

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.
- 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.
- OAD 102 KEYBOARDING SKILL BUILDING (3T) 3 credits**
PREREQUISITE: OAD 100 or OAD 101 or equivalent
This course enables students to correct speed and accuracy deficiencies by first identifying the causes of such deficiencies and by providing individualized

descriptive practice for correcting the deficiencies.

OAD 103 INTERMEDIATE KEYBOARDING (3T) 3 credits
PREREQUISITE: OAD 101 or Keyboarding/Typing skills recommended

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.

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 Keyboarding/Typing skills recommended

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

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/Typing 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 211 MEDICAL TERMINOLOGY (3T) 3 credits

This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to communicate effectively using medical terminology.

OAD 212 MEDICAL TRANSCRIPTION (3T) 3 credits
PREREQUISITE: Keyboarding/Typing skills recommended

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings.

OAD 214 MEDICAL OFFICE PROCEDURES (3T) 3 credits
PREREQUISITE: Keyboarding/Typing skills recommended

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

OAD 215 HEALTH INFORMATION MANAGEMENT (3T) 3 credits

This course is designed to promote an understanding of the structure, analysis and management of medical records through classroom instruction and outside lab. Emphasis is on filing and managing medical records; coding of diseases, operations and procedures; and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.

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

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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.

- OAD 247 SPECIAL PROJECTS (3T) 3 credits**
This course is designed to provide the student with an opportunity for the expansion of knowledge in an area of special interest under the direct supervision of the instructor. Emphasis is on the student's use of modern technology to study, research and/or accumulate additional knowledge or improve skills in a specialized office support area. Upon completion, the student should be able to demonstrate enhanced knowledge and/or skills gained through an individualized project.

ORIENTATION (ORI)

- ORI 101 ORIENTATION TO COLLEGE (1) 1 credit**
This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.

- 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 management, 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 the 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.

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. This is an individual and dual sport activity.

- 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. This is an individual and dual sport activity.

- 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. This is an individual and dual sport activity.

- 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. This is an individual and dual sport activity.

- PED 105 PERSONAL FITNESS (2A) 1 credit**
This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition. This is an individual and dual sport activity.
- PED 106 AEROBICS (2A) 1 credit**
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. This is an individual and dual sport activity.
- PED 107 AEROBICS DANCE (Beginning) (2A) 1 credit**
PREREQUISITE: PED 106 or Permission of instructor
This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, cardiovascular fitness, and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic dance aerobics. This is a rhythm activity.
- 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. This is a rhythm activity.
- 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. This is an individual and dual sport activity.
- 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. This is an individual and dual sport activity.
- 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, stu-

dents should be able to implement and evaluate an individualized physical fitness and conditioning program. This is an individual and dual sport activity.

- PED 120 TECHNIQUES OF DUAL AND INDIVIDUAL SPORTS (2T) 2 credits**
This course introduces the fundamentals of popular dual and individual sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered. This is an individual and dual sport activity.
- 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. This is an individual and dual sport activity.
- 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 and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling. This is an individual and dual sport activity.
- 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. This is an individual and dual sport activity.
- 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 game 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. This is an individual and dual sport activity.
- 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

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	recreational activities. This is a rhythm activity.		
PED 127	ARCHERY (2A) 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. This is an individual and dual sport activity.	1 credit	
PED 129	EQUITATION (2A) 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. This is an individual and dual sport activity.	1 credit	
PED 131	BADMINTON (Beginning) (2A) 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. This is an individual and dual sport activity.	1 credit	
PED 133	TENNIS (Beginning) (2A) 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. This is an individual and dual sport activity.	1 credit	
PED 134	TENNIS (Intermediate) (2A) 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. This is an individual and dual sport activity.	1 credit	
PED 140	SWIMMING (BEGINNING) (2A) This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.	1 credit	
PED 141	SWIMMING (INTERMEDIATE) (2A) PREREQUISITE: PED 140 or Permission of instructor This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissor kick, the underwater swim, and other related skills.	1 credit	
PED 142	SWIMMING (ADVANCED) (2A) PREREQUISITE: PED 141 or Permission of instructor This course introduces lap swimming, aquasizes, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program.	1 credit	
PED 143	AQUATIC EXERCISE (2A) This course introduces rhythmic aerobic activities and aquatic exercises performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually paced exercise program.	1 credit	
PED 145	DIVING (2A) This course provides basic instruction in fundamental skills and safety procedures for diving. Emphasis is placed on the history, theory, and principles of diving; development of diving skills; safety; and care and maintenance of equipment. Upon completion, students should be able to demonstrate skills, knowledge and techniques of diving.	1 credit	
PED 150	TAI CHI (2A) Tai Chi is an ancient martial art form through which the student will improve flexibility, balance, strength, and mental discipline. By learning the slow and elaborate movements of Tai Chi, the student will develop proper breathing and relaxation techniques and enhance joint flexibility. Tai Chi skills are a combination of stretching, isometrics, and isotonic movements in combination with diaphragmatic breathing and postural maintenance.	1 credit	
PED 151	JUDO (BEGINNING) (2A) This course introduces the basic discipline of judo. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of judo.	1 credit	
PED 153	KARATE (BEGINNING) (2A) This course introduces the martial arts using the Japanese Shotokan form. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relative to karate. Upon completion, students should be able to perform line drill techniques and Kata for various ranks.	1 credit	
PED 155	SELF-DEFENSE (2A) This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.	1 credit	
PED 160	SOCIAL DANCE (2A) This course introduces the fundamentals of popular social dance. Emphasis is placed on basic social	1 credit	

	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. This is a rhythm activity.		
PED 163	SQUARE DANCING (2A) This course introduces the terminology and skills necessary to perform square dancing. Topics include working from squared sets-squared circles to squared throughs, right and left throughs, and Dixie Chains. Upon completion, students should be able to perform square dance routines and recognize the calls made for all formations. This is a rhythm activity.	1 credit	
PED 171	BASKETBALL (Beginning) (2A) 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. This is a team sport activity.	1 credit	
PED 172	BASKETBALL (2A) 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. This is a team sport activity.	1 credit	
PED 176	VOLLEYBALL (Beginning) (2A) 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. This is a team sport activity.	1 credit	
PED 177	VOLLEYBALL (Intermediate) (2A) 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. This is a team sport activity.	1 credit	
PED 181	BASEBALL (Beginning) (2A) 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. This is a team sport activity.	1 credit	
PED 182	BASEBALL (Intermediate) (2A) 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. This is a team sport activity.	1 credit	
PED 186	SOFTBALL (Beginning) (2A) 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. This is a team sport activity.	1 credit	
PED 187	SOFTBALL (Intermediate) (2A) 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. This is a team sport activity.	1 credit	
PED 188	YOGA (2A) This course introduces basic instruction in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progressive deep relaxation, and posture. Upon completion, students should be able to participate in and appreciate the benefits of the activity. This is a rhythm activity.	1 credit	
PED 190	WELLNESS LITERACY FOR SENIOR ADULTS (2A) This is a "hands on" introduction to wellness literacy with emphasis placed on maintaining a healthy body to prevent premature deaths. This course provides students with a fitness evaluation, health assessment, and participation in fitness activities of their choice.	1 credit	
PED 191	TEAM SPORTS (2A) This course covers the basic concepts involved in team sport competition. Emphasis will be placed on refining basic skills, rules and regulations, officiating, and team play. Upon completion, students should be able to participate and implement an intramural program. This is a team sport activity.	1 credit	
PED 200	FOUNDATIONS OF PHYSICAL EDUCATION (3T) 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.	3 credits	
PED 216	SPORTS OFFICIATING (3T) This course surveys the basic rules and mechanics of officiating a variety of sports, including both team and individual sports. In addition to classwork, students will receive at least 3 hours of practical experience in officiating.	3 credits	
PED 226	HIKING (2A) 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. This is an individual and dual sport activity.	1 credit	

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- 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. This is an individual and dual sport activity.
- 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. This is an individual and dual sport activity.
- 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. This is an individual and dual sport activity.
- 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. This is an individual and dual sport activity.
- PED 251 VARSITY BASKETBALL (2A) 1 credit**
PREREQUISITE: Permission of instructor
This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules and basic game strategy. Upon completion, students should be able to participate in competitive basketball. This is a team sport activity.
- PED 252 VARSITY BASEBALL (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. This is a team sport activity.
- PED 254 VARSITY SOFTBALL (2A) 1 credit**
PREREQUISITE: Permission of instructor
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball. This is a team sport activity.
- PED 257 VARSITY CHEERLEADING (2A) 1 credit**
PREREQUISITE: Permission of instructor
This course covers advanced co-ed cheerleading techniques. Emphasis is placed on refining skills and

improving all areas related to co-ed cheerleading including: knowledge of safety techniques, partner stunts, tumbling, basket tosses, pyramids, motions, physical conditioning, and mental preparation. Upon completion of this program, Students should be able to participate in a competitive program at the university level. This is a team sport activity.

PHOTOGRAPHY AND FILM (PFC)

Also see ART

- 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, students 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.

ing 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.

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 277 FILMMAKING III (2T, 2E) 3 credits
PREREQUISITE: PFC 276 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.

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.

PHILOSOPHY (PHL)

PHL 106 INTRODUCTION TO PHILOSOPHY (3T) 3 credits
This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision making. The student should have an understanding of major philosophical ideas in an historical survey from the early Greeks to the modern era.

PFC 188 PHOTOGRAPHY, FILM, AND MEDIA II (1T, 2E) 2 credits
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.

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.

PFC 258 PHOTOGRAPHIC AND MEDIA PROBLEMS (1T, 2E) 2 credits
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.

PHL 206 ETHICS AND SOCIETY (3T) 3 credits
This course involves the study of ethical issues which confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.

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.

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.

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

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PHYSICAL GEOGRAPHY (GEO)

(Courses qualify as Natural Science electives)

- GEO 101 PRINCIPLES OF PHYSICAL GEOGRAPHY I (3T, 2E) 4 credits**
Physical Geography I is the first in a two-part sequence including topics such as weather and climate relative to the earth and relationships between the earth and sun. Laboratory is required.
- GEO 102 PRINCIPLES OF PHYSICAL GEOGRAPHY II (3T, 2E) 4 credits**
Physical Geography II is the second in a two-part sequence including topics such as landforms, landscapes, soil and vegetation of the earth. Laboratory is required.

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.
- PHS 121 APPLIED PHYSICAL SCIENCE I (3T, 2E) 4 credits**
PREREQUISITE: As required by program.
(Course taught in Spring Semester of odd numbered years only)
This course introduces the general principles of physics and chemistry. Topics include measurement, motion, Newton's laws of motion, momentum, energy, work, power, heat, thermodynamics, waves, sound, light, electricity, magnetism, and chemical principles. Upon completion, students should be able to demonstrate an understanding of the physical environment and be able to apply the scientific principles to observations experienced. Laboratory is required.
- PHS 230 INTRODUCTION TO METEOROLOGY (3T, 2E) 4 credits**
This course is an introductory survey of meteorology emphasizing the hydrologic cycle, cloud formation, weather maps, forecasting, and wind systems. Local weather systems will be given detailed study. Laboratory is required.

PHYSICS (PHY)

- PHY 115 TECHNICAL PHYSICS (3T, 2E) 4 credits**
PREREQUISITE: MTH 100
(Course taught infrequently, only as enrollment demands)
Technical physics is an algebra-based physics course designed to utilize modular concepts to include: motion, forces, torque, work energy, heat wave/sound, and electricity. Results of physics education research and physics applications in the workplace are used to improve the student's understanding of physics in technical areas. Upon completion, students will be able to define motion and describe specific module concepts; utilize microcomputers to generate motion diagrams; understand the nature of contact forces and distinguish passive forces; work cooperatively to set-up laboratory exercises; and demonstrate applications of module-specific concepts. Laboratory is required.
- PHY 201 GENERAL PHYSICS I- TRIG BASED (3T, 2E) 4 credits**
PREREQUISITE: MTH 104 or MTH 113 or Equivalent
(Course taught in Fall Semester of odd numbered years only)
This course is designed to cover general physics at a level that assumes previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. Laboratory is required.
- PHY 202 GENERAL PHYSICS II – TRIG BASED (3T, 2E) 4 credits**
PREREQUISITE: PHY 201
(Course taught in Spring Semester of even numbered years only)
This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light, optics, electrostatics, circuits, magnetism and modern physics. Laboratory is required.
- PHY 205 RECITATION IN PHYSICS I (1T) 1 credit**
One hour weekly purely for problem solving.
- PHY 206 RECITATION IN PHYSICS II (1T) 1 credit**
One hour weekly purely for problem solving.
- PHY 213 GENERAL PHYSICS WITH CALCULUS I (3T, 2E) 4 credits**
PREREQUISITE: MTH 125 or Permission of instructor
This course provides a calculus-based treatment of the principal subdivisions of classical physics: mechanics and energy. Laboratory is required.
- PHY 214 GENERAL PHYSICS WITH CALCULUS II (3T, 2E) 4 credits**
PREREQUISITE: PHY 213
This course provides a calculus-based study in classical physics. Topics included are simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required.

- PHY 216 RECITATION IN PHYSICS WITH CAL I (1T) 1 credit**
One hour weekly purely for problem solving.
- PHY 217 RECITATION IN PHYSICS WITH CAL II (1T) 1 credit**
One hour weekly purely for problem solving.
- PHY 218 MODERN PHYSICS (3T, 2E) 4 credits**
PREREQUISITE: PHY 214 and MTH 227
The focus of this course is the development of the theory of relativity, the old quantum theory of Planck, Einstein, Bohr and Sommerfeld, and the new quantum physics of Schroedinger, Heisenberg, Dirac and Pauli. Laboratory experiments illustrate the principles discussed and include, but are not limited to, determination of the speed of light, charge and charge to mass ratio of the electron, the Planck constant and the Rydberg constant. Laboratory is required.
- PHY 219 RECITATION FOR MODERN PHYSICS (1T) 1 credit**
PREREQUISITE: As required by program.
One hour weekly purely for problem solving.

PROCESS TECHNOLOGY (PCT)

- PCT 100 FUNDAMENTALS OF PROCESS TECHNOLOGY (3T) 3 credits**
This course provides an overview or introduction into the field of Process Operation. An overview of basic operating concepts and process control principles used within the process industries will be introduced and investigated.
- PCT 105 SAFETY, HEALTH AND ENVIRONMENT (3T) 3 credits**
This course provides an overview or introduction into the field of Safety, Health and Environment within the process industry. Students will be introduced to various types of plant hazards, safety and environmental systems and equipment and regulations under which plants are governed.
- PCT 110 PROCESS TECHNOLOGY I, EQUIPMENT (3T, 2E) 4 credits**
PREREQUISITE: PCT 100
This course provides an overview or introduction into the field of process technology equipment within the process industry. Students will be introduced to many process industry related equipment concepts including purpose, components, operation, and Process Technicians' role for operating and troubleshooting the equipment.
- PCT 115 INSTRUMENTATION I (2T, 2E) 3 credits**
PREREQUISITE: PCT 100
This course covers process variables and various instruments used to sense, measure, transmit and control these variables. Introduces the students to control loops and the elements that are found in differ-

- ent types of loops, such as controllers, regulators and final control elements. Concludes with a study of instrumentation drawings and diagrams and a unit on troubleshooting instrumentation.
- PCT 215 INSTRUMENTATION II (3T, 3M) 4 credits**
PREREQUISITES: PCT 110 and PCT 115
This course introduces the student to switches, relays and annunciators systems and moves on to discuss signal conversion and transmission. Students move on to learn about digital control, programmable logic control and distributed control systems before ending the course with a discussion of instrumentation power supplies, emergency shutdown systems and instrumentation malfunctions.
- PCT 220 PROCESS TECHNOLOGY II, SYSTEMS (3T, 3M) 4 credits**
PREREQUISITES: PCT 105 and PCT 110
This course is a study of the interrelations of process equipment and process systems. Students will be able to arrange process equipment into systems, describe the purpose and function of specific process systems, explain how factors affecting process systems are controlled under normal conditions, and recognize abnormal process conditions. Students are also introduced to the concept of system process control and manufacturing plant process economics.
- PCT 230 PROCESS TECHNOLOGY III, OPERATIONS (3T, 3M) 4 credits**
PREREQUISITES: PCT 215 and PCT 220
This course provides an overview or introduction into the field of operations within the process industry. Students will use existing knowledge of equipment, systems and instrumentation to understand the operation of an entire unit including using a Process Control simulator.
- PCT 232, 233, 234, 235 INDUSTRIAL CO-OP TRAINING (5-15M) 1-3 credits**
236 PREREQUISITE: Permission of Instructor
This course provides a supervised work experience on a part-time basis at an approved industrial facility. Students will work in a job directly related to the process technology industry. A training plan will be arranged to assure the student's opportunity to apply and/or expand principles and concepts in the field. The employer evaluates the student's performance, and the student will submit a descriptive report of his/her work experiences.
- PCT 240 PROCESS TROUBLESHOOTING (3T, 3M) 4 credits**
PREREQUISITES: PCT 215 and PCT 220
This course involves instruction in different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships and reasoning. In addition to troubleshooting static equipment problems as presented within a textbook, dynamic problems will also be presented via a process simulator for problem resolution by the student.

Course Descriptions

POLITICAL SCIENCE (POL)

POL 103, 104, 105 **CURRENT AFFAIRS (2T)** **2 credits**
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.

POL 106 **CURRENT AFFAIRS (3T)** **3 credits**
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 systems.

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 an overview of major areas of legal practice, ethics, legal analysis and research, professional development including certification and employment, and related topics.
***Note: PRL 101 & PRL 102 must be taken before any other course with the PRL prefix, except that PRL 101 & PRL 103 may be taken concurrently.**
- PRL 102 BASIC LEGAL RESEARCH AND WRITING (3T) 3 credits**
PREREQUISITE: Grade of "C" or better in ENG 093 or satisfactory ACT, SAT, or placement score
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and validating sources of law. Topics include legal research, legal writing, proper citation, and electronic research.
***Note: PRL 101 & PRL 102 must be taken before any other course with the PRL prefix, except that PRL 101 & PRL 103 may be taken concurrently.**
- PRL 150 COMMERCIAL LAW (3T) 3 credits**
This course covers contracts, selected portions of the Uniform Commercial Code, and forms of business organization.
***Note: This course may be substituted by BUS 263**
- PRL 160 CRIMINAL LAW AND PROCEDURE (3T) 3 credits**
This course introduces substantive and procedural criminal law including elements of state and federal crimes, defenses, constitutional issues, pre-trial process, and other related topics.
****Note: This course may be substituted by CRJ 140**
- PRL 210 REAL PROPERTY LAW (3T) 3 credits**
This course emphasizes the study of real property law. Topics include the distinction between real and personal property, various estates and interests in property, and the mechanics of conveyance, encumbrances, and closing procedure.
***Note: This course may be substituted by RLS 125**
- PRL 230 DOMESTIC LAW (3T) 3 credits**
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, and other related topics.
- PRL 240 WILLS, TRUSTS, AND ESTATES (3T) 3 credits**
This course covers wills, trusts, and inheritance. Topics include types of wills, the law of intestacy (inheritance), probating estates, and alternatives to probate. The course also covers trusts, medical directives, and associated litigation.
- PRL262 CIVIL LAW AND PROCEDURE (3T) 3 credits**
This course examines the Federal Rules of Civil Procedure, the Alabama Rules of Civil Procedure, and trial procedure.

- PRL282 LAW OFFICE MANAGEMENT AND PROCEDURES (3T) 3 credits**
This course focuses on the organization and policies and procedures of a law office.
- PRL 291 PARALEGAL INTERNSHIP (3L) 3 credits**
PREREQUISITE: PRL 101, 102, 262, and permission of the Program Director
This course provides students opportunities to work in paid or unpaid positions in which they apply paralegal skills and knowledge. This course requires a minimum of 100 hours of practical experience in the legal field.

PSYCHOLOGY (PSY)

- PSY 100 ORIENTATION (1T) 1 credit**
This course is designed to introduce the student to college life, responsibilities, rules and regulations. This course is required for all students placing in at least two developmental courses on placement exam.
- 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**
COREQUISITE: ENG 093, C or better or satisfactory ACT, SAT, or RDG placement score.
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.

Course Descriptions

COURSE DESCRIPTIONS

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 250	SOCIAL PSYCHOLOGY (3T) 3 credits PREREQUISITE: PSY 200 This course is a study of social factors as they influence individual 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 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 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 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 211	CHILD GROWTH AND DEVELOPMENT (3T) 3 credits PREREQUISITE: PSY 200 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 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 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 280	BRAIN, MIND AND BEHAVIOR (3T) 3 credits PREREQUISITE: PSY 200 This course is a comprehensive study of the human brain and its functions.
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.	RELIGION (REL)	
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 dealing with the terminally ill.	REL 100	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.
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.	REL 101	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.
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.	REL 102	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.
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.	REL 106	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.
		REL 107	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.	REL 166	BIBLICAL BACKGROUND (3T)	3 credits
REL 108	INTRODUCTION TO PREACHING MINISTRY (3T) 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.			
REL 109	TEACHING IN THE CHURCH (3T) 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) 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) 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) 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) 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) 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 206	HISTORY OF AMERICAN CHRISTIANITY (3T)	3 credits
			REAL ESTATE (RLS)	
		RLS 101	REAL ESTATE PRINCIPLES (4T)	4 credits
			REAL ESTATE FINANCE (3T)	3 credits
			REAL ESTATE APPRAISAL CERTIFICATION (4T)	4 credits
			REAL ESTATE LAW (3T)	3 credits
			INDEPENDENT STUDY IN REAL ESTATE (1-3T)	1-3 credits
			REAL ESTATE WORKSHOP (1-3T)	1-3 credits
			PROPERTY MANAGEMENT (3T)	3 credits

Course Descriptions

RADIO AND TV BROADCASTING (RTV)

- RTV 106 BROADCAST ANNOUNCING (3T) 3 credits**
This course offers a study of standard American and foreign pronunciation for radio, television, and related media. Practice in the skills of music announcing, sportscasting, interviewing, copy interpretation, and speaking ad lib is included.
- RTV 116 RADIO PRODUCTION AND PROGRAMMING (3T) 3 credits**
Theory and application of audio media writing and production techniques are covered in this course. Emphasis is placed on effective use of words, music and/or sound effects in the production of audio programming for radio.
- RTV 117 TELEVISION PRODUCTION (3T) 3 credits**
The theory and application of television media writing and production techniques are covered in this course through an examination of the equipment, process, and technology required in production for television and related media.
- RTV 143 PRACTICUM IN RADIO OR TELEVISION BROADCASTING (1T, 3-6M) 1-3 credits**
This course offers supervised campus experience in radio or television broadcasting with emphasis in the planning, production and editing of electronic media announcements and programs.
- RTV 217 ADVANCED TELEVISION PRODUCTION (2T, 3M) 3 credits**
PREREQUISITE: RTV 117
This course is a continuation of RTV 117 with emphasis on television, producing, directing, and editing theory and applications.

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.
- 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.
- SOC 209 JUVENILE DELINQUENCY (3T) 3 credits**
PREREQUISITE: SOC 200
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.

- SOC 210 SOCIAL PROBLEMS (3T) 3 credits**
PREREQUISITE: SOC 200
The course examines the social and cultural aspects, influences, incidence and characteristics of current social problems in light of sociological theory and research.
- SOC 246 MODERN WOMEN IN A CHANGING SOCIETY (3T) 3 credits**
PREREQUISITE: SOC 200
This course explores the role of the contemporary woman and the changing family and the world of work.
- SOC 247 MARRIAGE AND THE FAMILY (3T) 3 credits**
PREREQUISITE: SOC 200
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 (1-3T) 1-3 credits**
PREREQUISITE: SOC 200
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.

SPANISH (SPA)

- SPA 101 INTRODUCTORY SPANISH I (4T) 4 credits**
PREREQUISITE: Grade of "C" or better in ENG 093 or satisfactory ACT, SAT or placement score
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.
- SPA 102 INTRODUCTORY SPANISH II (4T) 4 credits**
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.
- SPA 201 INTERMEDIATE SPANISH I (3T) 3 credits**
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.
- SPA 202 INTERMEDIATE SPANISH II (3T) 3 credits**
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.

SPEECH COMMUNICATIONS (SPH)

- 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.
- SPH 116 INTRODUCTION TO INTERPERSONAL COMMUNICATION (3T) 3 credits**
This course is an introduction to the basic principles of interpersonal communication.
- SPH 206 ORAL INTERPRETATION (3T) 3 credits**
(Course offered only in the Fall Semester at the Decatur Campus)
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.

SOCIAL WORK TECHNOLOGY (SWT)

- SWT 109 TECHNIQUES OF BEHAVIOR MODIFICATION I (3T) 3 credits**
In this course, the student will demonstrate the ability to decrease inappropriate behaviors and to shape appropriate behavior through the use of behavior modification techniques.
- SWT 130 THE COMMUNITY AND THE SOCIAL WORKER (3T) 3 credits**
This course is designed to acquaint the student with the demographic, economic and cultural composition of the community. The student will develop technical skills for making practical application of available resources for enhancing the quality of life within the community.
- SWT 131 PROBLEMS OF CHILDREN AND YOUTH (3T) 3 credits**
This course develops an understanding of the emotional, social, psychological, and physical needs of children and youth. This course presents the influences and responsibilities of natural and surrogate parents. The student becomes familiar with the nature and causes of the more common problems and develops skills for assisting with the prevention and/or improvement of problems common among children and youth.
- SWT 133 GERIATRICS (3T) 3 credits**
This course includes the study of the needs of making adjustments to retirement, activities and hobbies of the older person, and community agencies available

for the aged. This course will include common psychological and physical problems of the aging. Actual experience will be provided in helping the elderly accept the changes in later life and teaching them of the many services available to them.

- SWT 138 COUNSELING FROM A CULTURAL PERSPECTIVE (3T) 3 credits**
This course will acquaint the students with some of the problems facing minorities. It will stress the importance of the counselor's knowledge of, and sensitivity to, the minority client experiences and how these experiences are greater now than they have been at any time in the past three decades. This course will help counselors and mental health practitioners maximize their effectiveness when working with a culturally diverse population. The student will learn to establish the necessary and sufficient conditions of a counseling relationship with clients who are culturally different. Similarities in race, ethnicity, and culture will be stressed.

SURGICAL TECHNOLOGY (SUR)

- SUR 100 PRINCIPLES OF SURGICAL TECHNOLOGY (3T, 6S) 5 credits**
PREREQUISITES: Admission to the Surgical Technology Program and permission of the instructor
This course is an introduction to the field of surgical technology as a career. Emphasis is on the role of the surgical technologist, principles of asepsis, principles of patient care, surgical procedures, operative techniques, blood-borne pathogens, safety, pharmacology, and surgical instrumentation. Upon completion, the student should be able to demonstrate practical application of the basic procedures and skills of the surgical technologist.
- SUR 102 APPLIED SURGICAL TECHNOLOGIES (2T, 6S) 4 credits**
PREREQUISITES: Admission to the Surgical Technology Program and permission of the instructor
This course is the application of principles of asepsis and the role of the surgical technologist. Emphasis is placed on creating and maintaining a sterile environment and applying skills of interoperative procedures. Upon completion of this course, the student should be able to participate in mock surgical procedures.
- SUR 103 SURGICAL PROCEDURES (3T, 6S) 5 credits**
PREREQUISITES: SUR 100, SUR 102, SUR 107, and HPS 114
This course is a study of surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of the course, the student should be able to participate in surgical procedures in the operating room.

Course Descriptions

COURSE DESCRIPTIONS

- SUR 104 SURGICAL PRACTICUM I (20, P5) 4 credits**
PREREQUISITES: SUR 100, SUR 102, SUR 107, and HPS 114
 This course is the application of perioperative principles in the perioperative setting. Emphasis is placed on application of the surgical technologist's role. Upon completion of the course, the student should be able to participate in the surgical technologist role.
- SUR 105 SURGICAL PRACTICUM II (1T, 20, P5) 5 credits**
PREREQUISITES: SUR 103 and SUR 104
 This clinical experience allows the student to practice in the health care environment using entry level skills attained in previous classroom, laboratory, and clinical instruction. In addition to clinical skills, emphasis is placed on specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should be able to apply concepts of surgical technology to student levels.
- SUR 106 SPECIAL TOPICS IN SURGICAL TECHNOLOGY (1T) 1 credit**
PREREQUISITES: SUR 100 and SUR 102
 This course is designed to provide specialized instruction in selected topics in the field of Surgical Technology. Emphasis is on review of content specific to the practice of surgical technology and preparation for the LCC-ST certification examination. Upon completion of this course, the student will be able to demonstrate readiness to take the certification examination.
- SUR 107 SURGICAL ANATOMY AND PATHOPHYSIOLOGY (3T) 3 credits**
PREREQUISITES: Admission to the program and/or as required by the department
 This course is an overview of surgical anatomy and pathophysiology. Emphasis is placed on the organization structure of the body, organ systems, relevant surgical pathophysiology, and related medical terminology. Upon completion, the student should be able to apply knowledge of anatomy in the clinical environment.



THEATRE (THR)

- THR 113, 114, 115 THEATRE WORKSHOP I, II, III (2T) 2 credits each**
 These courses provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production.
- THR 120 THEATRE APPRECIATION (3T) 3 credits**
 This course is designed to increase appreciation of contemporary theatre. Emphasis is given to the theatre as an art form through the study of the history and theory of drama and the contributions of playwright, actor, director, designer, and technician to modern media. Attendance at theatre productions is required. (Offered as a telecourse.)
- THR 126 INTRODUCTION TO THE THEATRE (3T) 3 credits**
 This course is designed to teach the history of the theatre and the principles of drama. It also covers the development of theatre production and the study of selected plays as theatrical presentations.
- THR 131 ACTING TECHNIQUES I (3T) 3 credits**
 This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes. Students will participate in a theatre production.
- THR 132 ACTING TECHNIQUES II (3T) 3 credits**
PREREQUISITE: THR 131
 This course is a continuation of THR 131. Students will participate in a theatre production.
- THR 141 INTRODUCTION TO DANCE IN THEATRE I (1-2T) 1-2 credits**
 This is the first of a two-course sequence which offers the student an introduction to basic dance movements and the use of dance in dramatic productions.
- THR 142 INTRODUCTION TO DANCE IN THEATRE II (1-2T) 1-2 credits**
 This course is a continuation of THR 141.
- THR 213, 214, 215 THEATRE WORKSHOP IV, V, VI (1-2T) 1-2 credits each**
 These courses are a continuation of THR 113, 114, and 115.
- THR 216 THEATRICAL MAKE-UP (2T) 2 credits**
 This course is a study of the materials and techniques of theatrical make-up.
- THR 236 STAGECRAFT (3T) 3 credits**
 This course is a study of the principles, techniques, and materials in theatrical scenery and lighting.

- THR 251 THEATRE FOR CHILDREN I (3T) 3 credits**
This is the first in a two-course sequence which offers the student practical experience in acting, directing, and developing material for children's theatre.
- THR 252 THEATRE FOR CHILDREN II (3T) 3 credits**
This course is a continuation of THR 251.
- THR 266 FUNDAMENTALS OF DIRECTING (3T) 3 credits**
This course is designed to cover the fundamentals of directing. Instruction will include lectures, demonstration, written and oral analysis of scripts and performances.
- THR 281 STAGE MOVEMENT I (1T) 1 credit**
This is the first in a two-course sequence which offers the student a basic introduction to movement for the stage for those interested in acting or dance. They also include consideration of role development through movement.
- THR 282 STAGE MOVEMENT II (1T) 1 credit**
PREREQUISITE: THR 281
This course is a continuation of THR 281.
- THR 296 DIRECTED STUDIES IN THEATRE (TBA) 2 credits**
This course deals with problems in theatre and arts management. Problems may be arranged in conjunction with other disciplines in the Fine Arts. Participation in theatre productions may be required.

VISUAL COMMUNICATIONS (VCM)

- CAT 182 3D GRAPHICS AND ANIMATION (1T, 2E, 3M) 3 credits**
PREREQUISITE: ART 221
This course is designed to tap the imagination of the student in a three dimensional problem solving environment. Topics include a basic introduction to the concepts of 3D design and animation as applied to a design project. Upon completion, students should be able to create and animate objects in a three-dimensional environment.
- VCM 131 COMPUTER PUBLISHING GRAPHICS (2T, 2E) 3 credits**
This course is designed to acquaint the student with basic publishing software. The emphasis will be on basic layout and graphics. Upon course completion, the student should be able to produce graphics work in a format suitable for publication.
- VCM 145 INTRODUCTION TO DIGITAL PHOTOGRAPHY (1T, 2E) 2 credits**
PREREQUISITE: VCM 232 or Permission of instructor
This course is an introduction to digital photography.

- VCM 146 DIGITAL PHOTOGRAPHY (1T, 2E) 2 credits**
PREREQUISITE: VCM 232 or Permission of instructor
This course explores various uses of digital photography. Subjects may include studio, portrait, landscape and other areas of photography. Upon completion, the student should be able to apply the techniques necessary to produce professional photographs of a variety of subjects.
- VCM 150 TYPOGRAPHY (2T, 2E) 3 credits**
PREREQUISITE: ART 221
This course is an introduction to designing and using type. Emphasis is on typographic techniques used in layout and graphic design. Upon completion, the student should be able to view type as a design element.
- VCM 171 GRAPHICS SOFTWARE APPLICATIONS (1-3T) 1-3 credits**
This course is an introduction to graphics software packages. Students are given a basic overview of the software as applied to specific production problems. Upon completion, the student should be able to produce basic graphics using applicable software. This course may be repeated for credit.
- VCM 180 INTRODUCTION TO GRAPHIC DESIGN (2T, 2E) 3 credits**
This course is an introduction to the various elements of graphic design. Emphasis is on aspects of production design including layout, typography, graphic photography, computer graphics and printing techniques. Upon completion, students should have a basic understanding of the graphics process from concept through production.
- VCM 181 SPECIAL TOPICS (0-3T, 0-6E, 0-9M) 1-3 credits**
This course allows for specialized, in-depth study. Emphasis is placed on individualized instruction.
- VCM 232 ADVANCED COMPUTER GRAPHICS (2T, 2E) 3 credits**
This course is designed to acquaint the student with computer graphics. Topics include illustration and image manipulation. Upon completion, students should be able to apply design principles to computer graphics.
- VCM 250 INTRODUCTION TO TECHNICAL ILLUSTRATION (2T, 2E) 3 credits**
PREREQUISITE: ART 221 or Permission of instructor
This course is a study of technical drawings prepared for industry. Topics include perspective and axonometric drawing. Upon completion, students should be able to apply basic drawing and design principles to technical drawings.

Course Descriptions

COURSE DESCRIPTIONS

VCM 251	<p>TECHNICAL ILLUSTRATION (2T, 2E) 3 credits PREREQUISITE: VCM 250</p> <p>This course focuses on renderings prepared for industry. Various techniques are used to illustrate charts, graphs, perspective and axonometric drawings and enhanced assembly views. Upon completion, students should be able to apply design principles to technical drawings and highly creative drawings using technical skills.</p>	VCM 282	<p>ADVANCED DIGITAL DESIGN (1T, 2E) 2 credits PREREQUISITE: ART 221 and VCM 232 or Permission of instructor</p> <p>This course focuses on advanced applications in the production of digital design. Emphasis is on computer skills, creativity & design. Upon course completion, students should be able to apply production techniques to various media.</p>
VCM 253	<p>GRAPHIC DESIGN BASICS (2T, 2E) 3 credits</p> <p>This course focuses on the basic principles of graphic design. Emphasis is on design, layout, and production. Upon completion, students should be able to prepare artwork for printing.</p>	VCM 285	<p>MULTIMEDIA PRODUCTION (1T, 2E) 2 credits PREREQUISITE: ART 221 and VCM 232 or Permission of instructor</p> <p>This course introduces the student to multimedia production. Emphasis is on production design, creativity, visual design, and technical skills. Upon course completion, students should be able to create a multimedia production.</p>
VCM 254	<p>GRAPHIC DESIGN (2T, 2E) 3 credits</p> <p>This course focuses on graphic design. Emphasis is on the creative process and the projection process. Upon completion, students should be able to produce high quality graphic designs.</p>	VCM 286	<p>ADVANCED MULTIMEDIA PRODUCTION (1T, 2E) 2 credits PREREQUISITE: VCM 285 or Permission of instructor</p> <p>This course focuses on advanced multimedia production. Emphasis is on comprehensive interactive multimedia production. Upon course completion, students should be able to apply creative design and production skills to finished interactive projects. Problems will include comprehensive interactive multimedia production. The student will apply creative design and production skills to finished interactive projects.</p>
VCM 255	<p>ADVANCED GRAPHIC DESIGN (2T, 2E) 3 credits</p> <p>This course focuses on graphic communications. Emphasis is on application of design principles to projects involving such skills as illustration, layout, typography, computer graphics, and production technology. Upon completion, students should be able to apply graphic design principles and production skills.</p>	VCM 287	<p>SPECIAL TOPICS (0-3T, 0-6E, 0-9M) 1-3 credits</p> <p>This course allows for specialized, in-depth study. Emphasis is placed on individualized instruction.</p>
VCM 270	<p>SUPERVISED STUDY IN GRAPHICS (2-6E) 1-3 credits PREREQUISITE: All studio courses offered in the selected area of study and Permission of instructor</p> <p>This course is designed to enable the student to continue studio experiences in greater depth. Areas of study are chosen by the student, with the approval of the instructor. This course will result in a better understanding of various aspects of graphics. This course may be repeated for credit.</p>	VCM 289	<p>PORTFOLIO (2E) 1 credit PREREQUISITE: Permission of instructor</p> <p>This course is designed to assist students in the preparation and presentation of a portfolio. This portfolio is developed with faculty consultation and reflects the students' ability to produce professional design and graphics.</p>
VCM 273	<p>SUPERVISED STUDY IN COMPUTER GRAPHICS (2-6E) 1-3 credits PREREQUISITE: All studio courses offered in the selected areas of study and Permission of instructor</p> <p>This course is designed to enable the student to continue studying computer graphics in greater depth. Areas of study will be chosen by the student, with the approval of the instructor. This course will result in a better understanding of various aspects of computer graphics. This course may be repeated for credit.</p>		
VCM 281	<p>DIGITAL DESIGN (1T, 2E) 2 credits PREREQUISITE: ART 221 and VCM 232 or Permission of instructor</p> <p>This course focuses on products for digital media. Emphasis is on creativity and an understanding of software and production. Upon completion, the stu-</p>		