**
This course allows a student to pursue independent studies in the real estate field. Projects and/or topics may be assigned by the instructor or designed by the student, with instructor's approval.
- RLS 190 REAL ESTATE WORKSHOP (1-3T) 1-3 credits**
These workshops consist of presentations of current topics of interest to those employed in the real estate industry. They can be developed to meet the continuing education requirements of the real estate professional. They are offered upon demand.

RLS 205 PROPERTY MANAGEMENT (3T) 3 credits
This course includes principles and practices of property management. Emphasis is placed on residential, business, industrial, and investment properties.

SPA 102 INTRODUCTORY SPANISH II (4T) 4 credits
FORMERLY: SPA 104 and SPA 105
PREREQUISITE: SPA 101 or Equivalent.
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish speaking areas.

SOCIOLOGY (SOC)

SOC 200 INTRODUCTION TO SOCIOLOGY (3T) 3 credits
This course is an introduction to vocabulary, concepts, and theory of sociological perspective of human behavior.

SPA 201 INTERMEDIATE SPANISH I (3T) 3 credits
FORMERLY: SPA 203
PREREQUISITE: SPA 102 or Equivalent.
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

SOC 208 INTRODUCTION TO CRIMINOLOGY (3T) 3 credits
This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. The study includes criminal personalities, principles of prevention, control and treatment.

SPA 202 INTERMEDIATE SPANISH II (3T) 3 credits
FORMERLY: SPA 205
PREREQUISITE: SPA 201.
This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

SOC 209 JUVENILE DELINQUENCY (3T) 3 credits
This course examines the causes of delinquency. It also reviews programs of prevention and control of juvenile delinquency, as well as the role of the courts.

SPEECH COMMUNICATION (SPH)

SOC 210 SOCIAL PROBLEMS (3T) 3 credits
The course examines the social and cultural aspects, influences, incidence and characteristics of current social problems in light of sociological theory and research.

SPH 103 ORAL COMMUNICATION SKILLS (2T) 2 credits
This course introduces the basic concepts of interpersonal communication and the oral communication skills necessary to interact with co-workers and customers, and to work effectively in teams. Topics include overcoming barriers to effective communication, effective listening, applying the principles of persuasion, utilizing basic dynamics of group discussion, conflict resolution, and positive communication patterns in the business setting. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, develop a businesslike personality, and effectively present themselves before co-workers and the public. This course fulfills the SPH requirement only for certificate programs of study.

SOC 246 WOMEN IN A CHANGING SOCIETY (3T) 3 credits
This course explores the role of the contemporary woman and the changing family and the world of work.

SPH 107 FUNDAMENTALS OF PUBLIC SPEAKING (3T) 3 credits
This course explores principles of audience and environment analysis as well as the actual planning, rehearsing and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performances are emphasized.

SOC 247 MARRIAGE AND THE FAMILY (3T) 3 credits
The course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life.

SOC 296 DIRECTED STUDIES IN SOCIOLOGY 1-3 credits
This course provides students with opportunities to have "hands-on" experience with research methods used in the behavioral sciences or to complete directed readings under faculty supervision.

SPH 206 ORAL INTERPRETATION (3T) 3 credits
This course is designed to help students develop specific skills in the analysis and oral interpretation of poetry, prose, and drama. It includes a study of the elements of oral communication such as imagery, structure, and dramatic timing. Opportunity is given for public/classroom performance of literature. (Offered Spring semester, Decatur Campus only.)

SPANISH (SPA)

SPA 101 INTRODUCTORY SPANISH I (4T) 4 credits
FORMERLY: SPA 103
This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish speaking areas.

SPH 228 GROUP COMMUNICATION (3T) 3 credits
This course offers a study of the nature, uses, and types of group discussion, intrapersonal communication, and interpersonal communication. It includes a study of the role of democratic leadership in organiz-