



## Section IV



## Course Descriptions

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# Course Descriptions

Course descriptions list the number of lecture hours for which the class meets each week, e.g. “three lecture” and the number of lab hours of weekly class meeting time, e.g. “three lab.” Some classes are divided between lecture time and “lab” time. Thus, a class that is “three lecture, three lab” meets for six hours each week – three hours in a lecture format and three hours in a lab (“hands-on”) format. NPC courses that transfer directly to other Arizona public community colleges and three state universities now have an additional notation: the **Shared Unique Number (SUN)**. The **SUN** symbol appears with those course descriptions. For an explanation of the SUN advantages, see page 49 in this catalog.

## ***Administration of Justice Studies (AJS)***

### **AJS 102 • Intensive Police Academy** 36 cr.

Intensive Police Academy meets the Arizona Peace Officers Standards and Training (POST) curriculum: criminal and traffic investigations, community relations, administration of justice, patrol procedures, report writing, physical conditioning, defensive tactics, weapons safety/proficiency and first aid. **Prerequisite:** Sponsorship by an Arizona law enforcement agency. Thirty-two lecture; twelve lab.

## ***Administrative Information Services (AIS)***

**AIS 100 • Keyboarding** 1 cr.  
Basic keyboard and keypad mastery using correct touch principles. Basic formatting techniques are introduced. One-half lecture; one lab.

**AIS 102 • Business Grammar** 1 cr.  
A review of grammar, punctuation, spelling, forms of address and up-to-date formatting techniques as they apply to business-letter and report writing, and correct use of business reference materials. One lecture.

### **AIS 105 • Developing Your Professionalism** 1 cr.

Student will develop knowledge of communication skills, conflict resolution skills, ethical values and professional behavior in the workplace. The student is also provided with methods and approaches to improving and developing his or her professional presence. One lecture.

### **AIS 110 • Basic Keyboarding and Formatting** 3 cr.

Students learn touch method of alphanumeric symbol keyboard, accuracy/speed and document preparation. Two lecture; two lab.

### **AIS 111 • Advanced Keyboarding and Document Processing** 3 cr.

Develop speed and accuracy. Prepare business correspondence, manuscripts with footnotes, technical and statistical reports, business forms and tables from arranged and unarranged copy. **Prerequisite:** AIS 110 or instructor permission. Two lecture; two lab.

### **AIS 112 • Proofreading** 1 cr.

Develop the ability to recognize common errors in mechanics, form and content often overlooked in documents and to apply this skill in practical operations. Designed for student with basic keyboarding/word processing skills. One lecture.

### **AIS 113 • Basic Memo and Letter Writing** 1 cr.

Comprehensive coverage of skills needed for written communication. Students will compose various letters and memos used in business. Designed for student with basic keyboarding/word processing skills. One lecture; one lab.

### **AIS 114 • Introduction to the Modern Office** 3 cr.

Survey of the evolving modern office and the procedures related to modern technology. Basic skills covered include human relations, oral/written communication, records management, basic mathematics and business grammar review, reprographics, time management, supervision/management and telecommunications. Designed for student with keyboarding/word processing skills. Three lecture.

### **AIS 115 • Ten-Key Adding Machine** 1 cr.

Ten-key touch mastery on keypad. One-half lecture; one lab.

### **AIS 116 • Electronic Calculators** 3 cr.

Keyboard operation of electronic memory calculators with emphasis on touch control, speed building and accuracy in solving mathematical fundamental business problems. Designed for student with 10-key skills. Two lecture; two lab.

### **AIS 118 • Computerized Medical Billing** 3 cr.

Introduces student to terminology and practices associated with computerized medical billing and provides hands-on experience with the program. Designed for student with basic keyboarding skills. Three lecture.

**AIS 119 • Medical Office Procedures** 3 cr.

Mastery of skills and techniques used in a medical office. Emphasis on setting up and maintaining front office including filing procedures, telephone/communication skills, record-keeping, patient diagnostic charts, prioritizing duties and decision making. Designed for student with basic keyboard/word processing skills. Three lecture.

**AIS 123 • Vocabulary for the Medical Office** 3 cr.

An introduction to medical word roots, combining forms, prefixes and suffixes needed for building an effective verbal/written biomedical vocabulary. This course is designed for preparation of students working with medical records. Three lecture.

**AIS 127 • Medical Office Insurance and Coding** 3 cr.

Students learn various aspects of submitting, tracing, appealing, and transmitting claims for the full range of health plans. Step-by-step medical coding for CPT, ICD-9-CM and others will be covered. Use of the IBM compatible computer, templates, extensive in-text assignments and “real life” cases will be used in the learning environment. Three lecture.

**AIS 130 • Machine Transcription** 3 cr.

Development of transcription skills using modern transcription units. Grammar, punctuation, spelling and listening skills are emphasized. Students learn speed and accuracy in document production. Designed for student with strong keyboarding/word processing skills. Two lecture; two lab.

**AIS 135 • Introduction to Medical Transcription** 3 cr.

Introduction of basic medical transcription skills for the student with nonexistent or limited medical terminology. This course is for the student who seeks employment as a transcriber in a medical office with basic requirements. Designed for students with strong keyboarding/word processing skills. Three lecture.

**AIS 140 • Microsoft Word Basics** 1 cr.

Students will learn to create, print, format and edit Word documents, as well as, learn how to use Word’s “Help” feature, create and format tables and insert graphic elements. **Prerequisite:** AIS 100 or equivalent. One-half lecture, one lab.

**AIS 145 • Microsoft Word for Windows** 3 cr.

Mastery of Microsoft Word for Windows. Program commands needed to prepare reports, letters, memos and other business documents; macros, graphics and other office applications are included. Designed for student with basic keyboarding skills. Two lecture; two lab.

**AIS 148 • Introduction to Corel Office Suite** 3 cr.

Introduction to the fundamentals of the Windows-based Corel Office Suite programs, WordPerfect, Paradox Presentations and Quattro Pro. Step-by-step instructions help students learn how to use the basic features of the software programs. Designed for student with basic keyboarding skills. Two lecture; two lab.

**AIS 150 • MS Publisher Basics** 1 cr.

Basics of desktop publishing using Microsoft Publisher software. Includes page layout, graphics, and manipulating text using various tools, scanned images and special effects. One lecture; one lab.

**AIS 153 • MS Publisher Complete** 3 cr.

Training in all applications of MS Publisher from creating brochures to designing Web pages. Designed for students with basic keyboarding skills. Two lecture; two lab.

**AIS 170 • Written Business Communications** 3 cr.

Guidelines for effective writing with an emphasis on positive, negative and persuasive messages in letters, memos and employment communication. Emphasis on grammar, punctuation, spelling and word usage skills. Designed for student with basic keyboarding/word processing skills. Three lecture.

**AIS 180 • Records Management** 3 cr.

Students learn to utilize filing equipment and manage filing systems most efficiently for given situations. Emphasis on new technological developments in data storage and retrieval of records. Three lecture.

**AIS 181 • Medical Records Management** 1 cr.

Various filing methods used in the processing of medical records as well as issues related to confidentiality and release of medical records. One lecture.

**AIS 190 • Legal Terminology** 3 cr.

Legal terms, the way they are used and the way they are pronounced. Prefixes and suffixes are also emphasized (most terms will be given the “Anglicized” pronunciations). Three lecture.

**AIS 191 • Introduction to Law Office Procedures** 3 cr.

Introduction to the procedures that take place in a law office including: (a) the general operations of a law office, (b) terminology and procedures used in non-litigation matters and (c) an understanding of all the processes and paperwork involved in litigation. Designed for student with keyboarding/word processing skills. Three lecture.

**AIS 192 • Legal Document Processing** 1 cr.

Introduction to concepts and practices in using word processing features to prepare legal documents. A practice set simulates actual work the student might perform on the job. Designed for student with keyboarding/word processing skills. One lecture; one lab.

**AIS 202 • Customer Service for the Office Professional** 1 cr.

Provides students with the knowledge of customer service and the fundamental abilities and strategies that lead to successful customer service in any organization. One lecture.

**AIS 214 • Administrative Office Management** 3 cr.

Provides knowledge of office management, including coverage of managerial concepts needed by an office manager: budgets, quality control, systems analysis and methods to improve office productivity. Three lecture.

**AIS 230 • Advanced Machine Transcription-Legal** 3 cr.

Continued development of transcription skills using transcription machines for students wishing to prepare for employment as a stenographer in a law office. Emphasis on terminology and accuracy. **Prerequisite:** AIS 130. One lecture; four lab.

**AIS 231 • Introduction to Microsoft Office** 3 cr.

Introduction to the fundamentals of MS Office Suite. Includes an overview of Windows, Office Manager, MS Word, Excel, Access and PowerPoint. Students apply problem-solving techniques to complete home, office and business projects. Combined with AIS 232 this course prepares the student for Microsoft Office User Specialist (MOUS) certification. **Prerequisite:** basic keyboarding skills. Two lecture; two lab.

**AIS 232 • Advanced Microsoft Office** 3 cr.

Advanced course covers features of Microsoft Office Suite 2007 Windows XP version, including MS Word, Excel and Access. Students apply problem-solving techniques to complete professional-looking documents and projects. Students successfully completing this and AIS 231 will be prepared to take the Microsoft Office User Specialist (MOUS) certification exams (see [www.msn.com](http://www.msn.com)). **Prerequisite:** AIS 231. Two lecture; two lab.

**AIS 235 • Advanced Transcription – Medical I** 4 cr.

First of a two-course plan of study that provides training in medical transcription in six areas of medicine. A high level of typing skill, reading ability and perseverance is required for a student to successfully complete this course. **Prerequisites:** AIS 130 or AIS 135 and AIS 123 or HES 170. Two lecture; three lab.

**AIS 236 • Advanced Transcription – Medical II** 4 cr.

Provides advanced training in medical transcription in several medical areas. **Prerequisite:** AIS 235. Two lecture; three lab.

**AIS 245 • Advanced Microsoft Word** 3 cr.

Hands-on course designed to give advanced instruction in Microsoft Word. Advanced features include tables, charts, columns, outlines, forms and desktop publishing. **Prerequisite:** AIS 145 or instructor permission. Two lecture; two lab.

**AIS 260 • Desktop Publishing** 3 cr.

Offers the basics of desktop publishing using a DTP software package. Includes page layout, graphics and manipulation of text using various tools, scanned images and special effects. Students will produce various documents including business card, flyer, newsletter, invitation, cards and book template. **Prerequisite:** AIS 145 or instructor permission. Two lecture; two lab.

**AIS 280 • Forms Management & Micrographics** 3 cr.

Organization and analysis of records information management program development, technology in records management, micrographics and forms management, form and micrographic design. **Prerequisite:** AIS 180. Three lecture.

**Anthropology (ANT)****ANT 101 • Human Origins and Pre-History** 3 cr.

Study of human evolution and variation, including fossil hominids and their tools, primate anatomy and behavior, human genetics and the environment, and human biology. **Prerequisite:** Satisfactory placement. Three lecture.

**ANT 102 • Cultural Anthropology** 3 cr.

Survey of the elements of human cultures with an emphasis on the differing adaptations that humans have made throughout time to differing ecological conditions. Students also study the theories by which anthropologists attempt to explain the formation of cultures and the work of anthropologists, both in the past and in the present. **Prerequisite:** Satisfactory placement. Three lecture.

**ANT 110 • Basic Archaeology** 3 cr.

Introduction to archaeology, including an overview of the history of archaeological research and a summary of archaeological method and theory. **Prerequisite:** Satisfactory placement. Three lecture.

**ANT 120 • Buried Cities and Lost Tribes** 3 cr.

Examines human history through archaeology. Emphasizes how archaeological inquiry informs our understanding of the change among human societies including the emergence of modern humans, transitions from hunting and gathering lifeways to agriculture and urban life, the development of stratified states and the significance of archaeology in the contemporary world system. **Prerequisite:** Satisfactory placement. Three lecture.

**ANT 205 • Southwest Native American Cultures** 3 cr.

Survey of the cultural traditions and modern conditions of Native Americans of the Southwestern United States. The course focuses on social organization, economic systems, religions, language and art function as parts of integrated systems adapted in unique ways to ecological conditions. **Prerequisite:** Satisfactory placement. Three lecture.

**ANT 210 • Southwest Archaeology** 3 cr.

Introduction to the archaeology of the American Southwest. Concepts used in this course include chronology of Southwestern inhabitants, subsistence patterns, settlement patterns and cultural groups. **Prerequisite:** Satisfactory placement. Three lecture.

**Art (ART)****ART 101 • Understanding Art** 3 cr.

Understanding, enjoyment and relationship of the visual arts to everyday life through the study of styles, techniques and meaning in painting, sculpture and architecture. Broad historical overview of art from prehistoric through contemporary. **Prerequisite:** Satisfactory placement. Three lecture.

**ART 103 • Basic Design** 3 cr.

Basic art elements (line, shape, form, value, color and texture) and compositional principles as applied to two- and three-dimensional projects. Introduction to basic tools and materials used in the visual process. Recommended as prerequisite for all art courses. Two lecture; two lab.

**ART 105 • Beginning Drawing I** 3 cr.  
**SUN# ART 1111**

Introduction to the fundamentals of drawing, including perspective and basics of composition using a variety of techniques and media (pencil, charcoal, pen and ink.) Subject matter includes still life, landscape and the human figure. Recommended as a prerequisite for all art courses. Two lecture; two lab.

**ART 110 • Figure Drawing I** 3 cr.

Development of skill and expressiveness in drawing the human figure from the model. Anatomy will be introduced. **Prerequisite:** ART 105 is recommended. Two lecture; two lab.

**ART 115 • Art History I** 3 cr.  
**SUN# ART 1101**

Historical survey of painting, sculpture and architecture of the world from Prehistoric through Middle Ages art. **Prerequisite:** Satisfactory placement. Three lecture.

**ART 116 • Art History II** 3 cr.  
**SUN# ART 1102**

Historical survey of painting, sculpture and architecture of the world from the Renaissance through modern times. **Prerequisite:** Satisfactory placement. Three lecture.

**ART 140 • Lettering** 3 cr.

Letter forms as produced using various tools and materials (lettering pens, felt-tip markers, brush, etc.) with emphasis on spacing, composition and technical skills. Two lecture; two lab.

**ART 150 • Advertising Design** 3 cr.

Introductory study of principles, tools and techniques applied to forms of visual communication in advertising art, commercial design, graphics and photography. **Prerequisite:** ART 103 is recommended. Two lecture; two lab.

**ART 155 • Printmaking** 3 cr.

Methods of reproducing multiple editions of images. Types of prints covered are monoprints, paper and cardboard prints, linoleum or woodcut prints, silk screen prints, experimental prints, etched or engraved prints, and lithographs. Emphasis on individual creative expression. **Prerequisite:** ART 105 is recommended. Two lecture; two lab.

**ART 170 • Sculpture I** 3 cr.

Introduction to materials and techniques utilized in producing three-dimensional forms. Various materials will be introduced (wood, clay, metal, plaster) and creative exploration is encouraged. **Prerequisite:** ART 103 or ART 105 is recommended. Two lecture; two lab.

**ART 175 • Painting I** 3 cr.

Fundamentals of color theory and color mixing, composition and materials, and techniques of painting. Also covered are painting supports and frame building. **Prerequisite:** ART 105 is recommended. Two lecture; two lab.

**ART 180 • Watercolor I** 3 cr.

Introduction to watercolor techniques and materials, color theory and color mixing, and composition. **Prerequisite:** ART 105 is recommended. Two lecture; two lab.

**ART 185 • Handbuilding Pottery** 3 cr.

Exploration of the nature and techniques of clay using the four basic methods: forming from the solid, using small building units, large building units and paddling. Emphasis will be not only on learning technique but encouraging students to develop their own techniques and style. Two lecture; two lab.

**ART 186 • Clay Sculpture** 3 cr.

Introduces students to the techniques, materials and creative aspects of clay sculpture. Two lecture; two lab.

**ART 187 • Raku Pottery** 3 cr.

Introduction to Raku pottery, including the history of Raku, contemporary trends, techniques of kiln building, glazing, firing and production of clay art objects. Raku pottery techniques emphasize spontaneity and controlled "accidents" in the process. Two lecture; two lab.

**ART 190 • Ceramics I** 3 cr.

Hand building techniques of clay (pinch, coil, slab), properties of clay, throwing on the wheel, decorating, glaze application and creative exploration are covered. **Prerequisite:** ART 103 or ART 105 is recommended. Two lecture; two lab.

**ART 205 • Drawing II** 3 cr.

Continued study in drawing with emphasis on composition, experimentation with new techniques, materials and personal creative expression. **Prerequisite:** ART 105. Two lecture; two lab.

**ART 206 • Figure Drawing II** 3 cr.

Continued study in drawing the human form with emphasis on management of materials and creativity. **Prerequisite:** ART 110. Two lecture; two lab.

**ART 220 • Painting II** 3 cr.

Continued study of painting materials and methods with an emphasis on composition, creativity and exploration. **Prerequisite:** ART 175. Two lecture; two lab.

**ART 225 • Watercolor II** 3 cr.

Continued study in watercolor with emphasis on composition, experimentation with media and methods, creativity and personal expression. **Prerequisite:** ART 180. Two lecture; two lab.

**ART 231 • Art in the Elementary School** 3 cr.

Study of the relationship of art and learning in the elementary school, with emphasis on basic art curriculum, interdisciplinary studies, cultural and artistic experiences, child development in art, and influences of national and state standards on school arts programs. Three lecture.

**ART 245 • Ceramics II** 3 cr.

Emphasizes increasing skill in forming methods. Types of clay, glaze composition and experimentation, and kilns and kiln firing are investigated. **Prerequisite:** ART 190. Two lecture; two lab.

**ART 246 • Ceramics III** 3 cr.

Advanced problem solving and investigation with emphasis on individual creative development and personal expression in ceramics. **Prerequisite:** ART 245. Two lecture; two lab.

**ART 247 • Ceramics IV** 3 cr.

Explore and study ceramic glazes, glaze materials, types of glazes, calculating glaze formulas, sources of color in glazes, mixing and application. **Prerequisite:** ART 190, ART 245 and ART 246. Two lecture; two lab.

**ART 280 • Art Studio – Two-Dimensional** 3 cr.

Continuation of investigation, advanced problem-solving and personal creative development in area of two-dimensional specialization. Course may be repeated. **Prerequisite:** Minimum of six hours in a specific two-dimensional medium. Two lecture; two lab.

**ART 281 • Art Studio – Three-Dimensional** 3 cr.

Continuation of investigation, advanced problem-solving and personal creative development in area of three-dimensional specialization. Course may be repeated. **Prerequisite:** Minimum of six hours in a specific three-dimensional medium. Two lecture; two lab.

**ART 289 • Figurative Ceramics** 3 cr.

Exploration of the human form in clay. Solid sculpting and hollowing techniques will be used in combination with ceramic surface options. Human anatomy and proportions will be examined through portraiture and with the use of a live model. Two lecture; two lab.

**Automotive Technology (ATO)****ATO 103 • Safety and Hazardous Materials** 2 cr.

Course includes five areas of safety instruction: dressing for safety, vehicle safety, hoist operation and safety, hand and pneumatic tool safety and hazardous chemicals. **Prerequisite:** Satisfactory reading score of 36 ASSET or 65 COMPASS. Two lecture.

**ATO 107 • Engine Repair I** 3 cr.

Using a variety of tests, students diagnose base engine components to determine engine condition, cooling system and lubrication system. Students remove the engine for repair and/or replacement. **Prerequisite:** Satisfactory reading score of 36 ASSET or 65 COMPASS. One lecture; four lab.

**ATO 108 • Engine Repair II** 2 cr.

Focus on the diagnosis, repair and/or replacement of the engine valve train, cylinder head and lower end components such as; engine pistons, cylinders, crankshaft, and friction bearings. **Prerequisite:** ATO 107. One lecture; two lab.

**ATO 109 • Engine Performance I** 3 cr.

Covers automotive systems related to engine performance and drivability. Areas of instruction include work order information, engine leak inspection, engine noise and vibration diagnosis, base engine diagnosis and testing and cooling system diagnosis and repair. **Prerequisite:** Satisfactory reading score of 36 ASSET or 65 COMPASS. One lecture; four lab.

**ATO 110 • Engine Performance II** 3 cr.

Covers automotive systems related to engine performance and drivability. Areas of instruction include ignition system primary and secondary circuits, fuel delivery systems, diagnosis of drivability problems caused from ignition and fuel delivery systems, exhaust emission testing and analyzing. **Prerequisite:** ATO 109. One lecture; four lab.

**ATO 111 • Engine Performance III** 3 cr.

Covers automotive systems related to engine performance and drivability. Areas of instruction include work order information, engine leak inspection, engine noise and vibration diagnosis, base engine diagnosis and testing, and cooling system diagnosis and repair. **Prerequisite:** ATO 110. One lecture; four lab.

**ATO 112 • Automatic Transmission Systems I** 3 cr.

Covers general automatic transmission and transaxle diagnosis in vehicle repair and maintenance. **Prerequisite:** Satisfactory reading score of 36 ASSET or 65 COMPASS. One lecture; four lab.

**ATO 113 • Automatic Transmission Systems II** 3 cr.

Covers off-vehicle automatic transmission and transaxle repair. Students remove the transmission from the vehicle, disassemble, inspect and replace needed parts/components, reassemble, install, and test the transmission. **Prerequisite:** ATO 112. One lecture; four lab.

**ATO 114 • Brake Systems I** 3 cr.

Covers operation, inspection, repair and maintenance of the brake hydraulic systems, power brake systems and wheel bearings. **Prerequisite:** Satisfactory reading score of 36 ASSET or 65 COMPASS. One lecture; three lab.

**ATO 115 • Brake Systems II** 2 cr.

Covers operation, inspection, diagnosis and repair of automotive disc and drum brake systems, including anti-lock braking, traction and stability control systems. **Prerequisite:** ATO 114. One lecture; two lab.

**ATO 205 • Suspension and Steering Systems** 4 cr.

Covers the operation, diagnosis, service and repair of steering and suspension systems. Areas of instruction include front and rear suspension, wheels, tires, steering and four-wheel alignment. **Prerequisite:** Satisfactory reading score of 36 ASSET or 65 COMPASS. Two lecture; four lab.

**ATO 207 • Electrical and Electronics Systems I** 3 cr.

Covers basic automotive electronics and electrical systems including work order information, identifying and interpreting electrical/electronic system problems, diagnosing electrical /electronic integrity of series-parallel circuits using principles of electricity (Ohms law). Students demonstrate proper use of a digital multi-meter during diagnosis of electrical problems, including source voltage, voltage drop, current flow, and resistance. **Prerequisite:** Satisfactory reading score of 36 ASSET or 65 COMPASS. One lecture; four lab.

**ATO 208 • Electrical and Electronics Systems II** 3 cr.

Covers automotive starting and charging systems. Students perform diagnosis, repair and replacement of the components and subsystems of the vehicles starting and charging system. **Prerequisite:** ATO 207. Two lecture; three lab.

**ATO 209 • Electrical and Electronics Systems III** 3 cr.

Covers diagnosis and repair of lighting systems, gauges and warning devices, driver information systems and accessories equipment such as power windows, locks, seats, cruise control, sound systems, antitheft systems and CAN/BUS systems. **Prerequisite:** ATO 208. Two lecture; three lab.

**ATO 210 • Heating and Air Conditioning Systems** 4 cr.

Covers operation, diagnosis, service and repair of automotive heating and air conditioning systems. **Prerequisite:** Satisfactory reading score of 36 ASSET or 65 COMPASS. Two lecture; four lab.

**ATO 212 • Manual Drive Train and Axles** 4 cr.

Covers the operation, service and repair of manual drive train and axle systems including clutch systems, manual transmissions/transaxles, front-wheel drive axle shafts, and constant velocity (CV) joints. **Prerequisite:** Satisfactory reading score of 36 ASSET or 65 COMPASS. Two lecture; four lab.



**Biology (BIO)****BIO 100 • Biology Concepts** 4 cr.

A one-semester introductory course covering basic principles and concepts of biology for nonmajors. Designed for students who wish to study biology to fulfill general education credit requirements. Does not satisfy prerequisite requirements for enrollment in advanced biology courses. **Prerequisite:** Satisfactory placement. Three lecture, three lab.

**BIO 105 • Environmental Biology** 4 cr.

A one-semester introductory course covering basic principles and concepts of Environmental Biology. Explore methods of scientific inquiry and behavior of matter, energy, organisms and the environment. Designed for students desiring a biology class to help fulfill degree general education requirements. BIO 105 does not satisfy prerequisite requirements for enrollment in advanced BIO courses. Three lecture; three lab.

**BIO 160 Introduction to Human Anatomy and Physiology** 4 cr.

One-semester introductory course examining structure and function of the major systems of the human body. Basic principles and concepts of these systems are examined. Does not meet Nursing Program prerequisites. **Prerequisite:** Satisfactory placement. Three lecture; three lab.

**BIO 181 General Biology I** 4 cr.  
**SUN# BIO 1181**

Principles of biological science underlying the structure and function of living things: basic chemistry, cells and organelles, enzymes, respiration, photosynthesis, reproduction, genetics, genomics and evolution. Entry-level course for biology majors and students entering healthcare professions. Requirement for all advanced biology courses. **Prerequisite:** Satisfactory placement. Three lecture; three lab.

**BIO 182 • General Biology II** 4 cr.  
**SUN# BIO 1182**

This is the second part of a technical entry-level course for biology majors or medical/health care students needing a full-year course completion before undertaking advanced biology courses. **Prerequisite:** BIO 181. Three lecture; three lab.

**BIO 201 • Human Anatomy and Physiology I** 4 cr.  
**SUN# BIO 2201**

First semester of a two-semester sequence in which human anatomy and physiology are studied using a body systems approach. Emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Topics include basic anatomical and directional terminology; fundamental concepts and principles of histology; integumentary, skeletal, muscular and nervous systems; and special senses. Prerequisites: BIO 181; co-requisite CHM 130 or CHM152. Three lecture; three lab.

**BIO 202 • Human Anatomy and Physiology II** 4 cr.  
**SUN# BIO 2202**

Second semester of a two-semester sequence in which human anatomy and physiology are studied using a body systems approach. Emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Topics include endocrine and cardiovascular systems, lymphatic system and immunity; respiratory and digestive systems; metabolism; urinary system; fluid/electrolyte and acid/base balance; and reproductive systems. **Prerequisite:** BIO 201. Three lecture; three lab.

**BIO 205 • Microbiology** 4 cr.  
**SUN# BIO 2205**

Bacterial, viral, fungal and protozoan biology, including microbial cytology, nutrition and metabolism, growth and reproduction, cultivation applications and bio-industrial/bio-medical technologies. Prerequisites: BIO 181 and either CHM 130 or CHM152. Three lecture; three lab.

**Business (BUS)****BUS 100 • Introduction to Business** 3 cr.

Business administration as applied to both large and small firms. Includes marketing, management, personnel relations, finance, the stock market and the economic environment of capitalism. Three lecture.

**BUS 103 • Success on Your Job** 2 cr.

Students learn on-the-job survival skills. Emphasizes human relations, time and money management, proper grooming techniques, business dress, exercise and diet, business etiquette, posture, and positive attitude development. Two lecture.

**BUS 105 • Techniques of Supervision** 3 cr.

The basic principles of supervision with attention given to the development of skills needed to become a successful manager. Three lecture.

**BUS 106 • Techniques of Personal Finance** 3 cr.

Personal money management with emphasis on budgeting, borrowing, insurance, purchasing, investments and other financial planning areas. Three lecture.

**BUS 110 • Small Business Management** 3 cr.

Emphasizes factors in planning, owning and managing a small business. Topics include small business principles, management, finance and budgeting techniques. BUS 100 recommended before taking this course. Three lecture.

**BUS 112 • Fundamentals of Bookkeeping for Business** 3 cr.

Presentation of accounting basics that takes students through the complete accounting cycle by setting up journals, ledger accounts, special journals and preparing financial statements. Two lecture; two lab.

**BUS 114 • Legal Environment of Business** 3 cr.

Describes the business climate with businesses and governmental regulations. Includes intrastate, environmental and commercial issues. A brief introduction to contracts is also offered.

Three lecture.

**BUS 115 • Business Law** 3 cr.

General principles of the law of contracts, negotiable instruments, agency sales and sales contracts, property and title, bankruptcy, and basic principles of law as applied to business. Three lecture.

**BUS 117 • Principles of Accounting I – Financial** 3 cr.

Beginning accounting concepts for service and retail businesses including petty cash, payroll, preparation of journals and ledgers, and preparation of financial statements. Two lecture; two lab.

**BUS 120 • Principles of Accounting II – Financial** 3 cr.  
**SUN# ACC 2201**

An intensive study of formal accounting concepts, procedures and practices. Learn the environment of accounting, preparation of financial statements using the double-entry accounting method, accounting techniques for a merchandising firm, control of cash, short-term financing, inventory cost control systems and accounting for long-lived assets. **Prerequisite:** BUS 112 or BUS 117 or instructor permission. Two lecture; two lab.

**BUS 121 • Principles of Accounting – Managerial** 3 cr.

Continuation of BUS 120, dealing with accounting for partnerships, corporations, equity issues, statements of change in financial position, analysis of financial statements, accounting for branches and consolidations, cost accounting and federal tax accounting. **Prerequisite:** BUS 120 or instructor permission. Two lecture; two lab.

**BUS 122 • Computer Accounting** 3 cr.

Computer accounting concepts for service and retail businesses, including petty cash, payroll, preparation of journals and ledgers, and preparation of financial statements entirely on IBM compatible computers. **Prerequisites:** AIS 100 or ability to type, BUS 112 or BUS 117. Two lecture; two lab.

**BUS 123 • Income Tax Procedures** 3 cr.

Information for individuals for preparing federal tax returns. Case studies reflect typical tax problems encountered by taxpayers. Three lecture.

**BUS 125 • Payroll Accounting** 3 cr.

Basic payroll accounting concepts, laws and processing using both manual and computerized systems. An overview of payroll needs, calculations, and the analyzing and journalizing of payroll transactions. **Prerequisite:** BUS 117 or instructor permission. Three lecture.

**BUS 128 • Spreadsheet Applications for Business** 3 cr.

Explores spreadsheet software to design electronic spreadsheets for business, financial analysis and forecasting. **Prerequisite:** AIS 100 or instructor permission. Two lecture; two lab.

**BUS 129 • Database Applications for Business** 3 cr.

Student learns to use database software to solve business, personnel, inventory and record-keeping problems. **Prerequisite:** AIS 100 or instructor. Two lecture; two lab.

**BUS 132 • Introduction to Public Administration** 3 cr.

Issues, perspectives and vocabulary of modern public administration. Three lecture.

**BUS 135 • Information Technology Project Management** 3 cr.

Students learn how information technology project management is applied in today's business environment and explore the areas of integration, scope, time, cost, human resource, communication, risk and procurement management. Students learn how to apply the project management process to IT projects. Designed for students with basic keyboarding skills. **Prerequisites:** BUS 100 or AIS 231 or instructor permission. Two lecture; two lab.

**BUS 140 • Principles of Economics – Macro** 3 cr.  
**SUN# ECN 2201**

Study of the economic system as a whole, including the level of employment, income, GNP, recession, inflation, depression and the government's economic role. Emphasis on the use of monetary and fiscal policies to solve macro-economic problems. **Prerequisite:** Satisfactory placement. Three lecture.

**BUS 141 • Principles of Economics – Micro** 3 cr.  
**SUN# ECN 2202**

Analysis of price determination and income distribution in a free-enterprise economy. Includes detailed study of supply and demand, allocation of resources by individual firms, and applications to the American and international economic system. **Prerequisite:** Satisfactory placement. Three lecture.

**BUS 145 • Governmental Fund Accounting** 3 cr.

Introduction to concepts of fund accounting principles including analyzing transactions, journalizing and posting, general funds and specific revenue funds, capital project funds, debt service funds, propriety funds, fiduciary funds, and governmental financial reporting/auditing. Two lecture; two lab.

**BUS 148 • Introduction to Financial Markets** 3 cr.

Introduction to the operation of financial markets. Coverage includes the financial system, investments and business finance. Includes an overview of the field of finance. **Prerequisite:** Six credits in business macro-economics or accounting recommended. Three lecture.

**BUS 150 • Administrative Policymaking** 3 cr.

Framework for understanding and analyzing the challenges of American public administrative decision-making. Students are introduced to decision areas such as education, poverty, regulation and the environment. Three lecture.

**BUS 151 • Microsoft Excel Basics** 1 cr.

Introduction to Microsoft Excel spreadsheet software with personal and business applications. Designed for student with basic keyboarding skills. Half-credit lecture; one lab.

**BUS 180 • Organizational Behavior** 3 cr.

Introduction to theories of organizations from classical approaches to current perspectives. Three lecture.

**BUS 185 • Ethics in Management** 3 cr.

Introduction to ethics for managers and administrators. Three lecture.

**BUS 200 • Principles of Salesmanship** 3 cr.

Analysis of the steps and techniques of personal selling as a part of the marketing process. Provides students a broad view of modern selling activity and helps to develop the art of personal persuasion. Three lecture.

**BUS 201 • Quantitative Methods** 3 cr.

Basic business statistics including the collection, tabulation, and analysis of business and economic data. Topics will include methods of statistical description, probability theory and statistical inference in business and economics. **Prerequisite:** MAT 152. Three lecture.

**BUS 205 • Principles of Advertising** 3 cr.

The development, history, special characteristics and objectives of advertising. Topics include market analysis, media selection, coordination with the sales promotion program and advertising as it relates to retailing. Three lecture.

**BUS 210 • Principles of Modern Management** 3 cr.

Principles of management with general applicability to all types of enterprises; management philosophy and decision making; principles involved in planning, directing and controlling; as well as recent concepts in management. BUS 100 and BUS 110 recommended before taking this course. Three lecture.

**BUS 215 • Principles of Retail Management** 3 cr.

Explores organization, operation and management of the retail store with an analysis of buying and merchandising. Topics include pricing, sales promotion, display, receiving, buying and inventory control, and other topics suited to special needs of the student. Three lecture.

**BUS 220 • Principles of Marketing** 3 cr.

Marketing concepts in the areas of retailing and wholesaling. Special emphasis is given to consumer needs and the relationship of the consumer with the marketing system as a whole. Distribution methods, costs, pricing, buying habits and motivation are covered. Three lecture.

**BUS 225 • Human Resources Management** 3 cr.

Covers concepts in motivation, leadership, organizational development, workplace diversity, safety, job design and career planning. Three lecture.

**BUS 228 • Database Management** 3 cr.

Students will learn database management concepts including Internet-delivered databases, data warehousing, client/server and object-oriented database systems. Elements of database design, transaction management and database management systems are covered along with database administration. **Prerequisites:** BUS 100, BUS 128, AIS 231 or instructor permission. Two lecture; two lab.

**BUS 230 • Organizational Leadership** 3 cr.

Traditional leadership theory with current leadership topics including culture, ethics, diversity, strategic leadership and change management. Provides models for effectively handling leadership functions. **Prerequisites:** BUS 110 or BUS 210. Three lecture.

**BUS 232 • Management Information Systems** 3 cr.

Students learn how MIS concepts are applied in business by exploring business information systems, strategic uses of information systems, and information systems in business functions. Areas of information technology covered include hardware, software, telecommunications and networks, the Internet, Intranets and Extranets along with data and knowledge management. **Prerequisites:** BUS 100, BUS 128, AIS 231 or instructor permission. Two lecture; two lab.

**BUS 235 • Governmental Budgeting** 3 cr.

Introduction to government budgeting theory and procedures. **Recommended:** BUS 140. Three lecture.

**BUS 260 • Fundamentals of Business Finance** 3 cr.

Introduction to the fundamentals of business finance. Capital markets, financial planning and control, investment decisions, cost of capital, and long term financing are covered. Three lecture.

**BUS 270 • Intermediate Accounting I** 3 cr.

An intermediate course in financial accounting to study the preparation, interpretation and analysis of financial statements. **Prerequisites:** BUS 120 and BUS 121. Two lecture; two lab.

**BUS 271 • Intermediate Accounting II** 3 cr.

A continuation of BUS 270 covering AICPA rules, corporate accounting, law of partnerships, income determinations, analysis of accounting errors, and changes and preparation of financial documents. **Prerequisite:** BUS 270 or equivalent. Two lecture; two lab.

**BUS 280 • Introduction to Investments** 3 cr.

Presents various investment alternatives available to the individual investor including stocks, bonds, mutual funds, government securities and real estate. Also covers operation of the securities market, analyzing investment alternatives, planning an investment program, and a review of corporate finance and elementary accounting. **Prerequisites:** BUS 106 and BUS 120. Three lecture.

## **Chemistry (CHM)**

**CHM 130 Fundamental Chemistry** 4 cr.  
**SUN# CHM 1130**

A fundamental introductory course presenting chemistry for nursing/allied health, general education and non-chemistry major students. **Prerequisite:** MAT 109 or satisfactory placement. Three lecture; three lab.

**CHM 151 General Chemistry I** 4 cr.  
**SUN# CHM 1151**

Chemistry for the science and engineering student. The first part of a standard college and university sequence. Emphasis on inorganic chemistry concepts and principles. **Prerequisites:** High school chemistry and MAT 109/112 or MAT 121, or satisfactory placement. Three lecture; three lab.

**CHM 152 General Chemistry II** 4 cr.  
**SUN# CHM 1152**

Second half of a standard college and university general chemistry sequence. Emphasis on thermodynamics, kinetics and equilibrium. **Prerequisite:** CHM 151. Three lecture; three lab.

## **Computer Information Systems (CIS)**

Students must have keyboarding ability or instructor permission in order to take any CIS course.

**CIS 103 • Introduction to Windows** 1 cr.

Introduction to Windows operating environment on IBM compatible computers. Hardware, terminology and working with icons, pull-down menus, dialog boxes, and file area included. This course is not for CIS majors. One lecture; one lab.

**CIS 105 • Computer Applications and Information Technology** 3 cr.

Introduces business information systems and the uses of business application software with emphasis on database and spreadsheet packages. **Prerequisite:** Satisfactory placement. Three lecture.

**CIS 106 • Computer literacy** 3 cr.

Fundamentals of desktop computing environments, operating systems, file management, connecting to and using the Internet for search, email basics, word processing, databases, spreadsheets, media composition and editing. Not for transfer. Two lecture; two lab.

**CIS 111 • Introduction to Programming** 3 cr.

Introduces students to concepts of problem solving using structured and object-oriented programming in Java, algorithmic design and computer systems concepts, and social and ethical responsibilities. **Prerequisites:** CIS 105, MAT 112 or MAT 121, or instructor permission. Two lecture; two lab.

**CIS 113 • Multimedia** 3 cr.

Multimedia application of basic to advanced video and audio editing skills using Adobe and/or other comparable software. Two lecture; two lab.

**CIS 115 • Introduction to Graphic Communication Technology** 3 cr.

Introduction to the conceptualization, visualization and production of visual communication using the computer as a designer, illustrator and photographer's tool for printing and digital applications. Two lecture; two lab.

**CIS 116 • Computer Photographic Imaging** 3 cr.

Introduction to digital raster imaging through visual problem solving. Basic foundation in the use of Adobe Photoshop software as a photographer, illustrator and designer tool for the printing and Internet industries. Two lecture; two lab.

**CIS 117 • Two-Dimensional Computer Design** 3 cr.

Introduction to two-dimensional digital vector images through visual problem solving. Basic foundation in the use of Adobe Illustrator software as an illustrator and designer's tool in the printing industry and the Internet. Two lecture; two lab.

**CIS 118 • Graphics, Interactive and Animated** 3 cr.

Course takes students from simple to complex application of the Flash authoring tool. Students progress from basic graphics to animation, interactivity, audio/video and action script. Also create optimized Flash movies published as Flash, HTML, or Projector files. **Prerequisite:** CIS 115 or instructor permission. Two lecture; two lab.

**CIS 119 • Page Layout and Design** 3 cr.

Hands-on page layout and design concepts using industry standard layout and design software resulting in the production of professional documents, which can be output to printers and Portable Document Files (PDF) and exported to XHTML and XML. **Prerequisite:** CIS 115 or instructor permission. Two lecture; two lab.

**CIS 122 • Introduction to Computer Presentation Graphics** 1 cr.

Introductory course using Microsoft PowerPoint to create professional electronic presentations. One lecture; one lab.

**CIS 125 • Effective Communication with Digital Media** 3 cr.

Designed for new web developers, online educators and businesses to learn digital media. Students apply learned skills to create effective online text, audio, graphics, animation and full-motion video. Other topics covered are e-learning and effective presentations. **Prerequisite:** CIS 113 or instructor permission. Two lecture; two lab.

**CIS 140 • Computer Setup and Repair for Home and Business** 3 cr.

Basic personal computer repair and troubleshooting covering topics related to home and business users. Topics include: purchasing, upgrading or building a computer system, computer technology, system boards, processors, memory modules, monitors and hard disk drives. Includes the use of diagnostic utilities, virus software and how to troubleshoot common problems. Two lecture; two lab.

**CIS 141 • Managing and Maintaining Your PC I (A+)** 3 cr.

Presents the basics of PC hardware, operating systems, troubleshooting techniques, repair and maintenance techniques, networking, security and operation. Students gain from hands-on instruction. Course includes about 50% of the competencies required for A+ certification. **Co-requisite:** CIS 105. Two lecture; two lab.

**CIS 142 • Managing and Maintaining Your PC II (A+)** 3 cr.

Presents in-depth instruction on PC hardware, operating systems, troubleshooting techniques, repair and maintenance techniques, networking, and security. Students gain from hands-on instruction. Course includes about 50% of the competencies required for A+ certification. **Prerequisite:** CIS141. Two lecture; two lab.

**CIS 145 • Network+ Certification Preparation** 3 cr.

Overview of networking concepts, protocols, terminology and history. Students learn and apply skills through traditional methods as well as hands-on labs. Prepares students for the CompTIA Network+ examination. **Prerequisite:** CIS141 or instructor permission. Two lecture; two lab.

**CIS 150 • Digital Culture** 3 cr.

Trans-disciplinary inquiry into the history, nature and implications of digital spaces and cultures. Students use team presentations, short papers and online media to develop critical thinking capabilities and a humanistic perspective on the nature of cyberspace. Two lecture; two lab.

**CIS 161 • Microsoft Operating System** 3 cr.

In-depth uses of current Microsoft operating system. Students develop and demonstrate skill in creating, editing and managing graphic and textual files, and in configuring relevant hardware, software and interfaces. Two lecture; two lab.

**CIS 168 • Web Authoring Tools** 3 cr.

Content authoring for the Web using software with a graphical user interface. Students build basic and comprehensive websites using the capabilities of the GUI and related suite software such as styles in linked CSS files, animation and creating interactivity through the integration of multimedia into static pages. Two lecture; two lab.

**CIS 171 • GNU Linux Operating System** 3 cr.

Students learn to install, configure, maintain and troubleshoot Linux systems. Introduces the command line and graphical user interface for routine user and systems administration purposes. **Prerequisite:** CIS 105 or instructor permission. Two lecture; two lab.

**CIS 183 • Introduction to Internet** 3 cr.

A beginner's course for people who want to learn to use the Internet. Students learn how to use this connection in a productive way to access services, resources and information, and to communicate electronically with others. Two lecture; two lab.

**CIS 187 • Introduction to Web Development** 3 cr.

Introduction to the theory, art and practice of web design and development. Students learn to write and manage valid and accessible pages and sites that maintain high standards of usability regardless of client computing platform, connection speed or browser choice. Two lecture; two lab.

**CIS 190 • Introduction to JavaScript** 3 cr.

Students learn the fundamentals of JavaScript as a web programming language, including basic programming concepts as they apply to using and writing JavaScript with a focus on creating interactivity using JavaScript with text and graphics. **Prerequisite:** CIS 187 or instructor permission. Two lecture; two lab.

**CIS 200 • BASIC Programming** 3 cr.

Emphasizes advanced applications of the BASIC language, integrating elements of systems analysis necessary for support in programming and problem solving. **Prerequisite:** CIS 111 or instructor permission. Two lecture; two lab.

**CIS 217 • JAVA Programming, Introductory** 3 cr.

An introduction to the JAVA Programming Language. Students write programs in JAVA compiled with Sun's Microsystems JDK. Both JAVA applications and applets are covered. **Prerequisite:** CIS 111 or instructor permission. Two lecture; two lab.

**CIS 225 • Programming in C Language** 3 cr.

An introduction to computer programming using C language. Students write programs in C with an emphasis on problem analysis, structure and design. **Prerequisites:** CIS 111 and CIS171, or instructor permission. Two lecture; two lab.

**CIS 226 • Programming in C++** 3 cr.

An introduction to computer programming using C++ language. Students write programs in C++ with an emphasis on problem analysis, structure and design. **Prerequisite:** CIS 111 or instructor permission. Two lecture; two lab.

**CIS 243 • Database-Driven Websites** 3 cr.

An introductory course to web development using PHP and MySQL. Students learn to build professional quality, database-driven websites. Also introduces students to the paradigm of object-oriented programming and regular expressions, processing XML and secure coding practices. **Prerequisite:** CIS 187 or instructor permission. Two lecture; two lab.

**CIS 245 • Database Management and Concepts** 3 cr.

Modeling and design of DBMS systems using advanced database management system software. Emphasizes hands-on projects and activities while investigating the applied use of databases in personal and professional settings. **Prerequisite:** BUS 129 or instructor permission. Two lecture; two lab.

**CIS 250 • Electronic Commerce** 3 cr.

Introduces students to electronic commerce on the Internet. Emphasizes techniques to plan and develop a platform-independent e-commerce website. Focus on Web business strategies, marketing, advertising, legal and security considerations, current issues in e-Commerce, payment processing and the hardware and software tools necessary to support electronic storefronts. **Prerequisite:** CIS 243 or instructor permission. Two lecture; two lab.

**CIS 251 • Software Quality** 3 cr.

Equips the software professional-in-training with a foundation of appropriate and sufficient knowledge of issues dealing with software quality, testing best practices, and the tooling that supports these practices. **Prerequisite:** CIS 217 or instructor permission. Two lecture; two lab.

**CIS 252 • Engineering Quality in Software Development** 3 cr.

Hands-on practice in techniques to improve software quality from requirements discovery to effective design and implementation, as well as unit test and code inspection. Offers an overview of development planning, risk analysis, effort estimation practices and much more. **Prerequisite:** CIS 217 or instructor permission. Two lecture; two lab.

**CIS 253 • Software Testing** 3 cr.

Overview of the software life cycle from a testing perspective, the role of testing in software development, testing concepts and terminology. Includes hands-on practice in analyzing requirements as inputs to test cases, designing, documenting, implementing and executing tests, and analyzing test results. **Prerequisite:** CIS 217 or instructor permission. Two lecture; two lab.

**CIS 260 • Web Design Technologies** 3 cr.

Overview of current technologies used by Web design professionals to create visually pleasing and interactive Web pages. Students develop an understanding of basic Web technologies and their functions, and create simple Web applications. **Prerequisite:** CIS 183 or instructor permission. Two lecture; two lab.

**CIS 265 • Web Programming** 3 cr.

Advanced Web development and programming techniques using a variety of scripting and programming languages and supporting technologies. Students enhance their skills in client-side and server-side programming. Intended for students with a solid background and understanding in Web development and programming. **Prerequisite:** CIS 243 or instructor permission. Two lecture; two lab.

**CIS 275 • Web Server Administration** 3 cr.

Managing a Web server environment using Linux/Unix. Covers the basics of systems administration and user management with a focus on Web services. Focuses on networking, troubleshooting, administering Web and database services, support for scripting languages, process/resource monitoring and security techniques. Covers current topics in the Web hosting industry. **Prerequisite:** CIS171 or instructor permission. Two lecture; two lab.

**CIS 280 • Systems Analysis and Design** 3 cr.

Introduction to the methodologies of systems analysis and design. Emphasizes developing interviewing skills, identifying organizational problems and objectives, analyzing and documenting systems, physical modeling and design. Students gain experience in the creation of UML diagrams, a project repository, data normalization and data flow modeling. **Prerequisite:** CIS 111 or instructor permission. Two lecture; two lab.

**CIS 285 • Internet in the Classroom** 1 cr.

Explores the uses of the Internet in the classroom as a teaching tool. One lecture.

**CIS 286 • Educational Technology** 3 cr.

Technology literacy course for current and future educators in K-12 and postsecondary education. Emphasizes skill development and familiarity in Web 2.0 tools, online educational resources, instructional design, distance learning and educational technology standards. Knowledge and skills assessed through online discussion, hands-on projects and digital portfolios. Three lecture.

**CIS 295 • Applied Project for CIS** 3 cr.

Capstone course intended for students nearing completion of their CIS degree program. Builds on the skills and knowledge acquired in previous courses, emphasizing “real world” situations, and provides an opportunity for students to demonstrate their various competencies and communication skills. **Prerequisites:** Must complete at least 15 credits towards an area of specialization in CIS and instructor permission. Two lecture; two lab.

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***Cosmetology (COS)*****COS 101 • Manicuring I** 4 cr.

First of four courses for students seeking a manicuring license. Includes care and beautification of the hands, nails and arms. Emphasis is on theory, proper use of instruments, equipment, personal hygiene, common nail conditions and diseases, and State Board rules and regulations affecting manicurists. One lecture, nine lab.

**COS 102 • Manicuring II** 4 cr.

A continuation of Manicuring I. Emphasis is on additional skill building in areas covered in Manicuring I and manicuring involving nail repair, silk wraps, artificial nails, sculptured nails, electrical manicures, hand/arm massage techniques and special problems. **Prerequisite:** COS 101. One lecture, nine lab.

**COS 103 • Manicuring III** 4 cr.

Third of four courses designed for students seeking a nail technician license. Includes care and beautification of hands, nails and arms. Emphasis is on theory, proper use of instruments, equipment, personal hygiene, common nail conditions and diseases, and State Board rules and regulations affecting nail technicians. **Prerequisite:** COS 102. One lecture, nine lab.

**COS 104 • Manicuring IV** 4 cr.

Continuation of Manicuring III. Emphasis on additional skill building in areas covered in Manicuring III and manicuring involving nail repair, silk wraps, artificial nails, sculptured nails, electrical manicures, hand/arm massage techniques and special problems. **Prerequisite:** COS 103. One lecture, nine lab.

**COS 105 • Theory of Cosmetology I** 3 cr.

Introduction to the basic manipulative skills in manicuring, shampooing, fingerwaving, haircutting and curl construction. The course includes basic sciences in bacteriology, sanitization, and physiology pertaining to the head, face, hands and arms. Theory and use of electricity and light as applied to cosmetology. The course also includes Arizona laws and rules governing cosmetology. Three lecture.

**COS 106 • Theory of Cosmetology II** 3 cr.

Continuation of COS 105. Basic manipulative skills in manicuring, shampooing, fingerwaving, haircutting and curl construction. The course includes basic sciences in bacteriology, sanitization and physiology pertaining to the head, face, hands and arms. The course also includes ethics and shop management. **Prerequisite:** COS 105. Three lecture.

**COS 110 • Permanent Waving, Shampooing and Hairstyling I** 5 cr.

Basic instructions in permanent waving, chemical straightening, curling, shampoo and hairstyling. Students are instructed in basic manipulative skills, knowledge and safety precautions when giving a chemical wave or chemical relaxer. One lecture, 12 lab.

**COS 111 • Permanent Waving, Shampooing and Hairstyling II** 4 cr.

Advanced instruction in permanent waving, chemical straightening, curling, shampoo and hairstyling. Students are instructed in advanced manipulative skills, knowledge and safety precautions when giving a chemical wave or chemical relaxer. **Prerequisite:** COS 110. One lecture, nine lab.

**COS 112 • Permanent Waving, Shampooing and Hairstyling III** 4 cr.

Advanced instruction in permanent waving, chemical straightening, curling, shampoo and hairstyling. Students are instructed in advanced manipulative skills, knowledge and safety precautions when giving a chemical wave or chemical relaxer. **Prerequisite:** COS 111. One lecture, nine lab.

**COS 113 • Introduction to Cosmetology** 10 cr.

Demonstration and hands-on instruction in all competencies necessary to perform cosmetology services. Student must successfully perform each competency before progressing to next course. Provides state-mandated 300 hours of cosmetology instruction. **Prerequisite:** Minimum 16-22 years of age with an official high school transcript with two English courses, one mathematics, one science and a minimum of ten credits -OR- Minimum age of 16 with a GED or high school diploma -OR- 23 years of age; -AND- AZ state identification -AND- COMPASS reading score of 65 or ASSET reading score of 36. Twenty lab.

**COS 114 • Theory of Cosmetology II** 3 cr.

Orientation and all aspects of business skills relating to cosmetology. **Prerequisite:** COS 113 or instructor permission. Three lecture.

**COS 115 • Theory of Cosmetology III - General Sciences** 3 cr.

Infection control, anatomy and physiology, hair, skin, nails, electricity and chemistry. **Prerequisite:** COS 114 or instructor permission. Three lecture.

**COS 116 • Theory of Cosmetology IV - Hair Care** 2 cr.

All aspects of hair care, chemical texturizing and coloring. **Prerequisite:** COS 115 or instructor permission. Two lecture.

**COS 117 • Theory of Cosmetology V - Skin and Nail Care** 2 cr.

Topics include facial/makeup, hair removal and nail care. **Prerequisite:** COS 116 or instructor permission. Three lecture.

**COS 118 • Manicuring, Hand and Arm Massage** 2 cr.

Care and beautification of the hands, arms and nails; practice in giving plain/oil manicures and hand/arm massages is included. Emphasis is on proper use of instruments, equipment, personal hygiene, sanitation, recognition of common nail conditions and diseases, and State Board rules and regulations affecting the cosmetologist performing manicuring/hand and arm massages. One-half lecture, one and one-half lab.

**COS 120 • Haircutting, Scalp Treatment, Tinting and Facial I** 5 cr.

Student performs all basic haircutting techniques. Studies introductory corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects and color corrections. Basic procedures for facials, electrical and manipulative, makeup, hair removal, and lash and brow tinting. One lecture, 12 lab.

**COS 121 • Haircutting, Scalp Treatment, Tinting and Facial II** 5 cr.

Student performs advanced haircutting techniques. Studies professional corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects and color corrections. Modern techniques for facials, electrical and manipulative, makeup, hair removal, lash and brow tinting. **Prerequisite:** COS 120. One lecture, 12 lab.

**COS 122 • Haircutting, Scalp Treatment, Tinting and Facial III** 5 cr.

Student performs advanced haircutting techniques. Studies professional corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects and color corrections. Modern techniques for facials, electrical and manipulative, makeup, hair removal, lash and brow tinting. **Prerequisite:** COS 121. One lecture, 12 lab.

**COS 200 • Advanced Styling and Refresher** 2 cr.

A review of essential techniques coupled with current advances and/or new techniques for the provision of state-of-the-art patron services. Orientation to and use of new products and/or equipment are covered when possible. **Prerequisite:** Cosmetology license. One-half lecture, one and one-half lab.

**COS 201 • Basic Clinical Practice I** 4 cr.

One of a series of practicum courses for students who have successfully completed COS 113. Students perform proper procedures for a wide variety of cosmetology-related skills. Includes providing satisfactory client services, proper communication skills and demonstrating cosmetology skills on mannequins. **Prerequisite:** COS 113; Four lab.



**COS 202 • Basic Clinical Practice II** 4 cr.

One of a series of practicum courses for students who have successfully completed COS 113. Students perform proper procedures for a wide variety of cosmetology-related skills. Includes providing satisfactory client services, proper communication skills and demonstrating cosmetology skills on mannequins. **Prerequisite:** COS 201 or instructor permission; Four lab.

**COS 203 • Basic Clinical Practice III** 4 cr.

One of a series of practicum courses for students who have successfully completed COS 113. Students perform proper procedures for a wide variety of cosmetology-related skills. Includes providing satisfactory client services, proper communication skills and demonstrating cosmetology skills on mannequins. **Prerequisite:** COS 202 or instructor permission; Four lab.

**COS 204 • Advanced Clinical Practice IV** 4 cr.

One of a series of practicum courses for students who have successfully completed COS 113. Students perform proper procedures for a wide variety of cosmetology-related skills. Includes providing satisfactory client services, proper communication skills and demonstrating cosmetology skills on mannequins. **Prerequisite:** COS 203 or instructor permission; Four lab.

**COS 205 • Advanced Clinical Practice V** 4 cr.

One of a series of practicum courses for students who have successfully completed COS 113. Students perform proper procedures for a wide variety of cosmetology-related skills. Includes providing satisfactory client services, proper communication skills and demonstrating cosmetology skills on mannequins. **Prerequisite:** COS 204 or instructor permission. Four lab.

**COS 206 • Advanced Clinical Practice VI** 4 cr.

One of a series of practicum courses for students who have successfully completed COS 113. Students perform proper procedures for a wide variety of cosmetology-related skills. Includes providing satisfactory client services, proper communication skills and demonstrating cosmetology skills on mannequins. **Prerequisite:** COS 205 or instructor permission. Four lab.

**COS 207 • Advanced Clinical Practice VII** 4 cr.

One of a series of practicum courses for students who have successfully completed COS 113. Students perform proper procedures for a wide variety of cosmetology-related skills. Includes providing satisfactory client services, proper communication skills and demonstrating cosmetology skills on mannequins. **Prerequisite:** COS 206 or instructor permission. Four lab.

**COS 208 • Advanced Clinical Practice VIII** 4 cr.

One of a series of practicum courses for students who have successfully completed COS 113. Students perform proper procedures for a wide variety of cosmetology-related skills. Includes providing satisfactory client services, proper communication skills and demonstrating cosmetology skills on mannequins. **Prerequisite:** COS 207 or instructor permission. Four lab.

**COS 209 • Science for Cosmetology Instructors** 1 cr.

Instructional techniques for teaching/demonstrations of the safe use of chemicals, safety precautions in use of electricity and electrical equipment, and cosmetic chemistry. Theory and practical procedures are explained and demonstrated for each topic. **Prerequisites:** Cosmetology license and instructor permission. One lecture.

**COS 210 • Management for Cosmetology Instructors** 3 cr.

Instructional techniques for teaching and mastering an introduction to personal improvement, Arizona laws and rules governing cosmetology business ethics, telephone techniques, receptionist techniques, and shop management. **Prerequisites:** Cosmetology license and instructor permission. Three lecture.

**COS 211 • Instructing in Cosmetology I** 3 cr.

Student instructor will learn correct instructional procedures pertaining to manicuring, shampooing, fingerwaving, haircutting and curl construction, enabling her or him to stress all safety precautions, and to demonstrate manipulative skills to students clearly and confidently. **Prerequisites:** Cosmetology license and instructor permission. Three lecture.

**COS 212 • Instructing in Cosmetology II** 3 cr.

Basic instructional methods and techniques for the effective observation and assistance to experienced instructors in the performance of their duties, and to perform skill demonstrations in chemical applications. **Prerequisites:** Cosmetology license, COS 211 and instructor permission. Three lecture.

**COS 213 • Instructing in Cosmetology III** 3 cr.

Basic instructional methods and techniques for the effective instructing of students in the skills of haircutting with razor and scissors, observing and performing guidelines, roller placement, and the clear and enthusiastic demonstration of all skills needed. **Prerequisites:** Cosmetology license, COS 212 and instructor permission. Three lecture.

**COS 214 • Instructing in Cosmetology IV** 3 cr.

Designing lesson plans, demonstration schedules, theory schedules, quizzes and examinations, and observing and absorbing human relations in dealing with students and patrons.

**Prerequisites:** Cosmetology license, COS 213 and instructor permission. Three lecture.

**Drafting (DRF)****DRF 120 • Technical Drafting I** 3 cr.

Basic skills for technical drafting using AutoCad. Topics include language of industry, drafting skills, drafting office practices, theory of shape description, applied geometry, basic dimensioning, working drawings, sections and conventions, and printmaking machines. Two lecture; two lab.

**DRF 130 • Architectural Drafting I** 3 cr.

Basic techniques and fundamentals of architectural drafting with emphasis on line work, lettering and basic technical drawing. Basic drafting skills are developed through projects devoted to acquiring knowledge of basic residential construction methods and their graphical representation. Emphasis on industry standards. **Prerequisite:** DRF 120 or instructor permission. Two lecture; two lab.

**DRF 140 • Civil Drafting** 3 cr.

Focus on the application of civil drafting and practice of fundamental graphical concepts and related material as they apply to site planning. **Prerequisite:** DRF 120 or instructor permission. Two lecture; two lab.

**DRF 145 • AutoSketch** 3 cr.

An introductory course in Computer-Aided Drafting/Design using AutoSketch. Recommended for those students who want to pursue study of AutoCad but have no computer or drafting experience. Two lecture; two lab.

**DRF 150 • AutoCAD I** 3 cr.

Specializing in two-dimensional drawings and the application of Computer Aided Drafting Design. Topics include system startup, setting up drawings, drawing fundamentals, getting around with display controls, graphic entities, introduction to editing, grouping entities into blocks, drawing enhancements, dimensioning and plotting drawings. Two lecture; two lab.

**DRF 200 • Applied Drafting and Design** 2 cr.

The application of advanced drafting and design skills in a challenging format. Topics include defining areas of interest, advanced sketching skills, advanced manual drafting skills, advanced AutoCAD skills, project work plans, activities and evaluation. Repeatable with different student/instructor/division director created specific learning object. **Prerequisite:** 15 credit hours of drafting core courses. Four lab.

**DRF 220 • Technical Drafting II** 3 cr.

An advanced course in technical drafting. Topics include drawing threaded fasteners, drawing miscellaneous types of fasteners, forming processes, welding drawings, manufacturing materials, auxiliary views, pictorial drawings, functional drafting and drawing for numerical control. **Prerequisite:** DRF 120. Two lecture; two lab.

**DRF 230 • Architectural Drafting II** 3 cr.

An advanced course in architectural drafting. Topics include site/plot plans, foundation plans, floor plans, elevations, sections, framing plans, internal elevations, electrical plans, plumbing plans, sketching, perspective drawing, shading and coloring and building codes. **Prerequisite:** DRF 130. Two lecture; two lab.

**DRF 250 • AutoCAD II** 3 cr.

Covering two-dimensional specialized techniques and continued development of AutoCAD skills. Emphasis is on advanced student project(s). Topics include advanced editing, attributes and data extraction, customizing macros and menus, tailoring menu systems, using AutoLISP for drawing automation, grouping entities into blocks, drawing enhancements, dimensioning and plotting drawings. **Prerequisite:** DRF 150 or instructor permission. Two lecture; two lab.

**DRF 251 • AutoCAD 3D** 3 cr.

Theory and application of three-dimensional (3-D) drafting capabilities. Topics include 3-D conversion, sectioning for 2-D plotting and dimensioning. **Prerequisite:** DRF 130 or instructor permission. Two lecture; two lab.

**DRF 252 • AutoCAD Productivity** 3 cr.

The use of the AutoCAD program to create personalized applications of AutoCAD customized menus and templates. Topics include making a first menu, fine-tuning a system, DOS - a closer look, creating and editing macros, improving screen menus, designing and creating tablet menus, AutoCAD's advanced user interface, automating drawings, productivity tips and tricks, and AutoCAD productivity library. **Prerequisite:** DRF 250 or instructor permission. Two lecture; two lab.

**Early Childhood Development (ECD)****ECD 100 • Providing a Healthy Environment** 1 cr.

Procedures to protect the health of young children and promote the development of lifelong health habits and attitudes for children in early childhood programs. One-half lecture; one lab.

**ECD 101 • The Child's Total Learning Environment** 1 cr.

Planning and organizing the physical environment into functional learning areas, stressing the importance of a planned arrangement for classroom furniture, equipment and materials. One-half lecture; one lab.

**ECD 102 • Ensuring a Safe Environment** 1 cr.

Safety concerns and procedures for children in an Early Childhood Program. One-half lecture; one lab.

**ECD 103 • Planned Arrangements and Schedules** 1 cr.

Methods of lesson planning and classroom scheduling to meet the needs of young children. One-half lecture; one lab.

**ECD 105 • Guidance Principles for Encouraging Self-Discipline** 1 cr.

Designed to encourage the child to take responsibility for his/her own actions. One-half lecture; one lab.

**ECD 107 • Collecting, Organizing and Using Teaching Aids** 1 cr.

Acquiring, maintaining and using effective teaching tools. One-half lecture; one lab.

**ECD 108 • Techniques for Observing Children** 1 cr.

Effectively observing and recording child characteristics and behavior. One-half lecture; one lab.

**ECD 110 • Building Relationships with Parents Through Communication** 1 cr.

Building parent-teacher relationships by developing effective communication and cooperation between parents and the early childhood setting. One-half lecture; one lab.

**ECD 111 • Supporting the Growth and Education of Parents** 1 cr.

Awareness of parents' values for their children by helping parents gain more understanding about their children's needs. One-half lecture; one lab.

**ECD 112 • Enhancing Family Involvement** 1 cr.

Emphasis on involving parents and community members in the early childhood program. One-half lecture; one lab.

**ECD 113 • Fostering Communication and Language Skills** 1 cr.

Assessing, understanding and fostering the development of communication skills of young children. Techniques for helping children develop communication skills in their primary language. One-half lecture; one lab.

**ECD 114 • Beginning Mathematical Concepts** 1 cr.

Mathematics concepts and activities to help children develop an understanding of relationships. One-half lecture; one lab.

**ECD 115 • Nutrition in Early Childhood** 1 cr.

Introduction to nutrition, methods of using nutrition experiences in the classroom, and structuring and implementing the education of nutrition into the early childhood program. One-half lecture; one lab.

**ECD 116 • Sciencing and Discovery** 1 cr.

Techniques for helping children increase their awareness and appreciation of their natural environment. One-half lecture; one lab.

**ECD 117 • Enhancing Questions and Problem-Solving Abilities** 1 cr.

Problem solving processes used by young children and methods to develop observation, classification and prediction skills in young children. One-half lecture; one lab.

**ECD 118 • Blocks in Early Childhood Program** 1 cr.

Block play in the early childhood curriculum and techniques that encourage and enhance block activities. One-half lecture; one lab.

**ECD 119 • Field Trips** 1 cr.

Planning and methods of evaluating field trips. Techniques for enhancing the field trip experience. One-half lecture; one lab.

**ECD 120 • Enhancing a Positive Self-Concept** 1 cr.

Roles a child's self-image play in development and learning processes. One-half lecture; one lab.

**ECD 122 • Encouraging Open Expression** 1 cr.

Encouraging children to express their feelings openly as an effective way to foster positive personality development. One-half lecture; one lab.

**ECD 123 • Music and Creative Movement** 1 cr.

Use of music and creative movement in the early childhood curriculum and methods for providing a variety of musical experiences. One-half lecture; one lab.

**ECD 124 • Dramatic Play in the Early Childhood Setting** 1 cr.

Techniques to encourage child participation in role-playing activities. Methods for using dramatic play and the construction and storage of materials are stressed. One-half lecture; one lab.

**ECD 125 • Creative Media** 1 cr.

Values and skills needed to implement a creative media program and selecting materials for creative experiences. One-half lecture; one lab.

**ECD 126 • Large Muscle Development** 1 cr.

Physical maturation process of young children, the value of gross motor activities, and techniques for providing a variety of spontaneous and teaching directed activities. One-half lecture; one lab.

**ECD 127 • Small Muscle Development**

1 cr.

Physical maturation process, the value of small muscle activities, development of eye-hand coordination and techniques for providing a variety of fine motor activities. One-half lecture; one lab.

**ECD 128 • Incorporating the Children's Culture**

1 cr.

Importance of cultural factors and methods of incorporating elements of a child's culture into the classroom. One-half lecture; one lab.

**ECD 129 • Planning and Implementing a Bilingual Program**

1 cr.

Providing young children with communication skills in their primary language with exposure to a basic vocabulary of a second language. (This course will be made language specific for the group of children with which the student is involved). One-half lecture; one lab.

**ECD 130 • Woodworking**

1 cr.

Woodworking experiences and techniques for providing young children with a variety of woodworking activities. One-half lecture; one lab.

**ECD 136 • Understanding How Children Learn**

1 cr.

Special skills which young children bring to the classroom and how to use those skills to help each child expand his/her world. One-half lecture; one lab.

**ECD 143 Inclusion of Children with Special Needs**

2 cr.

An overview of the concepts of quality inclusion of children with special needs, including information on laws which govern services to children with disabilities, knowledge of individualized plans, a review of typical and atypical child development, developmentally appropriate activities for children, working collaboratively with families, service providers and multidisciplinary teams. One lecture; two lab.

**ECD 147 • Prenatal and Infant Development**

1 cr.

Development of an infant from conception through infancy. Includes theories of development and the birth process. Student must complete ECD 147, 148, 149 and 150 in numerical order. One-half lecture; one lab.

**ECD 148 • Toddler Development**

1 cr.

Development of toddlers from 12 months to 36 months of age. Must complete ECD 147, 148, 149 and 150 in numerical order. One-half lecture; one lab.

**ECD 149 • Development of the Preschool Child**

1 cr.

Development of children from 3 to 5 years of age. Must complete ECD 147, 148, 149 and 150 in numerical order. One-half lecture; one lab.

**ECD 150 • Middle Childhood Years**

1 cr.

Theories, trends and research in the development of the middle childhood years including the principles of physical, social, emotional and intellectual growth. Must complete ECD 147, 148, 149 and 150 in numerical order. One-half lecture; one lab.

**ECD 151 • Mathematics for School-Agers**

1 cr.

Theories, research and concrete experiences related to mathematical reasoning and skills of the school age child. One-half lecture; one lab.

**ECD 152 • Learning Environment for School-Agers**

1 cr.

The school-age environment for the care and education of children and youth includes both indoor and outdoor spaces, as well as the materials available and the management of activities in the program. One-half lecture; one lab.

**ECD 153 • Guidance Principles for School Agers**

1 cr.

A study of positive guidance and discipline techniques that can be used to encourage children and youth to develop self-discipline and take responsibility for their actions. One-half lecture; one lab.

**ECD 154 • Environments for Infants and Toddlers**

1 cr.

A composite of practical theories and principles for the arrangement of a safe, healthy environment for infants and toddlers with emphasis on indoor/outdoor environments, material selection and usage based on observation and participation in an infant/toddler care setting. One-half lecture; one lab.

**ECD 155 • Curriculum and Learning Materials for Infants**

1 cr.

Practical theories and principles for the infant curriculum with emphasis on responsive relationships, developmental stages, applied observation. Course provides developmentally appropriate learning materials that are safe and interesting for infant exploration. One-half lecture; one lab.

**ECD 156 • Curriculum and Learning Materials for Toddlers**

1 cr.

Practical theories and principles for the toddler curriculum with emphasis on responsive relationships, developmental stages, applied observation, and providing developmentally appropriate learning materials that are safe and interesting for toddler exploration. One-half lecture; one lab.

**ECD 158 • Developing and Utilizing Observations Skills in Infant and Toddler Programs**

1 cr.

Techniques and skills to effectively observe and record characteristics and developmental stages of infants and toddlers, record keeping procedures, overview of a variety of care giving settings, and observation and participation in an infant/toddler program. One-half lecture; one lab.

**ECD 159 • Recordkeeping Skills for Infant/Toddler Care**

1 cr.

Assists with the setting up and maintaining of records needed by caregivers to ensure the smooth and effective operation of the infant/toddler program, and to provide accountability to regulating agencies, funding agencies and consumers. One-half lecture; one lab.

**ECD 163 • Cognitive Development of Infants and Toddlers** 1 cr.

Theories, trends and principles of cognitive growth and development of infants and toddlers, and examination of development stages and norms through observation and participation in an infant/toddler care program. One-half lecture; one lab.

**ECD 164 • Practical Applications of Cognitive Development** 1 cr.

Stages of growth of young children, including appropriate toys and activities that support their cognitive growth as they move through the stages. One-half lecture; one lab.

**ECD 165 • Language Development of Infants and Toddlers** 1 cr.

A study of the normal language skills development in infants and toddlers, including activities to foster language development and help identifying language delays. One-half lecture; one lab.

**ECD 166 • Encouraging Autonomy and Positive Self-Concept** 1 cr.

Defines trust and autonomy and identifies the type of care which fosters the development of autonomy and positive self-concept in infants and toddlers. One-half lecture; one lab.

**ECD 167 • Guidance and Discipline of Infants and Toddlers** 1 cr.

Appropriate guidance techniques for various developmental levels without impeding infants and toddlers' needs to explore and experiment. One-half lecture; one lab.

**ECD 168 • Enhancing Social Competence of Infants and Toddlers** 1 cr.

Skills and techniques to enhance the social competence of infants and toddlers by providing an appropriate environment, by providing for positive interaction between caregiver and child, and by providing opportunities for interactions with peers. One-half lecture; one lab.

**ECD 169 • Sensorimotor Learning in Infancy and Toddlerhood** 1 cr.

Sensorimotor period of development of young children in their first two years of life. One-half lecture; one lab.

**ECD 172 • Physical Development in Infancy and Toddlerhood** 1 cr.

The normal sequence of physical development in infants and toddlers, utilizing observations and participation in infant and toddler care activities to individualize the program. One-half lecture; one lab.

**ECD 175 • Professionalism** 1 cr.

Components of professionalism of the early childhood profession, including ethical behavior, advocacy and commitment to professional growth. One-half lecture; one lab.

**ECD 180 • Introduction to Family Day Care Provider** 1 cr.

Child care settings with an emphasis on family day care. Also includes a curriculum review of family day care as it relates to the Child Development Associate Program. One-half lecture; one lab.

**ECD 181 • Recordkeeping for the Family Day Care Provider** 1 cr.

Fundamentals of a record keeping system in a family day care setting, including recording income and expenses, tax consideration and maintaining program records. One-half lecture; one lab.

**ECD 182 • Family Day Care as a Small Business** 1 cr.

The multifaceted aspects of the business of providing family child care such as zoning, certification, insurance, hours of care, fees, advertising, program and parent/provider agreements. One-half lecture; one lab.

**ECD 183 • Balancing Work and Family in a Family Day Care Setting** 1 cr.

Principles of achieving balance in work and family life while operating a family day care business. Includes components of being self-employed and home-based, communication techniques, time management skills, conflict resolution and components of self-care. One-half lecture; one lab.

**ECD 185 • Early Childhood Provider Basics** 3 cr.

Ten topic areas of basic early childhood training: child development, health, safety, nutrition, learning environments including behavior management, early literacy, early mathematics, special needs, community resources and professionalism. Two and one-half lecture; one lab.

**ECD 200 • Introduction to Early Childhood Education** 3 cr.

Teaching the young child. Course covers the total early childhood field - types, objectives, philosophy, curriculum and the history of such programs. **Prerequisite:** Satisfactory placement. Three lecture.

**ECD 201 • Exploring Early Childhood Program Philosophies** 1 cr.

Variety and complexity of early childhood programs leading to the development of a personal program philosophy. One-half lecture; one lab.

**ECD 211 • Providing Food and Nutrition Services** 1 cr.

Planning, developing, implementing and evaluating nutrition and food services for early childhood programs. One-half lecture; one lab.

**ECD 216 • Transitions** 1 cr.

Study and application of transitions of children in varied early childhood settings, including the nature of transitions and the use of transitional activities. One-half lecture; one lab.

**ECD 217 • Early Literacy** 1 cr.

Development of reading and writing skills for young children. Includes the process of reading and writing and appropriate environments and adult responses. One-half lecture; one lab.

**ECD 220 • Preschool Behavior Problems** 3 cr.

Step-by-step approach in dealing with behavior problems of preschool children. **Prerequisite:** Satisfactory placement. Three lecture.

**ECD 221 • Stress Management for Educators** 2 cr.

Strategies for managing time, space and people in the early childhood setting. **Prerequisite:** Satisfactory placement. Two lecture.

**ECD 222 • Young Children with Special Needs** 3 cr.

Focuses on the holistic view of the field of early childhood special education, including assessment, range of services, intervention and the prevention of the emergence of future problems or disabilities. Three lecture.

**ECD 224 • Developmentally Appropriate Practices for Classroom** 3 cr.

Designed to familiarize students with stages of cognitive development. This information will help student to meet the needs of different children in the classroom environment by developing appropriate activities and procedures that meet the needs of the individual. Three lecture.

**ECD 231 • Planning and Managing an Early Childhood Program** 2 cr.

Designing, planning, implementing and managing an early childhood program based upon needs assessment and program philosophy. One lecture; two lab.

**ECD 232 • Designing Indoor and Outdoor Environments** 2 cr.

Focus on the arrangement of the indoor and outdoor play and work spaces in early childhood environments in accordance with the program's philosophy, goals, objectives, and needs of children, staff and families. One lecture; two lab.

**ECD 233 • Developing Policies and Procedures for Early Childhood Programs** 2 cr.

An Internet course leading to the development and/or revision of written policies and procedures for an early childhood setting based upon applicable state, local and/or federal regulations. Two lecture.

**ECD 234 • Staffing an Early Childhood Program** 2 cr.

An overview of the skills essential for personnel management in an early childhood program, including staffing selection and patterns, record keeping, employee compensation, assessing, evaluating and training of staff. One lecture; two lab.

**ECD 235 • Budget and Financial Management** 2 cr.

Planning, developing and implementing an accounting and financial system for use in an early childhood program setting. One lecture; two lab.

**ECD 236 • Marketing the Early Childhood Program** 2 cr.

Developing skills to market the early childhood program to parents and community, including recruitment and enrollment. One lecture; two lab.

**ECD 237 • Evaluating an Early Childhood Program** 1 cr.

Development and implementation of an evaluation system for an early childhood program, including children's program, staff and overall program. One-half lecture; one lab.

**ECD 238 • Literacy Development in Young Children** 3 cr.

Overview of emergent literacy development in young children including appropriate early experiences in oral language and with books, reading and writing. Emphasis on strategies to promote reading and writing readiness. Three lecture.

**ECD 239 • Social Emotional Development in Young Children** 3 cr.

Study of social and emotional competencies including self-awareness, social awareness, self-management, responsible decision making, communication and relationship skills as they apply to young children. Three lecture.

**ECD 240 • Numeracy in Early Childhood** 3 cr.

Designed for early educators/care givers to develop children's numeracy and exploration in the areas of subitizing, learning number words to 10, estimation and cardinality principle. Problem solving and discovery techniques are also introduced. Three lecture.

**ECD 250 • Child Development I** 3 cr.

The child from conception through the preschool years. **Prerequisite:** Satisfactory placement. Three lecture.

**ECD 251 • Child Development II** 2 cr.

The child from the middle childhood years through adolescence. **Prerequisite:** ECD 250. Two lecture.

**ECD 270 • CDA Assessment Preparation** 2 cr.

Assists the student in preparation for successfully completing direct CDA assessment process for receiving the national CDA Credential. **Prerequisite:** Instructor permission. Two lecture.

## ***Education (EDU)***

### **EDU 101 • Effective Tutoring** 1 cr.

For those who work with students as tutors, scribes or note takers. The course identifies new methods and approaches to tutoring, including qualities, goals, strategies and implementation guidelines for the development of an effective tutoring relationship. One lecture.

### **EDU 102 • Laubach Literacy Tutor Training** 1 cr.

The philosophy, methods, techniques and materials employed in teaching of basic reading to the nonreader using the Laubach system of reading. One lecture.

### **EDU 103 • Laubach ESOL Tutor Training** 1 cr.

Prepares literacy tutors to teach English to speakers of other languages. Trainees learn how to use the Laubach literacy materials designed to teach adults basic English literacy skills. **Prerequisite:** EDU 102. One lecture.

### **EDU 136 • Introduction to Reading Programs** 1 cr.

An overview of the major philosophies in reading and the approaches that accompany them. Strengths and weaknesses of language experience, phonetic and linguistic approaches are reviewed. Includes components of a reading program, suitability to area needs and modifications to meet needs. One-half lecture; one lab.

### **EDU 137 • Principles of Child Guidance** 1 cr.

Methods of establishing and promoting sound relationships with children on an individual basis. Techniques include active listening, cooperative planning, the art of constructive criticism, offering choices, enhancing self-esteem, improving self-concept, dealing with problems, and promoting social and emotional growth. One-half lecture; one lab.

### **EDU 138 • Managing Children's Behavior** 1 cr.

The teacher's role in setting up a management system for a healthy learning environment. Techniques in discipline and child management. One-half lecture; one lab.

### **EDU 139 • Assisting in Teaching Elementary School Physical Education** 1 cr.

Methods and activities for assisting in the instruction of physical education in the elementary school. One-half lecture; one lab.

### **EDU 140 • Assisting in Teaching Elementary School Writing** 1 cr.

Methods and materials used in teaching the fundamental principles of writing. Topics include the writing process, reading, speaking, thinking, paragraphs, poetry, usage, punctuation, spelling and capitalization. One-half lecture; one lab.

### **EDU 143 • Assisting in Teaching Elementary School Math** 1 cr.

Materials and methods used in teaching elementary school mathematics, including easy-to-make materials and remedial math tutorial techniques to be used individually or in small groups. One-half lecture; one lab.

### **EDU 144 • Assisting in Teaching Elementary School Science** 1 cr.

Methods and materials used for assisting in teaching elementary school science. One-half lecture; one lab.

### **EDU 145 • Assisting in Teaching Elementary School Social Studies** 1 cr.

Methods and materials used for assisting in teaching elementary school social studies. One-half lecture; one lab.

### **EDU 146 • Assisting in Teaching Elementary School Music** 1 cr.

Methods and materials used in elementary school music programs. Includes songs, dances and rhythm activities. One-half lecture; one lab.

### **EDU 147 • Assisting in Teaching Elementary School Reading** 1 cr.

Course defines the reading process, reviews learning to read from the readiness stage through fluent reading. Includes bilingual problems, and major approaches. Emphasis on developing language and reading in the bilingual setting and methods to enhance learning. One-half lecture; one lab.

### **EDU 148 • Assisting in Teaching Elementary School Art** 1 cr.

Methods and materials used in teaching elementary school art. One-half lecture; one lab.

### **EDU 149 • Use of Bulletin Boards and Classroom Decorations** 1 cr.

Development of ideas for bulletin boards and classroom decorations for holidays, special occasions and specific academic subjects. One-half lecture; one lab.

### **EDU 200 • Introduction to Education** 3 cr.

Surveys the field of education. Historical development; the requirements for admission into teaching; approaches and theory; problems of teachers; organization and administration; and ethical and legal aspects and foundations of education are examined. **Prerequisite:** Satisfactory placement. Three lecture.

### **EDU 201 • Substitute Teaching in the Schools** 3 cr.

An overview of responsibilities and methods for substitute teaching in K-12 classrooms. Three lecture.

### **EDU 202 • Occupational/Physical Therapy Educational Assistant** 3 cr.

An orientation to working as a technical assistant to an occupational/physical therapist in the school setting. Three lecture.

### **EDU 203 • Speech Therapy Educational Assistant** 3 cr.

An orientation to working as a technical assistant to a speech therapist in the school setting. Three lecture.

**EDU 204 • The Effective Teacher** 3 cr.

Designed for teachers focusing on the well-managed classroom, including developmentally appropriate practices for toddlers through school age children, effective lesson planning, classroom procedures, positive guidance practices, and supporting the learning and involvement of special needs children with strategies for building relationships with families. Three lecture.

**EDU 205 • Community College in America** 3 cr.

An introduction to the community college, an institution unique to the United States. Study includes the history, philosophy and future of community colleges. **Prerequisite:** Satisfactory placement. Three lecture.

**EDU 210 • Literacy Tutor Practicum I** 3 cr.

Students receive instruction in the philosophy, methods, techniques and materials employed to teach basic literacy. Students then practice and develop their teaching skills by tutoring in a community literacy program or educational institution. **Prerequisite:** Instructor permission. One lecture; four lab.

**EDU 211 • Literacy Tutor Practicum II** 3 cr.

Students enhance their tutoring skills through a continuation of Practicum I. **Prerequisite:** EDU 210. One lecture; four lab.

**EDU 214 • Mentoring Practicum I** 3 cr.

Combines the knowledge acquired in mentor training with the concepts and practices of being a mentor. The student will work 60 hours during the term one-to-one with a young person aged 4 to 18. **Prerequisite:** Prescreening by the instructor. Two lecture; four lab.

**EDU 215 • Mentoring Practicum II** 3 cr.

A continuation of Mentoring Practicum I. The student may work with a new individual or the same one as in EDU 214. **Prerequisite:** EDU 214. Two lecture; four lab.

**EDU 220 • Diversity in Education** 3 cr.

An introduction to multicultural education and the various forms of human diversity found in classrooms, schools and communities. Emphasis on the role of stereotyping and prejudice as they affect teachers and learners. **Prerequisite:** Satisfactory placement. Three lecture.

**EDU 222 • Introduction to Special Education** 3 cr.

The history, practices, advances, problems and challenges of the special education field from birth to adulthood. **Prerequisite:** Satisfactory placement. Three lecture.

**EDU 223 • Classroom Observation Skills** 1 cr.

Presentation of classroom observation skills to identify effective teaching practices. Eight areas related to positive learning outcomes include learning climate, classroom management, lesson clarity, instructional variety, task orientation, student engagement, student success and higher thought processes. Prepares pre-service teachers for classroom observation assignments in conjunction with the core EDU courses. **Prerequisite:** Concurrent enrollment in EDU 200. One lecture.

**EDU 250 • Critical and Evaluative Reading for Educators** 3 cr.

Emphasizes application of critical inquiry skills to varied and challenging reading materials. Includes analysis, synthesis, and evaluation through written discourse. **Prerequisite:** ENL 101. Three lecture.

**EDU 260 • Technology Integration in the Classroom – SmartBoard I** 1 cr.

Designed for classroom teachers who wish to explore incorporation of interactive Smart Board for students in grades K-12. Focuses on learning the software, instructional models that incorporate best practices within instructional design, and lesson plan development. Concepts of this class especially applicable with ELL students to master state standards. One lecture.

**EDU 271 • Phonics Based Reading and Decoding** 3 cr.

Overview of research, curricular content and instructional practices associated with Research Based Systematic Phonics Instruction (RBSPI) and other methods for teaching reading. Emphasis on methods mandated by Arizona legislation. Three lecture.

**EDU 272 • Educational Psychology** 3 cr.

Focus on the study and application of psychological principles, theories, and methodologies related to teaching and learning. Current trends and Arizona State Board of Education professional teaching standards covered; includes 10 hours field experience. **Prerequisite:** PSY 101 or instructor permission. Three lecture.

**EDU 275 • Instructional Skills** 2 cr.

Review of basic ideas about teaching, current practices, and new instructional strategies and techniques. Participants are encouraged to address different learning domains – psychomotor, cognitive and affective. Two lecture.

**EDU 276 • Managing the Learning Environment** 3 cr.

Classroom management techniques, discipline models, student behavior and misbehavior, group dynamics, student self-motivation, and learning styles. Arizona State Board of Education professional teaching standards emphasized; includes 20 hours field experience. **Prerequisite:** Satisfactory placement. Three lecture.



**EDU 280 • Introduction to Structured English Immersion (SEI) Augmented** 3 cr.

Emphasis on understanding English Language Learners (ELL) in the K-12 classroom. Covers the history, culture, theory, methods, and an introduction to both the English Language Proficiency (ELP) standards and the Arizona English Language Learner Assessment (AZELLA). Three lecture.

**EDU 281 • Introduction to Structured English Immersion (SEI)** 1 cr.

Emphasis on understanding English Language Learners (ELL) in the mainstream classroom. Brief history, culture, theory, methods, and introduction to both the English Language Proficiency (ELP) standards and the Arizona Structured English Language Proficiency (SELP) test. Includes review of alternative methods of assessment. One lecture.

**EDU 282 • Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods** 3 cr.

Methods of developing and analyzing lesson plans in all content areas using English Language Learners (ELL) standards. Emphasis on components of curriculum content, teaching strategies, development/evaluation/adaption of teaching materials, and the role of culture in learning. Examines the alignment of ELL proficiency standards to the Arizona Language Arts Academic Standards. Three lecture.

**EDU 291 • Children's Literature** 3 cr.

Review of children's literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Elementary curriculum supported and developed through literature. **Prerequisites:** ENL 101 and ENL 102. Three lecture.

**Emergency Medical Technology (EMT)****EMT 104 • CPR and First Aid** 0.5 cr.

Designed to certify the student in CPR (Health Care Provider level) and First Aid (American Heart Association). (Eight contact hours.) One-half credit.

**EMT 120 • Emergency Medical Responder** 3 cr.

EMR scope of practice includes simple skills focused on life-saving interventions for critical patients. Render on-scene emergency care while awaiting additional EMS response and serving as part of transporting crew, but not as primary caregiver. **Prerequisites:** Must be 18 years of age, American Heart Association Heartsaver CPR with AED. Three lecture

**EMT 121 • Emergency Medical Responder Refresher** 1 cr.

Sixteen-hour refresher course for the Emergency Medical Responder. Designed to meet recertification requirements of the National Registry of Emergency Medical Technicians for Emergency Medical Responders. One lecture.

**EMT 130 • Emergency Medical Technician Preparatory Course** 3 cr.

Introduction to medical terminology, basic anatomy and physiology of the human body as cornerstones for providing care to patients in the pre-hospital environment. Course is required for anyone entering EMT-Basic. Healthcare Provider CPR, a prerequisite for the EMT 132 course, is included. Three lecture.

**EMT 132 • Emergency Medical Technician – Basic** 9 cr.

Students learn skills to recognize and properly treat illness and injury in the pre-hospital setting. Successful completion of the course leads to certification by the National Registry of EMTs and the Arizona Department of Health Services. **Prerequisites:** Must be 18 years of age; current health care provider CPR (to include adult, child, infant and AED); ASSET reading score of 41 or COMPASS reading score of 81 is required; successful completion of EMT 130 or permission from EMT program coordinator. Eight lecture; one lab.

**EMT 133 • EMT – Basic Refresher** 2 cr.

A 32-hour continuing education class that fulfills the National Registry of Emergency Medical Technicians and Arizona Department of Health Services requirements for recertification as a basic EMT in the state. **Prerequisite:** Current certification as an EMT-B with NREMT or State of Arizona. Two lecture.

**EMT 134 • EMT IVC** 1.5 cr.

Course designed for the EMT Basic to develop intravenous skills to provide advanced care to patients to enhance their outcome. **Prerequisites:** Current certification as an EMT-B in the State of Arizona; written approval from the EMT-B's EMS provider agency and from an administrative medical director who agrees to provide medical direction for the EMT-B. One lecture; one-half lab.

**EMT 236 • Advanced Cardiac Life Support (ACLS)** 2 cr.

Didactic and psychomotor skills training and validation in techniques of Advanced Cardio Life Support according to the most recent standards and guidelines of the American Heart Association. **Prerequisites:** Current American Red Cross or American Heart Association Basic Life Support/Health Care Provider validation. Physician, registered nurse, certified paramedic, current enrollment in a paramedic (or advanced) program, or permission from the EMS program coordinator/instructor. One lecture; two lab.

**EMT 237 • Pediatric Advanced Life Support (PALS) Provider Course** 1 cr.

Didactic and psychomotor skill education and training in techniques of Pediatric Life Support, according to the most recent standards and guidelines of the American Heart Association and PEPP. Includes advanced airway management, defibrillation, arrhythmia recognition, pharmacology, intraosseous infusion and management of trauma, shock and respiratory medical emergencies. **Prerequisite:** Physician, registered nurse, licensed practical nurse, respiratory therapist, certified paramedic, certified intermediate, current enrollment in a paramedic (or advanced) program, or permission from the EMS program coordinator/instructor. One lecture.

**EMT 238 • Advanced Cardiac Life Support (ACLS) Renewal Course** 0.5 cr.

Renewal didactic and psychomotor skill education and training in techniques of Advanced Cardiac Life Support according to the most recent standards and guidelines of the American Heart Association. Includes advanced airway management, defibrillation, cardioversion, arrhythmia recognition, pharmacology, and management of heart attack and stroke patients. **Prerequisites:** Physician, registered nurse, licensed practical nurse, respiratory therapist, certified paramedic, certified intermediate, current enrollment in a paramedic (or advanced) program, or permission from the EMS program coordinator/instructor. Current ACLS Provider Card or permission of the Regional faculty for the course. One-half lecture.

**EMT 239 • Pediatric Advanced Life Support (PALS) Renewal Course** 0.5 cr.

Renewal didactic and psychomotor skill education and training in techniques of Pediatric Life Support according to the most recent standards and guidelines of the American Heart Association and PEPP. Includes advanced airway management, defibrillation, arrhythmia recognition, pharmacology, intraosseous infusion, and management of trauma, shock and respiratory medical emergencies. **Prerequisite:** Physician, registered nurse, licensed practical nurse, respiratory therapist, certified paramedic, certified intermediate, current enrollment in a paramedic (or advanced) program, or permission from the EMS program coordinator/instructor. One-half lecture.

**EMT 240 • Basic Electrocardiogram (ECG) and Pharmacology** 3 cr.

This is a **prerequisite** for EMT 244 and for any health care provider who wishes to learn or refresh on the Basic ECG rhythms and their pharmacologic management. The content includes cardiac electrophysiology, all the basic heart rhythms, introduction of pharmacologic management and medication calculations. Three lecture.

**EMT 241 • Advanced Life Support (ALS) Refresher** 3 cr.

A 48-hour continuing education class that fulfills the National Registry of Emergency Medical Technicians and Arizona Department of Health Services requirements for recertification as a paramedic or intermediate EMT in the state of Arizona. **Prerequisite:** must be certified as an EMT-P or EMT-I in the state of Arizona. Three lecture.

**EMT 244 • Paramedic Training I** 23 cr.

Develop advanced knowledge and skills for recognition of and appropriate management of illness and injury in the pre-hospital setting as described in course objectives. Successful completion of this semester course leads to admission to EMT 245. **Prerequisites:** EMT 240; current Arizona State Certified EMT for at least 1 year; ASSET reading score of 41 or COMPASS reading score of 81; current Healthcare Provider CPR; negative TB skin test within last 6 months; proof of MMR and Hep B immunization or signed waiver; and successful completion of a minimum of 24 clock hours of hazardous materials training that meets the requirements of the National Fire Protection Association's NFPA 472. 17 lecture; six lab.

**EMT 245 • Paramedic Training II** 26 cr.

Develop advanced knowledge and skills for recognition of and appropriate management of illness and injury in the pre-hospital setting as described in course objectives. Successful completion of this second semester provides the opportunity to test for certification by the National Registry of EMTs and the Arizona Department of Health Services. **Prerequisites:** EMT 244; current Arizona State Certified EMT; current Healthcare Provider CPR, negative TB skin test within last 6 months, proof of MMR and Hep B immunization or signed waiver. 16 lecture; 10 lab.

**EMT 250 • Instructor Strategy Course** 1.5 cr.

Course designed to create new instructors by providing them with guidelines for creating lesson plans, implementing lectures, and performing impromptu and planned lecture presentations. Is a precursor to specific instructor classes for any pre-hospital course or American Heart Association course that NPC-EMS division may provide. Combines classroom instruction, skill development, application exercises and student demonstrations. One and one-half lecture; .3 lab.

**EMT 251 • Instructor Strategy Renewal Course** 0.5 cr.

Update and refresh instructors by providing them with new guidelines for creating lesson plans, implementing lectures, and performing impromptu and planned lecture presentations. Combines classroom instruction, skill development, and application exercises and student demonstrations. **Prerequisites:** current instructor for NPC (includes adjunct faculty), current AHA ACLS, PALS, CPR, NREMT instructor. One-half lecture.

**English (ENL)****ENL 100 • Fundamentals of Composition** 3 cr.

An integrated reading/critical thinking/writing approach to skills needed for success in college. Extensive writing practice with emphasis on purpose, organization, revision for clarity and correctness. **Prerequisite:** Satisfactory placement. Three lecture.

**ENL 101 • College Composition I** 3 cr.  
**SUN# ENG 1101**

Basic principles of writing college-level, academic essays, including a short research paper. **Prerequisite:** Satisfactory placement, or ENL 100 or TLC 090. Three lecture.

**ENL 102 • College Composition II** 3 cr.  
**SUN# ENG 1102**

Basic principles of writing college-level, documented critical essays, including the longer research paper. **Prerequisite:** ENL 101. Three lecture.

**ENL 109 • Technical Writing** 3 cr.

Surveying of the basic principles of preparing reports and other work-related documents. The course emphasizes the generation of documents used in engineering, science and business. **Prerequisite:** ENL 101. Three lecture.

**ENL 110 • Scriptwriting** 3 cr.

Students study and write media scripts for television and radio commercials, documentaries, instruction videos, dramatizations, interviews, and questionnaires/surveys. Three lecture.

**ENL 201 • Literary Magazine Production** 3 cr.

Basic principles of magazine production. Students serve as staff for the *Northern Flight Literary and Fine Arts Magazine* and learn fundamentals of editorial selection, copy editing, proofreading, design and layout. Students use computer programs, such as Adobe Photoshop and Adobe Illustrator. Three lecture.

**ENL 202 • Literary Magazine Editing** 3 cr.

Students serve as editors and oversee all aspects, except budget issues, of the production of the *Northern Flight Literary and Fine Arts Magazine* working with the NF staff. Editors schedule timelines for production; supervise editorial selection, editing, design layout, printing proofs, and collaborate with college personnel in general advertising and establishing exhibits. **Prerequisite:** ENL 201. Three lecture.

**ENL 203 • Literary Magazine Editing II** 3 cr.

Direct the *Northern Flight Literary and Fine Arts Magazine* staff. Senior editors set the tone for the magazine and have responsibility for all aspects of the magazine's production up to the design and layout phase: staff assignments, creating meeting agendas, conducting staff meetings, editorial selection, editing duties, publicity, and organizing and maintaining files. Senior editors are selected by the instructor. **Prerequisites:** ENL 201, ENL 202. Three lecture.

**ENL 204 • Literary Magazine Editing III** 3 cr.

Direct the *Northern Flight Literary and Fine Arts Magazine* staff. Senior editors set the tone for the magazine and have responsibility for all aspects of the magazine's production: staff assignments, creating meeting agendas, conducting staff meetings, editorial selection, editing duties, publicity, organizing and maintaining files, overseeing all stages of the design and layout of the magazine, and making final printing arrangements. Senior editors are selected by the instructor. **Prerequisites:** ENL 201, ENL 202, ENL 203. Three lecture.

**ENL 210 • Screenplay Writing** 3 cr.

Students study the history, form, format and style of the screenplay genre; observe film clips; read screenplay models and movie reviews; write a movie review; and write a treatment and first act of an original screenplay script. As a final project, students read and/or direct their scripts. Three lecture.

**ENL 220 • World Literature I** 3 cr.

A survey of influential and widely known literature of the Western world through the Renaissance. **Prerequisite:** Satisfactory placement. Three lecture.

**ENL 221 • World Literature II** 3 cr.

A survey of literature of the Western world from the Renaissance to the 20th century. **Prerequisite:** Satisfactory placement. Three lecture.

**ENL 224 • English Literature I** 3 cr.

A survey of significant writers, works and developments in English literature from the Middle Ages through the Restoration and 18th century. Meets the common program requirements for English or humanities majors. **Prerequisite:** Satisfactory placement. Three lecture.

**ENL 225 • English Literature II** 3 cr.

A survey of the significant writers, works and developments in English literature from the Romantic Movement to the Modern/Post-Modern period. Meets the common program requirements for English or humanities majors. **Prerequisite:** Satisfactory placement. Three lecture.

**ENL 230 • American Literature I** 3 cr.

A survey of selected readings in American literature from the colonial period to 1865. **Prerequisite:** 'C' or better in ENL 101 or instructor permission. Three lecture.

**ENL 231 • American Literature II** 3 cr.

A survey of readings in American literature from 1865 to the present. **Prerequisite:** 'C' or better in ENL 101 or instructor permission. Three lecture.

**ENL 233 • Literature of the Southwest** 3 cr.

A survey of writers of the American Southwest, emphasizing Anglo, Native American and Mexican-American writers. **Prerequisite:** Satisfactory placement. Three lecture.

**ENL 234 • Native-American Literature** 3 cr.

Native-American literature, including traditional oral literature, as well as related problems and perspectives of understanding contemporary Native-American writing. **Prerequisite:** Satisfactory placement. Three lecture.

**ENL 236 • Creative Writing I** 3 cr.

Elements of fiction, poetry, literary nonfiction and drama. Students are required to create and submit individually designed projects according to his/her specific writing interests. **Prerequisite:** ENL 101. Three lecture.

**ENL 237 • Creative Writing II** 3 cr.

Extended practice in the art of writing fiction, poetry, literary nonfiction and drama. Emphasis on creative, individual expression and critical rewriting. **Prerequisite:** ENL 236. Three lecture.

**ENL 240 • Learning Through Classroom Discussion** 1 cr.

Part 1 of three one-credit courses presenting strategies for cultivating classroom discussion. Tailored to grade level in four modules (grades 1-3, 4-6, 7-10, 11-15). Qualifies as credit for teachers and teacher aides seeking recertification. One lecture.

**ENL 291 • Children's Literature** 3 cr.

Review of children's literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Elementary curriculum supported and developed through literature. **Prerequisites:** ENL 101 and ENL 102. Three lecture.

**Fire Science (FRS)****FRS 100 • Fire Service Orientation and Terminology** 2 cr.

History, traditions, terminology, organization and operation of the fire service for new firefighters. Two lecture.

**FRS 102 • Fire Service First Responder** 2 cr.

Knowledge and skills necessary to provide emergency care to trauma and medical victims and to assist EMS providers. Course follows First Responder: National Standard Curriculum, 1995, U.S. Dept. of Transportation, National Highway Traffic and Safety Administration. One and one-half lecture, one and one-half lab.

**FRS 104 • Firefighter I and II** 10 cr.

Beginning firefighting skills and information for the new fire department recruit or individual seeking to enter the fire service workforce. Instruction provided follows NFPA Standard 1001 and the Arizona State Fire Marshal's Office requirements to become eligible for Firefighter I and II certification. **Prerequisite:** An approved agency sponsorship is required; **co-requisite:** FRS 110. Seven lecture; three lab.

**FRS 106 • Firefighter Health and Safety** 2 cr.

A comprehensive survey of regulations and standards governing firefighter and emergency medical services occupational safety and health. Two lecture.

**FRS 109 • Hazardous Materials Awareness** 0.5 cr.

Identifies hazardous materials and the roles of various agencies at the scene of a hazardous materials incident. Instruction provided in recognition and identification, safety consideration, capabilities and limitations, and pre-emergency planning. One-half lecture.

**FRS 110 • Hazardous Materials for First Responder** 2 cr.

Basic information and skills needed for appropriate response to hazardous materials emergencies. Follows state and national standards for the response, identification, safety and containment of a hazardous materials incident. Two lecture.

**FRS 112 • Managing Company Tactical Operations** 2 cr.

Instruction for the fire officer, or prospective fire officer, in developing strategies for managing individual fires and emergencies. Two lecture.

**FRS 113 • Confined Space I** 1 cr.

Training for personnel who may perform work in a confined space and for those who supervised such personnel. 16 contact hours.

**FRS 115 • Principles of Fire Prevention** 3 cr.

Overview of the history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use of fire codes for identification and correction of fire hazards; relationship of fire prevention to built-in fire protection systems; importance of fire investigation and fire safety education. Prepares student for NFPA Fire Protection Specialist exam. Three lecture.

**FRS 116 • Introduction to Respiratory Protection for the Fire Service** 2 cr.

Information and skills necessary for the operational level of fire department personnel in the use, care, cleaning, storage and maintenance of respiratory protection equipment. Two lecture.

**FRS 117 • Introduction to Forcible Entry Tools** 1 cr.

Identification and proper use of forcible entry tools for the new firefighter or fire recruit. One lecture.

**FRS 118 • Introduction to Fire Hose, Streams and Nozzles** 2 cr.

Safe and proper use of fire hose, streams and nozzles for the new firefighter or fire recruit. Two lecture.

**FRS 119 • Introduction to Fire Pumps and Apparatus** 2 cr.

Fire pump operation and fire apparatus for the new firefighter or fire recruit. Two lecture.

**FRS 120 • Emergency Vehicle Driving** 1 cr.

Legal responsibilities, physical factors and general problems facing operators of emergency vehicles. Includes training in an emergency response vehicle. One-half lecture, one-half lab.

**FRS 121 • Emergency Stabilization and Extraction** 1 cr.

Instruction and practice to develop skills in emergency patient management and rescue from a variety of vehicles. One lab, one-half lecture.

**FRS 122 • Fire Service Ventilation and Services** 2 cr.

Proper ventilation techniques and safe ladder operations for the new firefighter or fire recruit. Two lecture.

**FRS 123 • Introduction to Extinguishers and Foam Suppression** 1 cr.

Proper use of fire extinguishers and foam suppression for the new firefighter or fire recruit. One lecture.

**FRS 124 • Introduction to Fire Service Ropes and Knots** 1 cr.

Familiarization and proficiency in using ropes and knots in use in the fire service for the new firefighter or fire recruit. One lecture.

**FRS 125 • Introduction to Water Supply and Hydrant Testing** 2 cr.

Familiarization with fire service water supply, hydrant inspection and testing for the entry-level firefighter or fire recruit. Two lecture.

**FRS 126 • Rope Rescue I** 1 cr.

Foundational class in techniques and concepts in fire service rope rescue. One lecture.

**FRS 127 • Rope Rescue II** 1 cr.

Hands-on class covering basic and advanced skills in technical litter evacuations in vertical environments. One lecture.

**FRS 128 • Rope Rescue III** 1 cr.

Hands-on class focusing on teamwork, rescue leadership and application of all rope rescue skills in real-life exercises. One lecture.

**FRS 129 • Firefighter Fitness and Conditioning** 2 cr.

Overview of physical fitness and conditioning requirements for current and prospective firefighters including conditioning techniques. Major components include fitness and workout techniques applied to performance of specific simulated firefighting tasks, individual conditioning strategies, nutritional guidelines and mental well-being. Two lecture.

**FRS 130 • The Incident Command System** 1 cr.

Course designed to meet the needs of fire officers and managers with responsibility to use, deploy, implement and/or function within a department incident command system. One lecture.

**FRS 131 • Vehicle Firefighting** 1 cr.

Strategies and tactics to reduce risk to emergency response personnel during vehicle fire suppression. One lecture.

**FRS 133 • Introduction to Fire Behavior and Detection** 1 cr.

Current systems on fire detection and behavior used in the fire service. One lecture.

**FRS 134 • Rapid Intervention Crew** 1 cr.

Information and skills for fire officers and fire fighters to perform as rapid intervention crew. One lecture.

**FRS 136 • Fire Service Pumping Apparatus Equipment and Hydraulics** 3 cr.

Foundational knowledge necessary to understanding principles of water use in fire apparatus and the application of hydraulic principles to fire ground operations. Designed to meet the professional NFPA 1002 qualifications for Fire Service Apparatus Driver/Operator. Three lecture

**FRS 137 • Strategies and Tactics** 3 cr.

Provides the principles of fire ground control through the utilization of personnel, equipment and extinguishing agents. **Prerequisites:** FRS 104 or instructor permission. Three lecture.

**FRS 141 • Fire Service Communication** 3 cr.

Application of written and oral communication in the fire service. Students write incident reports, daily logs, and investigation and personnel documents. Training uses National Fire Academy's four steps: Preparation, Presentation, Application and Testing based on the NFPA 1041 Fire and Emergency Services Instructor I. **Prerequisite:** Satisfactory placement. Three lecture.

**FRS 150 • Wildland Firefighter** 2 cr.

Students acquire entry-level skills for wildland firefighter positions. Includes hands-on instruction to utilize tools and equipment for the wildland firefighter. Students also acquire knowledge of wildland fire behavior, safety procedures and tactics. Two lecture.

**FRS 207 • Building Construction for the Fire Service** 3 cr.

Components of building construction that relate to fire and life safety with focus on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations and operating at emergencies. **Prerequisite:** FRS 104 or instructor permission. Three lecture.

**FRS 210 • Incident Safety Officer** 3 cr.

Knowledge and skills required by the Incident Safety Officer (ISO) during emergency incident operations and training exercises. Based on the National Fire Protection Standard (NFPA) 1521. Prepares students for Fire Department Safety Officers Association national certification test leading to National Fire Academy certification. **Prerequisites:** FRS 104 and FRS 137, or instructor permission. Three lecture.

**FRS 211 • Leadership I** 1 cr.

Principles of decision-making, problem analysis, problem solving, and meeting planning and facilitation for mid-level managers and company officers in the fire service. **Prerequisite:** FRS 104. One lecture.

**FRS 212 • Leadership II** 1 cr.

Overview of managing the multiple roles of a mid-level manager and company officer. Covers effective personal leadership in the fire service; fostering creativity and innovation; developing personal influence; establishing, modeling and influencing ethical behavior. **Prerequisite:** FRS 104. One lecture.

**FRS 213 • Leadership III** 1 cr.

Study of leadership behaviors and styles, effective delegation and coaching techniques for mid-level managers and company officers. Covers assessing developmental level of employees, principles of discipline to address employee behavior, positive discipline and consistent and ethical application of progressive discipline. **Prerequisite:** FRS 104. One lecture.

**FRS 216 • Fire Officer I** 3 cr.

Instruction for fire service members in assigning responsibilities, coordinating tasks, initiating and executing action plans, developing and implementing policy changes, developing post-incident analyses and performing accident investigations. Based on National Fire Protection Association standard 1021 for Fire Officer I. **Prerequisite:** FRS 104 or instructor permission. Three lecture.

**FRS 217 • Fire Officer II** 3 cr.

Application of management skills in the fire service setting. Covers evaluating job performance; creating professional development plans; applying human resource management principles; developing policies, procedures and budgets; applying standard purchasing procedures; producing reports and planning for organizational change. Meets NFPA standard 1021 for Fire Officer Professional Qualifications for Fire Officer II. **Prerequisites:** FRS 104 and FRS 216 or instructor permission. Three lecture.

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**French (FRE)**

**FRE 100 • Beginning French Conversation** 3 cr.

Introduction to French through emphasis on phonology, basic structures and vocabulary manipulation. Three lecture.

**FRE 101 • Elementary French I** 4 cr.  
**SUN# FRE 1101**

Focus on speaking and understanding French through an audio-aural approach comprised of dialogues, pattern drills, grammar and situation. Reading and writing skills are introduced. **Prerequisite:** Satisfactory placement. Four lecture.

**FRE 102 • Elementary French II** 4 cr.

Continuation of FRE 101. Emphasis continues on the four basic skills of hearing, speaking, reading and writing. Augmented basic vocabulary, new grammatical structures and increased focus on culture. **Prerequisite:** FRE 101. Four lecture.

## Geography (GEO)

### GEO 110 • World Regional Geography 3 cr.

Basic physical, cultural and economic elements and their integration in a world and regional basis. **Prerequisite:** Satisfactory placement. Three lecture.

### GEO 111 • Physical Geography 4 cr.

Study of the Earth's formative processes, including atmospheric, hydrologic, volcanic and glacial. The effects of the Earth's formative processes on the landscape, climate, vegetation and soils are examined as are the impact of human activity on these processes. **Prerequisite:** Satisfactory placement. Three lecture; three lab.

### GEO 120 • Human Geography 3 cr.

Systematic study of human use of the earth; including spatial organization of economic, social, political and perceptual environments. **Prerequisite:** Satisfactory placement or instructor permission. Three lecture.

## Geology (GLG)

### GLG 101 • Introduction to Geology I Physical Geology 4 cr. SUN# GLG 1101

Physical geologic concepts and principles pertaining to Earth's structure, composition and changes. **Prerequisite:** Satisfactory Placement. Three lecture; three lab.

### GLG 102 • Introduction to Geology II Historical Geology 4 cr.

Historical geologic concepts and principles pertaining to Earth's origin and development. **Prerequisite:** GLG 101. Three lecture; three lab.

## German (GER)

### GER 100 • Beginning German Conversation 3 cr.

Introduction concentrating on phonology, vocabulary, basic patterns and structure drills that prepare the way for rapid acquisition of conversational German and for German 101. Three lecture.

### GER 101 • Elementary German I 4 cr. SUN# GER 1101

Systematic approach to develop the skills of comprehension, speaking, reading and writing. Fundamentals of grammar, basic vocabulary and conversation. **Prerequisite:** Satisfactory placement. Four lecture.

### GER 102 • Elementary German II 4 cr. SUN# GER 1102

Emphasis continues on the four basic skills introduced in German 101: comprehension, speaking, reading and writing. Augmented basic vocabulary, new grammatical structures, more conversation and increased focus on culture. **Prerequisite:** GER 101. Four lecture.

## Health and Physical Education (HPE)

### HPE 096A Fitness Ball Workout 1 cr.

Workout that engages core muscles; improves overall balance, control and strength; and targets legs, inner thighs, arms, abs and buttocks. Two lab.

### HPE 096B • Flexercise I 0.5 cr.

Designed for students to gain or maintain flexibility through stretching and flexibility exercises. Exercises will teach students breathing technique, help reduce stress, release toxins in the body and regain energy. One lab.

### HPE 097A • Beginning Hula Dance 0.5 cr.

Hand and body movements of traditional hula dance will be discussed and performed. One lab.

### HPE 097B • Intermediate Hula Dance 0.5 cr.

Continue to learn hula dancing, including 10 to 15 dances and instruments (*kalasu, puili, ili ili* and coconuts). In addition, learn the basics of other Polynesian dances, including Tahitian, Samoan and Maori, including lyrics and interpretations of each. **Prerequisite:** HPE 097A or instructor permission. One lab.

### HPE 097C • Advanced Mexican Folkloric Dance 1 cr.

Advanced course working on all the basics taught in beginning and intermediate classes. The *zapateados* will be more intricate and difficult, the rhythms more challenging. Particular dances presented will vary from semester to semester depending on the number of veteran dancers. Student is responsible for proper attitude, attendance at rehearsals and participation in performances. **Prerequisite:** instructor permission. Two lab.

### HPE 097E • Beginning Belly Dance 1 cr.

Students increase stamina, fluid movement, and learn to accompany themselves with finger cymbals while performing choreographed free-style dance movements. Techniques will be taught by demonstration and video. Two lab.

### HPE 097F • Intermediate Belly Dance 1 cr.

Students increase stamina, fluid movement and learn to accompany themselves with finger cymbals while performing more complex choreographed free-style dance movements. Techniques taught by demonstration and video. **Prerequisite:** HPE 097E or instructor permission. Two lab.

<p><b>HPE 097G • Western Line Dance</b> 0.5 cr. Covers old and new line dances; all steps choreographed to individual songs. One lab.</p>	<p><b>HPE 106 • Aerobics</b> 1 cr. Aerobics is a series of progressive conditioning exercises performed to music. Exercises are based upon the four components of fitness: flexibility, muscular strength and endurance, body composition and cardiovascular endurance. Classes are designed to satisfy the conditioning requirements of men and women of all ages. Two lab.</p>	<p><b>HPE 126 • Fitness Swimming</b> 1 cr. Progressive swim for fitness program with workouts gradually increasing from 100 yards to two miles; fundamental and advanced techniques, plus dives, in-water starts and turns. Personal safety and rescue skills are included. Must be able to swim 25 yards, front crawl. Two lab.</p>
<p><b>HPE 097H • Beginning Progressive Two-Step Swing</b> 0.5 cr. Introduction to two-step swing. Includes overview of two-step techniques, beginning level patterns, moves and terms. Also covers dance floor etiquette and correct dance posture. One lab.</p>	<p><b>HPE 110 • Beginning Weight Training</b> 1 cr. Designed to supplement an aerobic cardiovascular training program. Includes basic anatomy and exercise physiology, muscle groups and the appropriate exercises for each. Also includes weight training principles, systems and safety. Two lab.</p>	<p><b>HPE 127 • Aqua Fit</b> 1 cr. Recreational, nonclinical, warm water activity program approved by the Arthritis Foundation. Exercises designed to decrease pain and stiffness, improve joint flexibility, reduce muscle weakness, and improve balance and coordination. Swimming ability not necessary to participate. Two lab.</p>
<p><b>HPE 097I • Intermediate Progressive Two-Step Swing</b> 0.5 cr. Continuation of Beginning Progressive Two-Step Swing using faster music and more intricate patterns and moves. Includes overview of intermediate two-step techniques, moves and terms. One lab.</p>	<p><b>HPE 111 • Advanced Weight Training</b> 1 cr. Designed to supplement an aerobic cardiovascular training program. Includes basic anatomy and exercise physiology, muscle groups, and appropriate exercises for each. Also includes advanced use of the machines and free-weights. Body building techniques are presented, if requested. Two lab.</p>	<p><b>HPE 128 • Aquatic Calisthenics</b> 1 cr. A program of basic exercise utilizing a water environment for improvement of general muscle tone, strength and flexibility; also includes fundamentals of basic rescue and water safety. Two lab.</p>
<p><b>HPE 098A • Yoga Overview</b> 0.5 cr. Series of stretching and breathing exercises designed to increase flexibility and strength to create better concentration and to promote feelings of relaxation, emotional strength and a sense of centeredness and awareness. One lab.</p>	<p><b>HPE 115 • Golf</b> 1 cr. Principles of the game: safety, approach shots, full strokes, putting, special shots, rules and strategy for beginning and intermediate golfers. For non-beginners, the course provides an opportunity to review fundamentals and practice those aspects of the game that are more difficult. (<i>A special greens fee must be paid at the beginning of each class.</i>) One lecture; one lab.</p>	<p><b>HPE 136 • Karate I</b> 1 cr. Introduction to the basic skills of the martial art of Karate, its philosophy and history. Includes simple self-defense techniques and mental discipline. <b>Prerequisite:</b> Signed waiver of responsibility. Two lab.</p>
<p><b>HPE 101A • Yoga for Relaxation</b> 1 cr. Focus on combination of breathing, concentration and physical movements. Routines followed by five to 10 minutes of relaxation techniques. Two lab.</p>	<p><b>HPE 124 • Beginning Swimming</b> 1 cr. Focus on swimming fundamentals. Emphasizes orientation to the aquatic environment and basic swimming skills. Personal safety and rescue skills are included to help participants meet safety goals. Provides instruction in developing physical fitness through swimming. Two lab.</p>	<p><b>HPE 137 • Karate II</b> 1 cr. The basic skills of <i>Tae Kwon-Do</i> and/or <i>Shonto Kan</i> and the history and philosophy of Karate. Includes physical and mental conditioning techniques and advanced Karate skills. <b>Prerequisites:</b> HPE 136 and signed waiver of responsibility. Two lab.</p>
<p><b>HPE 101B • Beginning Yoga</b> 1 cr. Basic Yoga poses, breathing techniques, principles of relaxation and body awareness. Designed to increase flexibility and strength, create better concentration, and promote feelings of relaxation. Two lab.</p>		<p><b>HPE 150 • Physical Fitness I</b> 1 cr. A practical introduction to the theory and skills of lifetime fitness with emphasis upon aerobic and physical endurance activities to maintain and/or improve the student's cardio-respiratory system and overall fitness level. Student fitness profiles are developed and utilized to determine an individualized exercise program. Two lab.</p>
<p><b>HPE 101C • Intermediate Yoga</b> 1 cr. Students build on skills learned in beginning yoga, refining postures, breathing and meditation. <i>Pranayama</i> techniques and intermediate level <i>asanas</i> are introduced. Discussion of yoga philosophy will be interwoven with physical practice. <b>Prerequisite:</b> HPE 101B or instructor permission. Two lab.</p>		



**HPE 151 • Physical Fitness II** 1 cr.

A practical introduction to the theory and skills of lifetime fitness with emphasis upon aerobic and physical endurance activities to maintain and/or improve the student's cardio-respiratory system and overall fitness level. Student fitness profiles are developed and utilized to determine an individualized exercise program. Two lab.

**HPE 152 • Physical Fitness III** 1 cr.

A practical introduction to the theory and skills of lifetime fitness with emphasis upon aerobic and physical endurance activities to maintain and/or improve the student's cardio-respiratory system and overall fitness level. Student fitness profiles are developed and utilized to determine an individualized exercise program. Two lab.

**HPE 153 • Physical Fitness IV** 1 cr.

A practical introduction to the theory and skills of lifetime fitness with emphasis upon aerobic and physical endurance activities to maintain and/or improve the student's cardio-respiratory system and overall fitness level. Student fitness profiles are developed and utilized to determine an individualized exercise program. Two lab.

**HPE 154 • Physical Fitness V** 1 cr.

A practical introduction to the theory and skills of lifetime fitness with emphasis upon aerobic and physical endurance activities to maintain and/or improve the student's cardio-respiratory system and overall fitness level. Student fitness profiles are developed and utilized to determine an individualized exercise program. Two lab.

**HPE 155 • Physical Fitness VI** 1 cr.

A practical introduction to the theory and skills of lifetime fitness with emphasis upon aerobic and physical endurance activities to maintain and/or improve the student's cardio-respiratory system and overall fitness level. Student fitness profiles are developed and utilized to determine an individualized exercise program. Two lab.

**HPE 161 • Land Navigation and Wilderness Survival** 2 cr.

Instruction in the basic skills necessary to survive in a wilderness environment. Wilderness travel and recreation experiences are provided. One lecture; two lab.

**HPE 192 • Square Dance** 1 cr.

Instruction and participation in a variety of North American square and round dances. Two lab.

**HPE 218 • Personal Health** 3 cr.

Emphasizes total wellness, preventive medicine and individual responsibility. Students learn to assess their current health practices, strengthen those that are positive and replace those that are negative. Three lecture.

**HPE 232 • Water Safety I Instructor** 3 cr.

Course begins with a review and retest of all the advanced lifesaving skills. Students are taught (a) to recognize and avoid hazardous water conditions and practices, (b) to use self-rescue skills to get out of dangerous situations, and (c) to develop skills in rescuing or assisting persons in danger of drowning. **Prerequisites:** 17 or older; ARC Advanced Lifesaving Certificate and ARC Swimmer's Certificate; or the ability to perform all the required Swimmer Skills. One lecture; four lab.

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**Health Sciences (HES)****HES 102 • Health Career Occupations** 3 cr.

Geared toward helping student interested in a health care career discover types of career opportunities available. Fosters the development of critical thinking skills using problem solving models. Topics include health care today and National Healthcare Skills Standards. Three lecture.

**HES 106 • Introduction to Community Health Work** 3 cr.

Prepares community advisers to provide outreach health prevention, advocacy, education and referral services within prescribed neighborhood. Competencies taught include community health and human services, capacity building, cultural mediation, health education assessment and teaching. **Prerequisite:** Admission to Community Health Advisory Program. Three lecture.

**HES 108 • Community Health Work Field Work** 6 cr.

Community health adviser skills are practiced and evaluated in community-based health and human service agencies/settings. Students complete 320 clock hours of direct service scheduled in an eight-week block at 40 hours per week or 16 weeks at 20 hours per week. **Prerequisite:** HES 106. One lecture, 20 lab.

**HES 109 • Phlebotomy** 4 cr.

Theory and practice of phlebotomy and specimen processing with practicum. **Prerequisite:** EMT 104. Three lecture; three lab.

**HES 120 Law and Ethics of the Health Care Professional** 3 cr.

Overview of medical law and ethics relevant to the health care professional, including patient consents, invasion of privacy, malpractice, government regulations, confidentiality and the environment of health care institutions. Three lecture.

**HES 145 • Nutrition** 3 cr.

Essential nutrients and their relationship to health and the body's use of those nutrients. Includes studies of therapeutic diets and medical conditions for which they are prescribed. Discusses dietary guidelines and federal Recommended Dietary Allowance (RDA) in effective meal planning and nutritional evaluation. Three lecture.

**HES 170 • Medical Terminology** 3 cr.

Basic review of word roots, combining forms, prefixes and suffixes needed for building an effective verbal and written biomedical vocabulary. Three lecture.

**HES 180 • Basic Pharmacology** 3 cr.

Body systems approach focusing on drug classifications. Includes basic math review, dosage calculations and medication administration methods. **Prerequisite:** MAT 103 or MAT 109, or any math course for which MAT 109 is a prerequisite, or instructor permission. Three lecture.

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## ***Heavy Equipment Operations (HQO)***

**HQO 108 • NCCER Core Curriculum Review** 4 cr.

Review of basic safety, mathematics and power tools. Introduction to blueprints, basic rigging, communication and employability skills. Two lecture; four lab.

**HQO 109 • Basic Operation Techniques/Tractors** 3 cr.

Basic instruction for safe operations and preventative maintenance on each type of equipment; including proper mounting, startup procedures, and basic movements of the machine and its attachments. Also covers operation of utility tractors and heavy-duty articulated tractors. Two lecture; two lab.

**HQO 111 • Orientation to Trade – Heavy Equipment Safety, Identification of Equipment** 3 cr.

Introduces basic machine operations for construction, transport, materials, handling and other heavy equipment. Provides student with correct theory, safety and operations activities for proficiency with various types of equipment. Three lecture.

**HQO 113 • Grades Part I** 2 cr.

Introduction to the concepts of elevations and grading, the use and interpretation of grade stakes, and basic process of grading construction sites, distance measuring, and finish grades. **Co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. Two lecture.

**HQO 119 • Introduction to Earthmoving and Trucks** 3 cr.

Summarizes the earthmoving process, including the heavy equipment operator's role in ensuring an efficient and profitable operation. Covers the use of dozers, scrapers, loaders, excavators, and trucks in the earthmoving process and detailed operation of on- and off-road dump trucks. **Co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. Two lecture; two lab.

**HQO 121 • Rollers and Scrapers** 3 cr.

Covers operations of various machines used to compact soil, as well as soil classification and compaction. Also the duties and responsibilities of operators, safety rules, and preventative maintenance of both the scraper and the roller. **Co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. Two lecture; two lab.

**HQO 122 • Loaders and Forklifts** 3 cr.

Covers the various uses of loaders and forklifts, as well as operator maintenance and safety. Operating procedures for loaders include loading, grading and excavation; lifting, transporting, and placing various types of loads for forklifts. **Co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. Two lecture; two lab.

**HQO 123 • Excavation Mathematics and MSHA Training** 3 cr.

Covers formulas and methods used to compute cut and fill requirements on a job, illustrates techniques used to quickly estimate excavations and provides a brief overview of software used to compute excavation requirements. MSHA: New Miner Training taught by Arizona Mine and Safety; includes first-aid training and MSHA certification. **Prerequisite:** ASSET numerical score of 34 or COMPASS pre-algebra score of 35 or instructor permission, or TLC 092 or MAT 100. Three lecture.

**HQO 210 • Grades Part II and Civil Blueprint Reading** 4 cr.

Grades Part I course information is used to teach proper methods for setting grades, interpreting grade stakes, and reading site plans to ensure earthmoving work meets specifications. Civil blueprint reading section explains how to read site plans to obtain cut and fill information. Also identifies safety and legal issues for heavy equipment operators such as underground utilities and property lines. **Prerequisite:** HQO 113; **co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. Four lecture.

**HQO 211 • Backhoes and Dozers** 4 cr.

Daily inspections, safety, application, attachments, operating controls, maintenance requirements, transporting procedures, and operating methods for dozers and backhoes. Dozer section covers clearing, backfilling, stockpiling and demolition. The backhoe section covers trenching, loading, demolition, backfilling, laying pipe and excavation of foundations. **Co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. Two lecture; four lab.

**HQO 212 • Introduction to Crew Leader and Excavators** 4 cr.

Covers basic project planning, scheduling techniques, coordination and communication of work assignments from heavy equipment to other trades and crafts, as well as project set up and material purchasing requirements. Daily inspections, safety, application, attachments, operating controls, maintenance requirements, transporting procedures and operating methods for excavators. Emphasizes safe operations of the equipment. **Co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. Two lecture; four lab.

**HQO 230 • Motor Graders** 4 cr.

Daily inspections, safety, application, attachments, operating controls, maintenance requirements, transporting procedures, and operating methods for motor graders. Emphasizes safe operations of the equipment. **Co-requisites:** HQO 108, HQO 109 and HQO111 or instructor permission. Two lecture; four lab.

**HQO 231 • Advanced Operational Tech and MSHA Annual Refresher** 3 cr.

Advanced topics for equipment operators, including safety, controlling and working around water, calculating operation costs, and laying pipe. Safety meetings, reporting, inspections, investigations, and hazardous material requirements, as well as the use, calibration and maintenance of laser instruments. MSHA: Annual Refresher Training taught by Arizona Mine and Safety; includes first-aid training and MSHA re-certification. **Prerequisite:** HQO 123 or instructor permission; **co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. Three lecture.

**HQO 232 • Finishing and Grading and Soils** 3 cr.

Various types of heavy equipment to finish and trim grades and slopes of pads, ditches and other structures; specification and procedures for checking the final grade; how shrink and swell factors affect equipment selection and performance. Also, soils classification systems and techniques for working with various soil types. **Prerequisites:** HQO 113 and HQO 123; **co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. Three lecture.

**HQO 233 • Cranes and Rigging** 2 cr.

Daily inspections, safety, application, attachments, operating controls, maintenance requirements, transporting procedures, and operating methods for cranes; emphasizing safe operations of the equipment. Also, diverse types of rigging and their uses. **Co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. One lecture; two lab.

**HQO 240 • Advanced Loader Operation** 2 cr.

Focuses on performance and skill improvement using a loader. **Prerequisite:** instructor permission. One lecture; two lab.

**HQO 241 • Advanced Dump Truck Operation** 2 cr.

Focuses on performance and skill improvement using a dump truck. **Prerequisite:** instructor permission. One lecture; two lab.

**HQO 242 • Advanced Scraper Operation** 2 cr.

Focuses on performance and skill improvement using a scraper. **Prerequisite:** instructor permission. One lecture; two lab.

**HQO 243 • Advanced Backhoe Operation** 2 cr.

Focuses on performance and skill improvement using a backhoe. **Prerequisite:** instructor permission. One lecture; two lab.

**HQO 244 • Advanced Excavator Operation** 2 cr.

Focuses on performance and skill improvement using an excavator. **Prerequisite:** instructor permission. One lecture; two lab.

**HQO 245 • Advanced Forklift Operation** 2 cr.

Focuses on performance and skill improvement using a forklift. **Prerequisite:** instructor permission. One lecture; two lab.

**HQO 246 • Advanced Dozer Operation** 2 cr.

Focuses on performance and skill improvement using a dozer. **Prerequisite:** instructor permission. One lecture; two lab.

**HQO 247 • Advanced Motor Grader Operation** 2 cr.

Focuses on performance and skill improvement using a motor grader. **Prerequisite:** instructor permission. One lecture; four lab.

**HQO 248 • General Maintenance** 2 cr.

Focuses on basic maintenance of heavy equipment. **Prerequisite:** instructor permission. One lecture; two lab.

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***History (HIS)***

**HIS 105 • U.S. History to 1877** 3 cr.

Survey of the history of the United States from its beginning through the Civil War and Reconstruction. **Prerequisite:** Satisfactory placement. Three lecture.

**HIS 106 • U.S. History since 1877** 3 cr.

Survey of the history of the United States from the post-Civil War Reconstruction period to the present. **Prerequisite:** Satisfactory placement. Three lecture.

**HIS 110 • Southwestern History** 3 cr.

In-depth look at the history of the Southwest region of the United States from its prehistory to the present. **Prerequisite:** Satisfactory placement. Three lecture.

**HIS 115 • Navajo History** 3 cr.

Examines Diné history beginning with anthropological theories about prehistoric migrations to and acculturation in the Southwest, later European contact, and ending with current events. Includes an overview of legal, judicial, and governmental issues and interrelationships. Three lecture.

**HIS 155 • Western Civilization to 1700** 3 cr.

Traces origin and development of Western man and his institutions from the Ancient World through the Age of Enlightenment. **Prerequisite:** Satisfactory placement. Three lecture.

**HIS 156 • Western Civilization since 1700** 3 cr.

Traces the origin and development of Western man and his institutions and ideas from the French Revolution to the present. **Prerequisite:** Satisfactory placement. Three lecture.

**HIS 160 • Historical Genealogy** 3 cr.

Introduction to that branch of history involving the study of family relationships. Acquaints participants with the fundamentals necessary to solve a genealogical problem. Two lecture; two lab.

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## ***Home Crafts and Technology (HCT)***

**HCT 096A • Stained Glass** 1.5 cr.

Copper foil technique used to create colorful pieces of art. Advanced students are exposed to creative techniques with glass, pattern-making, working with lead came, or mosaic making, according to their interest. Three lab.

**HCT 097A • Navajo Rug Weaving** 1 cr.

Introduction to materials and techniques of Navajo rug weaving; emphasis on the individuality of creating and designing a Navajo rug. Yarn will be substituted for wool. Two lab.

**HCT 097B • Beginning Weaving** 0.5 cr.

Operating principles of a four-harness loom, the warping process and a variety of weave structures. Students weave a sampler, illustrating a few of the many possible weave structures. One lab.

**HCT 098A • Beginning Strip Quilting** 1.5 cr.

Students learn the basics of strip piecing by completing eight projects designed to teach quick and easy piecing methods including half-square triangles, right and left three-part squares, four-part squares, Flying Geese, simple appliqué and Y-seams, and many other short cuts, formulas, and techniques. Three lab.

**HCT 098B • Intermediate Strip Quilting** 1.5 cr.

Students review basics of strip piecing and are introduced to curved piecing as well as learning to select a traditional pattern and develop an alternative design from the pattern to share with class. Students also learn foundation piecing, interfacing appliqué, and how to do machine binding with mitered corner. Three lab.

**HCT 098C • Advanced Strip Quilting** 1.5 cr.

Students learn to draft and design their own patterns, make templates and complete intricate designs, including how to mathematically adjust pattern size. Students do a class presentation of a pattern they have designed. Three lab.

**HCT 098D • Advanced Quilt Studio** 1.5 cr.

Students work on projects of their choice; receive ideas for projects, planning assistance, and help with problems related to quilting. Students are encouraged to bring projects they are working on to class. Three lab.

## ***Honors Colloquia (HON)***

**HON 101 • Honors Colloquium I** 1 cr.**HON 102 • Honors Colloquium II** 1 cr.**HON 201 • Honors Colloquium III** 1 cr.**HON 202 • Honors Colloquium IV** 1 cr.

The NPC President's Scholars Program is designed to provide advancement in scholarship by fostering in-depth reading, writing and discussion of ideas representative of various disciplines. The program also provides enrichment activities tailored to enhance the learning process. Additionally, the scholars program offers a series of specially designed courses for transfer and two-year students. (**Enrollment restricted to NPC President's Scholars.**)

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## ***Human Development (HDE)***

**HDE 100 • Career Awareness and Exploration** 3 cr.

Students are introduced to Northland Pioneer College academic requirements, develop career and educational plans, and participate in a variety of individual activities, which will involve decision-making, value clarification, and career information research. Standardized tests are administered to help students determine occupational interests, aptitudes and personalities. Résumé development, interviewing and job seeking skills are emphasized. Three lecture.

**HDE 105 • Success Strategies for College** 3 cr.

Structured, yet highly individualized class geared toward meeting the needs of each student. Students learn to access a multitude of resources; gain guidance and support from faculty members and peers to fully develop academic and life skills; and to promote the development of learning, understanding, perseverance and critical thinking skills that lead to college success. Three lecture.

## ***Human Services (HUS)***

### **HUS 110 • Introduction to Social Work**

3 cr.

Social work as a profession and social welfare as an institution. Emphasize historical development of the field, fundamental social work principles and philosophy. Provides students with a beginning understanding of social work practice methods for delivery of services to people with various problems in living. Introduces the client intake and interview process. Three lecture.

### **HUS 111 • Foundations of Chemical Dependency**

3 cr.

Introduction to the foundations of the alcohol and drug-abuse rehabilitation field. Emphasis on the roles and responsibilities of the addiction paraprofessional counselor, ethical issues, pharmacology, family dynamics, dual diagnosis, intervention techniques, self-help groups, levels of care, symptom identification, and conducting alcohol/drug histories. Interactive work is stressed. Three lecture.

### **HUS 112 • Biosystems/ Pharmacology of Chemical Dependency**

3 cr.

Exploration of the physiological effects of chemical use on human biological systems and human development. Emphasizes human anatomy and physiology, and the identification and management of chemically induced crisis situations. Three lecture.

### **HUS 120 • Introduction to Helping Skills**

3 cr.

Methods of interviewing, interactive communication, taking and writing case histories. Skill development through role playing. Three lecture.

### **HUS 130 • Interpersonal Communications**

2 cr.

Interpersonal communication skills as they are used in one-on-one situations. The skills are taught through a series of role-playing exercises. Two lecture.

### **HUS 140 • Group Dynamics**

3 cr.

Examination of small group and group dynamics in theory and practice through group discussion, role-play and socio-drama. Three lecture.

### **HUS 150 • Intervention in Domestic Violence**

1 cr.

Psychology and dynamics of domestic violence. Students are assisted with forming an intervention style, which promotes conflict resolution, advocacy and client support. One lecture.

### **HUS 160 • Drug Abuse in Our Society**

3 cr.

History, pharmacology, and the psychological and social effects of the common chemical substances being abused in the United States. Three lecture.

### **HUS 180 • Cross Cultural Helping Skills**

2 cr.

Introduction to social values of cultures emphasizing cross-cultural communication. Includes understanding of and skills to work with persons from other cultures. Two lecture.

### **HUS 185 • Codependency**

3 cr.

Covers codependency – the situation where someone is so dependent on another person(s) that his or her own needs are not met. The recovery and relapse processes, as well as treatment issues are discussed. Three lecture.

### **HUS 210 • Family Dynamics and Chemical Dependency**

3 cr.

Analysis of the impact of addictions on all members of a family. Interviewing assessment and therapeutic approaches particularly useful for these family members are presented. Three lecture.

### **HUS 211 • Recovery and Relapse**

2 cr.

Review of the bio-psychosocial processes of recovery and relapse in chemical dependency. Exploration of the factors that both contribute to and inhibit recovery and relapse. Two lecture.

### **HUS 212 • Case Report Writing**

1 cr.

Terminology, technical forms and techniques of observation necessary to maintain records in community agencies. One lecture.

### **HUS 215 • Professional Ethics and Counseling**

1 cr.

Exploration of topics relative to the professional and ethical development of the chemical dependency counselor, including manpower utilization, professionalism and the meeting of individual counselor needs within the field. One lecture.

### **HUS 218 • Dual Diagnosis**

2 cr.

Examine dual diagnosis (mental illness and chemical dependency) from the bio-psychosocial model. Includes causes, consequences, assessment and treatment of the dually diagnosed person. Emphasizes the psycho-educational model of treatment. Two lecture.

### **HUS 251 • Developing a Culture of Care**

2 cr.

Introduction to the development of a residential child and youth care professional based upon characteristics of shared history, common language, general knowledge of the field and competency in the field. Two lecture.

### **HUS 252 • Building Relationships**

2 cr.

Study of relationships on two levels: assisting the residential assistant in establishing positive relationships with children and the role of the residential assistant as teacher to children. Two lecture.

### **HUS 253 • Teaching Discipline**

2 cr.

The exploration of the relationship between unmet needs of children's behavior and the issues related to teaching discipline in residential care. Two lecture.

**HUS 256 • Understanding Child Development** 2 cr.

An overview of children's process of development in four aspects: physical, personality, social and cognitive. Includes problems of older children functioning at a developmental level below their age. Two lecture.

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**Humanities (HUM)****HUM 150 • Humanities in the Western World I** 3 cr.

A critical reading/writing/thinking-centered, integrated humanities course, emphasizing landmarks in the cultural heritage of Western civilization from classical Greece to the Renaissance. **Prerequisite:** Satisfactory placement. Three lecture.

**HUM 151 • Humanities in the Western World II** 3 cr.

A critical reading/writing/thinking-centered, integrated humanities course, emphasizing landmarks in the cultural heritage of Western civilization from the Renaissance to the present. **Prerequisite:** Satisfactory placement. Three lecture.

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**Industrial Arts (INA)****INA 105 • Woodworking I** 3 cr.

Basic materials, tools and techniques to produce wood projects. Topics include shop safety, tool certification, use and care of hand tools/portable power tools/woodworking machinery, designing and drawing wood projects, common wood identification and selection, surfacing/jointing/cross cutting/ripping lumber, dado and rabbet techniques, fasteners, clamping, gluing, joinery, assembly, surface preparation, and finishing. Two lecture; two lab.

**INA 106 • Woodworking II** 3 cr.

Intermediate course in materials, tools and techniques used to produce wood projects. Topics include shop safety for specialized tools, use and care of specialty woodworking hand tools/specialty portable power tools and specialty woodworking machinery, multi-view project designs and drawings, hardwood lumber grades and identification, intermediate complex joinery, special joining and shaping methods, setups, surface pre-finishing, and finishing. **Prerequisite:** INA 105. Two lecture; two lab.

**INA 150 • Wood Antique Restoration I** 3 cr.

The restoration of wood antiques. Topics include shop and personal safety, toxic/caustic substance precautions, project selection, wood and materials identification, hand tools, portable power tools, basic woodworking machinery, finish identification, finish removal, disassembly techniques, minor parts duplication, reassembly, finish matching, and applying new finishes. Two lecture; two lab.

**INA 180 • Introduction to Upholstery** 3 cr.

Basic levels of upholstery shop safety, preparation of work areas, project review, frame assembly, materials, pre-planning of projects, and pro/cons of particular materials and methods. Two lecture; two lab.

**INA 181 • Upholstery Tools and Safety** 3 cr.

Introduction to the machinery, hand tools, safety equipment, and shop practices and procedures used in the upholstery trade. Two lecture; two lab.

**INA 182 • Measurements and Calculations for Upholsterers** 3 cr.

Basic concepts of mathematics as they apply to the upholstery trade. Two lecture; two lab.

**INA 183 • Upholstery Materials** 3 cr.

Introduction to the materials used in furniture construction, including the integral parts of the framework, types of springs, various padding materials, different fabric types, etc. Two lecture; two lab.

**INA 184 • Upholstery Sewing** 3 cr.

Introduction to the basic sewing methods and equipment used in the upholstery trade. Two lecture; two lab.

**INA 185 • Upholstery** 3 cr.

The fundamentals of upholstering. Topics include basic tools, safety, basic materials, fabric selection, removal of old coverings, repairs, installing springs and webbing, padding and sub-covering, cutting and sewing fitted fabric, fabric installation, and slip covers. Two lecture; two lab.

**INA 186 • Upholstery Projects** 3 cr.

Upholstery projects of varying degrees of difficulty so students gain experience in stripping and repairing frames, removing old wood finishes and applying new ones, installing new webbing, springs and padding, as well as creating coverings and cushions. Two lecture; two lab.

**INA 205 • Woodworking III** 3 cr.

Forming and joining processes for wood projects. Topics include lathe safety, center to center turned pieces, faceplate turnings, advanced router applications, shaper safety, piecework production, custom moldings and trim production, parquetry and inlays, exotic wood identification and utilization, and alternate methods of finishing. **Prerequisite:** INA 106. Two lecture; two lab.

**INA 206 • Woodworking IV** 3 cr.

Production woodworking. Topics include project selection, production planning, replication methods for radial arm saw/table saw/band saw/lathe/shaper/portable power tools, jig design and manufacture, fixture design and manufacture, service of woodworking portable power tools and machinery, alignment techniques, shop layout for production, and finish matching and control. **Prerequisite:** INA 205. Two lecture; two lab.

**INA 250 • Wood Antique Restoration II** 3 cr.

The restoration of wood antiques. Topics include project selection, sequence of work, wood and materials identification and matching or alternatives, finish removal by chemical and manual methods, antique hardware, traditional joinery, traditional and modern finish selection, disassembly techniques, minor and major parts duplication, reassembly/pre-finishing techniques, and reassembly, refinishing. **Prerequisite:** INA 150. Two lecture; two lab.

**INA 285 • Upholstery II** 3 cr.

Upholstery techniques. Topics include safety, specialty tool use and care, standard and unusual fabrication materials, fabric selection, removal of old coverings, structural disassembly, structural repairs, fabricating replacement components, structural reassembly, modifying upholstered items, spring installation, webbing replacement, installing padding, sub-coverings, trade tricks for cutting and sewing, fabric installation, slip covers, and fine finishing details. **Prerequisite:** INA 185. Two lecture; two lab.

**INA 286 • Auto and Marine Upholstery** 3 cr.

Specialized course in reupholstering automotive and marine fixtures. Topics include safety, specialty tools, weather resistant materials, mechanism maintenance/repair/modifications, disassembly, removal of coverings, parts replacement and repair, spring and webbing repair and installation, padding, sub-coverings, patterns, cutting/sewing/installation of fabric, and slip cover installation. **Prerequisite:** INA 185. Two lecture; two lab.

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## ***Industrial Maintenance & Operations (IMO)***

**IMO 130 • Water Supply and Treatment I** 6 cr.

To prepare for both Water Distribution and Water Treatment classes I and II of the state's Operator Certification License Exam. Topics include certification and legal issues, water sciences, hydraulic and mathematics, safety, maintenance, management, processes, and a specific list of other topics prioritized from recent examinations for these classes of certification. Six lecture.

**IMO 131 • Water Supply and Treatment II** 6 cr.

To prepare for both Water Treatment and Water Distribution class III of the state's Operator Certification License Exams. Topics of study are prioritized from recent state examinations. Six lecture.

**IMO 132 • Water Supply and Treatment III** 6 cr.

To prepare for both Water Treatment and Water Distribution class IV of the state's Operator Certification License Examinations. Topics of study are prioritized from recent state examinations. Six lecture.

**IMO 140 • Wastewater Collection and Treatment I** 6 cr.

To prepare for both Wastewater Treatment and Water Collection Systems class I and II of the state's Operator Certification License Examinations. Topics of study are prioritized from recent state examinations. Six lecture.

**IMO 141 • Wastewater Collection and Treatment II** 6 cr.

To prepare for both Wastewater Treatment and Water Collection Systems class III of the state's Operator Certification License Examinations. Topics are prioritized from recent state examinations. Six lecture.

**IMO 142 • Wastewater Collection and Treatment III** 6 cr.

To prepare for both Wastewater Treatment and Water Collection Systems class IV of the state's Operator Certification License Examinations. Topics are prioritized from recent state examinations. Six lecture.

**IMO 151 • Electrical Level I** 6 cr.

First course in a sequence of four developing a knowledge base of fundamental skills required of certified Industrial Electricians (NCCER level one). Covers orientation of the electrical trade, electrical safety, circuits, electrical theory, introduction to the national electrical code, device boxes, hand bending, construction drawings and electrical test equipment. **Prerequisite:** IMO 201 or instructor permission. Six lecture; three lab.

**IMO 152 • Electrical Level II** 6 cr.

Second course in a sequence of four developing a knowledge base of fundamental skills required of certified Industrial Electricians. Modules include the following: alternating current, motors, electric lighting, conduit bending, pull and junction boxes, conductor installations, cable tray, conductor terminations and splices, grounding and bonding, circuit breakers and fuses, control systems and fundamental concepts. **Prerequisite:** IMO 151. Six lecture; three lab.

**IMO 153 • Electrical Level III** 6 cr.

Third course in a sequence of four developing a knowledge base of fundamental skills required of certified Industrial Electricians. Course covers load calculation, conductor selection and calculations, practical applications of lighting, hazardous locations, overcurrent protection, distribution equipment, transformers, commercial electrical service, motor calculations, voice, data, video and motor controls. **Prerequisite:** IMO 152 or instructor permission. Six lecture; three lab.

**IMO 154 • Electrical Level IV** 6 cr.

Last course in a sequence of four developing a knowledge base of fundamental skills required of certified Industrial Electricians. Course covers load calculations, health care facilities, standby and emergency systems, basic electronic theory, fire alarm systems, specialty transformers, advance controls, HVAC controls, heat tracing and freeze protection, motor operation and maintenance, medium-voltage terminations/splices, special locations and introductory skills for the crew leader. **Prerequisite:** IMO 153 or instructor permission. Five lecture; four lab.

**IMO 155 • Instrumentation Level I** 7 cr.

First in a sequence of four courses developing a knowledge base of fundamental skills required of certified Industrial Instrumentation Technician. Covers hand tools for instrumentation, electrical safety, power tools for instrumentation, electrical systems for instrumentation, metallurgy for instrumentation, fasteners, instrumentation drawings and documents, gaskets and packing, lubricants, sealants, and cleaners, flow, pressure, level, and temperature, tubing, piping-2a and under, hoses. **Prerequisite:** IMO 201 or instructor permission. Six lecture; three lab.

**IMO 156 • Instrumentation Level II** 7 cr.

Second course in a sequence of four developing a knowledge base of fundamental skills required of certified Industrial Instrumentation Technician. Covers: craft related mathematics; instrumentation drawings, part two; principles of welding for instrumentation; process control theory; detectors; secondary elements; transducers and transmitters; controllers; recorders and indicators; control valves; actuators and positioners; relays and timers; switches and photoelectric devices; filters; regulators and dryers; analyzers and monitors; panel-mounted instruments; installing field-mounted instruments and raceways for instrumentations. **Prerequisite:** IMO 155 or instructor permission. Seven lecture; four lab.

**IMO 157 • Instrumentation Level III** 7 cr.

Third course in a sequence of four developing a knowledge base of fundamental skills required of certified Industrial Instrumentation Technician. Covers: instrument fitter's math; layout and installation of tubing and piping systems; receiving, inspecting, handling, and storing instruments; instrumentation electrical circuitry; grounding and shielding of instrumentation wiring; terminating conductors and preventive measures for instrumentations. **Prerequisite:** IMO 156 or instructor permission. Seven lecture; three lab.

**IMO 158 • Instrumentation Level IV** 7 cr.

Last course in a sequence of four developing a knowledge base of fundamental skills required of certified Industrial Instrumentation Technician. Covers digital logic circuits, instrument calibration and configuration, performing loop checks, troubleshooting and commissioning a loop, tuning loops, programmable logic controllers, distributed control systems and analyzers. **Prerequisite:** IMO 157 or instructor permission. Seven lecture; three lab.

**IMO 160 • Robotics** 3 cr.

Introductory course in the basic programming and operation of industrial robots. Topics include robotics vocabulary, pick and place operations, positioning by written program, writing advanced multi-position programs, incorporating sensor-relative positions, multi-positioning teaching procedures, repetitive cycle program operation, and sorting programs. Two lecture; two lab.



**IMO 161 • Introduction to Computer-Aided Manufacturing** 3 cr.

Introductory course in computer-aided manufacturing. Topics include Cartesian coordinate system, grid sheet drawings, CNC program authoring, Spectrum milling program, lathe grid sheet usage, G and M codes, lathe control programs, AutoSketch, Spectrum software, CNC lathe projects, CNC milling projects and CNC engraving projects. Two lecture; two lab.

**IMO 200 • Systems Critical Thinking and Control** 3 cr.

Integrate technology control principles from all major industrial systems in the major areas of manufacturing, construction, communications, transportation and health care. Emphasis is on system critical thinking and programmable controllers. Three lecture.

**IMO 201 • Introduction to Industrial Maintenance** 4 cr.

Preparatory course required for students wanting to take NCCER Industrial Maintenance Mechanic Levels 1-4. Students are exposed to basic building foundation skills in construction. 32 lecture hours; 64 lab hours.

**IMO 210 • Power Principles I** 6 cr.

First course in a series of four developing knowledge of the fundamental skills of a certified power plant operator. Topics include basic skills, industrial mathematics, plant safety, minor maintenance, reading diagrams and process sampling. Weekly labs emphasize course material. Six lecture; three lab.

**IMO 211 • Power Principles II** 6 cr.

Second course in a series of four developing knowledge of the fundamental skills of a certified power plant operator. Topics include valves, piping and auxiliaries, pumps, compressors, coal handling, and heat exchangers. Weekly labs emphasize course materials. **Prerequisite:** IMO 210 or instructor permission. Six lecture; three lab.

**IMO 212 • Power Principles III** 6 cr.

Third course in a series of four developing knowledge of the fundamental skills of a certified power plant operator. Topics include statistical process control, chemistry, electrical systems, instrumentation and control measurement, automatic process, refrigeration, water treatment, and wastewater treatment. Weekly labs emphasize course material. **Prerequisite:** IMO 211 or instructor permission. Six lecture; three lab.

**IMO 213 • Power Principles IV** 6 cr.

Final course in a series of four developing knowledge of the fundamental skills of a certified power plant operator. Topics include furnaces, plant boilers, power plant basics, steam cycle and turbines, power plant protection systems, air and water pollution control, and trouble-shooting. Weekly labs emphasize course materials. **Prerequisite:** IMO 212 or instructor permission. Six lecture; three lab.

**IMO 214 • Advanced Power Plant Specific Training** 5 cr.

Orients student to power plant specific topics including clearance and confined space procedures, energy conversions, steam and pressure measurements, steam generators, plant layout, pumps, condensate and feedwater systems, fuel delivery and circulating water systems. Weekly labs emphasize course materials. **Prerequisite:** IMO 212 or instructor permission; co-requisite: IMO 213 or instructor permission. Four lecture; two lab.

**IMO 230 • Mechanical Maintenance I** 6 cr.

First course in a series of four developing a knowledge base of fundamental skills required of certified industrial maintenance mechanics. Modules include orientation of the trade, tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packets, mathematics, construction drawing, pumps and valves, test instruments, rigging, mobile and support equipment, and lubrication. Weekly labs emphasize and anchor the course material. **Co-requisite:** IMO 201 or instructor permission. 70 lecture hours; 52 lab hours.

**IMO 231 • Mechanical Maintenance II** 6 cr.

Second course in a series of four developing a knowledge base of fundamental skills required of certified industrial maintenance mechanics. Modules include basic layouts, introduction to piping components, copper and plastic practices, introduction to ferrous metal piping practices, how to identify / install and maintain valves, hydrostatic and pneumatic testing, introduction to bearings, low-pressure steam systems, high-pressure steam systems and auxiliaries, distillation towers and vessels, heaters, furnaces, heat exchangers, cooling towers, fin fans, and introduction to tube work. **Prerequisite:** IMO 230 or NCCER certification in level one Industrial Maintenance Mechanic. 15 hours lecture; 150 hours lab.

**IMO 232 • Mechanical Maintenance III** 6 cr.

Third course in a series of four developing a knowledge base of the fundamental skills required of industrial maintenance mechanics. Modules include advanced towers and vessels, trade mathematics, precision tools, installing bearings, installing couplings, conventional alignment, setting baseplates, installing mechanical seals, and installing belts and chains. **Prerequisite:** IMO 231 or NCCER level two Industrial Maintenance Mechanic certification. 50 lecture hours; 105 lab hours.

**IMO 233 • Mechanical Maintenance IV** 6 cr.

Last course in a series of four developing a knowledge base of fundamental skills required of certified Industrial Maintenance Mechanics. Modules will include preventive and predictive maintenance, advanced blueprint reading, compressors and pneumatic systems, reverse alignment, laser alignment, introductory skills for the crew leader, troubleshooting and repairing pumps, troubleshooting and repairing gearboxes, troubleshooting and repairing conveyors, and advance towers and vessels. **Prerequisite:** IMO 232 or certification in NCCER level three Industrial Maintenance Mechanic. 45 lecture hours; 95 lab hours.

**IMO 268 • Programmable Logic Controllers** 6 cr.

Training unit designed to familiarize students with basic operation and components of programmable logic controllers (PLCs). Topics include programmable controllers 1-4. Weekly labs emphasize course material. **Prerequisites:** IMO 210-213 or instructor permission. Six lecture; three lab.

**IMO 270 • DC Analysis and Laboratory/Industrial Computational Skills Part I** 4 cr.

Designed to familiarize trainees with the origin of electricity through direct current theory and application. Includes atomic structure, Ohm's Law, series circuits, parallel circuits, DC meters, power sources and use of common lab instrumentation. Provides mathematical tools for subsequent study of direct current and semiconductor theory. Three lecture; two lab.

**IMO 271 • AC Analysis and Laboratory/Industrial Computational Skills Part II** 4 cr.

Covers alternating current generation and waveforms, inductive and capacitive reactance, time constants, transformers, resonance, complex circuits, and filters. Provides mathematical tools for subsequent study of alternate current and semiconductor theory. **Prerequisite:** IMO 270. Three lecture; two lab.

**IMO 272 • Control Systems I Core** 4 cr.

Course covers control systems, basic principles of automatic control, calibration procedures, human machine interfacing, basic electrical test equipment, digital and analog oscilloscopes, and pneumatic controls. 45 lecture hours; 30 lab.

**IMO 273 • Control Systems II Continuous Process Controls** 6 cr.

Course covers field devices such as temperature, pressure, weight, level, flow, analytics, analog configuration, digital configuration with a DCS, using field devices, configuring with a laptop, smart controllers, single loop controllers, multiple loop controllers and tuning loops. Also covers troubleshooting loops and troubleshooting DCS loops procedures and practices. **Prerequisite:** IMO 272. 45 lecture hours; 90 lab.

**IMO 274 • Control Systems III Networks and Variable Speed Drives** 4 cr.

Introduction to control networks, setting up and troubleshooting networks, and fiber optic network systems. Also introduces variable speed drives, applications of variable speed drives, system integration of variable speed drives, programming variable speed drive controllers, troubleshooting variable speed drive controllers, and troubleshooting variable speed drive systems. **Prerequisite:** IMO 273. 45 lecture hours; 30 lab.

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***Information and Communication Technology (ICT)***

**ICT 095 • Skills for Online Learning** .5 cr.

Examination and practice of basic skills necessary to successful online learning.

**ICT 096 • Teaching Online Learning** 1.0 cr.

Prepares students to teach ICT 095; covers rudimentary skills necessary to successful online learning and teaching.

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***Languages (LAN)***

**LAN 120 • Conversational Navajo I** 3 cr.

Simple conversation in Navajo. Three lecture.

**LAN 121 • Conversational Navajo II** 3 cr.

Review and grammar and phonetics. Development of speaking, reading and writing skills. **Prerequisite:** LAN 120. Three lecture.

**LAN 125 • Conversational Apache I** 3 cr.

Introduction to Phonetic Alphabet. Learn the phonetic sounds of the Apache language, alphabet and vowels; and reproducing the sounds from the written language. Some basic vocabulary and expressions. Three lecture.

**LAN 126 • Conversational Apache II** 3 cr.

Beginning language drills and skills continued. Includes sentence structure and unusual vowel usage. **Prerequisite:** LAN 125. Three lecture.

**LAN 130 • Conversational Hopi I** 3 cr.

Simple conversational Hopi. Three lecture.

**LAN 131 • Conversational Hopi II** 3 cr.

Continues to emphasize conversational Hopi. Further development of Hopi phonetics, grammar and writing skills. Course is designed to meet the needs of students wishing to converse and write in Hopi. **Prerequisite:** LAN 130. Three lecture.

**LAN 160 • Beginning American Sign Language** 3 cr.

Emphasis on learning of the language of signs and cultural information about the people who use American Sign Language (ASL). Three lecture.

**LAN 161 • Intermediate American Sign Language** 3 cr.

Continuation of emphasis on the learning of the language of signs and cultural information about the people who use American Sign Language (ASL). **Prerequisite:** LAN 160. Three lecture.

**LAN 201 • Navajo I** 3 cr.

Review mastery of pronunciation, identification of tonal sounds, simple sentences and oral sentences. **Prerequisite:** LAN 121. Three lecture.

**LAN 202 • Navajo II** 3 cr.

Continuation of Navajo I. Focus on grammar and phonetics. Development of speaking, reading and writing skills. **Prerequisite:** LAN 201. Three lecture.

**LAN 260 • Advanced American Sign Language** 3 cr.

Advanced emphasis on learning the language of signs and cultural information about the people who use American Sign Language (ASL). **Prerequisite:** LAN 161. Three lecture.

**LAN 261 • American Sign Language Grammar/Culture** 3 cr.

A comprehensive evaluation of syntax, grammar and culture related to American Sign Language. Includes an emphasis on linguistic, social, educational and political issues in Deaf culture. Special emphasis on the cultural and philosophical attitudes shared with other minority groups. **Prerequisite:** LAN 161. Three lecture.

**LAN 262 • Conversational American Sign Language** 3 cr.

Strengthens student's ability to communicate using American Sign Language. Helps build vocabulary. All work is given without verbal instruction. **Prerequisite:** LAN 260. Three lecture.

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**Mathematics (MAT)****MAT 100 • Pre-Algebra** 3 cr.

Foundational mathematics course for students under-prepared in mathematics. Includes an extensive review of the arithmetic of real numbers and a thorough treatment of beginning algebra, as well as topics from number theory, discrete mathematics and geometry. Problem-solving strategies and applications are emphasized. **Prerequisite:** Satisfactory placement. Three lecture.

**MAT 101 • Basic Technical Mathematics** 3 cr.

Practical mathematical skills needed in a wide variety of trade and technical areas. Course includes a review of fractions, decimals, percents, measurement, basic algebra, and a brief overview of geometry and trigonometry. **Prerequisite:** TLC 092 or MAT 100, or satisfactory placement. Three lecture.

**MAT 103 • Business Mathematics** 3 cr.

Instruction and practice in the mathematics of fundamental business operations. Percentages, payroll, the mathematics of buying, selling and inventory, interest computations, loans, investments, and taxes. **Prerequisite:** TLC 092 or MAT 100, or satisfactory placement. Three lecture.

**MAT 105 • Mathematics for General Education** 3 cr.

Reviews the nature and uses of modern mathematics for students in the arts, humanities and social sciences. Course is not intended for science or technical students, but is designed to meet the mathematics requirements for an AAS degree in selected majors. (See Degree Programs) **Prerequisite:** TLC 092 or MAT 100, or satisfactory placement. Three lecture.

**MAT 109 • Algebra I: Introductory** 3 cr.

An introduction to algebra for those who have not previously studied it or for whom it has been some time since doing so. This is the first class in a two-semester course in algebra. It is assumed that after completion of this class, the student will finish the remainder of this algebra sequence by enrolling in MAT 112, Algebra II: Intermediate. This course examines the fundamental ideas of algebra and presents basic laws, properties and operations. Techniques for handling algebraic expressions and solving linear equations and inequalities are covered in depth. Problem-solving strategies and applications are emphasized. **Prerequisite:** TLC 092 or MAT 100, or satisfactory placement. Three lecture.

**MAT 112 • Algebra II: Intermediate** 3 cr.

Second part of a two-semester course in algebra. Extends understanding of basic algebraic concepts and skills. Operations on rational and radical expressions and techniques for solving quadratic, rational, exponential and logarithmic equations are covered in depth. Functions, relations, operations on functions, and the graphs and inverses of functions are also covered. Problem-solving strategies and applications are emphasized. **Prerequisite:** MAT 109 or satisfactory placement.

**MAT 121 • Intermediate Algebra** 4 cr.

Extends student's understanding of basic algebraic concepts and skills. Techniques for solving equations in one and two variables, rational equations, inequalities, polynomials, powers and roots, and equations of second degree are covered in depth. Problem-solving strategies and applications are emphasized. **Prerequisite:** Satisfactory placement. Four lecture.

**MAT 125 • Introduction to Statistics** 3 cr.

Statistical methods used in collecting, tabulating, analyzing and presenting data. Covers frequency distributions, measures of central tendency, and elementary probability and statistical inference. **Prerequisite:** MAT 112 or MAT 121 or satisfactory placement. Three lecture.

**MAT 142 • College Mathematics with Contemporary Applications** 3 cr.

Emphasis on developing quantitative skills and reasoning ability. Primary topics covered are management science, statistics, social choice, and size and shape. **Prerequisite:** MAT 112 or MAT 121 or satisfactory placement. Three lecture.

**MAT 152 • Advanced Algebra** 3 cr.  
**SUN# MAT 1151**

Algebraic concepts at the college level. The approach is intuitive and interactive, with an emphasis on real-life applications and the use of current technologies, particularly graphing calculators. Coursework includes a review of basic algebra, progressing to techniques for solving equations and inequalities both algebraically and graphically. Also covers polynomial, rational, radical, exponential and logarithmic functions and their graphs, as well as sequences, series and combinatorics. **Prerequisites:** TI-83 graphing calculators required; MAT 112 or MAT 121, or satisfactory placement. Three lecture.

**MAT 161 • Algebra-based Mathematics for Elementary Teachers I** 3 cr.

Prepares students to teach in an elementary school setting. Topics include teaching critical thinking skills, problem solving, mathematical algorithms, number theory and proportional reasoning. Specifically designed for student pursuing an associate degree in elementary education at NPC and/or pursuing a bachelor's degree in elementary education. **Prerequisites:** MAT 142 or MAT 152. Three lecture.

**MAT 162 • Algebra-based Mathematics for Elementary Teachers II** 3 cr.

Second course in mathematics for elementary teaching sequence. Algebra-based course prepares students to teach in an elementary school setting. Topics include measurement, analyzing data, plane and coordinate geometry, probability and statistics, and algebra. Specifically designed for student pursuing an associate degree in elementary education at NPC and/or pursuing a bachelor's degree in elementary education. **Prerequisite:** MAT 161. Three lecture.

**MAT 172 • Finite Mathematics** 3 cr.

Realistic applications that illustrate the uses of finite mathematics in business and economics, biology and medicine, and the social sciences. Topics include linear equations, matrices and linear programming, probability and statistics, and the mathematics of finance. **Prerequisite:** MAT 152. Three lecture.

**MAT 189 • Pre-Calculus Algebra/Trigonometry** 3 cr.

Concepts in algebra and trigonometry necessary to prepare for calculus. The approach is intuitive and interactive with an emphasis on real-life applications and the use of current technologies, particularly graphing calculators. Coursework includes trigonometric functions, analytic trigonometry, vectors and applications, systems of equations and inequalities, matrices and determinants, and analytic geometry. **Prerequisites:** Graphing calculator required; MAT 152. Three lecture.

**MAT 211 • Technical Calculus** 4 cr.

Covers differential and integral calculus of elementary functions, oriented toward students majoring in business, management, economics, or the life sciences or social sciences. Emphasizes physical interpretations and problem solving, including the study of functions and graphing, the derivative and its applications, exponential and logarithmic functions, integration, and its application and an introduction to multivariate calculus. **Prerequisite:** MAT 152. Four lecture.

**MAT 221 • Calculus I** 4 cr.  
**SUN# MAT 2220**

First course in calculus for students in mathematics, engineering and the sciences. Covers limits and continuity, the derivative and its applications, logarithmic and exponential functions, analysis of functions and their graphs, and integration. **Prerequisite:** MAT 189. Four lecture.

**MAT 231 • Calculus II** 4 cr.  
**SUN# MAT 2230**

Second course in calculus for students in mathematics, engineering and the sciences. Covers integration and principles of integral evaluation, applications of the definite integral in geometry, science and engineering, mathematical modeling with differential equations, infinite series, and analytic geometry in calculus. **Prerequisite:** MAT 221. Four lecture.

**MAT 241 • Calculus III** 4 cr.  
**SUN# MAT 2241**

Third course in calculus for students in mathematics, engineering and the sciences. Covers three-dimensional space, vector-valued functions, partial derivatives, multiple integrals and topics in vector calculus. **Prerequisite:** MAT 231. Four lecture.

**MAT 261 • Introduction to Differential Equations** 4 cr.  
**SUN# MAT 2262**

Introductory course in differential equations for students in mathematics, engineering and the sciences. Stresses the methods of solving elementary differential equations and the applications related to them. First and second order and homogeneous and nonhomogeneous equations, systems of equations and basic power series methods are covered, as well as mathematical modeling of applications. **Prerequisite:** MAT 241 or instructor permission. Four lecture.

**Medical Assistant (MDA)****MDA 120 • Administrative Office Procedures** 3 cr.

Theory and skills necessary to perform administrative procedures in a medical office. Students explore in depth types of insurance, managed care, third party reimbursement guidelines, and HCFA claim form instructions. Introduction to accounting procedures for the medical office. **Prerequisite:** Satisfactory placement (based on reading score 36/65/14); **co-requisite:** AIS 231. Three lecture.

**MDA 123 • Clinical Procedures** 4 cr.

Theory and skill development of clinical procedures such as vital signs, dosage calculation, medication administration, assisting medical asepsis, patient history, physical exam, positioning and draping, and sterilization and disinfection, electrocardiogram, and minor surgery. **Prerequisites:** Evidence of TB clearance within one year; Hepatitis B series or proof of immunity; and proof of MMR series and Varicella immunization or titer; **co-requisites:** HES 170, EMT 104 or equivalent. Two lecture; two lab.

**MDA 198 • Administrative/Clinical Internship** 3 cr.

Supervised, unpaid internship of at least 160 contact hours in an ambulatory health care setting performing administrative and clinical procedures. **Prerequisites:** EMT 104; AIS 231; MDA 120 with grade C or better; evidence of TB clearance within one year; Hepatitis B series or proof of immunity; and proof of MMR series and Varicella immunization or titer; **co-requisites:** BIO 160, HES 109, HES 170, HES 120, MDA 123. Three lab.

**Music (MUS)****MUS 100 • Northland Master Chorale** 1 cr.

Mixed-voice choral ensemble focused on the learning and performance of traditional choral repertoire. Requires diligence in learning music and in collaborating with fellow choir members. Course develops healthy vocal production and utilizes auditory and music reading skills. For first-year choral students. Instructor permission required. May be repeated for credit. **Prerequisite:** Instructor permission. Two lab.

**MUS 118 • Vocal Performance Techniques** 2 cr.

Focus on the performance of vocal jazz repertoire in mixed ensembles. Emphasis on learning music, minor research of pieces and public performance. Enrollment requires small audition and instructor permission. May be repeated for credit. **Prerequisite:** Instructor permission; concurrent enrollment with MUS 100. One lecture, two lab.

**MUS 121 • Soundcheck** 1 cr.

Vocal jazz and a cappella ensemble focused on learning and performance of contemporary, jazz and pop music. Participation requires a flexible schedule, travel as part of performance tours, diligence in learning music and cooperative collaboration. May be repeated for credit. **Prerequisite:** Audition and instructor permission required. Two lab.

**MUS 123 • Musical Theatre Ensemble** 2 cr.

Ensemble that performs smaller contemporary musical theatre productions, revues and song cycles. Features individual vocal coaching and increased solo opportunities. Requires diligence in learning music, developing vocal capabilities and working together with fellow ensemble members. May be repeated for credit. **Prerequisite:** Audition and instructor permission required One lecture; two lab.

**MUS 129 • Vocal Ensembles** 1 cr.

Opportunities for vocalists to form duets, trios, sextets, octets and other mixed vocal ensembles. Provides opportunities for performances and personal enjoyment. May be repeated for credit. **Prerequisite:** Instructor permission.

**MUS 130 • Instrumental Ensembles** 1 cr.

Opportunities for instrumentalists to form string, brass and woodwind combinations. May be repeated for credit. **Prerequisite:** Audition required. Two lab.

**MUS 135 • Music Theory I** 3 cr.

Beginning intensive study of fundamentals of music and materials. Includes beginning writing in four-part choral texture, structure of tonality, doubling and spacing of triads in root position and inversions, **Prerequisite:** Must be taken concurrently with MUS 137. Three lecture.

**MUS 136 • Music Theory II** 3 cr.

Continuation of MUS 135 including intermediate writing in four-part choral textures: non-harmonic tones, melodic harmonization, instrumental styles, seventh chords, borrowed chords and secondary dominants. **Prerequisite:** MUS 135. Must be taken concurrently with MUS 138. Three lecture.

**MUS 137 • Ear Training I** 1 cr.

Includes sight-singing, dictation, keyboard exercises and related skills, all designed to develop the student's musical ear to the highest degree possible. Coincides with Music Theory I. Two lab.

**MUS 138 • Ear Training II** 1 cr.

Continuing sight-singing, dictation, keyboard exercises and related skills designed to develop the student's musical ear to the highest possible degree. Course coincides with Music Theory II. **Prerequisite:** MUS 137. Two lab.

**MUS 150 • Music Appreciation** 3 cr.

A nontechnical introduction to elements of music and music composers of the Medieval, Renaissance, Baroque and Classical eras. **Prerequisite:** Satisfactory placement. Three lecture.

**MUS 155A • Music Applied – Voice** 1 to 2 cr.

One-on-one instruction to improve the vocalist's fundamentals of singing, and apply them to vocal performance. Weekly master-class required.

**Prerequisite:** Audition and instructor permission. One credit equals a 30-minute lesson; two credits equal a one-hour lesson. May be repeated for credit.

**MUS 155B • Music Applied – Piano** 1 to 2 cr.

Private piano lessons, depending on the student's playing ability. **Prerequisite:** Instructor permission. One credit equals a 30-minute lesson; two credits equal a one-hour lesson. May be repeated for credit.

**MUS 155C • Music Applied – Guitar** 1 to 2 cr.

Private lessons on the guitar, depending on the student's abilities. **Prerequisite:** Instructor permission. One credit equals a 30-minute lesson; two credits equal a one-hour lesson. May be repeated for credit.

**MUS 155D • Music Applied – French Horn** 1 to 2 cr.

Focus on the fundamentals of French horn performance as applied to solo, chamber and large ensemble playing. Weekly master-class required. **Prerequisite:** Audition and instructor permission. One credit equals a 30-minute lesson; two credits equal a one-hour lesson. May be repeated for credit.

**MUS 155E • Music Applied – Trumpet** 1 to 2 cr.

Focus on the fundamentals of trumpet performance as applied to solo, chamber and large ensemble playing. Weekly master-class required. **Prerequisite:** Audition and instructor permission. One credit equals a 30-minute lesson; two credits equal a one-hour lesson. May be repeated for credit.

**MUS 155F • Music Applied – Violin** 1 to 2 cr.

Focuses on the fundamentals of violin performance as applied to solo, chamber and large ensemble playing. One credit equals a 30-minute lesson; two credits equal a one-hour lesson. May be repeated for credit. **Prerequisite:** Audition and instructor's consent.

**MUS 155G • Music Applied – Flute** 1 to 2 cr.

Focuses on the fundamentals of flute performance as applied to solo, chamber and large ensemble playing. One credit equals a 30-minute lesson; two credits equal a one-hour lesson. May be repeated for credit. **Prerequisite:** Audition and instructor's consent.

**MUS 160 • Introduction to Conducting** 2 cr.

A study of fundamental gesture technique, score-reading and interpretation. **Prerequisite:** MUS 135 or instructor permission. One lecture; two lab.

**MUS 200 • Advanced Northland Master Chorale** 1 cr.

Requires Northland Master Chorale singers in their second year to exhibit further leadership skills, increased vocal production and increased music learning and performance capabilities. May be repeated for credit. **Prerequisite:** MUS 100 and instructor permission. Two lab.

**MUS 221 • Soundcheck II** 1 cr.

Advanced vocal jazz and a cappella ensemble focused on learning and performance of contemporary, jazz and pop music. Emphasizes leadership skills, increased vocal production and increased music learning and performance capabilities. May be repeated for credit. **Prerequisite:** MUS 121, audition and instructor permission. Two lab.

**MUS 235 • Music Theory III** 3 cr.

A continuation of Music Theory II. Includes introductory studies of formal organization, 18th-century counterpoint and score analysis. Begins exploration of chromaticism. **Prerequisite:** MUS 136; must be taken concurrently with MUS 237. Three lecture.

**MUS 236 • Music Theory IV** 3 cr.

A continuation of Music Theory III covering advanced harmonic materials such as chromaticism, modulation and 20th-century techniques. **Prerequisite:** MUS 235; must be taken concurrently with MUS 238. Three lecture.

**MUS 237 • Ear Training III** 1 cr.

Sight-singing, dictation, keyboard exercises and related skills designed to develop the student's musical ear to the highest degree possible. Coincides with Music Theory III. **Prerequisite:** MUS 138. Two lab.

**MUS 238 • Ear Training IV** 1 cr.

Sight-singing, dictation, keyboard exercises and related skills designed to develop the student's musical ear to the highest degree possible. Coincides with Music Theory IV. **Prerequisite:** MUS 237.

**MUS 250 • World Music** 3 cr.

Introduces students to global wealth of vernacular musics; explores interaction between music and other aspects of cultural expression from areas around the world. Through studying historical and contemporary musical heritages, students come to know, relate to and understand a broad range of cultural and artistic perspectives. **Prerequisite:** Satisfactory placement. Three lecture

**MUS 261 • Advanced Choral Conducting** 2 cr.

A detailed study of rehearsal techniques, musical components and baton expressiveness as related to choral conducting. Topics include score reading, accompaniment and performance practice. **Prerequisite:** MUS 160. One lecture; two lab.

**MUS 262 • Advanced Instrumental Conducting** 2 cr.

A detailed study of rehearsal techniques, musical components and baton expressiveness as related to instrumental conducting. Topics include score reading, accompaniment and performance practice. **Prerequisite:** MUS 160. One lecture; two lab.

**MUS 275 • Music Composition I** 3 cr.

Focus on composition of various exercises and original music. Additional topics include study of 20th-century compositions and performance of new works. Students wishing to take this course should contact instructor. Three lecture.

**MUS 276 • Music Composition II** 3 cr.

Continuation of MUS 275. Students wishing to take this course should contact instructor. **Prerequisite:** MUS 275. Three lecture.

**MUS 285 • Band** 1 cr.

Focus on performance of the concert band repertoire, requiring diligence in learning music and study of fundamentals, includes minor research of pieces and public performance. May be repeated for credit. Two lab. **Prerequisite:** Audition required.

**MUS 287 • Jazz Band** 1 cr.

Study and performance of jazz band literature and appropriate jazz techniques. Requires diligence in learning music, minor research of pieces and public performance. May be repeated for credit. Two lab. **Prerequisite:** Audition required.

**Nursing (NUR)****NUR 116 • LPN to RN Transition** 3 cr.

Provides students licensed as practical nurses opportunity to learn the role of the professional nurse. Allows the student to start the RN program in the third semester. **Prerequisite:** Admittance to the LPN-RN program. Three lecture.

**NUR 117 • Pharmacology I** 2 cr.

Introduces student to use of pharmacological agents during health-illness transitions and provides theoretical development of clinical and cultural competencies in the administration of medications. Special emphasis on the importance of caring behaviors and communication as they relate to patient teaching, as well as safe and accurate medication administration. **Prerequisite:** Enrollment in Nursing Program or instructor permission. Two lecture.

**NUR 118 • Pharmacology II** 2 cr.

Extends student knowledge in the use of pharmacological agents during health-illness transitions. Theoretical development of clinical and cultural competencies, including the safe and accurate administration of intravenous, pediatric, psychotropic and obstetric medications, as well as parenteral nutrition. **Prerequisite:** NUR 117; enrollment in Nursing Program or instructor permission. Two lecture.

**NUR 121 • Nursing I** 8 cr.

Within the framework of transitions, the focus is on individuals in well-defined practice settings. Covers situational transitions of the individual to the nursing student role and the client's admission to and movement within the health care system. Emphasis is on the student's development as a caring, competent nurse within the legal/ethical framework of the profession, using critical thinking and communication skills. **Prerequisite:** Admission into nursing program. Four lecture, 8 clinical, 4 skills lab.

**NUR 122 • Nursing II** 8 cr.

Focus on nursing care to promote healthy transitions for individuals and families with chronic health conditions in well-defined practice settings. Emphasis on basic management concepts and continued development of critical thinking, clinical judgment and skills. **Prerequisites:** NUR 117 and NUR 121. Four lecture, 8 clinical, 4 skills lab.

**NUR 125 • Practical Nurse Completion** 2 cr.

Within the framework of transitions, the focus is on preparing students to provide nursing care at the practical nurse level and to successfully complete the NCLEX-PN examination. Emphasis is on the student's development as a caring, competent nurse within the legal/ethical framework of practical nurse licensure in the state of Arizona. **Prerequisite:** Co-enrollment or completion of NUR 122. Two lecture.

**NUR 219 • NCLEX Review Seminar** 2 cr.

Preparation for the NCLEX-RN examination through lecture, analysis of practice questions, development of a study plan and taking practice exams. **Prerequisite:** Co-enrollment or completion of NUR 222. Two lecture.

**NUR 221 • Nursing III** 8 cr.

Focus on nursing care to promote healthy transitions for individuals and families experiencing developmental milestones. The student's transition to nurse includes group theory and nursing therapeutics related to parenteral therapy and assisting the client through acute health care issues. Includes concepts in critical thinking, organizational skills and psychosocial nursing. **Prerequisites:** Successful completion with a 'C' or better in NUR 122, BIO 205; and PSY 240. Four lecture, 8 clinical, 4 skills lab.

**NUR 222 • Nursing IV** 8 cr.

Focus on the impact of acute health/illness transitions on individuals, families and groups. Emphasis is on synthesis and application of nursing therapeutics in the transition of students to their role in the profession of nursing with an introduction to organizational transitions. **Prerequisite:** NUR 221. Four lecture, 8 clinical, 4 skills lab.

**NUR 290 • RN Refresher Course** 8 cr.

Designed for the RN whose license has lapsed. Reviews theory and updates clinical practice skills related to the nursing process, medical-surgical nursing, IV therapy and medication administration. Successful completion allows candidate to apply to the Arizona State Board of Nursing for RN licensing. Also, the student will be responsible for negotiating placement with a healthcare agency for 160 hours of approved clinical experience during the class. **Prerequisite:** Students must obtain an Arizona Temporary Refresher License and DPS fingerprint clearance prior to the start of the course.

**Nursing Assistant Training (NAT)****NAT 101 • Nursing Assistant** 5 cr.

Designed to comply with federal and state guidelines (OBRA) in that all nursing assistants will receive minimum training and experience in providing basic nursing care. At the completion of the course with 75% accuracy, the student is eligible to test for state certification. **Prerequisite:** ASSET reading score of 35 or COMPASS reading score of 61; **co-requisite:** EMT 104 or equivalent. Three lecture; six lab.

**Pharmacy Technician (PHT)****PHT 102 • Pharmacy Technician Training** 8 cr.

Prepares student for entry-level pharmacy technician positions. Includes medical and pharmaceutical terminology, basic anatomy related to pharmacology, and pharmaceutical calculations. Requires a 120-hour unpaid externship. Provides instruction required to pass the national examination of the Pharmacy Technician Certification Board (PTCB). Students must have basic keyboarding skills (approximately 25 words per minute). **Prerequisites:** ASSET/COMPASS reading scores of 36/65 and numerical score of 34/35; must be at least 18 years of age and have a high school diploma or equivalent; **co-requisite:** EMT 104 or equivalent. Six lecture, seven-and-a-half lab.

**Philosophy (PHL)****PHL 101 • Introduction to Philosophy** 3 cr.  
**SUN ☒ PHI 1101**

Introduction, exploration and analysis of topics of selected basic philosophical issues and problems, including the origins of ideas which have shaped Western thought and thinking today ~ knowledge, belief and truth, causality, reality, the world and God, morality, the nature of persons, obligation, action and free will, the good life, the ideal community,- and the nature of the ultimate reality. Reading and critical discussion of both classical and contemporary texts. **Prerequisite:** Satisfactory placement. Three lecture.



**PHL 103 • Introduction to Logic and Critical Thinking** 3 cr.**SUN# PHI 1103**

A candid approach to informal logic and critical thought, designed to place in perspective the rational and emotive elements involved in creative problem-solving as well as a systematic study and critical analysis of arguments. Students participate in plenary and small group discussions. **Prerequisite:** ENL 101. Three lecture.

**PHL 105 • Introduction to Ethics** 3 cr.**SUN# PHI 1105**

Introduction to moral and political theory and problems of practical ethics; philosophical analysis of the idea of the ethical life (problems of ethics and social/political philosophy, e.g., virtue and integrity, rights vs. social utility, nature of law and state). Reading and critical discussion from sources representative of moral and social philosophers of both the classical (historic) and contemporary periods. **Prerequisite:** Satisfactory placement. Three lecture.

**PHL 150 • Comparative World Religions** 3 cr.

Introduction to the historic concepts and philosophies of religion including the nature and justification of religious belief; arguments for the existence and nature of God or gods; mysticism; religion and meaning; values and knowledge of religion; theistic and pantheistic conceptions of God and creation in the world from animism to the modern religions; traditions including Buddhism, Hinduism, Islam, Judaism, Christianity and others. **Prerequisite:** Satisfactory placement. Three lecture.

**Photography (PHO)****PHO 080 • Basic Camera Techniques** 2 cr.

Introduction to the processes involved in taking a photograph. The course is intended to develop basic skills with regard to learning to see optically and with emphasis on individual creative expression. Two lecture.

**PHO 100 • Beginning Photography** 3 cr.

Principles and process of photography -includes techniques of black and white photography and processing. 35 mm camera is necessary. Two lecture; two lab.

**PHO 101 • Digital Photography** 3 cr.

The latest information on digital cameras and technologies, as well as the most recent updates to software and hardware needed to edit and print digital images. Two lecture; two lab.

**PHO 115 • Pictorial Journalism** 3 cr.

Application of basic photography techniques to mass media. Students learn to pictorially create a story using photographs, layouts and captions. **Prerequisite:** PHO 100 or instructor permission. Two lecture; two lab.

**PHO 150 • Investigative Photography I** 3 cr.

Photography in areas related to police investigation and accident documentation. Two lecture; two lab.

**PHO 151 • Investigative Photography II** 3 cr.

Continuation of study of photography in areas related to police investigation and accident documentation. **Prerequisite:** PHO 150 or instructor permission. Two lecture; two lab.

**PHO 200 • Intermediate Photography** 3 cr.

Techniques and processes in creating fine photographic images. **Prerequisite:** PHO 100 or instructor permission. Two lecture; two lab.

**PHO 201 • Intermediate Digital Photography** 3 cr.

Students learn digital retouching, compositing and image manipulation using industry standard software and hardware to produce quality output for print and Web. **Prerequisites:** CIS 105 and PHO 101, or instructor approval. Two lecture; two lab.

**PHO 212 • Color Photography I** 3 cr.

Beginning color photography. Designed for students with photography experience. The process and technique involved in creating the color photographic image using the negative color process. **Prerequisite:** PHO 100 or 200 or instructor permission. Two lecture; two lab.

**PHO 213 • Color Photography II** 3 cr.

Designed for students with color negative printing experience. Topics include the process and techniques involved with printing from color transparencies. Also includes the relationship to commercial photography. **Prerequisite:** PHO 212 or instructor permission. Two lecture; two lab.

**PHO 220 • Advanced Photography** 3 cr.

Continuation of black and white photography and introduction to the black and white photography book layout and construction. **Prerequisite:** PHO 200 or instructor permission. Two lecture; two lab.

**PHO 230 • View Camera Photography** 3 cr.

Practical use of the large format view camera. **Prerequisite:** PHO 200 or 220. Two lecture; two lab.

**PHO 240 • Photography Portfolio** 3 cr.

Application of techniques in preparing the photographic portfolio, construction, archival processing, negative filing systems, identification of equipment and supplies necessary in portfolio construction. **Prerequisite:** PHO 200 or 220. Two lecture; two lab.

**PHO 245 • Photography  
Desktop Publishing** 3 cr.

Designed for the student with previous photography experience as an add-on to design and presentation of his or her continuing portfolio. Students learn computer digital programs that will enhance their existing photography and help them in understanding the unique technical qualities found in the existing world of computer-aided photography. **Prerequisites:** PHO 220 and PHO 240 or instructor permission. Two lecture; two lab.

**PHO 250 • Photography  
as an Art Medium** 3 cr.

Survey of significant trends, philosophies and experimentation in photography from 1839 to the present. Course is nontechnical in nature and designed for the photography or nonphotography student. Three lecture.

**PHO 270 • Freelance and  
Stock Photography** 3 cr.

Application of techniques with regard to marketing and selling your photography. Course defines freelance photography/marketing and illustrates how to market a stock file of images from your own home. Approaches to stock agencies from initial inquiry to final sales, as well as pricing, are discussed. **Prerequisites:** PHO 220, PHO 240 and PHO 245 or instructor permission. Two lecture; two lab.

**PHO 280 • Photography  
Practicum** 2 cr.

For students wishing to enhance their photographic skills. Course may be repeated. **Prerequisite:** PHO 220 or instructor permission. One lecture; two lab.

**Physics (PHY)****PHY 113 • General Physics I** 4 cr.  
**SUN# PHY 1111**

An algebra-based course that includes the fundamentals of Newtonian mechanics (Part I) and the elementary physics of fluids (Part II). Use of elements of trigonometry and technical calculus are employed to encourage students to explore and expand knowledge of the use of mathematics in the study of physics. **Prerequisite:** MAT 152. MAT 189 suggested. Three lecture; three lab.

**PHY 114 • General Physics II** 4 cr.  
**SUN# PHY 1112**

A continuation of PHY 113 concentrating on thermodynamics, vibrations and wave motion, electricity and magnetism, light and optics, and modern physics. **Prerequisite:** PHY 113. Three lecture; three lab.

**Political Science  
(POS)****POS 110 • American Government** 3 cr.  
**SUN# POS 1110**

Introduction of various aspects of the national government: constitutional framework, structures, courts, Congress, presidency, interest groups and political parties. Satisfies teacher certification requirements for U.S. Constitution. **Prerequisite:** Satisfactory placement. Three lecture.

**POS 112 • Navajo Government** 3 cr.

Focuses on the development of the Navajo government, its evolution, legal and political bases, structure and functions, fiscal changes, and administrative growth. Three lecture.

**POS 221 • Arizona Constitution  
and Government** 1 cr.

Surveys the Arizona Constitution, with special attention to operation of state and local government. Requirement for teacher certification. One lecture.

**POS 222 • U.S. Constitution** 1 cr.

Surveys the U.S. Constitution from its philosophical and historical roots to its modern day structure. Course is intended to satisfy Arizona's requirement for teacher certification. One lecture.

**Psychology (PSY)****PSY 101 • Introduction  
to Psychology** 3 cr.  
**SUN# PSY 1101**

Survey of the science of psychology including history and systems, physiology, development, sensation and perception, learning theory, abnormal psychology, personality, and memory and cognition. **Prerequisite:** Satisfactory placement. Three lecture.

**PSY 200 • Psychology  
of Adjustment** 3 cr.

Examines selected topics on the principles of mental health, adjustment, conflict, stress, and coping processes derived from clinical and experimental research on the personal and social adjustment of the normal person. **Prerequisite:** Satisfactory placement. Three lecture.

**PSY 201 • Introduction  
to Research and Statistics** 4 cr.

Introduction to basic concepts of experimental design and statistical analysis in psychological research. **Prerequisite:** Satisfactory placement. Four lecture.

**PSY 231 • Principles  
of Learning** 3 cr.

Methods, principles, applications and theoretical issues of learning. **Prerequisite:** Satisfactory placement. Three lecture.

**PSY 240 • Developmental Psychology** 3 cr.

A survey of the issues and concepts dealing with age-related behavior and developmental changes during each different period of our life span from conception through old age and death. Current research in human development includes the physical, cognitive, and psychosocial development of each period of the life span. **Prerequisite:** Satisfactory placement. Three lecture.

**PSY 250 • Social Psychology** 3 cr.

Introduction to major theories and research findings of social psychology, with emphasis on the individual and reciprocal interaction with groups to provide an understanding of the roles of cognitive and motivational processes in social behavior. Topics include research on concepts like aggression, attraction, attribution, conformity, groups, helping, person perception, persuasion, language and communication. **Prerequisite:** Satisfactory placement. Three lecture.

**PSY 270 • Abnormal Psychology** 3 cr.

To acquaint the student with the different areas of mental illness, including causes, symptoms and treatments. PSY 101 recommended. **Prerequisite:** Satisfactory placement. Three lecture.

***Real Estate (REA)***

**REA 101 • Real Estate for Buyers and Sellers** 3 cr.

Basics of real estate transactions from the perspectives of both buyers and sellers. Information enables students to better manage his or her own transaction with a real estate professional. Course is not designed to train students to become real estate agents. Three lecture.

***Small Business Management (SBM)***

**SBM 111 • Effective Business Communication** 3 cr.

Introduction to effective business communication. Students learn the skills and strategies in oral, written, nonverbal and intercultural communication. Construction of memos, letters, résumés, reports and electronic usage is emphasized. **Prerequisite:** AIS 110 or ability to type. Three lecture.

**SBM 112 • Native American Entrepreneurship** 3 cr.

Introduction to the concepts of small business ownership. Students gain an understanding of entrepreneurship, types of businesses, legal aspects, managing a small business, marketing, negotiations and financial issues. Three lecture.

**SBM 113 • Building Your Winning Business on the Reservation** 3 cr.

Overview of the basic skills in running a small business, including startup issues, products and facilities, industry analysis, marketing plans, bookkeeping systems, financial plans, legal and insurance issues, financing options, and writing a quality business plan. Three lecture.

**SBM 150 • Building a Winning Business** 1 cr.

Introduction to the personal and economic realities of self-employment (entrepreneurship) as an alternative to traditional employment. The characteristics of successful entrepreneurs are fully discussed as well as the four primary types of entrepreneurship. Students develop and analyze personal, family and career goals as they relate to self-employment (entrepreneurship). One lecture.

**SBM 152 • Small Business Management Accounting** 2 cr.

Development and use of core financial statements in a small business. Covers maintaining general and special journals, general ledger accounts, journalizing and posting entries, development of a cost of goods sold section for the income statement, and the calculation of depreciation expense by setting up the books for a sample business. Two lecture.

**SBM 154 • Marketing: From Product to Profit** 1 cr.

Participants develop ideas for meeting specific present and future social needs and wants for new products and services. Includes how to evaluate the market potential of ideas using simple research and testing methods. Also covers modern marketing and customer service concepts. One lecture.

**SBM 156 • Small Business Legal Issues and Insurance** 1 cr.

Introduction for prospective entrepreneurs of key concepts in the law, both statutory and regulatory, which may affect the success of their business. Also covers the key concepts in contract law and business liability. Also discusses the availability and limitations of various types of insurance to protect the business from liability. One lecture.

**SBM 157 • Team Building for Native American Enterprise** 1 cr.

Introduces the student to team-building skills, techniques and implementation. Also covers recruiting, motivating, training, communicating and leading a team. One lecture.

**SBM 158 • Time Management** 0.5 cr.

Acquaints students with the elements involved with time management. Covers how to conduct a time audit and develop and refine a personal time-management system. One-half lecture.

**SBM 160 • Managing the Company Budget** 1 cr.

Prepares the owner/manager to manage the company's budget effectively to keep cost in order, ensure that sales and collections efforts work together, assure that margins are protected, market share grows and profits increase. One lecture.

**SBM 162 • How to Write a Business Plan** 1 cr.

How to organize and implement the planning process and develop the planning document that will lead the company to greater productivity and higher profits. One lecture.

**SBM 164 • How to Write a Marketing Plan** 1 cr.

A guide to market planning. Students use the guidelines to prepare a marketing plan for their company. One lecture.

**SBM 165 • Politics and Tribal Government** 1 cr.

Provides students with an overview of current tribal issues, common governmental structures and political realities. One lecture.

**SBM 166 • Small Business Finance** 1 cr.

Basic understanding of how a small business typically finances both its startup operations and future growth. Students learn about general sources of financing and create a list of possible sources for their particular businesses. Each student also develops a financing proposal for his or her particular business. One lecture.

**SBM 167 • Budgeting for the Native American Enterprise** 1 cr.

Provides students with knowledge of financial essentials for the growing small business. One lecture.

**SBM 169 • Applying for Grants** 1 cr.

Provides students with knowledge to research and write government and private industry grants. One lecture.

**SBM 175 • Financing for Native American Enterprise** 1 cr.

A basic understanding of how a small business typically finances both its startup operations and future growth. Also, how to identify the firm's needs, appropriate sources and types of financing, and how to prepare a financing proposal. One lecture.

**SBM 177 • Feasibility Studies** 1 cr.

Takes students through the process of identifying a product/service, analyzing the market and competitive position, and focusing on the product/services strengths. One lecture.

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***Sociology (SOC)***

**SOC 120 • General Sociology** 3 cr.  
**SUN# SOC 1101**

Covers fundamentals of sociology, organization of human groups and society and processes of interaction and social change. **Prerequisite:** Satisfactory placement. Three lecture.

**SOC 121 • Social Problems in America** 3 cr.

Analysis of social problems in the United States with focus on their causes, structure, function and societal effects. Close attention is paid to the student's relationship to these identified social problems as well as proposed solutions. **Prerequisite:** Satisfactory placement. Three lecture.

**SOC 130 • Racial, Ethnic and Gender Relations in Modern Society** 3 cr.  
**SUN# SOC 2215**

Explores the wide range of racial, ethnic and gender diversity issues in modern society. Specific theories are explored along with an in-depth analysis of various minority groups. **Prerequisite:** Satisfactory placement. Three lecture.

**SOC 140 • Analysis of Deviant Behavior** 3 cr.

Survey of the sociological theories related to deviant behavior, issues of social control, and impact of deviance on individuals and social institutions. **Recommended:** SOC 120. Three lecture.

**SOC 225 • Sociology of the Family** 3 cr.

The U.S. family in many of its aspects, including the history of the family, marriage, sex, family problems, money matters, future of the family and others. **Prerequisite:** Satisfactory placement. Three lecture.

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***Spanish (SPA)***

**SPA 100 • Beginning Spanish Conversation** 3 cr.

Emphasizes basic sentence structure, pronunciation, vocabulary and practical usage. Designed to develop speaking and listening abilities. Little emphasis on grammar. Three lecture.

**SPA 101 • Elementary Spanish I** 4 cr.  
**SUN# SPA 1101**

Introduction to the Spanish language, with emphasis on developing the skills of listening, speaking, reading and writing. Emphasizes basic grammar, pronunciation, vocabulary and culture. **Prerequisite:** Satisfactory placement. Four lecture.

**SPA 102 • Elementary Spanish II** 4 cr.  
**SUN# SPA 1102**

Continuation of the study of fundamental patterns in SPA 101. Emphasis continues on the comprehension, speaking, reading and writing aspects. **Prerequisite:** SPA 101. Four lecture.

**SPA 201 • Intermediate Spanish I** 4 cr.  
**SUN# 2201**

Consolidate and augment dexterity in the four basic skills: comprehension, speaking, reading and writing. Further development of vocabulary and cultural awareness. **Prerequisite:** SPA 102. Four lecture.

**SPA 202 • Intermediate Spanish II** 4 cr.  
**SUN# 2202**

Systematic expansion to strengthen the communicative skills of listening, speaking, reading and writing. A continued emphasis on vocabulary and cultural enrichment. **Prerequisite:** SPA 201. Four lecture.

**SPA 218 • Advanced Spanish Practicum** 3 cr.

Increase proficiency in Spanish for advanced students. The area of concentration ~ be it grammar, conversation, reading, composition or intense review ~ depends on the need of each individual student. **Prerequisite:** SPA 202. Three lecture.

***Speech, Theatre and Film (SPT)***

**SPT 105A • Dance: Waltz** 0.25 cr.  
 Short-term class setting for beginners to learn how to dance the waltz. Two lab.

**SPT 105B • Dance: Tango** 0.25 cr.  
 Short-term class setting for beginners to learn how to dance the tango. Two lab.

**SPT 105C • Dance: Rumba** 0.25 cr.  
 Short-term class setting for beginners to learn how to dance the rumba. Two lab.

**SPT 105D • Dance: Swing** 0.25 cr.  
 Short-term class setting for beginners to learn how to swing dance. Two lab.

**SPT 105E • Dance: Salsa** 0.25 cr.  
 Short-term class setting for beginners to learn how to dance the salsa. Two lab.

**SPT 105F • Dance: Cha-Cha** 0.25 cr.  
 Short-term class setting for beginners to learn how to dance the cha-cha. Two lab.

**SPT 105G • Dance: Foxtrot** 0.25 cr.  
 Short-term class setting for beginners to learn how to dance the foxtrot. Two lab.

**SPT 110 • Fundamentals of Oral Communications** 3 cr.  
**SUN# COM 1100**

Theory and practice in the organization, preparation and delivery of communication. Special attention to elements of interpersonal communication, constructive criticism, conflict management and small group process. Three lecture.

**SPT 115 • Interpreter's Theatre** 3 cr.  
 Theory and performance in interpreter's theatre. An effective vehicle for understanding literature, developing skills in oral interpretation and bringing enjoyment and enrichment to both the interpreters and the audience. Performance portion of the course is a touring group available to perform for area schools and organizations. Three lecture.

**SPT 120 • Public Speaking** 3 cr.  
 Development of skill in speaking in a variety of formal public communication situations. Application of the principles of logic and critical thinking as well as the behavioral theories of audience psychology. **Prerequisite:** Satisfactory placement. Three lecture.

**SPT 130 • Introduction to Theatre** 3 cr.  
 An introductory survey course of theatre from its earliest known beginning(s) to the present day. Students are exposed to drama from a variety of historical and ethnic backgrounds. The course focuses on the aesthetic and humanistic aspects of theatre within historical and contemporary contexts. **Prerequisite:** Satisfactory placement. Three lecture.

**SPT 140 • Principles of Drama** 3 cr.  
**SUN# THE 2220**

Focuses on the analysis of structural elements of major dramatic forms and styles and how they inform interpretive decisions related to theatrical production. Emphasis on studying representative plays, ranging from the classical to contemporary eras. Three lecture.

**SPT 150 • Introduction to Film** 3 cr.  
 Introduction to the history, ideology and aesthetics of film, film theory and film criticism. Three lecture. **Prerequisite:** Satisfactory placement.

**SPT 155 • History of Television** 3 cr.  
 Historic evolution of American television programming from the late 1940s to the present. Examines the economic, political, social and cultural influence of television in American society. Three lecture. **Prerequisite:** Satisfactory placement.

**SPT 170 • Introduction to Acting** 3 cr.  
 Background in the theatre, and a variety of approaches to acting. Identification and preparation of a role. How to begin a characterization and how to act with other characters on stage. Basic work done with voice and movement. Two lecture; two lab.

**SPT 171 • Intermediate Acting** 3 cr.  
 Continuation of acting training, utilizing performances in scenes and full-length plays. Stresses character development and acting styles. **Prerequisite:** SPT 170 or instructor permission. Two lecture; two lab.

**SPT 175 • Theatre Dance** 1 cr.  
 Basic movement styles and dance terminology for students wishing to participate in musical theatre or dance productions. Includes anatomy study and some dance history. Two lab.

<p><b>SPT 178 • Stage Makeup</b> 3 cr. Focuses on the essentials of stage makeup, including straight, character and special types of makeup. The effects of stage lighting on makeup are also examined. Possible opportunities for production experience, where students apply the techniques learned in the course on actors cast in NPC drama or musical productions. Two lecture; two lab.</p>	<p><b>SPT 201 • Play Production II</b> 3 cr. Continuation of Play Production I, students are assigned roles and/or positions on technical committees. Additional focus placed on the function of directing, character analysis and technical theatre. Emphasis on performance of a play or musical for an audience. <b>Prerequisite:</b> SPT 200 or instructor permission. Six lab.</p>	<p><b>SPT 252 • Playwriting</b> 3 cr. Introduction to playwriting. Emphasis placed on composition of action, plot development and character development. Students write a series of short scripts. Two lecture; two lab.</p>
<p><b>SPT 180 • Introduction to Stage Lighting</b> 3 cr. Emphasizes play script analysis in association with lighting color and angle theory. Course includes basic design communication tools such as drafting. Lab is based on developing color, intensity, texture, and beam angle in association with mood and place context of a play. Two lecture; two lab.</p>	<p><b>SPT 210 • Intermediate Public Speaking</b> 3 cr. Emphasis on in-depth study of communication theory, introduction to argumentation and debate, and the organization, preparation and delivery of a variety of speech types. <b>Prerequisite:</b> SPT 120 or instructor permission. Three lecture.</p>	<p><b>SPT 265 • Directing</b> 3 cr. Basic principles and techniques of stage direction: play selection, play analysis, stage composition and design, casting, blocking and business, technical coordination, rehearsal, and final production. Direction of scenes or one-act required. <b>Prerequisites:</b> SPT 200, SPT 220 or instructor permission. Two lecture; two lab.</p>
<p><b>SPT 185 • Introduction to Scene Design</b> 3 cr. Emphasizes analysis of a play script subject to the development of stage scenery, developing drafting and drawing skills necessary to effectively communicate as a designer, and skills necessary to construct a working model for a play script. Two lecture; two lab.</p>	<p><b>SPT 220 • Technical Theatre</b> 3 cr. The study and utilization of design and construction techniques for theatre. Includes the areas of lighting design and wiring, scenery design and construction, costume design and construction, and stage management. Two lecture; two lab.</p>	<hr/> <p><b><i>The Learning Cornerstone (TLC)</i></b></p> <p><b>TLC 010 • New Readers I</b> 2 cr. Introduction to beginning reading and writing. Students study letter names and sounds, blending, letter formation and basic sight vocabulary. Students work with tutor until mastery of level one. (Pre-Lit) <b>Prerequisite:</b> Satisfactory placement. One lecture; two lab.</p>
<p><b>SPT 190 Introduction to Costume Design</b> 3 cr. Basic principles of costume design and construction and a survey of selected historical periods. Students develop drawing skills necessary to effectively communicate as a designer and complete a costume design project as part of a production experience. Two lecture; two lab.</p>	<p><b>SPT 230 • Video Production</b> 3 cr. Study and practice in the basic principles and techniques of video production: audio, lighting, camera, video recording, graphics and sets, producing, directing, and field production. Two lecture; two lab.</p>	<p><b>TLC 020 • New Readers II</b> 2 cr. Second level of reading and writing skills. An introduction to basic geometry and science are included. Students build upon previously learned skills and works with tutor until mastery of level two. (Pre-Lit) <b>Prerequisite:</b> Satisfactory placement. One lecture; two lab.</p>
<p><b>SPT 200 • Play Production I</b> 3 cr. Techniques and materials used in theatrical production. Directing, acting, lighting, stagecraft, makeup, costume and management. Emphasis placed on performance of a play for an audience. Six lab.</p>	<p><b>SPT 240 • Video Editing</b> 3 cr. Introduction to the theories, history and practices of editing. Students work with nonlinear video editing stations to gain experience editing and learning the concepts, procedures and challenges of this art form. Two lecture; two lab.</p>	<p><b>TLC 030 • New Readers III-A</b> 2 cr. Introduction to third level of reading, writing, mathematics and science skills. Students work with a tutor and independently to develop mastery of course objectives and personal literacy goals. Emphasis on expanding sight and written vocabulary. (Pre-Lit) <b>Prerequisite:</b> Satisfactory placement. One lecture; two lab.</p>
<p><b>SPT 251 • Teaching Theatre for Youth</b> 3 cr. Provides students educational theory on learning styles, insight into theatrical games and activities designed for children to help them practice basic theatre performance and technical activities, including acting, singing, dancing, and technical theatre areas such as set building, makeup and costumes. Two lecture; two lab.</p>		

**TLC 035 • New Readers III-B** 2 cr.

Continuation of third-level reading and writing skills. Students work with a tutor and independently to develop mastery of course objectives and personal literacy goals. Emphasis on developing study skills and written expression. Geography and science units are included. (Pre-Lit) **Prerequisite:** Satisfactory placement. One lecture; two lab.

**TLC 040 • New Readers IV-A** 2 cr.

Introduction to fourth-level reading and writing skills. Units on family dynamics, social studies and science are included. Students work in lab with tutor to master course objectives and personal literacy goals. (Pre-Lit) **Prerequisite:** Satisfactory placement. One lecture; two lab.

**TLC 045 • New Readers IV-B** 2 cr.

Introduction to fifth-level reading and writing skills. Social studies and science units are included. Students work in lab with tutor to master course objectives and personal literacy goals. Prepares students for independent developmental study. (Pre-Lit) **Prerequisite:** Satisfactory placement. One lecture; two lab.

**TLC 050 • Writing Step V** 2 cr.

Independent study of writing techniques. Practice writing in response to stated purposes. Focus on writing complete sentences and increasing student confidence. (ABE I) **Prerequisite:** Satisfactory placement. One lecture; two lab.

**TLC 051 • Reading Step V** 2 cr.

Independent study and practice with reading skills. Students develop fluency, literal comprehension and vocabulary. (ABE I) **Prerequisite:** Satisfactory placement. One lecture; two lab.

**TLC 056 • Math Basics I** 2 cr.

Instruction, practice and practical application in mathematical basics including whole numbers, place value, money, addition, subtraction, data and probability, patterns, geometric shapes, and measurement. (ABE I) **Prerequisite:** Satisfactory placement. One lecture; two lab.

**TLC 057 • Math Basics II** 2 cr.

Expanded instruction, practice and practical applications in mathematical basics, including whole numbers, place value, multiplication, division, data and probability, patterns, geometric figures, and customary and metric measurement. (ABE II) **Prerequisite:** Satisfactory placement. One lecture; two lab.

**TLC 058 • Orientation to GED** 0.5 cr.

Introduction to the General Education Development (GED) test topics, timeline and procedures. Students may take the official GED Practice Test and/or other test skills diagnostics including TABE (Test of Adult Basic Education). Instructor and student develop a study plan to prepare for GED test. **Prerequisite:** Satisfactory placement. Half lecture.

**TLC 060 • Writing Step VI** 2 cr.

Independent study of writing techniques. Practice writing in response to stated purposes. Focus on sentence variety, mechanics and increased writing confidence. (ABE II) **Prerequisite:** Satisfactory placement. One lecture; two lab.

**TLC 061 • Reading Step VI** 2 cr.

Independent study and practice in reading. Students build on previously learned skills. Focus on developing interpretive and critical reading skills and vocabulary. (ABE II) **Prerequisite:** Satisfactory placement. One lecture; two lab.

**TLC 062 • Social Science Reading I** 2 cr.

Provides reading skills practice and content learning in the social sciences, including readings in political science, history, geography, economics and behavioral science. (ABE II) **Prerequisite:** Satisfactory placement. One lecture; two lab.

**TLC 063 • Natural Science Reading I** 2 cr.

Provides reading skills practice and content learning in the physical sciences, including biology, earth science, physics and chemistry. (ABE II) **Prerequisite:** Satisfactory placement. One lecture; two lab.

**TLC 064 • Reading Literature I** 2 cr.

Develop strategies in the literature content area. Specific emphasis on reading and interpreting fiction and nonfiction selections. (ABE II) **Prerequisite:** Satisfactory placement. One lecture; two lab.

**TLC 066 • Fractions** 2 cr.

Instruction, practice and practical application with fractions. (ABE III) **Prerequisite:** Satisfactory placement. Two lecture; two lab.

**TLC 067 • Decimals and Percents** 2 cr.

Instruction, practice and practical applications with decimals and percents. (ABE III) **Prerequisite:** Satisfactory placement. Two lecture; two lab.

**TLC 071 • Practical Reading** 3 cr.

Instruction and practice with literal and inferential reading comprehension. Focus on interpreting practical passages and selections. (ABE III) **Prerequisite:** Satisfactory placement. Two lecture; two lab.

**TLC 072 • Mathematics Review** 2 cr.

Review and practice in whole numbers, decimals, fractions, percents, geometry, measurements and basic algebra. **Prerequisite:** Satisfactory placement. One lecture; two lab.

**TLC 073 • Calculator Skills** 1 cr.

Instruction and practice using the Casio fx-260 scientific calculator to solve specific kinds of problems such as those that might appear on a GED mathematics test. Focus on calculator proficiency, not mathematics content. (ASE I) **Prerequisite:** Satisfactory placement. Half lecture; one lab.

**TLC 075 • Mathematical Problem Solving** 3 cr.

Instruction, practice and practical application in solving word problems, including test-taking strategies and reasoning. Fractions, decimals, ratios, proportions, percent, data analysis, geometry, and beginning algebra topics are integrated into a problem-solving format. (ASE I) **Prerequisite:** Satisfactory placement. Two lecture; two lab.

**TLC 078 • Beginning Essays** 3 cr.

Instruction and practice in writing simple essays; emphasis on improving coherence, expression and fluency in writing. Reviews conventions of academic writing. **Prerequisite:** Satisfactory placement. Two lecture; two lab.

**TLC 079 • Authoring Effective Paragraphs and Essays** 3 cr.

Instruction and practice in creating effective paragraphs and essays. Focuses on the conventions of academic English and students are expected to self-edit and revise their own work. **Prerequisite:** Satisfactory placement. Two lecture; two lab

**TLC 081 • Reading Skills and Strategies** 3 cr.

Reading strategies for literal and interpretive comprehension of written passages. Focus on interpreting popular literature and text passages. (ASE I) **Prerequisite:** Satisfactory placement. Two lecture; two lab.

**TLC 082 • Social Science Reading II** 2 cr.

Instruction and practice with reading strategies in the content areas of political science, history, geography, economics and behavioral science. (ABE III) **Prerequisite:** Satisfactory placement. Two lecture; one lab.

**TLC 083 • Natural Science Reading II** 2 cr.

Reading practice and instruction in biology, earth science, physics and chemistry. (ABE III) **Prerequisite:** Satisfactory placement. Two lecture; one lab.

**TLC 084 • Reading Literature II** 2 cr.

Improve skills for understanding and interpreting literature. Students study the fundamentals of prose, poetry, drama and essay. (ASE I) **Prerequisite:** Satisfactory placement. Two lecture; one lab.

**TLC 086 • General Education Development (GED)** 3 cr.

Rapid content review, confidence building and test strategies for students already possessing GED-level skills. Prepares students to successfully complete the five GED Exams: (1) Language Arts, Writing, (2) Social Studies, (3) Science, (4) Language Arts, Reading and (5) Mathematics. (ASE II) **Prerequisite:** Satisfactory placement. Two lecture; two lab.

**TLC 088 • GED Writing Skills** 2 cr.

Provides students with instruction and practice with grammar and mechanics necessary for successful completion of the multiple choice section of the General Education Development (GED) Language Arts, Writing Exam. (ASE I) **Prerequisite:** Satisfactory placement. One lecture; two lab.

**TLC 089 • Writing for the GED** 2 cr.

Provides instruction in the types of essay writing techniques needed specifically for the General Education Development (GED) Language Arts, Writing Essay test. (ASE I) **Prerequisite:** Satisfactory placement. One lecture; two lab.

**TLC 090 • Writing Skills III** 3 cr.

Improve writing techniques, fluency, mechanics and grammar in preparation for ENL 101. Practice in writing paragraphs, essays and a research paper. (ASE II) **Prerequisite:** Satisfactory placement. Three lecture; one lab.

**TLC 091 • Reading Skills III** 3 cr.

Effective techniques for studying, reading and comprehending college-level work. Intensive study of literal comprehension and content area reading techniques. Introduction to efficient study skills. (ASE II) **Prerequisite:** Satisfactory placement. Three lecture; one lab.

**TLC 092 • Beginning Algebra** 3 cr.

Instruction, practice and practical application in beginning algebra, including signed numbers, powers and roots, equations, algebraic expressions, polynomials, and rectangular coordinates. (ASE II) **Prerequisite:** Satisfactory placement. Two lecture; two lab.

**TLC 095 • College Survival Skills** 1 cr.

Introduction to basic study skills for organizing college and pre-college coursework. **Prerequisite:** Satisfactory placement. One lecture.

**TLC 099 • Workshops in Developmental Studies** 0.5 to 4 cr.

Workshop to enhance pre-college learning skills. Designed to meet the common interests and needs of a group of students. Course topics vary according to student needs. **Prerequisite:** Satisfactory placement. One to three lecture; one to three lab.

**TLC 100 • College Success Strategies** 3 cr.

Introduction to the college/university experience. Orientation to campus resources, regulations, policies and procedures; time management; note taking methods; test reading approaches and skills; library use; test taking; academic planning and information; and goal setting. **Prerequisite:** Satisfactory placement. Three lecture.



## **Welding (WLD)**

### **WLD 100 • Safety and Math** 2 cr.

Introduces trainees to principles and procedures needed to work safely in the construction environment and includes common safety equipment with procedures for inspection and use. Two lecture.

### **WLD 130 • Metal Art** 3 cr.

Introduction to various forms of metal artwork techniques including basic blacksmith forging, scrollwork, bending, forming of sheetmetal into armour and other implements. Also features elements of armour and weapons history by touching on the styles found in different countries. One lecture; four lab.

### **WLD 131 • Metal Armour Fabrication** 3 cr.

Skills enhancement in various forms of metal artwork techniques, specifically chasing, engraving, etching and beginning inlay work (soldering style inlay and puzzle style inlay). Skills are applied to brass, copper, steel or iron. Objective is the practice of shaping and forming of steel armour. Student will build a set of armour and enhance its surface with inlaying techniques. One lecture; four lab.

### **WLD 150 • Symbols, Drawings/ Metal Preparation** 2 cr.

Teaches welding trainees how to read and interpret AWS standard welding symbols and welding detail drawings, as well as how to prepare base metal joints for welding. **Co-requisite:** WLD 100. Two lecture.

### **WLD 151 • Cutting Process and Welding Quality** 3 cr.

Introduces welding trainees to oxy-fuel cutting (OFC), plasma arc cutting (PAC) and carbon arc cutting (CAC). Teaches student to understand and apply weld quality principles. **Co-requisite:** WLD 100. One lecture; three lab.

### **WLD 152 • SMAW Plate I** 3 cr.

Students are introduced to shielded metal arc welding and its equipment setup; shielded metal arc welding electrodes and considerations for electrode selection; shielded metal arc welding beads and fillet welds using only shielded metal arc welding technology. **Co-requisite:** WLD 100. One lecture; three lab.

### **WLD 153 • SMAW Plate II** 3 cr.

Introduces welding trainees to shielded metal arc welding groove welds with backing and their manufacture using shielded metal arc welding equipment. **Prerequisite:** WLD 152; **co-requisite:** WLD 100. One lecture; three lab.

### **WLD 154 • GMAW Plate** 3 cr.

Introduces welding trainees to: gas metal arc welding (GMAW) equipment and filler metals; gas metal arc plate and the fabrication of quality GMAW fillet weld in plate in all positions; flux core arc welding (FCAW) equipment and filler metals; and the manufacture of quality FCAW fillet and groove welds using flux core arc welding. **Co-requisite:** WLD 100. One lecture; three lab.

### **WLD 155 • GTAW Plate** 3 cr.

Introduces welding trainee to Gas Tungsten Arc Welding (GTAW) equipment and filler metals and the fabrication of quality groove welds in mild steel plates with the GTAW process. **Co-requisite:** WLD 100. One lecture; three lab.

### **WLD 156 • AWS Level I Certification Preparation** 2 cr.

Prepares student to meet the American Welding Society (AWS) Level I Entry Level Welder requirements that are more comprehensive than the NPC general welding curriculum. When linked with WLD 157, prepares student to sit for the nine-part AWS national certification exam. **Prerequisites:** All Level I courses, or instructor permission; **co-requisite:** WLD 100. One-half lecture; three lab.

### **WLD 157 • AWS Level I Certification (Entry Level Welder)** 4 cr.

Prepares student to test for final certification requirements as an American Welding Society Entry Level Welder (Level I) by performing the same nine-part series of workmanship qualification examinations required by the AWS EG2.0-95. **Prerequisites:** All Level I courses including WLD156, or instructor permission; **co-requisite:** WLD 100. One lecture, six lab.

### **WLD 240 • Introduction to Plastics** 2 cr.

Introduces student to types and characteristics of common thermoplastics. One lecture; two lab.

### **WLD 241 • Plastic Welding** 2 cr.

Covers construction and components of the hot air welder; techniques for plastic welding, use of welding tips, and air compressor and heat settings. **Co-requisite:** WLD 240. One lecture; two lab.

### **WLD 242 • Fabrication of Plastics** 2 cr.

Instruction in how to construct products from sheet plastics; use of tools for cutting, shaping and finishing. **Co-requisites:** WLD 240, WLD 241. One lecture; two lab.

### **WLD 243 • Pipe Fitting for Plastic** 2 cr.

Focus on coping pipe and flange welding. How to level pipe on pipe stands, find center and attach flanges using two-hole pins, square, level and hot air welder. Also instruction in use of math formulas to make cope templates, cut-outs with jig-saw and weld pieces to form usable fittings. **Co-requisites:** WLD 240, WLD 241, WLD 242. One lecture; two lab.

**WLD 260 • Weld Fit-Up/  
Inspection/Metallurgy** 2 cr.

Introduction to joint fit up and alignment using equipment associated with shielded metal arc welding; air carbon arc cutting and gouging; physical characteristics and mechanical properties of metal, especially as related to base metals and affect weld quality; and weld quality theory. **Co-requisite:** WLD 100. One lecture; one lab.

**WLD 261 • SMAW  
Open V-Butts/Plate I** 3 cr.

Introduces welding trainees to shielded metal arc welding open V-butt welds using appropriate equipment. **Prerequisite:** WLD152; **co-requisite:** WLD 100. One lecture; three lab.

**WLD 262 • SMAW  
Open V-Butts/Plate II** 3 cr.

Course offers welding trainees advanced training in the manufacture of acceptable open V-butt welds using shielded arc welding equipment. **Prerequisites:** WLD 152, WLD 153 and WLD 261; **co-requisite:** WLD 100. One lecture; three lab.

**WLD 263 • SMAW  
Open Root/Pipe I** 3 cr.

Instructs a welding trainee in the performance of open root pipe welds in the flat and horizontal positions using SMAW equipment. **Prerequisites:** WLD 152, WLD 153, WLD 261 and WLD 262; **co-requisite:** WLD 100. One lecture; four lab.

**WLD 264 • SMAW  
Open Root/Pipe II** 3 cr.

Advanced training for the welding trainee in the manufacture of open root pipe welds in the vertical and 45-degree inclined position using SMAW technology. **Prerequisites:** WLD 152, WLD 153, WLD 261, WLD 262 and WLD 264; **co-requisite:** WLD 100. One lecture; four lab.

**WLD 265 • GMAW Pipe** 3 cr.

Introduces the welding trainee to gas metal arc welding pipe and the installation of quality GMAW V-groove welds in pipe; GMAW equipment and filler metals; and flux cored arc welding of pipe and the manufacture of quality FCAW open root V-groove welds in pipe. **Prerequisite:** WLD 154; **co-requisite:** WLD 100. One lecture; three lab.

**WLD 266 • FCAW Pipe** 3 cr.

Introduces the welding trainee to GMAW equipment and filler metals and the manufacture of quality FCAW open root V-grooves. **Prerequisite:** WLD 154; **co-requisite:** WLD 100. One lecture; three lab.

**WLD 267 • GTAW Pipe I** 3 cr.

Introduces the welding trainee to the GTAW (gas tungsten arc welding) process of installing quality open root V-groove welds on stainless steel pipe; using GTAW equipment and filler metals; and manufacturing quality open root V-groove welds on low alloy steel pipe with the GTAW process. **Prerequisite:** WLD 155; **co-requisite:** WLD 100. One lecture; three lab.

**WLD 268 • GTAW Pipe II** 3 cr.

Advanced training in the use of GTAW technology and introduction of the process of installing quality open root V-groove welds in carbon steel pipe with the GTAW process. **Prerequisites:** WLD 155 and WLD 267; **co-requisite:** WLD 100. One lecture; three lab.

**WLD 290 • Welding  
Fabrication** 3 cr.

For advanced students to continue training in welding. Students complete a project from blueprint to final product. **Prerequisite:** Permission of instructor. One lecture; three lab.

**WLD 291 • Internship  
for Welding** 2 cr.

Internship course designed to accompany any WLD course to learn the fundamentals of welding, fabrication and cutting through on-the-job-training as an intern with a local contractor. The course emphasizes techniques and use of basic tools in performing welding related work and includes physical demonstrations of safety requirement. Students must schedule job hours with a designated contractor for an average minimum of 10 hours per week. **Prerequisite:** Permission of instructor; **co-requisite:** WLD 100.

## ***Workshops and Special Project Courses***

The following list of courses are available and applicable in every departmental area and may carry the departmental prefix. Such courses are not described in the preceding Course Description section since their descriptions (below) are the same for all similarly numbered courses.

### **198 • Internship** 1 to 16 cr.

An on-the-job training program for students to earn college credit for learning achieved on the job. Learning is demonstrated through student completion of employer, student (employee) and NPC instructor-approved written learning objectives relating to the student's job, career goals and academic major.

### **099/199 • Workshop** 0.5 to 6 cr.

Courses designed to meet the common interests and problems of a group of students. Course topics vary according to the needs of students involved.

### **298 • Portfolio** 1 to 3 cr.

Supervised special project in field of study designed for application to professional/technical and academic studies. Students participate in an in-depth, critical evaluation of their own work as it relates to competencies developed during their program. Development of a portfolio of individual performance consisting of assessment and examples demonstrating success in communication, problem solving, decision making and technical competencies.

### **299 • Special Topics** 0.5 to 4 cr.

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

