



# SAMPSON COMMUNITY COLLEGE

## **SAMPSON COMMUNITY COLLEGE CATALOG ADDENDUM 2015 – 2017**

**Last updated: June 20, 2017**

Post Office Box 318  
Highway 24 West  
Clinton, North Carolina 28329-0318  
General Administration: (910) 592-8081  
Student Services & Admissions: (910) 592-8084  
Continuing Education: (910) 592-7176  
FAX: (910) 592-8048

### **EQUAL OPPORTUNITY NONDISCRIMINATION NOTICE**

The Board of Trustees, faculty, and staff of Sampson Community College recognize their responsibility to ensure that access, opportunities, and services for students, employees, and the public are made without regard to an individual's race, color, national origin, religion, gender, age, disability, political belief or affiliation.

## TABLE OF CONTENTS

RESOURCES AND SERVICES .....	3
LIBRARY .....	3
ADMISSIONS.....	3
GENERAL ADMISSIONS REQUIREMENTS .....	3
MULTIPLE MEASURES FOR PLACEMENT .....	3
ADMISSIONS FOR BASIC LAW ENFORCEMENT TRAINING (BLET) .....	3
ADMISSIONS FOR NURSING PROGRAMS .....	3
RESIDENCY .....	4
RESIDENCY CLASSIFICATION .....	4
FINANCES .....	4
RETURN OF TITLE IV FUNDS .....	4
STUDENT SERVICES .....	4
FINANCIAL AID .....	5
FINANCIAL AID APPEAL PROCESS.....	5
VETERANS AFFAIRS .....	5
ACADEMIC POLICIES.....	5
COURSE AUDITS .....	5
ACADEMIC PROGRAMS.....	6
CORRECTIONS .....	6
BASIC LAW ENFORCEMENT TRAINING (C55180) .....	6
NURSE AIDE CERTIFICATE (C45840) .....	6
WELDING CERTIFICATES.....	6
CURRICULUM REVISIONS.....	6
APPLIED SCIENCE PROGRAMS.....	6
ASSOCIATE IN ARTS (A10100) .....	6
ASSOCIATE IN GENERAL EDUCATION (A10300) .....	7
ASSOCIATE IN SCIENCE (A10400) .....	7
INDUSTRIAL SYSTEM TECHNOLOGY (A50240) .....	7
MEDICAL ASSISTING (A45400) .....	7
WELDING TECHNOLOGY (A50420).....	8
NEW PROGRAMS .....	8
EMERGENCY MANAGEMENT (A55460) .....	8
EMERGENCY MEDICAL SCIENCE (A45340) .....	10
EMERGENCY MEDICAL SCIENCE BRIDGE (A45340B).....	11

LATERAL ENTRY (C55430) .....	12
MEDICAL ASSISTING (A45400) .....	12
MEDICAL ASSISTING (D45400) .....	13
CURRICULUM COURSE DESCRIPTIONS .....	14

## RESOURCES AND SERVICES

### LIBRARY

PG. 18 Effective Fall 2016, the Library closes at 7:00 PM Monday through Thursday.

## ADMISSIONS

### GENERAL ADMISSIONS REQUIREMENTS

PG. 19 Add Complete Residency Determination (effective February 20, 2017).

PG. 20 Remove Medical History Form requirement (effective Spring 2016).

### MULTIPLE MEASURES FOR PLACEMENT

PG. 23 New SAT scores effective March 2016.

	ENGLISH/WRITING	READING	MATH
<b>SAT</b> Prior to March 2016	500	500	500
<b>ACT</b>	18	22	22
	Evidence Based Reading	Math	
<b>SAT</b> Effective March 2016	480	530	

### ADMISSIONS FOR BASIC LAW ENFORCEMENT TRAINING (BLET)

PG. 24 Under GENERAL BLET INFORMATION, add the following:

Financial aid is available for BLET Students. The student will need to complete the FAFSA application and eligibility is determined by the Department of Education. BLET financial aid recipients are paid 50 percent of their financial aid award after the 35 percent point of the class. The remaining 50 percent is paid after the 75 percent point of the class and class attendance has been verified.

### ADMISSIONS FOR NURSING PROGRAMS

Replace TEAS V with ATI TEAS, effective Fall 2016.

Replace American Heart Association Health Care Provider with American Heart Association Basic Life Support, effective Fall 2016.

## RESIDENCY

PG. 30 Effective November 2016, remove information related to the Residency Manual. Regulations concerning residency classification for tuition purposes are set forth in detail the [Residency Determination Service \(RDS\) Guidebook](#).

## RESIDENCY CLASSIFICATION

The RDS implementation for the College was extended by CFI and the NCCCS until further notice.

~~PG. 30 Effective February 20, 2017, remove all content and replace with the following:~~

~~The state of North Carolina substantially subsidizes the cost of tuition for all students whose domicile, or permanent legal residence, is in North Carolina. Since it first became a state, North Carolina has abided by the philosophy that an educated public is necessary to a democratic government and that the State, therefore, has an obligation to provide for the education of its people. Article IX, Section 9, of the State Constitution states "The General Assembly shall provide that the benefits of the University of North Carolina and other public institutions of higher education, as far as practicable, be extended to the people of the State free of expense". Therefore, while North Carolina welcomes out-of-state students it considers the privilege of providing a reduced in-state tuition rate to be a taxpayer benefit. Among other benefits provided only to students who meet the domiciliary requirements is eligibility for consideration for State-sponsored programs of student financial aid to help pay for college expenses. The same rules that govern residency determination for in-state tuition are also applicable to the residency status for State aid programs at both public institutions and independent colleges and universities. For decades the determination of residency has resided on the campus where the tuition benefit and/or the State aid was administered.~~

~~In 2013 the NC General Assembly became concerned about inconsistency in residency determinations across institutions of higher education in North Carolina. The General Assembly legislatively directed UNC General Administration (GA), the NC Community College System (NCCCS), the NC State Education Assistance Authority (SEAA) and the NC Independent Colleges and Universities (NCICU) to create a centralized, uniform process for determining residency for tuition purposes and for administration of state financial aid. This centralized process is known as the Residency Determination Service (RDS). In order for a student to receive the benefits of in-state tuition and/or State student aid a residency determination from RDS is required. A student generally only has to complete the RDS one time instead of seeking separate residency determinations at multiple colleges and universities. To learn more about residency and complete a determination go to [www.NCresidency.org](http://www.NCresidency.org).~~

## FINANCES

### RETURN OF TITLE IV FUNDS

PG. 34 The first sentence should read:

When a financial aid student withdraws during a semester, the amount of Title IV assistance (Federal Pell Grant) earned up to the date of withdrawal is determined by a formula specified by 34 CRF part 668.22.

## STUDENT SERVICES

PG. 35 Effective Fall 2016, the Student Services Division closes at 7:00 PM Monday through Thursday.

## FINANCIAL AID

### FINANCIAL AID APPEAL PROCESS

PG. 41 The first sentence of “2. Maximum Timeframe Appeal” should read:

Students who have exceeded the 150 percent maximum timeframe allowed to complete program requirements may appeal on the basis of having a limited number of courses remaining to complete the program of study or other special circumstances.

## VETERANS AFFAIRS

PG. 41 The first sentence should read:

The Veterans’ Benefits Law provides financial assistance to any veteran who is eligible for benefits under the G.I. Bill®.

PG. 41 Add the following:

The Department of Veterans Affairs requires all prior coursework be evaluated to determine eligible transfer course credit(s) from other colleges/universities. Therefore, official transcripts from all previously attending colleges/universities must be submitted to the Admissions Office for evaluation.

## ACADEMIC POLICIES

### ATTENDANCE POLICY

PG. 55

Students are expected to attend all registered classes and report on time. The College computes attendance beginning with the first scheduled class meeting date and does not distinguish between excused and unexcused absences.

Students enrolled in online courses must complete a mandatory online course assessment (MOCA) by the 10 percent point of each online course to avoid being dropped from those courses. Online course attendance is established by submitting assignments on or before the identified due dates. Failure to submit assignments by the due dates will be interpreted as absences.

Students enrolled in hybrid courses must complete a syllabus acknowledgement quiz by the 10 percent point of each hybrid course to avoid being dropped from those courses. Hybrid course attendance is established by attending face-to-face meetings and submitting assignments online. Failure to attend class meetings or submit online assignments by the due dates will be interpreted as absences.

An instructor may drop a student when absences exceed 15 percent of the scheduled contact hours. In the event of extenuating circumstances, an instructor may grant an exception to the Attendance Policy. Guidelines regarding attendance and tardiness are defined in course syllabi.

*Effective Spring 2017*

### COURSE AUDITS

PG. 56 Add the following: Courses taken for audit are not eligible for financial aid.

## TRANSCRIPTS AND GRADE REPORTING

PG. 60 Effective Spring 2016, grade reports are not mailed. Final grades may be viewed in Web Advisor.

## ACADEMIC PROGRAMS

### CORRECTIONS

BASIC LAW ENFORCEMENT TRAINING (C55180)

PG. 79 Correct credit hours from 19 to 16.

COURSE AND HOUR REQUIREMENTS			
Class Title	Class Hours	Lab Hours	Credit Hours
CJC 100 Basic Law Enforcement Training	9	30	16
<b>TOTAL SEMESTER CREDIT HOURS</b>			<b>16</b>
<b>APPROVED FOR AWARDING</b>		Certificate	

### NURSE AIDE CERTIFICATE (C45840)

~~PG. 70 Remove from catalog.~~ Error: Nurse Aide Certificate should not be removed. Certificate is active.

### WELDING CERTIFICATES

PG. 90 C250420MG should read C50420MG

PG. 91 C250420SK should read C50420SK

PG. 91 C250420TG should read C50420TG

PG. 91 C250420SS should read C50420SS

### CURRICULUM REVISIONS

#### APPLIED SCIENCE PROGRAMS

Effective Fall 2016:

- Remove ENG 261, 262, and 274 from Humanities/Fine Arts Electives.
- Remove BIO 120, 130, 173, 180 and CHM 131 from Natural Science/Mathematics Electives.
- Remove ANT 221 and HIS 229 from Social/Behavioral Science Electives.

#### ASSOCIATE IN ARTS (A10100)

Effective Fall 2016:

Course	Action	Reason for Action
BIO 163 Basic Anatomy & Physiology	Add	Additional Pre-Major/Elective Option
DRA 130 Acting I	Add	Additional Pre-Major/Elective Option
DRA 140 Stagecraft I	Add	Additional Pre-Major/Elective Option
ENG 241 British Literature I	Change to UGETC	NCCCS/UNCGA change
ENG 242 British Literature II	Change to UGETC	NCCCS/UNCGA change
HUM 180 Internat Cultural Explor	Add	Additional Pre-Major/Elective Option
MAT 272 Calculus II	Add	Additional UGETC course
PED 113 Aerobics I	Add	Additional Pre-Major/Elective Option
PED 122 Yoga I	Add	Additional Pre-Major/Elective Option
PED 125 Self-Defense: Beginning	Add	Additional Pre-Major/Elective Option
SPA 181 Spanish Lab 1	Add	Additional Pre-Major/Elective Option
SPA 182 Spanish Lab 2	Add	Additional Pre-Major/Elective Option
SPA 281 Spanish Lab 3	Add	Additional Pre-Major/Elective Option
SPA 282 Spanish Lab 4	Add	Additional Pre-Major/Elective Option

## ASSOCIATE IN GENERAL EDUCATION (A10300)

Effective Fall 2016:

Course	Action	Reason for Action
BIO 163 Basic Anatomy & Physiology	Add	Additional Pre-Major/Elective Option
DRA 130 Acting I	Add	Additional Pre-Major/Elective Option
DRA 140 Stagecraft I	Add	Additional Pre-Major/Elective Option
ENG 241 British Literature I	Change to UGETC	NCCCS/UNCGA change
ENG 242 British Literature II	Change to UGETC	NCCCS/UNCGA change
HUM 180 Internat Cultural Explor	Add	Additional Pre-Major/Elective Option
MAT 272 Calculus II	Add	Additional UGETC course
PED 113 Aerobics I	Add	Additional Pre-Major/Elective Option
PED 122 Yoga I	Add	Additional Pre-Major/Elective Option
PED 125 Self-Defense: Beginning	Add	Additional Pre-Major/Elective Option
SPA 181 Spanish Lab 1	Add	Additional Pre-Major/Elective Option
SPA 182 Spanish Lab 2	Add	Additional Pre-Major/Elective Option
SPA 281 Spanish Lab 3	Add	Additional Pre-Major/Elective Option
SPA 282 Spanish Lab 4	Add	Additional Pre-Major/Elective Option

## ASSOCIATE IN SCIENCE (A10400)

Effective Fall 2016:

Course	Action	Reason for Action
BIO 163 Basic Anatomy & Physiology	Add	Additional Pre-Major/Elective Option
ENG 241 British Literature I	Change to UGETC	NCCCS/UNCGA change
ENG 242 British Literature II	Change to UGETC	NCCCS/UNCGA change
HUM 180 Internat Cultural Explor	Add	Additional Pre-Major/Elective Option
MAT 272 Calculus II	Add	Additional UGETC course
PED 113 Aerobics I	Add	Additional Pre-Major/Elective Option
PED 122 Yoga I	Add	Additional Pre-Major/Elective Option
PED 125 Self-Defense: Beginning	Add	Additional Pre-Major/Elective Option
SPA 181 Spanish Lab 1	Add	Additional Pre-Major/Elective Option
SPA 182 Spanish Lab 2	Add	Additional Pre-Major/Elective Option
SPA 281 Spanish Lab 3	Add	Additional Pre-Major/Elective Option
SPA 282 Spanish Lab 4	Add	Additional Pre-Major/Elective Option

## INDUSTRIAL SYSTEM TECHNOLOGY (A50240)

Effective Fall 2016:

- Add ELC 228 PLC Applications to Electives
- Add ELC 215 Electrical Maintenance to Other Major Courses
- Remove MEC 128 from Electives

## MEDICAL ASSISTING (A45400)

Effective Spring 2017:

- Replace BIO 163 with MED 116 Introduction to A & P
- Replace CIS 110 with MED 270 Symptomatology
- Replace OST 148 with MED 230 Admin Proc III
- Add MED 276 Patient Education to Other Major Courses

## WELDING TECHNOLOGY (A50420)

Effective Summer 2016:

- Add WLD 265 Automated Welding/Cutting to Electives

## NEW PROGRAMS

### EMERGENCY MANAGEMENT (A55460)

#### DEGREE COURSE & HOUR REQUIREMENTS

#### **General Education 15 SHC**

##### **Humanities/Fine Arts Elective 3 SHC**

Choose One: ART (111, 114, 115), ENG (231, 232, 241, 242), HUM (115, 211, 212), MUS (110), PHI (215, 240), REL (110, 211, 212, 221)

##### **Social/Behavioral Sciences Elective 3 SHC**

Choose One: ECO (151, 251, 252), GEO (111), HIS (111, 112, 121, 122, 131, 132, 221), POL (110, 120), PSY (150, 241, 281), SOC (210, 213, 220)

##### **Natural Sciences/Mathematics Elective 3 SHC**

Choose One: BIO (110, 111, 112, 140), CHM (131, 151, 152), MAT (110, 143, 152, 171, 172, 263, 271)

##### **Communications Electives 6 SHC**

Required: ENG111

Choose One: COM110, COM231, ENG112, or ENG114

#### **Major Core Courses 21 SHC**

EPT 120 Sociology of Disaster	3 SHC
EPT 130 Mitigation & Preparedness	3 SHC
EPT 140 Emergency Management	3 SHC
EPT 210 Response and Recovery	3 SHC
EPT 220 Terrorism and Emer. Mgt.	3 SHC
EPT 275 Emergency OPS Center Mgt.	3 SHC
FIP 228 Local Govt. Finance	3 SHC

#### **Required Subject Area Courses 6 SHC**

**\*\*\*Choose One from Below\*\*\***

EPT 150 Incident Management	3 SHC
CJC 170 Crit Inc Mgt for Pub Saf	3 SHC

**\*\*\*Choose One from Below\*\*\***

EPT 124 EM Services Law & Ethics	3 SHC
FIP 152 Fire Protection Law	3 SHC

#### **Other Major Courses (Tracks) 22 SHC**

**\*\*\*Choose a Track of Study\*\*\* (Listed on PG 9)**



**Fire Training Track (Choose a minimum of 22 hours from listed)**

FIP 120 Intro to Fire Protection	3 SHC
<i>Credit for Students Certified as NC Firefighter II</i>	
FIP 124 Fire Prevention & Public Ed 3	
<i>Credit for Students Certified as NC Fire &amp; Life Safety Educator II</i>	
FIP 128 Detection & Investigation	3 SHC
<i>Credit for Students Certified as NC Fire/Arson Investigator</i>	
FIP 136 Inspections & Codes	3 SHC
<i>Credit for Students Certified as NC Fire Inspector Standard Level II</i>	
FIP 140 Industrial Fire Protection	3 SHC
FIP 164 OSHA Standards	3 SHC
FIP 176 HazMat: Operations	4 SHC
FIP 220 Fire Fighting Strategies	3 SHC
FIP 276 Managing Fire Services	3 SHC

**EMT/EMS Training Track**

*EMS 110 EMT	8 SHC
--------------	-------

***\*Transfer Credit Available for NC EMT/Paramedic Credential***

***\*\*\*Choose 14 hours from FIP courses or those listed in the General Training Track\*\*\****

**General Training Track (Choose a minimum of 22 hours from listed)**

<i>BUS Dept. Courses:</i>	BUS110, BUS137, BUS240
<i>IT&amp;S Dept. Courses:</i>	CIS110, NET125, NET126, NET225, SEC110, SEC150, SEC160
<i>CJC Dept. Courses:</i>	CJC111, CJC112, CJC113, CJC121, CJC131, CJC132, CJC141, CJC212, CJC215, CJC221, CJC225, CJC231
<i>EMS Dept. Courses:</i>	EMS110
<i>EPT Dept. Courses:</i>	EPT225, EPT260
<i>FIP Dept. Courses:</i>	FIP120, FIP124, FIP128, FIP136, FIP140, FIP164, FIP176, FIP220, FIP276
<i>POL Dept. Courses:</i>	POL110, POL120, POL220
<i>SPA Dept. Courses:</i>	SPA111

**Other Required Courses** **1 SHC**

ACA115 – Success & Study Skills	1 SHC
---------------------------------	-------

**TOTAL SEMESTER CREDIT HOURS** **65 SHC**  
**APPROVED FOR AWARDING** **AAS (Effective Fall 2016)**

## EMERGENCY MEDICAL SCIENCE (A45340)

### DEGREE COURSE & HOUR REQUIREMENTS

**General Education** 16 SHC

**Humanities/Fine Arts Elective** 3 SHC

Choose One: ART (111, 114, 115), ENG (231, 232, 241, 242), HUM (115, 211, 212), MUS (110), PHI (215, 240), REL (110, 211, 212, 221)

**Social/Behavioral Sciences Elective** 3 SHC

Required: PSY 150

**Natural Sciences/Mathematics Elective** 4 SHC

Required: BIO 168

**Communications Electives** 6 SHC

Required: ENG111

Choose One: ENG112 or ENG114

**Required Core Courses** 8 SHC

EMS 110 EMT 8 SHC

**Required Subject Area Courses** 42 SHC

BIO 169 Anatomy & Physiology II 4 SHC

MED 120 Survey of Med Terminology 2 SHC

EMS 122 EMS Clinical Practicum I 1 SHC

EMS 130 Pharmacology 4 SHC

EMS 131 Advanced Airway Management 2 SHC

EMS 160 Cardiology I 2 SHC

EMS 220 Cardiology II 3 SHC

EMS 221 EMS Clinical Practicum II 2 SHC

EMS 231 EMS Clinical Practicum III 3 SHC

EMS 235 EMS Management 2 SHC

EMS 240 Patient with Special Challenges 2 SHC

EMS 241 EMS Clinical Practicum IV 4 SHC

EMS 250 Medical Emergencies 4 SHC

EMS 260 Trauma Emergencies 2 SHC

EMS 270 Lifespan Emergencies 3 SHC

EMS 285 EMS Capstone 2 SHC

**Other Required Courses** 1 SHC

ACA115 Success & Study Skills 1 SHC

**TOTAL SEMESTER CREDIT HOURS** 67 SHC

**APPROVED FOR AWARDING** AAS (Effective Fall 2016)

EMERGENCY MEDICAL SCIENCE BRIDGE (A45340B)

DEGREE COURSE & HOUR REQUIREMENTS

**General Education** 16 SHC

**Humanities/Fine Arts Elective** 3 SHC

Choose One: ART (111, 114, 115), ENG (231, 232, 241, 242), HUM (115, 211, 212), MUS (110), PHI (215, 240),  
REL (110, 211, 212, 221)

**Social/Behavioral Sciences Elective** 3 SHC

Required: PSY 150

**Natural Sciences/Mathematics Elective** 4 SHC

Required: BIO 168

**Communications Electives** 6 SHC

Required: ENG111

Choose One: ENG112 or ENG114

**Required Core Courses** 8 SHC

EMS 110 EMT 8 SHC

**Required Subject Area Courses** 42 SHC

BIO 169 Anatomy & Physiology II 4 SHC

MED 120 Survey of Med Terminology 2 SHC

EMS 122 EMS Clinical Practicum I 1 SHC

EMS 130 Pharmacology 4 SHC

EMS 131 Advanced Airway Management 2 SHC

EMS 160 Cardiology I 2 SHC

EMS 220 Cardiology II 3 SHC

EMS 221 EMS Clinical Practicum II 2 SHC

EMS 231 EMS Clinical Practicum III 3 SHC

EMS 235 EMS Management 2 SHC

EMS 240 Patient with Special Challenges 2 SHC

EMS 241 EMS Clinical Practicum IV 4 SHC

EMS 250 Medical Emergencies 4 SHC

EMS 260 Trauma Emergencies 2 SHC

EMS 270 Lifespan Emergencies 3 SHC

EMS 285 EMS Capstone 2 SHC

**Other Major Courses** 5 SHC

EMS 280 EMS Bridging Program 3 SHC

EMS 140 Rescue Scene Management 2 SHC

**TOTAL SEMESTER CREDIT HOURS** 71 SHC

**APPROVED FOR AWARDING** AAS (Effective Fall 2016)

## LATERAL ENTRY (C55430)

### CERTIFICATE COURSE & HOUR REQUIREMENTS

#### **Required Courses** **15 SHC**

EDU 131 Child, Family, & Community	3 SHC
EDU 163 Classroom Mgt & Instruct	3 SHC
EDU 243 Learning Theory	3 SHC
EDU 245 Policies and Procedures	3 SHC
EDU 271 Educational Technology	3 SHC

#### **Required Subject Areas** **3 SHC**

EDU 244 Human Growth/Development	3 SHC
----------------------------------	-------

**TOTAL SEMESTER CREDIT HOURS** **18 SHC**

**APPROVED FOR AWARDING** **CERTIFICATE (Effective Spring 2017)**

## MEDICAL ASSISTING (A45400)

### DEGREE COURSE & HOUR REQUIREMENTS

#### **General Education** **15 SHC**

##### **Humanities/Fine Arts Elective** **3 SHC**

Choose One: ART (111, 114, 115), ENG (231, 232, 241, 242), HUM (115, 211, 212), MUS (110), PHI (215, 240), REL (110, 211, 212, 221)

##### **Social/Behavioral Sciences Elective** **3 SHC**

Required: PSY 150

##### **Natural Sciences/Mathematics Elective** **3 SHC**

Required: MAT 110

##### **Communications Electives** **6 SHC**

Required: ENG111

Choose One: ENG112 or ENG114

#### **Required Core Courses** **20 SHC**

MED 110 Orientation to Medical Assisting	1 SHC
MED 130 Administrative Office Procedures I	2 SHC
MED 131 Administrative Office Procedures II	2 SHC
MED 140 Exam Room Procedures I	5 SHC
MED 150 Lab Procedures I	5 SHC
MED 260 Medical Clinical Practicum	5 SHC

#### **Required Subject Area Courses** **13 SHC**

BIO 163 Basic Anatomy and Physiology	5 SHC
MED 118 Medical Law and Ethics	2 SHC
MED 121 Medical Terminology I	3 SHC
MED 122 Medical Terminology II	3 SHC

#### **Other Major Hours** **17 SHC**

CIS 110 Introduction to Computers	3 SHC
MED 240 Exam Procedures II	5 SHC
MED 262 Clinical Perspectives	1 SHC

**Other Major Hours (CONTINUED)**

MED 264 Medical Assisting Overview	2 SHC
MED 272 Drug Therapy	3 SHC
OST 148 Medical Billing, Coding, & Insurance	3 SHC

**Other Required Courses 1 SHC**

ACA115 Success & Study Skills	1 SHC
-------------------------------	-------

**TOTAL SEMESTER CREDIT HOURS 66 SHC**

**APPROVED FOR AWARDING AAS (Effective Fall 2016)**

MEDICAL ASSISTING (D45400)

DIPLOMA COURSE & HOUR REQUIREMENTS

**General Education 6 SHC**

**Social/Behavioral Sciences Elective 3 SHC**

Required: PSY 150

**Communications Electives 3 SHC**

Required: ENG111

**Required Core Courses 20 SHC**

MED 110 Orientation to Medical Assisting	1 SHC
MED 130 Administrative Office Procedures I	2 SHC
MED 131 Administrative Office Procedures II	2 SHC
MED 140 Exam Room Procedures I	5 SHC
MED 150 Lab Procedures I	5 SHC
MED 260 Medical Clinical Practicum	5 SHC

**Required Subject Area Courses 12 SHC**

MED 116 Intro to Anatomy and Physiology	4 SHC
MED 118 Medical Law and Ethics	2 SHC
MED 121 Medical Terminology I	3 SHC
MED 122 Medical Terminology II	3 SHC

**Other Major Hours 1 SHC**

MED 262 Clinical Perspectives	1 SHC
-------------------------------	-------

**Other Required Courses 1 SHC**

ACA115 Success & Study Skills	1 SHC
-------------------------------	-------

**TOTAL SEMESTER CREDIT HOURS 40 SHC**

**APPROVED FOR AWARDING Diploma (Effective Spring 2017)**

## CURRICULUM COURSE DESCRIPTIONS

### ANIMAL SCIENCE (ANS)

ANS 140 – Correction: Remove prerequisite PG. 94

<b>Class Title:</b>	<b>ANS 140 Swine Production</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

This course provides an introduction to the swine industry. Topics include basic skills for breeding, farrowing, nursery, environmental issues, and grower/finisher. Upon completion, students should be able to demonstrate a basic understanding of swine production practices and the economic and environmental impact of the swine industry locally, regionally, state-wide, and internationally. *Competencies and Student Learning Outcomes are listed in the Combined Course Library of the NC Community College System.*

### BIOLOGY (BIO)

<b>Class Title:</b>	<b>BIO 163 – Basic Anat &amp; Physiology</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>4</b>	<b>2</b>	<b>0</b>	<b>5</b>

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

### BUSINESS (BUS)

BUS 116 – Correction: Add prerequisites PG. 97

<b>Class Title:</b>	<b>BUS 116 Business Law II</b>		
<b>Prerequisites:</b>	<b>BUS 115</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course includes the study of the legal and ethical framework of business. Business Organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy are examined. Upon completion, the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

### CHEMISTRY (CHM)

CHM 151 – Correction: Add prerequisites PG. 99

<b>Class Title:</b>	<b>CHM 151 General Chemistry I</b>		
<b>Prerequisites:</b>	<b>DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermo chemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *UGETC: Natural Sciences, AA/AS*

## CRIMINAL JUSTICE (CJC)

<b>Class Title:</b>	<b>CJC 170 – Critical Incident Management for Public Safety</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques legal issues, and response procedures to critical incidents.

## DRAMA/THEATRE (DRA)

<b>Class Title:</b>	<b>DRA 130 – Acting I</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>0</b>	<b>6</b>	<b>0</b>	<b>3</b>

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble.

<b>Class Title:</b>	<b>DRA 140 – Stagecraft I</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>0</b>	<b>6</b>	<b>0</b>	<b>3</b>

This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre.

## EDUCATION (EDU)

<b>Class Title:</b>	<b>EDU 243 – Learning Theory</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>DRE-098</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the eight types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.

<b>Class Title:</b>	<b>EDU 244 – Human Growth/Development</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>DRE-098</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course introduces lateral entry teachers to theories and ages and stages related to human growth and development from birth through adolescence. Emphasis is placed on development through the stages of a child's life in the areas of physical, emotional, social, intellectual, and moral development. Upon completion, students should be able to identify and describe milestones of each stage in all areas of development and discuss factors that influence growth.

<b>Class Title:</b>	<b>EDU 245 – Policies and Procedures</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>DRE-098</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency situation procedures, acceptable discipline, chain of command, role of mentors, evaluation procedures, employment requirements, dress codes, and other policies and procedures. Upon completion, students should be able to explain the policies and procedures to students, parents, or others and discuss the purpose of each policy category.

### **ELECTRICAL (ELC)**

<b>Class Title:</b>	<b>ELC 215 – Circuit Analysis I</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>6</b>	<b>6</b>	<b>0</b>	<b>8</b>

This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

<b>Class Title:</b>	<b>ELC 228 –PLC Applications</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>

This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.

### **EMERGENCY MEDICAL SCIENCE (EMS)**

<b>Class Title:</b>	<b>EMS 110 – EMT</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>6</b>	<b>6</b>	<b>0</b>	<b>8</b>

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

<b>Class Title:</b>	<b>EMS 122 – EMS Clinical Practicum I</b>		
<b>Prerequisites:</b>	<b>EMS 110</b>		
<b>Corequisites:</b>	<b>EMS 130</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>

This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills.



<b>Class Title:</b>	<b>EMS 130 – Pharmacology I for EMS</b>		
<b>Prerequisites:</b>	<b>EMS 110</b>		
<b>Corequisites:</b>	<b>EMS 120 and EMS 131</b>		
<b>Class</b> <b>1</b>	<b>Lab</b> <b>3</b>	<b>Clinical</b> <b>0</b>	<b>Credit</b> <b>2</b>

This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

<b>Class Title:</b>	<b>EMS 131 – Advanced Airway Management</b>		
<b>Prerequisites:</b>	<b>EMS 110</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b> <b>1</b>	<b>Lab</b> <b>2</b>	<b>Clinical</b> <b>0</b>	<b>Credit</b> <b>3</b>

This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics include respiratory anatomy and physiology, airway/ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

<b>Class Title:</b>	<b>EMS 140 – Rescue Scene Management</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b> <b>1</b>	<b>Lab</b> <b>3</b>	<b>Clinical</b> <b>0</b>	<b>Credit</b> <b>2</b>

This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

<b>Class Title:</b>	<b>EMS 140A – Rescue Scene Skills Lab</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>EMS 140</b>		
<b>Class</b> <b>0</b>	<b>Lab</b> <b>3</b>	<b>Clinical</b> <b>0</b>	<b>Credit</b> <b>1</b>

This course is designed to provide enhanced rescue scene skills for EMS providers. Emphasis is placed on advanced rescue scene evolutions including hazardous materials and major incident response. Upon completion, students should be able to demonstrate skills necessary to safely effect patients rescue in a variety of situations.

<b>Class Title:</b>	<b>EMS 160 - Cardiology</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b> <b>1</b>	<b>Lab</b> <b>3</b>	<b>Clinical</b> <b>0</b>	<b>Credit</b> <b>2</b>

This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and basic rhythm interpretation in the monitoring leads. Upon completion, students should be able to recognize and interpret basic rhythms.

<b>Class Title:</b>	<b>EMS 220 – Cardiology II</b>		
<b>Prerequisites:</b>	<b>EMS 122, EMS 130, and EMS 160</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, application and interpretation of advanced electrocardiography utilizing the twelve-lead ECG, cardiac pharmacology, and patient care. Upon completion, students should be able to assess and treat patients utilizing American Heart Association guidelines.

<b>Class Title:</b>	<b>EMS 221 – EMS Clinical Practicum II</b>		
<b>Prerequisites:</b>	<b>EMS 122 and EMS 130</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>0</b>	<b>0</b>	<b>6</b>	<b>2</b>

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

<b>Class Title:</b>	<b>EMS 231 – EMS Clinical Practicum III</b>		
<b>Prerequisites:</b>	<b>EMS 130 and EMS 221</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>0</b>	<b>0</b>	<b>9</b>	<b>3</b>

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

<b>Class Title:</b>	<b>EMS 235 – EMS Management</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

<b>Class Title:</b>	<b>EMS 240 – Patient with Special Challenges</b>		
<b>Prerequisites:</b>	<b>EMS 122 and EMS 130</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>

This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

<b>Class Title:</b>	<b>EMS 241 – EMS Clinical Practicum IV</b>		
<b>Prerequisites:</b>	<b>EMS 130 and EMS 231</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>0</b>	<b>0</b>	<b>12</b>	<b>4</b>

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

<b>Class Title:</b>	<b>EMS 250 – Medical Emergencies</b>		
<b>Prerequisites:</b>	<b>EMS 122 and EMS 130</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

<b>Class Title:</b>	<b>EMS 260 – Trauma Emergencies</b>		
<b>Prerequisites:</b>	<b>EMS 122 and EMS 130</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

<b>Class Title:</b>	<b>EMS 270 – Life Span Emergencies</b>		
<b>Prerequisites:</b>	<b>EMS-122 and EMS-130</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

<b>Class Title:</b>	<b>EMS 280 – EMS Bridging Course</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Emphasis is placed on patient assessment, advanced electrocardiography utilizing the twelve-lead ECG, advanced pharmacology, the appropriate intervention and treatment of multi-system injuries/disorders, ethics, and NC laws and rules. Upon completion, students should be able to perform advanced patient assessment and practice skills.

<b>Class Title:</b>	<b>EMS 285 – EMS Capstone</b>		
<b>Prerequisites:</b>	<b>EMS 220, EMS 250, and EMS 260</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

### EMERGENCY PREPAREDNESS (EPT)

<b>Class Title:</b>	<b>EPT 120 Sociology of Disaster</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course is designed to overview sociological disaster research, disaster systems, and alternative research approaches. Topics include human and organizational behaviors, long disaster impact on communities, disaster warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster-related human behavior.

<b>Class Title:</b>	<b>EPT 124 – EM Services Law &amp; Ethics</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course covers federal and state laws that affect emergency service personnel in the event of a natural disaster or terrorist incident. Topics include initial response and long-term management strategies, with an emphasis on legal and ethical considerations and coordination between local, state, and federal agencies. Upon completion, students should have an understanding of the role of private industry, government agencies, public policies, and federal/state declarations of disasters in emergency situations.

<b>Class Title:</b>	<b>EPT 130 Mitigation and Preparedness</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course introduces the mitigation and preparation techniques and methods necessary to minimize the impact of natural, technological, and man-made disasters. Topics include hazard identification and mapping, design and construction applications, financial incentives, insurance, structural controls, preparation, planning, assessment, implementation, and exercises. Upon completion students should be able to develop a mitigation and preparedness plan.

<b>Class Title:</b>	<b>EPT 140 – Emergency Management</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

<b>Class Title:</b>	<b>EPT 150 – Incident Management</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course introduces the National Incident Management System (NIMS). Topics include integrating command and control systems, maintaining communication within command and control systems, and using NIMS procedures. Upon completion, students should be able to demonstrate knowledge of key concepts necessary for operating within the National Incident Management System.

<b>Class Title:</b>	<b>EPT 210 – Response and Recovery</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

<b>Class Title:</b>	<b>EPT 220 – Terrorism and Emergency Management</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course covers preparing for, responding to, and safely mitigating terrorism incidents. Topics include the history of terrorism, scene hazards, evidence preservation, risk assessment, roles and responsibilities, explosive recognition, and terrorism planning. Upon completion, students should be able to recognize the threat of terrorism and operate within the emergency management framework at a terrorism incident.

<b>Class Title:</b>	<b>EPT 225 – Hazard Analysis / Risk Assessment</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course covers the probability and frequency of hazards, level of hazard exposure, and the effect or cost, both direct and indirect, of this exposure. Topics include identifying and characterizing hazards, evaluating hazard severity and frequency, estimating risks, and determining potential societal and economic effects. Upon completion, students should be able to identify the potential hazards and risks within a community.

<b>Class Title:</b>	<b>EPT 260 – Business Continuity</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course covers emergency preparedness techniques necessary to maintain business continuity. Topics include critical processes, planning, risk assessment, impact analysis, mitigation strategies, response, recovery and resumption activities. Upon completion, students should be able to demonstrate a working knowledge of the partnership between business and emergency response.

<b>Class Title:</b>	<b>EPT 275 – Emergency OPS Center Management</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course provides students with the knowledge and skills to effectively manage and operate an emergency operations center (EOC) during crisis situations. Topics include properly locating and designing an EOC, staffing, training and briefing EOC personnel, and how to operate an EOC. Upon completion, students should be able to demonstrate how to set up and operate an effective emergency operations center.

### **FIRE PROTECTION (FIP)**

<b>Class Title:</b>	<b>FIP 120 – Intro to Fire Protection</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

<b>Class Title:</b>	<b>FIP 124 – Fire Prevention and Public Education</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group.

<b>Class Title:</b>	<b>FIP 128 – Detection and Investigation</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course covers procedures for determining the origin and cause of accidental and incendiary fires referenced in NFPA standard 921. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent.

<b>Class Title:</b>	<b>FIP 136 – Inspection and Codes</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report.

<b>Class Title:</b>	<b>FIP 140 – Industrial Fire Protection</b>		
<b>Prerequisites:</b>	None		
<b>Corequisites:</b>	None		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course covers fire protection systems in industrial facilities referenced in NFPA standard 1. Topics include applicable health and safety standards, insurance carrier regulations, other regulatory agencies, hazards of local industries, fire brigade operation, and loss prevention programs. Upon completion, students should be able to plan and evaluation an industrial facility's fire protection program.

<b>Class Title:</b>	<b>FIP 152 – Fire Protection Law</b>		
<b>Prerequisites:</b>	None		
<b>Corequisites:</b>	None		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.

<b>Class Title:</b>	<b>FIP 164 – OSHA Standards</b>		
<b>Prerequisites:</b>	None		
<b>Corequisites:</b>	None		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course covers public and private sector OSHA work site requirements referenced in NFPA standard 1250. Emphasis is placed on accident prevention and reporting, personal safety, machine operations, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.

<b>Class Title:</b>	<b>FIP 176 – HazMat: Operations</b>		
<b>Prerequisites:</b>	None		
<b>Corequisites:</b>	None		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>

This course is designed to increase first responder awareness of the type, nature, physiological effects of, and defensive techniques for mitigation of HazMat incidents. Topics include recognition, identification, regulations and standards, zoning, resource usage, defensive operations, and other related topics. Upon completion, students should be able to recognize and identify the presence of hazardous materials and use proper defensive techniques for incident mitigation.

<b>Class Title:</b>	<b>FIP 180 – Wildland Fire Behavior</b>		
<b>Prerequisites:</b>	None		
<b>Corequisites:</b>	None		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course covers the principles of wildland fire behavior and meteorology referenced in NFPA standard 1143. Emphasis is placed on fire calculations, fuels, and related weather effects. Upon completion, students should be able to demonstrate and apply fire behavior theories through written and performance evaluations.

<b>Class Title:</b>	<b>FIP 220 – Fire Fighting Strategies</b>		
<b>Prerequisites:</b>	None		
<b>Corequisites:</b>	None		

This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management,

fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.

<b>Class Title:</b>	<b>FIP 228 – Local Government Finance</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department.

<b>Class Title:</b>	<b>FIP 256 – Municipal Public Relations</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course is a general survey of municipal public relations and their effect on the governmental process referenced in NFPA standard 1035. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage public relations functions of organizations which meet elements of NFPA 1021 for Fire Officer I and II.

<b>Class Title:</b>	<b>FIP 260 – Fire Protect Planning</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course covers the need for a comprehensive approach to fire protection planning referenced in NFPA standards 424 and 1620. Topics include the planning process, using an advisory committee, establishing goals and objectives, and techniques used to approve and implement a plan. Upon completion, students should be able to demonstrate a working knowledge of the concepts and principles of planning as it relates to fire protection.

<b>Class Title:</b>	<b>FIP 276 – Managing Fire Services</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles.

## HUMAN SERVICES (HSE)

<b>Class Title:</b>	<b>HSE 110 – Intro to Human Services</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems,



ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

<b>Class Title:</b>	<b>HSE 112 – Group Process I</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

<b>Class Title:</b>	<b>HSE 120 – Interpersonal Relations</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course introduces the interpersonal and communication skills used in helping relationships and professions. Topics include self-understanding; growth techniques; assertive, passive, and aggressive behaviors; and effective communications in the helping role. Upon completion, students should be able to demonstrate skills for effective communications in helping relationships which promote understanding of self, other people, and personal growth.

<b>Class Title:</b>	<b>HSE 123 – Interviewing Techniques</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

<b>Class Title:</b>	<b>HSE 125 - Counseling</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

<b>Class Title:</b>	<b>HSE 210 – Human Services Issues</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

<b>Class Title:</b>	<b>HSE 220 – Case Management</b>		
<b>Prerequisites:</b>	<b>HSE 110</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

<b>Class Title:</b>	<b>HSE 225 – Crisis Intervention</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

## HUMANITIES (HUM)

<b>Class Title:</b>	<b>HUM 180 – Internat Cultural Explor</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements.

## MATHEMATICS (MAT)

<b>Class Title:</b>	<b>MAT 110 Math Measurement &amp; Literacy</b>		
<b>Prerequisites:</b>	<b>DMA 010, DMA 020, and DMA 030</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

<b>Class Title:</b>	<b>MAT 272 – Calculus II</b>		
<b>Prerequisites:</b>	<b>MAT 271</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology.

## MECHANICAL (MEC)

<b>Class Title:</b>	<b>MEC 128 - Machining Processes</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>

This course covers programming, setup, and operations of CNC turning, milling, and other CNC machines. Topics include programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture simple parts using CNC machines.

## MEDICAL ASSISTING (MED)

<b>Class Title:</b>	<b>MED 110 - Orientation to Med Assist</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

<b>Class Title:</b>	<b>MED 116 – Introduction to A &amp; P</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

<b>Class Title:</b>	<b>MED 118 – Medical Law and Ethics</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

<b>Class Title:</b>	<b>MED 121 – Medical Terminology I</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

<b>Class Title:</b>	<b>MED 122 – Medical Terminology II</b>		
<b>Prerequisites:</b>	<b>MED 121</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

<b>Class Title:</b>	<b>MED 130 – Admin Office Proc I</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

<b>Class Title:</b>	<b>MED 131 – Admin Office Proc II</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

<b>Class Title:</b>	<b>MED 140 – Exam Room Procedures I</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>4</b>	<b>0</b>	<b>5</b>

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

<b>Class Title:</b>	<b>MED 150 – Laboratory Procedures I</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>4</b>	<b>0</b>	<b>5</b>

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

<b>Class Title:</b>	<b>MED 230 – Admin Office Procedures III</b>		
<b>Prerequisites:</b>	<b>MED 131</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>

This course provides advanced medical office administrative procedures. Emphasis is placed on management skills including personnel supervision, practice management, public relations, and insurance coding. Upon completion, students should be able to exhibit advanced managerial medical assisting skills.

<b>Class Title:</b>	<b>MED 240 – Exam Room Procedures I</b>		
<b>Prerequisites:</b>	<b>MED 140</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>4</b>	<b>0</b>	<b>5</b>

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

<b>Class Title:</b>	<b>MED 260 – MED Clinical Practicum</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>0</b>	<b>0</b>	<b>15</b>	<b>5</b>

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

<b>Class Title:</b>	<b>MED 262 – Clinical Perspectives</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

<b>Class Title:</b>	<b>MED 264 – Med Assisting Overview</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

<b>Class Title:</b>	<b>MED 270 – Symptomatology</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

<b>Class Title:</b>	<b>MED 272 – Drug Therapy</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

<b>Class Title:</b>	<b>MED 276 – Patient Education</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>

This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

## NURSING (NUR)

<b>Class Title:</b>	<b>NUR 221 – LPN to ADN Concepts I</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>6</b>	<b>0</b>	<b>9</b>	<b>9</b>

This course is designed for the LPN to ADN student to explore the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of safety, perfusion, inflammation, oxygenation, mood/affect, behavior, development, family, health-wellness-illness, sensory perception, stress/coping, cognition, self, violence, and professional behaviors. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

<b>Class Title:</b>	<b>NUR 223 – LPN to ADN Concepts II</b>		
<b>Prerequisites:</b>	<b>NUR 221</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>6</b>	<b>0</b>	<b>9</b>	<b>9</b>

This course is designed for the LPN to ADN student to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, thermoregulation, oxygenation, tissue integrity, infection, perfusion, mobility, reproduction, sexuality, health-wellness-illness, professional behaviors, accountability, advocacy, and collaboration. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care.

## PHYSICAL EDUCATION (PED)

<b>Class Title:</b>	<b>PED 113 – Aerobics I</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>

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.

<b>Class Title:</b>	<b>PED 122 – Yoga I</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga.

<b>Class Title:</b>	<b>PED 125 – Self-Defense: Beginning</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>

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.

## SUBSTANCE ABUSE (SAB)

<b>Class Title:</b>	<b>SAB 110 – Substance Abuse Overview</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

## SPANISH (SPA)

<b>Class Title:</b>	<b>SPA 181 - Spanish Lab 1</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness.

<b>Class Title:</b>	<b>SPA 182 - Spanish Lab 2</b>		
<b>Prerequisites:</b>	<b>SPA 111</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness.

<b>Class Title:</b>	<b>SPA 281 - Spanish Lab 3</b>		
<b>Prerequisites:</b>	<b>SPA 182</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

<b>Class Title:</b>	<b>SPA 282 – Spanish Lab 4</b>		
<b>Prerequisites:</b>	<b>SPA 281</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.

### **SOCIAL WORK (SWK)**

<b>Class Title:</b>	<b>SWK 113 – Working with Diversity</b>		
<b>Prerequisites:</b>	<b>None</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

### **WELDING (WLD)**

<b>Class Title:</b>	<b>WLD 265 –Automated Welding/Cutting</b>		
<b>Prerequisites:</b>	<b>WLD 110 and WLD 121</b>		
<b>Corequisites:</b>	<b>None</b>		
<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>

This course introduces automated welding equipment and processes. Topics include setup, programming, and operation of automated welding and cutting equipment. Upon completion, students should be able to set up, program, and operate automated welding and cutting equipment.