

OST-2357

Electronic Records Management

3 Credits

Develops managerial and decision-making techniques for the records manager. Involves the study of systems analysis, forms development, archival administration, personnel development, and the establishment of a records management program.

OST-2402

Office Procedures

3 Credits

Provides a comprehensive review of office skills and procedures, with an emphasis on problem solving, decision making, and work habits. May use personal information management software.

Prerequisite: OST-1741

OST-2501

Office Administration

3 Credits

Focuses on organizing, planning and controlling office operations with an emphasis on motivation and productivity. Topics include human resources, work environment and information systems.

OST-2512

Customer Service Supervisory Skills

3 Credits

Focuses on the role of the supervisor/team leader in managing human resources. Topics covered include interviewing, coaching, motivation, planning, organization, decision making, problem solving, risk taking, and creativity. Simulated work situations are utilized to demonstrate effective supervisory skills for a changing workplace.

OST-2582

Applied Tech/Customer Service

1 Credit

Implementation of office systems and automation concepts will be examined as they relate to people, technology and organizations. These concepts will be applied to organizational and strategic planning to enhance productivity in the office. topics include office equipment operations, interactive media, quick response, just-in-time, mass customization, the virtual office, electronic data interchange, and automatic replenishment.

OST-2601

Machine Transcription/Terminology

3 Credits

Covers basic dictation and transcription techniques. Specialized vocabulary is emphasized, and students can choose the legal, medical or general options.

Prerequisite: OST-1110 and OST-1330

OST-2611

Medical Transcription I

3 Credits

Provides a working knowledge of the transcription of medical reports based on individual case studies.

Prerequisite: OST-1330, OST-1741 and CGS-1500

OST-2612

Medical Transcription II

3 Credits

Presents advanced transcription of medical reports, with an emphasis on speed and accuracy.

Prerequisite: OST-2611

OST-2722

Advanced Word Processing

3 Credits

Focuses on advanced word processing functions such as macros, math calculations, equation-editor, tables, column formats, importing and exporting files, text imaging and formatting, integrating graphics, generating tables of contents, indexes, and lists. Topics include design techniques for production of multi-page documents such as newsletters, brochures, reports, and flyers.

Prerequisite: OST-2743

OST-2742

Word Processing II

1 Credit

Focuses on more complex technical procedures on the software studied in Word Processing I. Students may select more than one software by repeating the course three times for credit. However, only one Credit hour will apply toward meeting program graduation requirements.

Prerequisite: OST-1741

OST-2743

Word Processing III

1 Credit

Continues with more complex technical procedures on the software studied in Word Processing II. Students may select more than one software by repeating this course three times for credit. However, only one Credit hour will apply toward meeting program graduation requirements.

Prerequisite: OST-2742

OST-2826

Desktop Graphics

3 Credits

Covers the basics of graphics software, focusing on techniques for creating original art. Topics include composition, colorization and scanning.

PCB-1730

Human Reproduction and Inheritance

3 Credits

Intended for those not majoring in the biological sciences or in allied health. Focuses on the various aspects of human reproduction. Topics include the male and female reproductive systems, embryology, birth control, sexually transmitted diseases and heredity.

Corequisite: PCB-1730L

PCB-1730L

Human Reproduction and Inheritance Lab

1 Credit

A laboratory course designed to reinforce concepts covered in PCB 1730.

Corequisite: PCB-1730

PEL-1121

Golf

2 Credits

Teaches the skills of recreational golf. This course may be repeated two times for credit.

PEL-1321

Volleyball

2 Credits

Teaches the skills and strategies of recreational volleyball.

PEL-1341**Beginning Tennis**

2 Credits

Teaches the skills of recreational tennis on the elementary level. This course may be repeated two times for credit.

PEL-1342**Intermediate Tennis**

2 Credits

Teaches the skills, techniques and strategies of recreational tennis on an intermediate level. Topics include the development of the overhead, the net game, lobs, spins and drop shots.

PEL-1441**Racquetball**

2 Credits

Teaches the skills of recreational racquetball. Topics include terminology, rules, strategy and etiquette. Equipment is not furnished. This course may be repeated two times for credit.

PEL-1621**Basketball**

2 Credits

Teaches the skills and strategies of recreational basketball.

PEM-1101**Fitness and Conditioning**

2 Credits

Focuses on applying the basic principles of movement, figure and fitness control, exercise and diet.

PEM-1121**Beginning Yoga**

2 Credits

This course will focus on the forms of yoga training emphasizing flexibility and stress relief. Emphasis will be given to flexibility, breathing and relaxation techniques.

PEM-1131**Weight Training**

2 Credits

Presents an overview of weight training, with an emphasis on procedures, safety and theory. Men will focus on high resistance strength-producing exercise and women will focus on high repetition, endurance and toning. This course may be repeated two times for credit.

PEM-1141**Aerobics**

1 Credit

A fitness activity that combines principles of dance, calisthenics and aerobics. This program is based on the principles of continuous movement and is designed to improve cardiovascular endurance. This course may be taken four times without penalty.

PEM-1405**Judo and Self Defense**

1 Credit

An activity course designed to provide knowledge of basic self-defense techniques and skills necessary to enjoy and participate in the sport of Judo. A gi (uniform) is required for participation in this course.

PEM-1954**Intercollegiate Athletics**

1 Credit

Limited to students on HCC varsity teams. This course may be repeated four times for credit.

PEM-2930**Ballroom Dance**

2 Credits

This course is intended to be an introduction to ballroom dance for students with little or no previous ballroom dance training. Students will learn the dance steps to the fox-trot, cha-cha, waltz, swing, and tango. Participants will experience valuable enrichment as they progress at their own individual pace - beginning to intermediate. Each student will receive personal attention and beneficial feedback. Dancers will learn routines to showcase their artistry. This course may be repeated two times for credit.

PEN-1136C**Open Water Diver**

2 Credits

This is an extensive course for training persons in open water recreational diving. Satisfactory completion of this course leads to internationally recognized scuba certification. Students must demonstrate satisfactory swimming ability, physical stamina and emotional stability to instructor at the first lab. Medical certificate may be required.

PET-2622C**Prevention and Care of Athletic Injuries**

3 Credits

Focuses on the prevention and care of athletic injuries with an emphasis on modern equipment, supplies and therapeutic aids, and athletic training as a career. Topics include professional relationships with physicians and coaches, medical examination, referrals and follow-up care.

PGY-1401C**Photography I**

3 Credits

Provides a basic understanding of the technical aspects of black and white photography involving camera operation, exposure control, film processing, print enlarging and finishing. The students will become familiar with photographic materials, as well as artistic composition and design.

PGY-1410C**Photography II**

3 Credits

Presents advanced technical problems introducing the students to various manipulative techniques both in the camera and in the darkroom. The students will deal with refinement of the silver print, toning, hand coloring, collaging, and the production of a cohesive exhibition quality body of work.

Prerequisite: PGY-1401C

PGY-2000**History of Photography**

3 Credits

Focuses on exploring early photographic processes, various trends, and their applications. The evolution of photography and the impact of this progressive medium on the growth, culture, and communication in the world today will also be examined. Major emphasis will be on the inventors, entrepreneurs, artists, and the network they formed which provided the foundation on which the visual syntax inlay art changed and expanded expression throughout the 20th century.

Prerequisites: College level reading and writing are required.

PGY-2450C**Photography III**

3 Credits

Provides an opportunity for continued personal development through assigned advanced projects, theory and practice of photography as an art form. Emphasis on production of an advanced photographic portfolio of exhibition quality.

Prerequisite: PGY-1410C

PGY-2801C
Digital Photography I

3 Credits

This course is intended to introduce students to the basic concerns in digital photography as a fine art medium, and the computer as a darkroom. Includes digital imaging techniques of scanning, color correction, retouching, composition, content, and more. Hardware, image input and output processes, and software are also discussed. May be repeated once for credit.

Prerequisite: PGY-1401C

PGY-2802C
Digital Photography II

3 Credits

This course is intended to enable students to continue the exploration of concerns in digital photography as a fine art medium through the use of the computer as a darkroom. Includes advanced digital imaging techniques of scanning, color correction, retouching, composition, content, and more. Hardware, image input and output processes, materials, and software are also discussed. May be repeated once for credit.

Prerequisite: PGY-2801C

PGY-2905
Directed Independent Study

3 Credits

Designed to establish a framework for further self learning in various areas of photography, for the advanced student. The student will shape the course to fit their needs by planning activities and preparing a contract coordinated with an art faculty member. The contract will specifically outline a specific project, or a particular set of goals and requirements that the student wishes to achieve. The contract must be satisfactorily completed and reviewed by the assigned faculty member. May be taken four times for credit.

PGY-2930C
Selected Topics in Photography

3 Credits

Selected topics in photography is a studio course centered around topics of special interest to the class and professor. Topics or focus will be based on the needs and areas of interest, which may vary from semester to semester. Transfer credit is the prerogative of the receiving institution.

Prerequisite: PGY-1401C or PGY-1410C or permission of instructor.

PHI-1010
Introduction to Philosophy

3 Credits

Introduces the study of our human capacity to reflect consciously and critically on our experience and our routines. It introduces several basic concepts in philosophy such as the idea of being, the nature and criteria of knowledge-claims, ethical foundations, free will, the existence of God, and methods of philosophical inquiry with selected applications to practice.

Prerequisite: College level reading and writing skills are required.

PHI-1010H
Honors Introduction to Philosophy

3 Credits

Same as PHI 1010 with honors content. Honors Institute permission required.

Prerequisite: College level reading and writing skills are required.

PHI-1100
Elementary Logic

3 Credits

A study of the principles of reasoning involving the detection of fallacies, analysis and criticism of arguments and concepts of formal proof.

Prerequisite: College level reading and writing skills are required.

PHI-1600
Ethics

3 Credits

Covers several major ethical theories in philosophy and their applications, including contemporary issues.

Prerequisite: College level reading and writing skills are required.

PHI-1600H
Honors Ethics

3 Credits

Prerequisite: College level reading and writing skills are required.

PHY-1025
Fundamental of Physics

3 Credits

Emphasizes the principles of physics; the use of mathematics is kept to a minimum. Topics include mechanics, properties of matter, heat, sound, electricity, magnetism, light, relativity, atomic and nuclear physics. Designed for students without the physics background needed for General Physics or other science courses.

Prerequisite: College level reading, writing and math skills are required.

Corequisite: PHY-1025L

PHY-1025L
Fundamental of Physics Laboratory

1 Credit

A physics laboratory course designed primarily for students lacking laboratory experience who need the background prior to taking PHY 1053L or other laboratory science courses. Topics include: measurement techniques, graphical analysis of data, study of bodies at rest or in motion, heat, sound, light, and electrical experiments, and introduction to computer applications.

Prerequisite: College level reading and writing skills are required.

Corequisite: PHY-1025

PHY-1053
General Physics I

3 Credits

Focuses on the fundamental concepts of natural physical laws as they apply to mechanics and thermodynamics. Topics include kinematics and dynamics, energy and momentum, properties of matter, rotational motion of rigid bodies, vibration motion, kinetic theory and thermal physics. Note: PHY 2049C should be added to the sequence. PHY 1053-54 by students needing general physics with calculus.

Prerequisite: PHY-1025; College level math skills are required.

Corequisite: PHY-1053L

PHY-1053L
General Physics I Laboratory

1 Credit

Students are provided with physical experiments to enable them to strengthen understanding developed in PHY 1053. Students will perform experiments, record data, perform assigned calculations and interpret results in terms of the principles and concepts developed in PHY 1053.

Prerequisite: PHY-1025L; College level math skills are required.

Corequisite: PHY-1053

PHY-1054
General Physics II

3 Credits

Focuses on the fundamental concepts of natural physical laws as they apply to electricity, magnetism, electromagnetic radiation, optics, relativity, atomic and nuclear physics.

Prerequisite: PHY-1053 and PHY-1053L

Corequisite: PHY-1054L

PHY-1054L**General Physics II Laboratory**

1 Credit

Prerequisite: PHY-1053 and PHY-1053L

Corequisite: PHY-1054

PHY-2048**General Physics With Calculus I**

4 Credits

First semester of a two semester sequence of general physics (mechanics, wave motion, sound, thermodynamics, geometrical and physical optics, electricity and magnetism, selected topics from modern physics) and laboratory for physics majors and engineering students.

Prerequisite: MAC-2311

Corequisite: PHY-2048L

PHY-2048L**General Physics With Calculus I Lab**

1 Credit

Prerequisite: College level math skills are required.

Corequisite: PHY-2048

PHY-2049**General Physics With Calculus II**

4 Credits

Second semester of general physics and laboratory for physics majors and engineering students.

Prerequisite: MAC-2312, PHY-2048 and PHY-2048L

Corequisite: PHY-2049L

PHY-2049C**General Physics With Calculus**

4 Credits

Presents calculus as an analytical, unifying, and problem-solving tool in relation to the concepts studied in General Physics. Laboratory portions of the course will include advanced experiments, including computer assisted experimental data analysis. Intended for engineering and physics majors who have completed a non-calculus based physics course.

Prerequisite: PHY-1054, PHY-1054L and MAC-2312

Corequisite: MAC-2313

PHY-2049L**General Physics With Calculus II Lab**

1 Credit

Prerequisite: AC-2312, PHY-2048 and PHY-2048L

Corequisite: PHY-2049

PLA-1003**Introduction to Legal Assisting**

3 Credits

Provides an overview of the training and purpose of legal assistants. Examines the role of the lawyer and legal assistant in modern society and ethical and professional practice standards.

Prerequisite: College level reading and writing skills are required.

PLA-1104**Writing and Research I**

3 Credits

Provides an in-depth exploration of the law library, legal research and writing legal memoranda.

Prerequisite: PLA-1003

PLA-1203**Litigation Procedures I**

3 Credits

Covers the Florida Rules of Civil Procedures, Criminal and Appellate Procedures and related matters.

Prerequisite: PLA-1003

PLA-1271**Tort Law**

3 Credits

This course provides a general perspective of areas of law relating to persons and property through civil law. Topics that may be included are intentional torts, negligence, product liability, defamation and other relevant civil law areas.

PLA-1433**Business Organizations**

3 Credits

Covers procedural information and basic law as it applies to corporations, partnerships and other business vehicles.

PLA-1600**Administration of Wills/Trust/Probate**

3 Credits

Presents a survey of estate planning and administration including the preparation of wills, trusts, probate forms and guardianship procedures.

PLA-1611**Real Estate Law/Property Transactions I**

3 Credits

Covers common real estate transactions and drafting documents such as deeds, leases and contracts.

PLA-1700**Legal Ethics and Professional Responsibility**

3 Credits

Introduces the student to the types of ethical situations and dilemmas they may encounter in the legal workforce. Students will learn applicable disciplinary rules for both the lawyer and the paralegal, in order to understand how to function responsibly as a legal professional. The content and course work is geared not only to the paralegal student, but also to the practicing paralegal and other legal professionals.

Prerequisite: PLA-1003

PLA-1949**Legal Internship**

3 Credits

The internship program augments the paralegal/legal assisting curriculum by placing the student in a legal work environment under the supervision of an attorney. It provides the student with the opportunity to gain practical experience as a paralegal/legal assistant in a private law firm, governmental agency or corporation. This course may be repeated six times for credit.

Prerequisites: to be eligible for the internship, a student must have completed all required core courses for the program, or be in his/her last semester before graduation, or have program coordinator permission.

PLA-2114**Writing and Research II**

3 Credits

An advanced course in legal writing and research.

Prerequisite: PLA-1104

PLA-2223**Litigation Procedures II**

3 Credits

Covers advanced litigation procedures law to including interviewing techniques, preparing and organizing courtroom materials, compiling documentary evidence, applying investigative procedures and taking effective courtroom notes.

Prerequisite: PLA-1205

**PLA-2303
Criminal Litigation**

3 Credits

This course provides students with a survey of the criminal justice system. Substantive and procedural aspects of criminal law are studied. Course content includes the nature of different crimes, and the penalties involved. Also covered are the pre-trial procedures, the discovery process, the plea bargaining process, and the problems involved in the conduct of trial proceedings.

**PLA-2421
Contract Law**

3 Credits

Covers the basic principles of contract law including both common law contract concepts and uniform commercial code concepts when applicable.

**PLA-2460
Bankruptcy Law**

3 Credits

Examines the principles and procedures for filing bankruptcy and re-organizations, including the preparation of forms.

**PLA-2531
Elder Law**

3 Credits

Covers the various aspects of law that have particular applications to the elderly client. The course is designed to familiarize the student with the practical and theoretical aspects of elder law.

Prerequisite: College level reading and writing are required.

**PLA-2612
Real Estate Law/Property Transaction II**

3 Credits

Advanced training in common real estate transactions and the preparation of documents such as deeds and leases.

Prerequisite: PLA-1611

**PLA-2763
Law Office Management**

3 Credits

Covers managerial responsibility, effective planning and use of financial resources.

**PLA-2800
Family Relations**

3 Credits

Covers such topics as marriage dissolution, separation, custody, legitimacy, adoption, change of name, guardianship, support, court procedures and separation agreements.

**PLS-1220
Plant Propagation**

2 Credits

Focuses on the basic practical skills regarding containers, budding hormones, preparations of the media, the collection of seed, seed treatments and all areas of propagation.

Corequisite: PLS-1220L

**PLS-1220L
Plant Propagation Lab**

2 Credits

Field experience in the use of containers preparation of media, collection of seeds, use of hormones, and seed treatments. Students will participate in propagation processes relating to cutting, seeds, air layering, grafting and tissue culture.

Corequisite: PLS-1220

**POS-1001
Introduction to Political Science**

3 Credits

Covers the basic concepts and theories of government and politics.

Prerequisite: College level reading and writing skills are required.

**POS-2041
American Government**

3 Credits

Covers the structure and function of the American government, the dynamics of political change and contemporary issues.

Prerequisite: College level reading and writing skills are required.

**POS-2112
State and Local Government**

3 Credits

Covers the mechanics of state and local governments, public participation and current political issues. Topics include the role of the governor, cabinet, legislature, courts, interest groups, voters and political parties.

**POS-2930
Selected Topics in Political Science**

3 Credits

Provides an in-depth study of topics in political science not covered in other courses.

Prerequisite: POS-2041

**PSC-1515
Energy and the Environment**

3 Credits

Focuses on the basic scientific principles related to energy and their application to society. Topics include fossil fuel resources, environmental impact of energy usage, energy conversions, electricity, resource depletion, alternative forms of energy and energy conservation; intended for non-science majors.

Prerequisites: College level reading, writing and math skills are required.

Corequisite: PSC-1515L

**PSC-1515L
Energy and the Environment Lab**

1 Credit

Accompanies PSC 1515. Topics include an understanding of solar energy, nuclear energy, fossil fuels and electricity, through exercises and experiments. Addresses computer applications to energy problems.

Prerequisite: College level reading, writing and math skills are required.

Corequisite: PSC-1515

**PSY-2012
General Psychology**

3 Credits

An introduction to modern scientific psychology and its application to human behavior. Topics include perception, motivation, learning, thinking, remembering, emotion, intelligence, personality development and the scientific methods used in psychology.

Prerequisite: College level reading and writing skills are required.

**PSY-2012H
Honors General Psychology**

3 Credits

Same as PSY 2012 with honors content. Honors Institute permission required.

Prerequisite: College level reading and writing skills are required.

PSY-2933**Selected Topics in Psychology**

3 Credits

Focuses on an in-depth coverage of specialized aspects of psychology not covered in introductory courses. The course content varies according to the interests of the students and faculty. This course may be repeated one time for credit.

Prerequisite: PSY-2012. College level reading and writing skills are required.

RAT-1614**Radiation Therapy Physics I**

2 Credits

Provides the students with the fundamentals of physics and its importance to the field of Radiography in general and Radiation Therapy specifically. A review of mathematics as applied to radiology and radiation therapy is completed. Fundamentals principles, concepts and terminology are discussed.

Credit for this course does NOT apply to the Associate in Arts degree.

RAT-1618**Radiation Therapy Physics II**

2 Credits

Provides the students with the fundamentals of physics and its importance to the field of radiography in general and radiation therapy specifically. A review of mathematics as applied to radiology and radiation therapy is completed. Fundamentals principles, concepts and terminology are discussed.

Prerequisite: RAT-1614

Credit for this course does NOT apply to the Associate in Arts degree.

RAT-1800**Introduction to Radiation Therapy Clinic I**

1 Credit

Clinical experience designed to allow the students to apply knowledge gained in the classroom and lab to the clinical situation. Clinical will enable the students to understand and relate the role of all medical imaging working as a team in the diagnosis and treatment of malignant process. The students will clinically utilize those lab skills

learned related to monitoring equipment (IVs, catheters, chest tubes, wheelchairs, stretchers, etc.) and patient contact. Students will also become familiar with the radiation therapy simulator and utilization of such.

Prerequisites: HSC-1220, RAT-2001C and admission to the Radiation Therapy or Radiation Therapy Specialist Programs.

Credit for this course does NOT apply to the Associate in Arts degree.

Corequisite: RTE-1157

RAT-1810**Introduction to Radiation Therapy Clinic II**

2 Credits

The clinical experience is designed to give the student the ability to apply the knowledge gained in the classroom and lab in the practical experience. Students will work directly with radiation therapists and patients applying radiation therapy treatments.

Credit for this course does NOT apply to the Associate in Arts degree.

RAT-2001C**Introduction to Radiation Therapy**

2 Credits

Designed to instruct the students in patient care, medical terminology and an introduction to the radiation therapy department and profession. Includes self-directed medical terminology section.

Prerequisite: Admission to the Radiation Therapy program

Credit for this course does NOT apply to the Associate in Arts degree.

RAT-2021**Radiation Therapy Treatment Planning**

3 Credits

Factors involved in the development of a treatment plan are explained and what measurements are reviewed for each anatomical site that is routinely treated with external beam irradiation. Time, dose fractionation schedules are given for all sites with variations (hyperfractionation and accelerated fractionation) are discussed. Tissue radiosensitivity as related to side effects are given as well as other modifiers of radiosensitivity.

Prerequisites: RAT-2001C, RAT-2621

Corequisite: RAT-2902L

Credit for this course does NOT apply toward an Associate in Arts degree.

RAT-2023**Principles and Practices of Radiation Therapy I**

3 Credits

Content designed to provide an overview of cancer and the specialty of radiation therapy. The medical, biological and pathological aspect as well as the fundamentals of oncology including the terminology, behaviors of malignant disease, and review of the cell and the cell cycle.

Credit for this course does NOT apply to the Associate in Arts degree.

RAT-2061**Radiation Therapy Seminar**

2 Credits

Provides the students with the opportunity to evaluate their cumulative retention of the radiation therapy curriculum content. Some areas may be identified as areas that require more reinforcement and study.

Credit for this course does NOT apply to the Associate in Arts degree.

RAT-2242**Principles and Practices of Radiation Therapy II**

4 Credits

Provides the students with content designed to examine and evaluate the management of malignant conditions, etiology, epidemiology, diagnosis, staging/grading, regional spread, lymphatic involvement and the treatment methods utilized in the management and treatment of the disease. The radiation therapist responsibility in patient care, prognosis, treatment results and the effect of using combined modalities will be presented. Various treatment methods and technical components or treatment will be integrated with the histological types of disease and the area of the body in which they occur will be linked to the skills required to analyze complex issues.

Credit for this course does NOT apply to the Associate in Arts degree.

RAT-2303**Psychosocial Aspects in Oncology**

2 Credits

Describes the effects of cancer and its treatments

on patients, family and medical staff. It will examine the behavioral and psychological components of cancer, including its effects on psychological, social and physical functions. Participants will explore their own responses to cancer and their patients. Participants will learn how their role as medical professional interacts with other health care professionals as part of a multi-disciplinary team member. Coping strategies and typical crisis points for patients and families will be discussed. Included in this will be managing the consequences of treatment and receiving a terminal prognosis.

Prerequisite: ENC-1101, RAT-2620, and admission to AS or certificate Radiation Therapy program

Corequisite: RAT-1810

Credit for this course does NOT apply to the Associate in Arts degree.

RAT-2619L
Computer Application/Treatment Planning

2 Credits
 Provides the students with the development of treatment plans utilizing radiation therapy treatment planning computers. All parameters of the plan are explained including isocenter, multiple fields utilization, tumor normalization minimization methods.
 Prerequisites: RAT-2021, College-level Reading, Writing and Math skills
 Credit for this course does NOT apply to the Associate in Arts degree.

RAT-2620
Radiation Therapy Physics III

3 Credits
 Provides the student with the fundamentals of the physics involved with radiation protection, practical applications of dose calculations, the physics involved in generating isodose distributions and factors that influence dose distributions, the structure of matter, nuclear transformations, production of X-rays and clinical radiation generators. A review of mathematics as applied to radiology and radiation therapy will be included.
 Prerequisite: RAT-1618
 Credit for this course does NOT apply to the Associate in Arts degree.

RAT-2621C
Radiation Therapy Physics IV

3 Credits
 Provides the students with the fundamentals of the physics involved with radiation protection, nuclear transformation and the interaction of radiation with matter. The measurement of ionizing radiation, the quality of radiation, measurement and calculations of absorbed doses will be covered. Integration of individual practical experiences in radiation therapy measurements and calculation of radiation doses. Students will perform data collection and analysis using radiation detection devices including ionization chambers, diodes, use of film densitometry and the various methods of dose measurements and clinical application of dose and beam data. Beam data collection, quality assurance and radiation safety labs will be integrated with didactic portion of the class.
 Credit for this course does NOT apply to the Associate in Arts degree.

RAT-28304
Radiation Therapy Clinic I

3 Credits
 The clinical experience is designed to allow the students to apply the knowledge gained in the classroom and laboratory toward developing the skills necessary to accurately treat and simulate the patient. Students must successfully complete the required competencies to obtain proficiency. Successful completion of all clinical courses demonstrates competence in the field of radiation therapy at the entry level position.
 Prerequisite: RAT-1810 and admission to the Radiation Therapy program

RAT-2814
Radiation Therapy Clinic II

3 Credits
 The clinical experience is designed to allow the students to apply the knowledge gained in the classroom towards developing the skills and understanding necessary to accurately apply ionizing radiations for the treatment of malignant neoplasms.
 Prerequisite: RAT-2804 and admission to the Radiation therapy and Radiation Therapy Specialist programs
 Corequisite: RAT-2901L
 Credit for this course does NOT apply to the Associate in Arts degree.

RAT-2824
Radiation Therapy Clinic III

3 Credits
 The clinical experience is designed to allow the students to apply the knowledge gained in the classroom toward developing the skills and understanding necessary to accurately apply ionizing radiations for the treatment of malignant neoplasms. Students will refine that behavior which demonstrates competence in the field of radiation therapy at the level of job entry radiation therapists.
 Prerequisite: RAT-2814 and admission to the Radiation Therapy and Radiation Therapy Specialist programs
 Credit for this course does NOT apply to the Associate in Arts degree.

RAT-2901
Simulation Lecture I

1 Credit
 Provides the student with the knowledge of simulation in preparation for the practical application in the simulation lab. All parameters of simulation and CT simulation of the virtual patient from simple to intermediate complexity will be discussed. Simulation parameters such as TAD/TSD, field size, custom shielding, tumor dose, critical structure and field arrangement will be discussed. Content in sectional anatomy and CT will be discussed.
 Credit for this course does NOT apply to the Associate in Arts degree.
 Corequisite: RAT-2901L

RAT-2901L
Simulation Laboratory I

1 Credit
 The simulation lab is designed to give the students individual hands on experience with a radiation therapy simulator and a general knowledge of the typical treatment methods for the types of cancers treated with external beam radiation therapy. Each student will use the simulator to perform simulated treatment areas on an anthropomorphic phantom, "Pixie." Each treatment area is reviewed in the simulation lecture to include the treatment technique, field arrangement, treatment parameters, dose prescription, and adjacent critical normal tissues with their tolerance doses and side effects.
 Prerequisite: Admission to the Radiation Therapy and Radiation Therapy Specialist programs.
 Corequisite: RAT-2901
 Credit for this course does NOT apply to the Associate in Arts degree.

RAT-2902
Simulation Lecture II

1 Credit
 Content is designed to provide the student with the knowledge of simulation in preparation for the practical application in the simulation lab. All parameters of simulation including CT simulation of the virtual patient utilizing complex situations which required advanced thinking skills.
 Corequisite: RAT-2902L
 Credit for this course does NOT apply to the Associate in Arts degree.

RAT-2902L
Simulation Laboratory II

1 Credit

The simulation laboratory is designed to give the students individual hands-on experience with a radiation therapy simulator. Each student will use the simulator to perform simulated treatment areas on a phantom. Each treatment area is reviewed to include the techniques, treatment borders, dose prescription, adjacent normal structures and their tolerance doses and treatment side effects.

Prerequisite: RAT-2901L and admission to the Radiation therapy and Radiation Therapy Specialist Programs.

Corequisites: RAT-2902, RAT-2021

Credit for this course does NOT apply to the Associate in Arts degree.

REA-0001
College Preparatory Reading I

4 Credits

Develops basic reading skills necessary for success in a college program of studies. Topics include vocabulary and comprehension skills, test taking, outlining, time management, highlighting, and concentration, as well as, emphasis on flexible rate of varied reading tasks. This class does not satisfy General Education requirements and generates compensatory credit only.

REA-0001C
College Preparatory Reading I

4 Credits

Develops basic reading skills necessary for success in a college program of studies. Topics include vocabulary and comprehension skills, test taking, outlining, time management, highlighting, and concentration, as well as, emphasis on flexible rate of varied reading tasks. This class does not satisfy General Education requirements and generates compensatory credit only.

REA-0002
College Preparatory Reading II

4 Credits

Topics include vocabulary skills in structural analysis, context clues, word analogies, and denotation and connotation. This course stresses critical thinking through three levels of comprehension: literal, inferential, applied. CLAST competencies are also introduced. This class does not satisfy General Education requirements and generates compensatory credit only.

Prerequisite: REA-0001C or REA-0001

REA-0002C
College Preparatory Reading II

4 Credits

Topics include vocabulary skills in structural analysis, context clues, work analogies, and denotation and connotation. This course stresses critical thinking through three levels of comprehension: literal, inferential, applied. CLAST competencies are also introduced. This course does not satisfy General Education requirements and generates compensatory credit only.

Prerequisite: REA-0001C or REA-0001

REA-0010
CLAST Prep Reading

1 Credit

Focuses on increasing critical reading and study skills by providing individualized instruction, based on test scores; designed to prepare students for the College Level Academic Skills Test (CLAST) This course generates compensatory credit only.

REA-1105
College Reading I

3 Credits

Designed to improve reading skills; focuses on comprehension, vocabulary and study techniques. Individualized instruction, based on pre-test scores, is provided.

Prerequisite: REA-0002C; Minimum grade of C

REA-1106
College Reading II

3 Credits

Focuses on developing critical reading skills such as comprehension, understanding inference, distinguishing between fact and opinion, and recognizing the author's tone. Vocabulary and study skills are emphasized. Individual instruction, based on pre-tests, is provided.

Prerequisite: REA-1105

REA-1605
College Study Skills

3 Credits

This course prepares students for successful college careers through the development of efficient study skills, critical reading and thinking skills, effective test taking and effective management of test anxiety. It introduces students to college culture and the college environment and provides students with the opportunity to explore academic and career goals.

REA-2205
Advanced College Reading I

3 Credits

Designed to enhance reading skills; the focus is on vocabulary, rate improvement, study techniques and critical/analytical reading. Topics include analytical skills such as determining valid arguments, logical inferences, detecting bias and prejudice, and drawing conclusions. Individualized instruction, based on pre-test scores, will be provided.

Prerequisite: REA-1106

REA-2206
Advanced College Reading II

3 Credits

Focuses on critical reading, rate flexibility and study techniques by providing individualized instruction, based on pre-test scores; designed to prepare students for the College Level Academic skills Test (CLAST).

Prerequisite: REA-0002C. College level reading skills required.

REA-2505
Vocabulary Improvement

3 Credits

Focuses on improving vocabulary through contextual practice and word usage. Topics include word analysis, context clues, affixes, specialized vocabularies, connotation/denotation and analogies.

REL-1210
Old Testament Survey

3 Credits

A study of the history and writings of the Hebrew people through a review of the background, purpose and setting of books in the Old Testament.

Prerequisite: College level reading and writing skills are required.

REL-1240
New Testament Survey

3 Credits

A study of the background of the New Testament, the life and teachings of Jesus, the expansion of Christianity by early missionaries, and an overview of the major Christian teachings.

Prerequisite: College level reading and writing skills are required.

REL-2300

Introduction to Religion

3 Credits

An introductory course which explores such topics as the nature of religion, features shared in world religions, differences among world religions, the relationship between belief and behavior, and methods and problems associated with classifying and studying religion.

Prerequisite: College level reading and writing skills are required.

RET-1024C

Introduction to Respiratory Care

8 Credits

Provides an introduction to the Respiratory Care profession including licensure and credentialing. The course work includes basic cardiopulmonary anatomy and physiology, patient assessment skills, infection control and basic respiratory therapy procedures. Lab is included to allow for skills practice. The student will attend a clinical rotation in a hospital setting.

Credit for this course does NOT apply to the Associate in Arts degree.

RET-1274C

Basic Respiratory Care

6 Credits

Provides instruction of advanced cardiopulmonary anatomy and physiology. Course work includes basic theory of respiratory care procedures including airway care and arterial blood gas puncture and analysis. The lab portion of the course allows for hands-on instruction in a controlled setting to acquire skills prior to performance in a clinical setting.

Credit for this course does NOT apply to the Associate in Arts degree.

RET-1350

Pharmacology for Respiratory Care

3 Credits

Provides a comprehensive understanding of the pharmacologic agents used in the practice of respiratory care and provides a fundamental understanding of other drugs used in anesthesia and critical care which involve the cardiopulmonary system.

Credit for this course does NOT apply to the Associate in Arts degree

RET-1503

Cardiopulmonary Pathophysiology

3 Credits

Provides a study of the causes, characteristics and treatments of the most commonly encountered cardiopulmonary diseases.

Prerequisites: College level reading, writing and math skills are required.

Credit for this course does NOT apply to the Associate in Arts degree.

RET-1832

Respiratory Care Clinic I

2 Credits

Provides the student with an opportunity to perform basic respiratory care procedures in the clinical setting.

Prerequisites: College level reading, writing and math skills are required.

Credit for this course does NOT apply to the Associate in Arts degree.

RET-1833

Respiratory Care Clinic II

1 Credit

Provides an introduction to the practice of respiratory care in the intensive care environment. Advanced patient care skills are emphasized. The skills included are life support, physiologic

monitoring, mechanical ventilation and communication skills.

Prerequisites: College level reading, writing and math skills are required.

Credit for this course does NOT apply to the Associate in Arts degree.

RET-2264C

Principles of Mechanical Ventilation

5 Credits

Instruction of the basic theory of mechanical ventilation including indications for artificial ventilation, classification of ventilators and monitoring patients on a ventilator. Provides hands-on laboratory experience with different ventilators to prepare the student for clinical practice.

Credit for this course does NOT apply to the Associate in Arts degree.

RET-2283

Respiratory Intensive Care

3 Credits

Focuses on theory and application of respiratory care in the critical care unit. Coursework includes ventilator management, ECG interpretation and advanced assessment techniques.

Credit for this course does NOT apply to the Associate in Arts degree.

RET-2413C

Pulmonary Diagnostics

2 Credits

A focus on respiratory care theory and application in pulmonary function testing and interpretation. The course includes testing for volumes and ventilation, pulmonary distribution and diffusion, exercise physiology, cardiovascular stress testing and equipment maintenance. Lab will include performing pulmonary functions and interpretation of results.

Credit for this course does NOT apply to the Associate in Arts degree.

RET-2533C

Advanced Respiratory Care

6 Credits

Coursework focuses on hemodynamic monitoring, pulmonary function testing, sleep apnea, medical reimbursement, homecare and rehabilitation of the cardiopulmonary patient. The course work will include a lab to allow experience performing advanced diagnostic skills.

Credit for this course does NOT apply to the Associate in Arts degree.

RET-2714C

Pediatric and Neonatal Respiratory Care

3 Credits

Focuses on fetal development, neonatal and pediatric patient; assessment, treatment of cardiopulmonary disorders, mechanical ventilation, and homecare. Lab will be included for skills practice prior to clinical practice.

Credit for this course does NOT apply to the Associate in Arts degree.

RET-2834

Respiratory Care Clinic III

2 Credits

Continuation of advanced respiratory care practice in the intensive care environment. Advanced patient care skills are emphasized. The skills included are life support, physiologic monitoring, mechanical ventilation and communications skills. Rotations through specialty areas such as pediatrics, neonatal, pulmonary function, management and arterial blood gas lab will also be included.

Credit for this course does NOT apply to the Associate in Arts degree.

RET-2835**Respiratory Care Clinic IV**

2 Credits

Continuation of advanced respiratory care practice in the intensive care environment. Advanced patient care skills are emphasized. The skills included are life support, physiologic monitoring mechanical ventilation and communication skills. Rotations through specialty areas such as pediatrics, neonatal, pulmonary function, management and arterial blood gas lab will also be included.

Prerequisites: College level reading, writing and math skills are required.

Credit for this course does NOT apply to the Associate in Arts degree.

RET-2836**Respiratory Care Clinic V**

1 Credit

Continuation of advanced respiratory care practice in the intensive care environment. Advanced patient care skills are emphasized. the skills included are life support, physiologic monitoring, mechanical ventilation and communication skills. Rotation will include a complete evaluation of afferent, cognitive, and motor skills.

Prerequisites: RET-1832, RET-1833, RET-2834 and RET-2835

Credit for this course does NOT apply to the Associate in Arts degree.

RET-2930**Respiratory Care Seminar**

3 Credits

Includes an overview of advance respiratory care skills and preparation for the NBRC exams. Self assessment exams will be taken. A case study presentation will be required.

Prerequisites: College level reading, writing and math skills are required.

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1000**Introduction to Radiography**

1.50 Credits

Covers all aspects of radiographic image production from the X-ray tube to the image receptor with emphasis on basic radiation protection practices. Radiographic formulae are introduced and fundamental concepts of radiation interactions are addressed.

Corequisite: HSC-1220

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1111**Introduction to Radiography Patient Care**

1.50 Credits

Designed to introduce the first year Radiography students to basic medical terminology/medical abbreviations, patient care procedures and general body mechanics needed for effective patient transfers (wheelchair/stretcher). Emphasis is placed on the importance of obtaining accurate patient information and the necessary required confidentiality as expressed in the Patient's Bill of Rights.

Corequisites: RTE-1000, HSC-1220

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1157**Medical Imaging of the Human Structure**

3 Credits

Focuses on examining the body through medical imaging, with an emphasis on nuclear medicine, sonography, radiography, thermography and the applications of radiation therapy.

Prerequisites: RAT-1614 and RAT-2001C

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1308**Radiation Protection and Safety**

2 Credits

Focuses on radiation safety/protection practices for both patients and personnel. Laboratory exercises are included in this course.

Prerequisite: RTE-1000 and admission to the Radiography program

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1418**Principles of Radiographic Exposure I**

3 Credits

Covers the principles of radiographic exposure to include prime factors, radiographic quality, latent image formation, intensifying screens, tube rating charts and radiographic accessory devices.

Prerequisites: RTE-1000, RTE-1607. and admission to Radiography Program.

Corequisite: RTE-1418L

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1418L**Principles Radiographic Exposure I Lab**

1 Credit

Provides the students the opportunity to radiographically demonstrate viz. lab exercises exposure concepts as delivered in lectures.

Prerequisites: RTE-1000, RTE-1607 and admission to the Radiography program.

Corequisite: RTE-1418

Credit for this course does NOT apply to the Associate in Arts degree

RTE-1457**Principles Radiographic Exposure II**

1 Credit

Focuses on darkroom chemistry, processor design and sensitometry used to monitor processor conditions.

Prerequisites: RTE-1418 and RTE-1418L

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1503**Radiographic Positioning I**

3 Credits

Focuses on proper positioning for various projections of the chest, abdomen and skeletal system.

Prerequisite: Admission to the Radiography program

Corequisite: RTE-1503L

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1503L**Radiographic Positioning I Laboratory**

1 Credit

Designed to give the students the opportunity to practice positioning skills introduced in the lectures dealing with radiography of the chest, abdomen and skeletal system.

Prerequisite: Admission to the Radiography Program.

Corequisite: RTE-1503

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1513**Radiographic Positioning II**

3 Credits

Focuses on radiographic procedures and anatomical identification, with an emphasis on the urinary, biliary and gastrointestinal systems, as well as the vertebral column. Topics include the use, composition and effects of contrast media on the human body.

Prerequisite: RTE-1503

Corequisite: RTE-1513L

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1513L**Radiographic Positioning II Laboratory**

1 Credit

Designed to coincide with the lecture material of RTE-1513. This will give the student an opportunity to practice positioning techniques, which have been covered in RTE-1513. It also enables the student to become more familiar with film evaluation and identification.

Prerequisites: RTE-1503 and RTE-1503L

Corequisite: RTE-1513

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1523**Radiographic Positioning III**

3 Credits

Focuses on radiographic procedures and anatomical identification, with an emphasis on the skull and facial bones.

Prerequisites: RTE-1513 and RTE-1513L

Corequisite: RTE-1523L

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1523L**Radiographic Positioning III Laboratory**

1 Credit

Provides experience in positioning the skull phantom to demonstrate various projections of the skull and facial bones.

Prerequisites: RTE-1513, RTE-1513L and admission to the Radiography program.

Corequisite: RTE-1523

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1607**Radiographic Science Principles**

1 Credit

Focuses on the basic natural laws, metric conversions, atomic structure and mathematical formulae.

Prerequisite: Admission to the Radiography program

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1613**Radiographic Physics I**

3 Credits

Includes the fundamental of electrical and radiation physics and basic principles underlying the operation of x-ray equipment and auxiliary devices.

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1782**Pathology of Medical/Surgical Diseases**

3 Credits

Focuses on terminology, the nature of diseases and their affect on tissues and organs.

Prerequisite: Admission to the Diagnostic Medical Sonography, Nuclear Medicine Technology, Radiation Therapy, or Radiography programs

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1800**Introduction to Radiography Practicum**

2 Credits

Designed to introduce the entering first year radiography students to the clinical education settings and associated patient care methodologies.

Prerequisite: Admission to the Radiography program

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1804**Radiography Practicum I**

3 Credits

See the description for RTE-2844.

Prerequisites: HSC-1220, RTE-1800 and admission to the Radiography program

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1814**Radiography Practicum II**

3 Credits

See course description for RTE-2844.

Prerequisite: RTE-1804 and admission to the Radiography program

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1824**Radiography Practicum III**

3 Credits

See the description for RTE-2844.

Prerequisite: RTE-1814 and admission to the Radiography program

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-1949**Radiography Internship**

3 Credits

A coordinated work-study course involving class work and field experience. Objectives determined by the students and teacher-coordinator will be used to evaluate the students.

Prerequisite: Successful completion of one-half of all clinical competencies to include all contrast studies and must have earned a grade of C on all previous radiology internship sections. Co-op/Independent Study. This course may be taken four times for credit.

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-2061**Radiographic Seminar**

2 Credits

Provides the students a comprehensive review of all aspects of the Radiography Program.

Prerequisites: RTE-1613 and RTE-2385 and admission to Radiography program

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-2385**Radiation Biology**

3 Credits

Focuses on the interaction of radiation with physiological systems, genetics, radiation injury and radiation dosimetry with an emphasis on the principles of radiation safety.

Prerequisite: Admission to the Nuclear Medicine Technology, Radiation Therapy, Radiation Therapy Specialist, or Radiography programs

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-2473L**Quality Assurance**

1 Credit

Covers all aspects of quality assurance. Laboratory exercises are included.

Prerequisite: Admission to the Radiation Therapy, Radiation Therapy Specialist, or Radiography programs

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-2563**Special Radiographic Procedures**

2.50 Credits

Focuses on special radiographic and angiographic procedures with an emphasis on procedural tasks and anatomical structures.

Prerequisites: RTE-1523 and RTE-1523L and admission to the Radiography program

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-2834**Radiography Practicum IV**

3 Credits

See the description for RTE-2844.

Prerequisite: RTE-1824 and admission to the Radiography program

Credit for this course does NOT apply to the Associate in Arts degree.

RTE-2844**Radiography Practicum V**

1.50 Credits

Focuses on hands-on experience in radiographic procedures through clinical rotations designed for radiography students only. Practicums require 24 hours per week. Designed to meet the requirements of the American Registry of Radiologic Technologists. Includes potentially strenuous skills such as lifting and carrying.

Prerequisite: RTE-2834 and admission to the Radiography program

Credit for this course does NOT apply to the Associate in Arts degree.

RTV-1245**Electronic Field Production**

3 Credits

An opportunity to study and gain experience by working on-the-job with a broadcast, film or multimedia organization. Designed for students enrolled in the Digital Television and Media Production Program.

Prerequisites: RTV-2000, RTV-1245, RTV-2200 and RTV-2270

RTV-1941**Radio/TV Internship I**

3 Credits

This course offers the opportunity to study and gain experience by working on-the-job with a broadcast film, or multimedia organization. Designed for students enrolled in the Digital Television and Media Production program.

Prerequisites: RTV-1245, RTV-2000, RTV-2200 and RTV-2270

RTV-2000**Introduction to Broadcasting**

3 Credits

An introduction to multi-camera television studio video production with an emphasis on directing. Students will learn to direct a live three camera studio production as well as assume studio crew positions. Students will learn about and act as a technical director, assistant director, lighting director, audio director, floor director, and camera operator.

RTV-2201**Broadcasting Techniques**

3 Credits

An introduction to multi-camera television studio production with an emphasis on directing. Students will learn to direct a "live" three camera studio production as well as assume studio crew positions. Students will learn about and act as a technical director, assistant director, lighting director, audio director, floor director, and camera operator.

RTV-2240**Radio Production**

3 Credits

This course includes the production of music (live and recorded) and talk, sports, interview, discussion, and documentary programs, including direction and performance.

Prerequisite: RTV-2200

RTV-2242**Advanced Television Studio Production**

3 Credits

This course is designed to provide students with more practical experience in producing live and live-to-tape three-camera television studio productions from pre-to-post production.

RTV-2246**Advanced Electronic Field Production**

3 Credits

This course builds on what the student has learned in the beginning electronic field production class. It take a very practical approach toward learning the techniques of how to write, produce, direct and edit short-form field productions such as the corporate demonstration, short documentary and fictional short.

Prerequisite: RTV-1245

RTV-2270**Radio Production and Programming**

3 Credits

This course covers the development of announcing and audio production skills for radio and other media. Students will learn to operate a professional audio console and use professional multi-track audio software to produce content for the college radio station. Students will also study radio formats, learn how to analyze radio ratings, program a station, and build a station promotions campaign.

RTV-2300**Broadcast News**

3 Credits

Designed to increase student employment potential and to maintain job performance in news and documentaries for radio, television, or closed circuit through basic and practical familiarization with the mechanics and procedures of the news room. Adaptation of local and wire copy for audio and film, placement of commercials, approaches to information sources, methods of applying for work are discussed.

RTV-2460**Broadcasting Practicum**

3 Credits

A course that allows the student to get hands-on experience in producing actual programming for radio, television or the Internet.

Prerequisites: RTV-2000, RTV-1245, RTV-2200 and RTV-2270

RTV-2942
Radio/TV Internship II

3 Credits

The second Radio-TV internship allows the student an opportunity to work at another broadcast firm, or media production company to gain more on- the-job practical experience and extend their professional network. Designed for students enrolled in the Digital Television and Media Production program.

Prerequisite: RTV-1941

RTV-2944
Radio/TV Internship III

3 Credits

The final Radio-TV internship experience is designed to provide the Radio and Television Broadcast Programming student with an opportunity to develop entry level competence in the practical skills required for employment as a broadcast director.

SBM-2000
Small Business Management

3 Credits

Focuses on the rewards and disadvantages of owning a small business.

SCC-1000
Introduction to Security

3 Credits

This course will examine the origins and development of security from medieval England to current times. The concept of security will be covered as a response to and a reflection of society's structure. This course will cover the various aspects of security to include community, retail, corporate, business, and industrial problems and concerns as well as the governmental and legal aspects of security. The use of security equipment and loss prevention will also be covered.

SCC-1011
Introduction to Private Investigation

3 Credits

This course will provide students with an overview of the private investigation field. The course will focus on employment opportunities, history, evolution, methods, and management of private investigations, sources of information, investigative technology, and ethical, public policy, and legal considerations related to investigations in the private sector.

SLS-1101
Orientation

1 Credit

An introduction to the campus facilities, student services and college policies & procedures. Provides assistance in planning a two-year program of study and offers guidance in transferring to other educational institutions.

SLS-1101H
Honors Orientation

1 Credit

Same as SLS 1101 with honors content. Honors program permission required.

SLS-1261
Personal Skills for Business

3 Credits

Prepares students, business managers, and supervisors to meet the challenges of today's rapidly changing, technological world by helping them examine and perfect the personal skills required for an understanding of self and others on the job. Provides students with the skills necessary to recognize and cope with life's challenges. Emphasis is placed on making good business decisions goal setting, problem solving, time and stress management, and coping and leadership skills.

Credit for this course does NOT apply to the Associate in Arts degree.

SLS-1301
Career Decision-Making

3 Credits

Emphasizes the development of decision-making skills needed to make realistic career choices in terms of values, interests, and educational goals, using the facilities of the Career Lab.

SLS-1501
College Success

3 Credits

This interdisciplinary course empowers students by preparing them for a successful college experience and providing them with additional opportunities to develop intellectual potential and life skills. It enhances student understanding of library resources, student services, and other areas of academic support. Topics include goal assessment, time management, power reading, creative and critical thinking, test-taking, memory, note-taking, communication skills, study techniques, and interpersonal relationship issues.

SLS-1533
Math Study Skills

1 Credit

Presents techniques for learning mathematics as well as basic skills and practical applications in time management, listening, note-taking and test taking. Designed to help overcome mathematics anxiety.

SLS-2264
PTK Leadership Development Studies

3 Credits

Designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from humanities, experiential exercises, films, and contemporary readings on leadership.

Prerequisite: College level reading and writing skills are required.

SON-1000
Basic Sonography

3 Credits

Designed to present the fundamental principles of sonography to the entry-level sonography student. the focus of the course will be the role of the sonographer in the health care environment, professionalism and the legal issues facing the health care provider. Students will be introduced to the relevance of sonography in abdominal, obstetrical and gynecologic imaging and basic sonographic physics and instrumentation.

Credit for this course does NOT apply to the Associate in Arts degree.

Prerequisite: BSC-1085

Corequisite: SON-1804C